



**Community
Development District**

April 7, 2022

**Workshop Meeting
Agenda**



OFFICE OF THE DISTRICT MANAGER
250 International Parkway, Suite 208 • Lake Mary, Florida 32746
Phone: (321) 263-0132 • Toll-free: (877) 276-0889

March 31, 2022

ATTENDEES:

Meetings/Workshops are now held in person.

Residents may view via Zoom using the information below:

Link:

<https://vestapropertyservices.zoom.us/j/7055714830?pwd=dUFTN091cjVHZzluYUN0blEwUUUydz09>

Meeting ID: 7055714830

District Website: <https://www.grandhavencdd.org/>

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 Workshop Meeting on Thursday, April 7, 2022, 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. Discussion Items

- A. Discussion of Long Term Capital Planning 2024 – Continued Exhibit 1
- B. Discussion of Resident Survey Exhibit 2
 - 1. Stan Smith w/ Snap Surveys calling in at 10:00AM
 - 2. Ben Kloter w/ Survey Monkey calling in at 11:00AM
- C. Discussion of Draft FY 2023 Proposed Budget



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IV. Next Meeting Quorum Check: April 21, 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

V. Action Items Review

VI. Adjournment

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

Sincerely,

Howard McGaffney
District Manager

EXHIBIT 1

GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
GENERAL FUND, OPERATOINS & MAINTENANCE

	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 PROJECTED THROUGH 9/30/2022	FY 2022 ACTUAL & PROJECTED TOTAL	FY 2023 PROPOSED	VARIANCE FY 2022 - FY 2023
1 REVENUES						
2 Assessments Levied (net of allowable discounts):						
3 Assessment Levy - General Fund	\$ 3,559,266			\$ -	\$ 3,739,659	\$ 180,393
4 Assessment Levy - Escalante Fund	8,281			-	-	(8,281)
5 Additional Revenues:						
6 Reuse water	23,166			-	23,000	(166)
7 Gate & amenity guest	8,000			-	9,000	1,000
8 Tennis	500			-	3,000	2,500
9 Room rentals	500			-	2,000	1,500
10 Interest and miscellaneous	23,676			-	20,000	(3,676)
11 Amenity activity share	-			-	-	-
12 Insurance proceeds	-			-	-	-
13 Grant	-			-	-	-
14 State reimbursement - Hurricane	-			-	-	-
15 TOTAL REVENUES	3,623,389	-	-	-	3,796,659	173,270
16 EXPENDITURES						
18 ADMINISTRATIVE						
19 Supervisors - regular meetings	12,000			-	12,000	-
20 Supervisor - workshops	9,000			-	9,000	-
21 District Management Services				-	-	-
22 District management	39,125			-	40,299	1,174
23 Administrative	10,400			-	10,712	312
24 Accounting	21,475			-	22,119	644
25 Assessment roll preparation	9,450			-	9,734	284
26 Dissemination Agent	-			-	-	-
27 Arbitrage rebate calculation	-			-	-	-
28 Office supplies	1,000			-	1,050	50
29 Postage	3,000			-	3,150	150
30 Trustee	-			-	-	-
31 Audit	11,300			-	4,850	(6,450)
32 Legal - general counsel	103,000			-	106,605	3,605

GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE

	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 PROJECTED THROUGH 9/30/2022	FY 2022 ACTUAL & PROJECTED TOTAL	FY 2023 PROPOSED	VARIANCE FY 2022 - FY 2023
33 Engineering	30,000			-	31,500	1,500
34 Engineer Stormwater Analysis					5,000	5,000
35 Legal advertising	5,200			-	5,460	260
36 Bank fees	1,500			-	1,575	75
37 Dues & licenses	175			-	184	9
38 Property taxes	2,400			-	2,520	120
39 Tax collector	-			-	-	-
40 Contingency	500			-	-	(500)
41 TOTAL ADMINISTRATIVE	259,525	-	-	-	265,758	6,233
42						
43 INFORMATION AND TECHNOLOGY						
44 IT support	26,670			-	28,004	1,334
45 Village Center and Creekside telephone & fax	6,546			-	6,873	327
46 Cable/internet-village center/creekside	9,782			-	10,271	489
47 Wi-Fi for gates	4,894			-	5,139	245
48 Landlines/hot spots for gates and cameras	26,400			-	27,720	1,320
49 Cell phones	7,282			-	7,646	364
50 Website hosting & development	1,515			-	1,591	76
51 ADA website compliance	210			-	221	11
52 Communications: e-blast	500			-	525	25
53 TOTAL INFORMATION AND TECHNOLOGY	83,799	-	-	-	87,990	4,191
54						
55 INSURANCE						
56 Insurance: general liability & public officials	11,935			-	12,532	597
57 Insurance: property	76,435			-	82,550	6,115
58 Insurance: auto general liability	3,153			-	3,311	158
59 Flood insurance	3,600			-	4,140	540
60 TOTAL INSURANCE	95,123	-	-	-	102,533	7,410
61						

GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE

	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 PROJECTED THROUGH 9/30/2022	FY 2022 ACTUAL & PROJECTED TOTAL	FY 2023 PROPOSED	VARIANCE FY 2022 - FY 2023
62 UTILITIES						
63 Electric						
64 Electric services - #12316, 85596, 65378	5,200			-	5,980	780
65 Electric- Village Center - #18308	31,500			-	36,225	4,725
66 Electric - Creekside - #87064, 70333	21,500			-	24,725	3,225
67 Street lights ¹	20,000			-	23,000	3,000
68 Propane - spas/café	40,600			-	42,630	2,030
69 Garbage - amenity facilities	15,200			-	15,960	760
70 Water/sewer				-	-	-
71 Water services ²	115,000			-	120,750	5,750
72 Water - Village Center - #324043-44997	13,500			-	14,175	675
73 Water - Creekside - #324043-45080	7,300			-	7,665	365
74 Pump house shared facility	15,500			-	16,275	775
75 TOTAL UTILITIES	285,300	-	-	-	307,385	22,085
76						
77 FIELD OPERATIONS						
78 Stormwater system						
79 Aquatic contract	51,438			-	54,010	2,572
80 Aquatic contract: lake watch	4,076			-	4,280	204
81 Aquatic contract: aeration maintenance	4,000			-	4,200	200
82 Lake bank spraying	6,128			-	6,434	306
83 Stormwater system repairs & maintenance	15,000			-	15,750	750
84 Property maintenance				-	-	-
85 Horticultural consultant	9,600			-	10,080	480
86 Landscape enhancement	-			-	-	-
87 Landscape repairs & replacement	20,000			-	21,000	1,000
88 Landscape maintenance contract services	585,814			-	615,105	29,291
89 Landscape maintenance: croquet	50,800			-	53,340	2,540
90 Tree maintenance (Oak tree pruning)	35,000			-	36,750	1,750
91 Optional flower rotation	20,000			-	21,000	1,000
92 Irrigation repairs & replacement	22,000			-	40,000	18,000
93 Roads & bridges repairs	15,000			-	15,750	750

GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE

	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 PROJECTED THROUGH 9/30/2022	FY 2022 ACTUAL & PROJECTED TOTAL	FY 2023 PROPOSED	VARIANCE FY 2022 - FY 2023
94 Sidewalk repairs & replacement	-			-	-	-
95 Street light maintenance	15,000			-	15,750	750
96 Vehicle repairs & maintenance	5,000			-	5,250	250
97 Office supplies: field operations	14,000			-	14,700	700
98 Holiday lights	9,000			-	9,450	450
99 CERT operations	500			-	500	-
100 Community maintenance	98,040			-	120,000	21,960
101 Storm clean-up	26,000			-	27,300	1,300
102 Miscellaneous contingency	4,000			-	-	(4,000)
103 TOTAL FIELD OPERATIONS	1,010,396	-	-	-	1,090,649	80,253
104						
105 STAFF SUPPORT						
106 Payroll	607,333			-	606,564	(769)
107 Merit pay/bonus	25,000			-	25,000	-
108 Payroll taxes	79,257			-	81,635	2,378
109 Health insurance	106,000			-	116,600	10,600
110 Insurance: workers' compensation	30,000			-	30,000	-
111 Payroll services	6,250			-	6,250	-
112 Mileage reimbursement	2,750			-	14,000	11,250
113 Vehicle Allowance	14,000			-	-	(14,000)
114 TOTAL STAFF SUPPORT	870,590	-	-	-	880,049	9,459
115						

GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE

	FY 2022 ADOPTED	FY 2022 ACTUAL THROUGH 3/31/2022	FY 2022 PROJECTED THROUGH 9/30/2022	FY 2022 ACTUAL & PROJECTED TOTAL	FY 2023 PROPOSED	VARIANCE FY 2022 - FY 2023
116 AMENITY OPERATIONS						
117 Amenity Management	592,786			-	610,570	17,784
118 A/C maintenance and service	3,900			-	4,095	195
119 Fitness equipment service	7,500			-	7,875	375
120 Music licensing	3,520			-	3,757	237
121 Pool/spa permits	875			-	919	44
122 Pool chemicals	15,500			-	16,275	775
123 Pest control	3,900			-	4,095	195
124 Amenity maintenance	110,000			-	120,000	10,000
125 Special events	10,000			-	10,500	500
126 TOTAL AMENITY	747,981	-	-	-	778,086	30,105
127						
128 SECURITY						
129 Gate access control staffing	204,375			-	214,594	10,219
130 Additional guards	8,000			-	8,400	400
131 Guardhouse facility maintenance	16,000			-	16,800	800
132 Gate communication devices	21,000			-	22,050	1,050
133 Gate operating supplies	16,000			-	16,800	800
134 Fire & security system	5,300			-	5,565	265
135 TOTAL SECURITY	270,675	-	-	-	284,209	13,534
136						
137 TOTAL EXPENDITURES	3,623,389	-	-	-	3,796,659	173,270
138						
139 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	-	-	-	-	-

**GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2023 PROPOSED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
REVENUES			
Additional Revenues:			
Reuse water	23,000	City of Palm Coast	
Gate & amenity guest	9,000	CDD	
Tennis	3,000	CDD	
Room rentals	2,000	CDD	
Interest and miscellaneous	20,000	Bank United	
Amenity activity share	-	Vesta	
Insurance proceeds	-	N/A	
Grant	-	N/A	
State reimbursement - Hurricane	-	N/A	
TOTAL ADDITIONAL REVENUES	57,000		
EXPENDITURES			
ADMINISTRATIVE			
Supervisors - regular meetings	12,000	CDD	Florida Statute, Chapter 190.006(8) sets a \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year per Supervisor. The District anticipates 12 meetings and 10 workshops
Supervisor - workshops	9,000	CDD	
District Management Services		DPFG	
District management	40,299	DPFG	Florida Statute, Chapter 190.007(1) states that the Board shall employ and fix the compensation of a District Manager. The District Manager shall have charge and supervision of the works of the District. The District entered into an agreement with DPFG-MC a wholly owned subsidiary of Vesta Property Services, Inc., for district management services on August 8, 2021, which remains in effect until such a time as either party terminates the agreement. The following services are provided under the District Management Agreement in addition to the District Management
Administrative	10,712	DPFG	DPFG provides administrative services to the District under the management services agreement. These services include preparation of meeting agenda and minutes, coordinating postings on the website, records retention, responding to resident requests and complying with all regulatory requirements involving District activities.
Accounting	22,119	DPFG	DPFG provides budget preparation and financial reporting, cash management, revenue reporting and accounts payable functions.
Assessment roll preparation	9,734	DPFG	DPFG provides assessment roll services, which include preparing, maintaining and transmitting the annual roll with the annual special assessment amounts for the operating, maintenance and capital assessments.
Dissemination Agent	-	DPFG	DPFG provides disclosure report services. The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities & Exchange Act of 1934.
Arbitrage rebate calculation	-	N/A	This is related to Districts who have tax exempt bonds issued. When the interest on invested funds are higher than the yield (interest rate) of the tax exempt bonds that are issued, the difference must be reported and rebated to the Internal Revenue Service (IRS). Typically this function is performed by an independent auditing service.

**GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
CONTRACT SUMMARY**

	FINANCIAL STATEMENT CATEGORY	FY 2023 PROPOSED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
25	Office supplies	1,050	N/A	Office supplies used by the District Management company for the sole purpose of the District, billed annually in accordance with the adopted budget
26	Postage	3,150	N/A	Postage for mailings, including the annual 197 letters to residents related to the annual assessments and public hearings
27	Trustee	-	N/A	This is related to Districts which have issued tax exempt bonds. In accordance with the bond indentures, trustees maintain the registry of the issuer reflecting the names, addresses and other identifying information of Owners of a specific Series of Bonds and remit payments to the bond holders.
28	Audit	4,850	DiBartolomeo	The District is required to have an independent examination of its financial accounting, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General. An Independent Auditor is selected through a RFP process.
29	Legal - general counsel	106,605	Clark & Albaugh	Clark & Albaugh, LLP. provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.
30	Engineering	31,500	Kimley-Horn	The District has engaged DRMP, a District Engineering firm to provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.
31	Engineer Stormwater Analysis	5,000	Kimley-Horn	
32	Legal advertising	5,460	CDD	
33	Bank fees	1,575	Bank United	
34	Dues & licenses	184	DEO	
35	Property taxes	2,520	Flagler County	
36	Tax collector	-	Flagler County	
37	Contingency	-	N/A	
38	TOTAL ADMINISTRATIVE	265,758		
39				
40	INFORMATION AND TECHNOLOGY			
41	IT support	28,004	Celera	
42	Village Center and Creeskiide telephone & fax	6,873	AT&T	
43	Cable/internet-village center/creekside	10,271	AT&T	
44	Wi-Fi for gates	5,139	AT&T	
45	Landlines/hot spots for gates and cameras	27,720	AT&T	
46	Cell phones	7,646	Sprint	
47	Website hosting & development	1,591	Campus Suite	
48	ADA website compliance	221	Campus Suite	
49	Communications: e-blast	525	Constant Contact	
50	TOTAL INFORMATION AND TECHNOLOGY	87,990		
51				
52	INSURANCE			
53	Insurance: general liability & public officials	12,532	FIA	
54	Insurance: property	82,550	FIA	
55	Insurance: auto general liability	3,311	FIA	

**GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2023 PROPOSED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
56 Flood insurance	4,140	FIA	
57 TOTAL INSURANCE	102,533		
58			
59 UTILITIES			
60 Electric		FPL	
61 Electric services - #12316, 85596, 65378	5,980	FPL	
62 Electric- Village Center - #18308	36,225	FPL	
63 Electric - Creekside - #87064, 70333	24,725	FPL	
64 Street lights ¹	23,000	FPL	
65 Propane - spas/café	42,630	Amerigas	
66 Garbage - amenity facilities	15,960	City of Palm Coast	
67 Water/sewer		City of Palm Coast	
68 Water services ²	120,750	City of Palm Coast	
69 Water - Village Center - #324043-44997	14,175	City of Palm Coast	
70 Water - Creekside - #324043-45080	7,665	City of Palm Coast	
71 Pump house shared facility	16,275	Escalante/CDD	
72 TOTAL UTILITIES	307,385		
73			
74 FIELD OPERATIONS			
75 Stormwater system			
76 Aquatic contract	54,010	Solitude	
77 Aquatic contract: lake watch	4,280	Solitude	
78 Aquatic contract: aeration maintenance	4,200	Solitude	
79 Lake bank spraying	6,434	Solitude	
80 Stormwater system repairs & maintenance	15,750	N/A	
81 Property maintenance			
82 Horticultural consultant	10,080	Louise Leister	
83 Landscape enhancement	-	N/A	
84 Landscape repairs & replacement	21,000	N/A	
85 Landscape maintenance contract services	615,105	VerdeGo	
86 Landscape maintenance: croquet	53,340		
87 Tree maintenance (Oak tree pruning)	36,750	Shaw Tree	
88 Optional flower rotation	21,000	VerdeGo	
89 Irrigation repairs & replacement	40,000	VerdeGo	
90 Roads & bridges repairs	15,750	N/A	
91 Sidewalk repairs & replacement	-	N/A	
92 Street light maintenance	15,750	N/A	
93 Vehicle repairs & maintenance	5,250	N/A	
94 Office supplies: field operations	14,700	N/A	
95 Holiday lights	9,450	N/A	
96 CERT operations	500	N/A	
97 Community maintenance	120,000	N/A	
98 Storm clean-up	27,300	N/A	
99 Miscellaneous contingency	-	N/A	

**GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2023 PROPOSED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
TOTAL FIELD OPERATIONS	1,090,649		
STAFF SUPPORT			
Payroll	606,564	CDD Staff	
Merit pay/bonus	25,000	CDD Staff	
Payroll taxes	81,635	CDD Staff	
Health insurance	116,600	CDD Staff	
Insurance: workers' compensation	30,000	CDD Staff	
Payroll services	6,250	CDD Staff	
Mileage reimbursement	14,000	CDD Staff	
Vehicle Allowance	-	CDD Staff	
TOTAL STAFF SUPPORT	880,049		
AMENITY OPERATIONS			
Amenity Management	610,570	Vesta Property Services	
A/C maintenance and service	4,095		
Fitness equipment service	7,875	Lloyd's Fitness	
Music licensing	3,757		
Pool/spa permits	919	FDOH	
Pool chemicals	16,275	Poolsure	
Pest control	4,095	Massey	
Amenity maintenance	120,000	N/A	
Special events	10,500	N/A	
TOTAL AMENITY	778,086		
SECURITY			
Gate access control staffing	214,594	Guard One	
Additional guards	8,400	Guard One	
Guardhouse facility maintenance	16,800	N/A	
Gate communication devices	22