



**Community
Development District**

November 4, 2021

**Regular Meeting
Agenda**



OFFICE OF THE DISTRICT MANAGER
250 International Parkway, Suite 280 • Lake Mary, Florida 32746
Phone: (321) 263-0132 • Toll-free: (877) 276-0889

October 28, 2021

ATTENDEES:

Meetings/Workshops are now held in person. During public comments, please state your name and address.

Residents have the option of calling in via Zoom with the call-in information below.

Call-in Number: +1 (929) 205-6099

Meeting ID: 2043596216#

Link: <https://us06web.zoom.us/j/2043596216>

Board of Supervisors
Grand Haven Community Development District

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, November 4, 2021, at 9:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

- I. Call to Order/ Roll Call**
- II. Pledge of Allegiance**
- III. Presentation of FCSO Speed Monitoring – Scott Vedder**
- IV. Audience Comments – (limited to 3 minutes per individual for agenda items)**
- V. Staff Reports**
 - A. Amenity Manager: Robert Ross/ John Lucansky Exhibit 1
 - B. District Engineer: David Sowell
 - C. Operations Manager: Barry Kloptosky
 - Presentation of Capital Project Plan Tracker Exhibit 2
 - Monthly Report Exhibit 3
 - D. District Counsel: Scott Clark
 - E. District Manager: Howard “Mac” McGaffney
- VI. Consent Agenda Items**
 - A. Consideration for Acceptance – The Unaudited Financial Reports Exhibit 4
through September 30, 2021



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VI. Consent Agenda – continued

- B. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held October 7, 2021 Exhibit 5

VII. Business Items

- A. Continued Discussion: Long Term Capital Planning
- B. Consideration & Adoption of **Resolution 2022-02**, Adopting Employee Benefit Policy for FY 2022 Exhibit 6

VIII. Supervisors Requests

IX. Action Item Summary

X. Upcoming Meeting Agenda Items/ Meeting Matrix – *To Be Distributed*

XI. Next Meeting Quorum Check: December 2, 9:00 AM

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

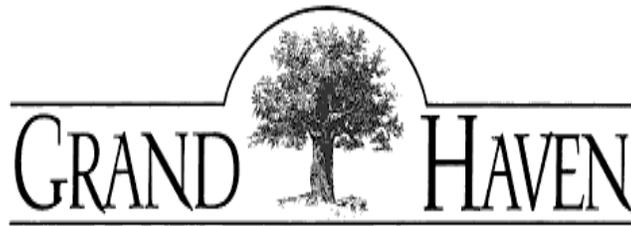
XII. Adjournment

Should you have any questions regarding the agenda, please email me at hmac@vestapropertyservices.com

Sincerely,

Howard McGaffney
District Manager

EXHIBIT 1



Monthly Amenity Update

Date of report: 10/27/2021

Submitted by Robert Ross/John Lucansky

October CDD Meeting Action Items:

1. Eblast No riding of bikes, scooters, or skateboards on amenity sidewalks leading to the tennis and pickleball courts.
 - a. Work closely with Operations manager on getting signs posted in these areas
2. Watching closely for pets on amenity property that are not service animals
 - a. Staff will be trained on what the ADA allows staff to ask and service animal guidelines
 - b. The resident bringing the dog to the tennis courts has been contacted and has agreed not to bring the animal anymore)
3. Tiki hut survey
 - a. **Verbal Update**
 - b. Survey questions
 - c. Send out date
 - d. Response time
 - e. Survey results
4. Croquet usage and clinics added to weekly and monthly reports
5. Operations and Amenity Managers reports posted in bulletin boards

Amenity Facilities

We are ready to commence the quality check system for all amenities. Facilitator training on the QR codes and reporting will start on Monday November 1st. This process will allow for instantaneous reporting from the Facilitators to management for each amenity (tot lots, bocce courts, restrooms, pickleball courts, etc.) and provides electronic validation that the amenity location was checked at the stamped date and time. This will replace our current paper-based checklist process. The system uses QR codes that will be placed at each amenity (tennis, pickleball, basketball courts, restrooms, bocce, spas, pools, tot lots, croquet courts....)

1. The facilitator must go to each amenity and scan the codes, completed their inspection of relevant checklist items, their name, and write any comments needed (such as issues they could not immediately remedy).
2. The comments are immediately available to the amenity manager so that any issues can be resolved; any appropriate issues can be reported to the Operation Manager without delay.

3. *These amenity location checks will be done multiple times per day.*
4. *Major areas (restrooms, and high traffic areas) will be checked every 3 hours (5 times a day) and slower traffic areas every 6 hours (3 times a day)*
5. *Management will check reports once a week for all areas. Monthly reports will be given to the CDD board in the Amenity managers' report.*
6. Management will continue to spot check completed checklists and associated amenity locations to ensure quality is maintained and coaching is done as needed.

Café

1. New café satisfaction survey questionnaires will be provided to patrons of the café at each table
 - a. The survey is part of a new QR codes scanner system that most businesses are using. This helps us stay on top of resident wants and continuing providing high quality food and service in the café.
 - b. Residents can scan the QR codes with their phones and can answer a short 5 question survey on their experience in the café (food, service, and any suggestion, etc.). Surveying is anonymous unless a customer elects to provide their contact info to have management follow back up with them individually.
 - c. The café and amenity manager will receive the survey results/suggestions in real time.
 - d. We are continuing to strive to provide the best experience when visiting the café and feel strongly that this concept gives up the needed feedback to do so.
2. Halloween Night at the Cafe Thursday October 28th
 - a. Special Halloween menu
 - b. Costume Contest
3. Trivia Night scheduled for Wednesday November 17th, 6:00-7:30 in the Waterside Café
 - c. *80+ residents have already reserved tables*
 - d. *Inside and outside seating available*
 - e. Prizes are Café gift cards for 1st, 2nd, and 3rd place.
 - f. No charge for the residents
 - g. Four dinner specials were available trivia contestants. The full menu and specials are available for residents dinning.

Cafe Vision

This is our phased plan for expanded Café operations (dependent on staffing and sales viability)

1. Sustain Saturday operations
 - a. Make sure Revenue's cover Expenses over an extended period
 - b. Provide the same exceptional service that is provided during the week
2. Start having monthly events/entertainment again (Halloween, Christmas, New Year's Eve,)
3. Expanded Hours
 - a. Introduce Friday and Saturday extension of cafe hours
 - b. Extend food and bar services later into the evening
4. Provide earlier starting breakfast hours for all days
5. Provide Cafe options for Sunday
 - a. Brunch
 - b. Sports hours viewing
6. Tiki Hut reopening—please below

Tiki hut

Reopening Contingencies: We look forward to opening the Tiki hut for food and beverage services, but we must make sure that we are able to provide the exceptional service to that residents and guests expect. The service level is directly related to staffing. We continually struggle to hire top level employees. We are hopeful this trend will come to an end over the holidays.

1. Start Up Costs: Replacement of cooking equipment cost approx.: \$2,000
2. Staffing: Successful hiring of new employees (server and cook) to cover the Tiki hut kitchen and pool.
3. Opening Timing: We want to set this up for success knowing more people use the pool starting in the Spring, but more people are here in the Winter months. (Survey will proved residents request)
4. Hours of operation will be determined from survey results starting out. Hours will be expanded or reduced from there to best align with resident utilization of the Tiki Hut.
5. Menu Offerings:
 - a. Limited menu TBA (burgers, hotdogs, grilled chicken, salads)
 - b. Beer and alcohol available
6. Payment Options: Tablet and square available for payments
7. Financial Sustainability: Revenue must meet or exceed expenses more continued operational viability.

Survey results will directly dictate the usage, hours, days, and season that residents want to see the Tiki hut open

Events/Activities:

1. Free beginner pickleball clinics Stating back up
 - a. Interest has increased by about 30%
 - b. Clinics were Fridays from 2:00-3:30pm and filled up in 1 hour
 - c. Special thanks to Richard Correa for coordinating/teaching the clinics
 - d. True beginners only
2. Beginner only community pickleball: We had numerous inquiries that beginner pickleball have their own days so they would not feel intimidated and could learn the game at their own pace. Tuesday and Fridays 3:30-6:30 (Court 2 only)
3. Community Tennis
 - a. Tuesdays, Thursday, and Saturday at 8:00am (Courts 1 and 2)
 - b. Mondays and Wednesday at 5:00pm (Courts 3 and 4)
4. Community Pickleball
 - a. Monday through Saturday 8:00am 12:00pm
 - b. Court 2 only
5. *Croquet*
 - a. Beginner Croquet:
 1. Village Center Fridays 9:30am-11:00am
 2. Creekside Mondays 10:00am-12:00pm and Wednesdays from 1:00pm- 3:00pm
 - a. Clinics are held by John Fitterman
 3. Will work closely with Operations Manager and Croquet President for Grand Opening Event of new croquet court

Pool Guest passes:

1. Over 1456 **guest passes** have been issued by 10/29. All passes are numbered and registered by the resident, with a 2-week term limit.
2. Passes are logged and tracked at each amenity center.

Website Directory:

1. 790 registered residents as of 10-29-2021.
2. Eblast are scheduled to send out every 2 weeks reminding residents of the directory

CDD Revenues: 10/12 through 10/27

1. Tennis Guest/Ball Machine Fees
 - a. Tennis Guest: \$40
 - b. Ball Machine: \$5
2. Rental Fees
 - a. Creekside Pool Rental: \$
 - b. Grand Haven Room Rental: \$0

Programs/Fitness Classes:

Updated weekly schedules for both Creekside and Village center are available at the Village Center office, schedules are also posted on the website and bulletin boards at each Amenity center. We also offer hard copies for the residents to take home. These are updated weekly to reflect all CDD and HOA meetings, Rentals, CERT meeting days/times, and any other closures for renovations.

GRAND HAVEN ROOM ACTIVITIES							
OCTOBER 2021							
TIME	MON 10-25	TUES 10-26	WED 10-27	THURS 10-28	FRI 10-29	SAT 10-30	SUN 10-31
8:00-9:00	Ballet 8:00-8:50	Ballet 8:00-9:30	Ballet 8:00-8:50	Ballet 8:00-9:20			
9:00-10:00	Zumba 9:00-9:50		Move To Music 9:00-10:00		Move to Music 9:00-9:50	Pilates 8:45-10:00	
10:00-11:00	Tai Chi 10:00-10:45	Table Tennis 10:00-12:00		Zumba 9:30-10:20	Tai Chi 10:00-10:45	Zumba 10:15-11:15	
11:00-12:00	Tai Chi 11:00-11:45			Table Tennis 10:30-12:30	Tai Chi 11:00-11:45		
12:00-1:00							
1:00-2:00	Open Play 1:00-4:00 Mahjong	Paula F's Group 1:00-4:00	1:30-4:00 Material Girls GHWC	Rummikub 1:00-4:00 (private group)	Open Play 1:00-4:00		
2:00-3:00	Chess	3 tables With pads	20 Chairs 3 tables	2 tables			
3:00-4:00							
4:00-5:00							
5:00-6:00					Table Tennis 5:00-6:30 (Private Group)		
6:00-7:00	Tai Chi 6:00-6:45				2 tables		
7:00-8:00							

CREEKSIDE ACTIVITIES							
OCTOBER 2021							
TIME	MON 10-25	TUES 10-26	WED 10-27	THURS 10-28	FRI 10-29	SAT 10-30	SUN 10-31
8:00-9:00							
9:00-10:00	Yoga 9:30-11:00		Sit & Dance 9:00-10:00				
10:00-11:00				Yoga 10:00-11:30			
11:00-12:00							
12:00-1:00							
1:00-2:00	Mahjong 1:00-4:00	Mahjong 1:00-4:00	Mexican Train 1:00-4:00	Mahjong 1:00-4:00	Canasta 1:00-4:00 (Private Group) 5 Tables		
2:00-3:00	(Private Group) 1 Table outside 4 Tables inside	(Private Group) 3 Tables	4 Tables	(Private Group) 4 Tables With pads			Hearts 2:00-4:00 (Private Group) 3 tables/pads
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00	Mahjong 6:00-8:00						
7:00-8:00	3 Tables						

EXHIBIT 2

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2021/2022 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
10/27/2021**

Line	Type	Description	Location	Budgeted Cost	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount	Tentative Start Date	Comments/Notes
1	E	Concrete Curbing Replacement Plan	Community Wide	100,000					Creating list for next round of repairs
2	C	Sidewalk Replacement Plan-materials only	Community Wide	50,000					Finalizing list for next round of repairs
3	RES	Paving Project: The Crossings, Village Center North/South Parking Lots	Village Center	272,000					Contracts executed, waiting for tentative start date for Crossings
4	E	Village Center North-Parking Lot Expansion - 1x cost to construct	Village Center	250,000					
5	E	Phase 3 Bathroom Renovation	Village Center	150,000					Will begin once Phase II is completed
6	E	Additional Trailer	Maintenance Equipment	5,000					
7	E	Planned-Pool Heater Replacements (4) at Creekside Athletic Center	Creekside	45,000					
8	E	Planned-Street Light Replacement (10)	Community Wide	60,000					Creating priority list
9	E	High Speed Commercial Copier / Scanner / Printer-Replacement	CDD Office	11,425					
10	E	Landscape Projects	Community Wide	100,000			4,600		In progress
11	C	Firewise Projects	Crossings	30,000					DM to follow up with Florida Forestry Service and St. John's
12			Total Capital Projects for FY 2022	1,073,425			4,600		
13									
14	FY2020/2021 Carryover Projects								
15	E	Croquet Court Expansion - Cost for Shade Canopies, etc.		20,000			144		Finishing perimeter fence - Waiting for proposals for canopies.
16	E	Pickleball Expansion		30,000			243		Final court surfacing and line painting in progress
17	RES	Rubber Tile Flooring - Creekside Fitness Center		8,600					Waiting for revised proposal
18	E	Phase 2 Village Center Bathroom Renovation					1,840		In progress - doors ordered, awaiting delivery
19	C	Crossings Curb and Gutter Repair							Waiting for revised start date
20	C	Concrete Curbing Repair Allowance - CDD Property							Current round of repairs being completed
21			Total Carryover Projects from prior year	58,600			2,228		
22			GRAND HAVEN Total	1,132,025			6,828		

Type
C Critical
E Essential
R Request
RES Reserve Study

Budgeted cost	This amount is adopted at the public hearing. Board must approve projects
Approved cost	This amount is a refined/actual number based upon either estimates or proposals This could involve a contingency amount, usually a NTE amount.
Change \$ (+/-)	This is an amount above or below the approved amount. Sometimes referred to as a change order amount.
Invoiced Amount	This is the actual invoiced amount and should match the Approve/Change amount

EXHIBIT 3



Operations Manager's Report – November 3rd, 2021

○ CURB AND GUTTER REPAIRS

- Current curb and gutter repairs complete except for repairs at two locations.
- Crossings curb and gutter repairs:
 - Utility locates have been called in.
 - Waiting for revised start date from contractor.
 - Being done in preparation for road resurfacing project.
- Crossings road resurfacing project:
 - Contracts have been executed.
 - Notice of Commencement has been signed and filed.
 - Waiting for contractor to provide tentative start date.

○ POND BANK EROSION – OSPREY CIRCLE

- District Engineer has provided a written assessment and recommendation for the Board to review.
- Engineer has provided rendering and specification sheet for repairs.
- Site meeting with contractor – completed.
- Proposal approved by the Board at September 27th meeting.
- Contract executed, tentative start date November 8th, 2021.

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Grand Haven CDD
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- CDD OFFICE NETWORK/SECURITY UPGRADES
 - Celera has recommended necessary upgrades and costs to the Board for approval.
 - Upgrades approved by Board at the August 19th, 2021, regular meeting.
 - Phase 1 upgrades in progress.
 - Phase 2 upgrades in progress.
 - Had Zoom meeting with Celera to discuss implementation of security upgrades.

- CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER
 - Fence installation is complete.
 - Second entry gate and center divider fence have been installed on existing pickleball courts.
 - Final surfacing and line painting in progress.
 - Underground conduit for court lighting installed and inspected.
 - Concrete footing for light pole complete.
 - Installation of light poles and fixtures complete.
 - Existing pickleball are currently closed for resurfacing.
 - Forming and pouring of sidewalks tentatively scheduled for the first week of November
 - Irrigation and landscaping will be installed after completion of sidewalks.

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○ CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE

- The court construction is now complete and is sitting dormant to let the grass take root and grow before the court becomes playable.
- Court surface is slowly being mowed down to proper height. (Slight surface browning is to be expected during this process)
- Installation of sidewalks is complete.
- Patio pavers have been installed by staff, resulting in cost savings.
- Fencing and benches have been delivered. Fencing installation in progress by staff resulting in cost savings.
- Additional fill and grading complete in preparation of sod and hedge installation.
- Perimeter hedge on the South side and the West side of the Croquet courts is complete.
- Waiting for proposals for canopies.

CREEKSIDE FISHING PIER REPAIRS

- For safety reasons, the Creekside fishing pier has been closed for repairs.
- Materials have been ordered, awaiting delivery date.
- All labor for this project is being done by CDD staff, resulting in cost savings.

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- FISH KILL IN POND 37
 - A fish kill occurred on October 23rd, 2021, in Pond 37 which is located behind Eastlake Drive, Hidden Lake Way, and Southlake Drive.
 - The pond banks were cleaned, and the fish were removed on Sunday October 24th, 2021 by CDD staff.
 - The aquatics company was notified and were on site Monday October 25th, 2021 to assess the situation and determine the cause of the fish kill.
 - The aquatics company will provide an analysis in writing which will be forwarded to the Board for their review.

- PHASE II and PHASE III OF VILLAGE CENTER BATHROOM RENOVATIONS
 - Construction of divider walls in men's room complete.
 - Wall spackling, texturing, and painting in men's bathroom complete.
 - Construction of divider walls in ladies' room in progress.
 - Wall texturing and painting will be scheduled once divider walls in ladies' room have been completed.
 - Labor is being completed by staff resulting in cost savings. (Material costs only)
 - New interior doors have been delivered, waiting for scheduled delivery of remaining divider wall doors.

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- SEMI-ANNUAL VENDOR PERFORMANCE EVALUATIONS
 - Operations Manager has completed the semi-annual performance evaluations for the four major CDD vendors. (Vesta, VerdeGo, Guard One, and Solitude)
 - The evaluation period extends from April 1st, 2021, to September 30th, 2021.
 - A copy of these evaluations has been sent to the Board members for review.

- ESPLANADE COQUINA WALKINGS PATHS
 - Esplanade walking paths have been recently raked by the CDD landscape contractor.
 - This is done periodically to maintain a smooth walking surface and to reduce surface mold.
 - This process exposes a lot of stone material in the walking paths.
 - CDD staff has followed up with removal of exposed stone material for safety reasons.

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EXHIBIT 4

Grand Haven Community Development District

Financial Statements
(Unaudited)

Period Ending
September 30, 2021

Grand Haven CDD
Balance Sheet
September 30, 2021

	General Fund	Total
BU OPERATING	\$ 1,397,394	\$ 1,397,394
BU DEBIT CARD	9,595	\$ 9,595
SUNTRUST DEBIT CARD	63	63
SUNTRUST OPERATING	252,207	252,207
SBA 161601A	6,985	6,985
CENTENNIAL BANK - 0829	1,204	1,204
FINEMARK MMA	249,014	249,014
CENTENNIAL BANK	256,279	256,279
INTRACOASTAL BANK	259,325	259,325
IBERIA BANK MMA	49,098	49,098
FINEMARK ICS	1,672,134	1,672,134
	-	-
ACCOUNTS RECEIVABLE	57,297	57,297
A/R WATER BILLS	227	227
DUE FROM OTHER	444	444
DEPOSITS	110	110
 TOTAL ASSETS	\$ 4,211,377	\$ 4,211,377
 <u>LIABILITIES:</u>		
ACCTS PAYABLE	\$ 124,180	\$ 124,180
DUE TO OTHER	37	37
DEFERRED REVENUE	57,968	57,968
 <u>FUND BALANCE:</u>		
NONSPENDABLE:		
PREPAID AND DEPOSITS	110	110
ASSIGNED:		
3 MONTH WORKING CAPITAL	890,833	890,833
DISASTER	981,211	981,211
FUTURE CAPITAL IMPROVEMENTS	940,000	940,000
UNASSIGNED:	1,217,038	1,217,038
 TOTAL LIABILITIES & FUND BALANCE	\$ 4,211,377	\$ 4,211,377

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2020 through September 30, 2021

	Adopted Budget	Year To Date	Current Month	% of Budget
REVENUES				
ASSESSMENT ON-ROLL (Net)	\$ 4,322,319	\$ 4,333,763	\$ -	100%
REUSE WATER	21,000	17,596	\$ -	84%
GATE & AMENITY GUEST	8,000	15,608	1,066	195%
TENNIS	3,000	473	-	16%
ROOM RENTALS	2,000	450	300	23%
INTEREST & MISCELLANEOUS	5,500	7,484	132	136%
GRANT	-	10,650	-	N/A
TOTAL REVENUES	4,361,819	4,386,024	1,498	101%
EXPENDITURES				
ADMINISTRATIVE:				
BOARD OF SUPERVISORS - REGULAR MEETINGS	12,000	13,800	1,800	115%
BOARD OF SUPERVISORS - WORKSHOP MEETINGS	10,000	6,800	-	68%
DISTRICT MANAGEMENT	39,127	32,606	-	83%
ADMINISTRATIVE:	10,413	22,567	6,704	217%
ACCOUNTING	21,478	17,898	-	83%
ASSESSMENT ROLL PREPARATION	9,478	7,898	-	83%
AUDIT	11,300	11,300	-	100%
LEGAL - GENERAL COUNSEL	92,000	107,179	12,135	116%
ENGINEERING	30,000	46,445	-	155%
INSURANCE: GENERAL LIABILITY & PUBLIC OFFICIALS	11,896	11,531	-	97%
LEGAL ADVERTISING	3,500	2,280	-	65%
BANK FEES	1,500	1,242	93	83%
DUES & LICENSES	175	175	-	100%
WEBSITE HOSTING & DEVELOPMENT	1,800	1,908	-	106%
ADA WEBSITE COMPLIANCE	210	-	-	0%
COMMUNICATIONS: EMAIL BLAST	500	459	-	92%
MUSIC LICENSING	3,350	3,435	-	103%
IT SUPPORT	18,000	19,102	1,935	106%
PROPERTY TAXES	3,000	1,925	-	64%
POSTAGE	3,000	5,071	-	169%
OFFICE SUPPLIES	500	2,832	515	566%
TAX COLLECTOR	90,048	83,307	-	93%
TOTAL ADMINISTRATIVE	373,275	399,762	23,181	107%
FIELD OPERATIONS:				
ELECTRIC				
ELECTRIC SERVICES #12316, 85596, 65378	4,300	4,495	137	105%
ELECTRIC VILLAGE CENTER #18308	31,500	22,776	1,444	72%
ELECTRIC CREEKSIDE #87064, 70333	21,500	12,495	1,472	58%
STREETLIGHTS	20,000	18,329	1,392	92%
PROPANE - SPAS / CAFÉ	38,750	33,341	1,574	86%
GARBAGE - AMENITY FACILITIES	11,000	13,017	1,678	118%
WATER/ SEWER				
WATER SERVICES	98,750	91,225	-	92%
WATER VILLAGE CENTER #324043-45080	13,500	11,072	-	82%
WATER CREEKSIDE #324043-45080	10,000	7,265	-	73%
PUMP HOUSE SHARED FACILITY	15,500	9,190	-	59%
AQUATIC CONTRACT	44,615	43,945	4,283	98%
AQUATIC CONTRACT: LAKE WATCH	4,076	8,056	-	198%
AQUATIC CONTRACT: AERATION MAINTENANCE	4,000	1,216	-	30%
LAKE BANK SPRAYING	6,128	-	-	0%
STORM CLEAN UP	20,000	1,155	-	6%
INSURANCE: PROPERTY	65,117	69,228	88	106%
INSURANCE: AUTO GENERAL	2,000	1,980	-	99%
FLOOD INSURANCE	4,700	3,450	-	73%
PROPERTY MAINTENANCE				
HORTICULTURAL CONSULTANT	9,600	8,800	800	92%
LANDSCAPE ENHANCEMENT	112,220	103,932	2,300	93%

GRAND HAVEN CDD

General Fund

**Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2020 through September 30, 2021**

	<u>Adopted Budget</u>	<u>Year To Date</u>	<u>Current Month</u>	<u>% of Budget</u>
LANDSCAPE REPAIRS & REPLACEMENT	20,000	15,855	1,400	79%
STORMWATER SYSTEM REPAIRS & MAINTENANCE	15,000			0%
ROADS & BRIDGES REPAIRS	15,000			0%
SIDEWALK REPAIRS & REPLACEMENT	20,000	49,832		249%
LANDSCAPE MAINTENANCE CONTRACT	574,328	574,333	47,861	100%
LANDSCAPE MAINTENANCE CROQUET	50,800	33,308	4,233	66%
TREE MAINTENANCE	35,000	29,200		83%
FLOWER ROTATION	20,000	23,127		116%
IRRIGATION REPAIRS & REPLACEMENT	20,000	39,412	2,155	197%
STREETLIGHT MAINTENANCE	15,000	6,162		41%
LIFT TRUCK REPAIRS & MAINTENANCE	5,000	2,182	289	44%
HOLIDAY LIGHTS	9,000	3,386		38%
STAFF SUPPORT AND AMENITY OPERATIONS				
STAFF PAYROLL	520,345	423,552	37,158	81%
MERIT / BONUS PAY	20,000	17,673	2,587	88%
PAYROLL TAXES	67,905	37,566	3,028	55%
HEALTH INSURANCE	65,000	64,357	851	99%
INSURANCE: WORKER'S COMPENSATION	26,500	13,915	-	53%
PAYROLL SERVICES	4,100	917	521	22%
MILEAGE REIMB: OPERATIONS MANAGER	2,750	2,062	-	75%
CAR ALLOWANCE: STAFF	6,000	8,357	-	139%
AMENITY MANGEMENT	479,000	475,976	49,399	99%
AMENITY OPERATIONS	73,000	85,446	-	117%
AMENITY A/C MAINTENANCE & SERVICES	3,750		-	0%
FITNESS EQUIPMENT SERVICE	7,500	2,814	175	38%
AMENITY CABLE/ INTERNET	14,500	15,856	2,555	109%
OFFICE SUPPLIES: FIELD OPERATIONS	12,000	15,814	1,248	132%
VILLAGE CENTER TELEPHONE, FAX	10,000	4,799	380	48%
CREEKSIDE TELEPHONE, FAX	10,000	15,048	3,099	150%
POOL/ SPA PERMITS	875	875		100%
POOL CHEMICALS	13,176	15,576	2,393	118%
PEST CONTROL	3,050	4,539	809	149%
AMENITY MAINTENANCE	110,000	229,557	8,502	209%
COMMUNITY MAINTENANCE	110,000	138,094	4,029	126%
CERT OPERATIONS	500	462		92%
REPAIRS & MAINTENANCE: PROJECTS				
FIRE & SECURITY SYSTEM	3,350	3,190	87	95%
GATE ACCESS CONTROL STAFFING				
GATE ACCESS CONTROL STAFFING	198,373	196,904	15,742	99%
ADDITIONAL GUARDS	15,000			0%
GUARDHOUSE & GATE FACILITY MAINTENANCE	21,000	9,219	647	44%
GATE COMMUNICATION DEVICES	20,000	26,330		132%
GATE OPERATING SUPPLIES	22,000	11,448	837	52%
SPECIAL EVENTS	10,000	258		3%
MISCELLANEOUS CONTINGENCY	4,000	1,592		40%
TOTAL FIELD OPERATIONS	3,190,058	3,063,959	205,151	96%
CAPITAL IMPROVEMENTS				
GENERAL INFRASTRUCTURE REPLACEMENT & REPAIR	1,027,702	873,403	88,425	85%
TOTAL INFRASTRUCTURE REINVESTMENT	1,027,702	873,403	88,425	85%
TOTAL EXPENDITURES	4,591,035	4,337,123	316,757	94%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(229,216)	48,901	(315,259)	
FUND BALANCE - BEGINNING		3,980,291		
FUND BALANCE ENDING		4,029,192		

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2020 through September 30, 2021

	<u>Adopted Budget</u>	<u>Year To Date</u>	<u>Current Month</u>	<u>% of Budget</u>
ANALYSIS OF FUND BALANCE				
DISASTER		981,211		
FUTURE CAPITAL IMPROVEMENTS		940,000		
3 MONTHS WORKING CAPITAL		890,833		
UNASSIGNED		1,217,149		
FUND BALANCE - ENDING		<u><u>\$ 4,029,193</u></u>		

EXHIBIT 5

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, October 7, 2021 at 9:00 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden (<i>via phone</i>)	Board Supervisor, Chairman
11	Kevin Foley	Board Supervisor, Vice Chairman
12	Michael Flanagan	Board Supervisor, Assistant Secretary
13	John Polizzi	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFG Management & Consulting
17	Patricia Thibault (<i>via phone</i>)	DPFG Management & Consulting
18	Barry Kloptosky	Operations Manager
19	Vanessa Stepniak	CDD Office Manager
20	Donna McGevna	Resident
21	Denise Gallo	Resident
22	Lisa Mrakovcic	Resident
23	Kathleen Fuss	Resident

24 *The following is a summary of the discussions and actions taken at the October 7, 2021 Grand Haven CDD*
25 *Board of Supervisors Workshop Meeting.*

26 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

27 Mr. Foley led all present in reciting the Pledge of Allegiance.

28 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

29 Ms. McGevna read a number of feedback comments received from other residents regarding the
30 tiki bar service and happy hour, budget questions with the village café, and the conditions of pool
31 pavers.

32 **FOURTH ORDER OF BUSINESS – Discussion Items**

33 A. Exhibit 1: Discussion of Financial Management of District Funds

34 Ms. Thibault stated that the previous District Management team had set up nine separate bank
35 accounts for the District with no discernible specific purpose for each, and recommended that these
36 be consolidated into five accounts. Ms. Thibault suggested that the five accounts would be for:

- 37 1. Day-to-day operations, non-interest bearing with Bank United
- 38 2. Operational Money Market, interest bearing on assessment deposits and extra cash
39 balances with Bank United
- 40 3. Debit card account, non-interest bearing with Bank United
- 41 4. Depository account for District employees, non-interest bearing with SunTrust, and

42 5. Reserves-only Money Market, interest bearing on current reserve amounts, with amounts
43 for 3 month working capital, disaster, and future capital improvements.

44 Ms. Thibault additionally provided details on each account's money movement, transfers, and
45 maintained balance for transparency and oversight purposes. Ms. Thibault added that the account
46 signatories would be the District Management and District Treasurer.

47 Mr. Polizzi asked for background information on the depository account and its planned money
48 flow. Mr. McGaffney explained the process for District employees and the amenity company to
49 allocate deposits into the account, with considerations for internal control processes. Mr. Polizzi
50 asked why deposits went into a separate account from the Operational Money Market account with
51 Bank United, and Ms. Thibault advised that logistically SunTrust was at a more accessible location
52 to the District, adding that an employee had specifically asked for the account to be maintained and
53 that mailing money was not advised. Mr. Polizzi suggested that the Board consider whether they
54 should maintain some oversight of significant transfers above a certain dollar level.

55 Dr. Merrill indicated that banking could largely be handled online, and suggested that the
56 depository account could be consolidated with the day-to-day operations account. Dr. Merrill
57 additionally asked why a separate debit card account was needed. Ms. Thibault explained that the
58 debit card account had a purchase limit associated and was maintained for that security
59 consideration. In response to a Supervisor question, Ms. Thibault added that the money market
60 account only permitted a certain number of withdrawals per month. Additional discussion ensued
61 regarding internal controls policies for the District.

62 Mr. Foley asked what bank held the reserves. Ms. Thibault stated that reserves were held in a Bank
63 United account due to higher interest rates. Mr. Foley additionally asked about control documents
64 related to audits, and Mr. McGaffney suggested that Ms. Thibault could provide a brief document
65 at the next meeting to better explain internal controls for the Board. Mr. McGaffney additionally
66 suggested that a more formal policy review could be added to the agenda for the next meeting.

67 B. Discussion of Long-Term Capital Planning

68 Mr. McGaffney discussed a spreadsheet of Supervisor feedback with the Board regarding aspects
69 of the community that they felt were the most important. Each Supervisor provided comment, with
70 a major point of emphasis being improving pedestrian safety. Mr. Polizzi stated that he felt that the
71 District needed to consider developing an integrated strategy around trail use and access. Mr.
72 McGaffney additionally acknowledged Mr. Howden's comments in favor of parking lot resurfacing
73 and corresponding curb and gutter repair, and stated that this was included in the District's reserve
74 study. Mr. Howden commented that it could be removed from his list. Dr. Merrill emphasized the
75 need for action on the dog park, observing that it was seldom used and not friendly to dogs, echoing
76 comments from Mr. Flanagan and Mr. Polizzi. Dr. Merrill also expressed concerns about the
77 reserve area potentially shrinking. The Board additionally discussed matters relating to irrigation
78 infrastructure needs, addressing pond bank erosion, and pond maintenance. In reference to a
79 suggestion about establishing a plan to address issues with pond banks, Mr. Foley suggested that
80 the Board hear from vendors working specifically on pond banks for input, and voiced support for
81 vendors in general giving feedback for relevant suggested items for long-term capital planning. Mr.
82 Foley suggested that Supervisors provide District Management with questions for Solitude that the
83 representative could come prepared to answer at a future meeting.

84 Mc. McGaffney addressed Supervisor feedback regarding updating the website for better usability
85 and functionality for residents, commenting on ADA compliance considerations. Mr. Foley
86 commented in favor of the District website mirroring aspects of Vesta's website, with images of
87 the amenities, links related to the area surrounding the District, and a portal to keep residents up to
88 date with CDD meeting decisions through a color-coded project tracker. Dr. Merrill added that she

89 had seen some misinformation about projects that the proposed updates may help alleviate. Mr.
90 McGaffney additionally commented on project management tools and potentially having a CRM
91 or similar system. Mr. Kloptosky provided input on capital planning, commenting on potential
92 additional staffing needs and roving guard considerations, which Mr. McGaffney stated he would
93 add to the list.

94 Mr. McGaffney suggested that a future regular meeting could be structured with the consent
95 agenda, miscellaneous proposals, and staff reports at the top, with the remainder of the meeting to
96 be somewhat like a workshop to discuss and come to a consensus on long-term capital planning.
97 Mr. McGaffney stated that he would additionally look through the reserve study and take into
98 account feedback from Mr. Kloptosky and the District Engineer to provide impact input. Mr. Foley
99 suggested also accounting for O&M expense factors in projecting out for the next five years.

100 C. Exhibit 2: Meeting Matrix

101 Mr. McGaffney gave an overview of planned discussion items on the next meeting's agenda. Mr.
102 McGaffney noted that the discussion on an RFP process for emergency debris removal was required
103 for FEMA reimbursement. Mr. McGaffney noted that long term capital planning discussions were
104 slated for the November and December meetings, and that he would add additional months to the
105 matrix. Mr. Howden requested that the matter involving the five bank accounts be added to the
106 matrix. Additional comments were heard regarding adding clear completion of projects as an item,

107 **FIFTH ORDER OF BUSINESS – Next Meeting Quorum Check: October 21, 9:00 a.m.**

108 • Quorum Check

109 All Board members confirmed that they would be present for the meeting, which would establish
110 a quorum.

111 **SIXTH ORDER OF BUSINESS – Supervisor's Requests**

112 Mr. McGaffney indicated that there were some complications with having a Supervisor's Requests
113 section for both the regular and workshop meetings due to action items accumulating, and requested
114 that the section be removed from workshop meeting agendas in the future. Mr. McGaffney
115 additionally suggested that requests could still be emailed. The Board consented to the request.

116 Mr. Polizzi suggested that an e-blast could be sent to the community related to resident
117 responsibilities, particularly for new residents' benefit. Mr. Polizzi additionally opined that the
118 guards had not been performing their jobs well, noting reports from residents that visitor I.D.s were
119 not being checked upon entry. Mr. Polizzi suggested that an e-blast could be sent out to the
120 community reminding residents to inform guards of any contractors coming to perform work at
121 their residence.

122 Dr. Merrill concurred with observations on the guards, and requested that orders be posted.
123 Additional discussion regarding phone landline service followed.

124 Mr. Flanagan asked about discussions with the Sheriff, and Mr. McGaffney recalled speed
125 monitoring locations and activity. Mr. Flanagan additionally discussed with staff on ongoing work
126 with the pickleball courts. Mr. Flanagan additionally requested for a future workshop meeting to
127 include the Board's review of post orders.

128 Mr. Foley asked whether AT&T lines could be consolidated. Following discussion, Mr. Howden
129 suggested that Supervisors review the code of conduct for policies relating to involvement between
130 staff and residents. Mr. Foley suggested that Mr. Kloptosky or Mr. McGaffney could be contacted
131 to handle situations, and if the situations were not resolved, they could be brought up in a future
132 meeting or workshop.

133 **SEVENTH ORDER OF BUSINESS – Action Items Review**

134 There was no discussion on the action items review.

135 **EIGHTH ORDER OF BUSINESS – Adjournment**

136 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
137 adjourn the meeting. There being none, Dr. Merrill made a motion to adjourn the meeting.

138 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
139 adjourned the meeting, at 2:19 p.m., for the Grand Haven Community Development District.

140 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
141 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
142 *including the testimony and evidence upon which such appeal is to be based.*

143 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
144 **meeting held on November 4, 2021.**

145

Signature

Signature

Printed Name

Printed Name

146 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 6

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN EMPLOYEE BENEFIT POLICY FOR FISCAL YEAR 2021/2022

WHEREAS, the Grand Haven Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Flagler County, Florida; and

WHEREAS, the District is authorized to and employs persons in various capacities in order to carry out the works and functions of the District; and

WHEREAS, the District is authorized from time to time to enter into employment agreements and to set policies and procedures regarding the compensation and benefits to be paid to District’s employees; and

WHEREAS, the Board of Supervisors has reviewed various benefit packages that might be made available to its employees and desires to set benefits available for the fiscal year 2021/2022;

NOW THEREFORE, the Board of Supervisors resolves and determines as follows:

1. The District shall offer to its employees and their covered dependents health, dental and vision insurance coverages as outlined in and subject to the limitations and conditions set forth in one or more group insurance policies (the “Group Plans”) to be obtained by the District. The Group Plans will be subject to the availability and terms of coverage that can be obtained in the insurance marketplace at reasonable costs consistent with the District’s adopted budget.

2. The District shall cover and pay 100% of the premium cost for its employee and 50% of the premium cost for covered dependents under the Group Plans. The definition of a covered dependent shall be as set forth in the Group Plans documentation. Coverages shall be subject to such deductibles, copayments or other terms as are established in the Group Plans.

3. Where an employee has other coverage in place through Medicare or other family-related third-party coverage in which the employee pays premiums for such coverage, the District Manager is authorized to implement a premium reimbursement package with such employee in a manner that the District Manager determines to provide a reasonable equivalent to and not exceeding the benefits that would otherwise be available to that employee under the Group Plans. Such reimbursement shall not exceed the lesser of the cost that the District would otherwise pay for the employee’s coverage or the actual cost to the employee from such third-party coverage.

4. The District Manager is authorized and directed to implement the terms of this Resolution through employment agreements and the Employment Manual, which shall be amended as necessary to reflect the direction of this Resolution. The coverages set forth herein shall be implemented as soon as possible after the date of this Resolution. The Board of

Supervisors ratifies the actions that the District Manager has taken prior to the adoption of this Resolution to initiate and implement the Group Plans.

5. Nothing herein shall be construed to amend or change the nature or terms of any existing employment agreement, including the employment at will nature of such agreements, or to guarantee that the Group Plans or any similar coverage will be available in future fiscal years.

6. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED THIS 4TH DAY OF NOVEMBER, 2021.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

SECRETARY/ASST. SECRETARY

CHAIRMAN/VICE CHAIRMAN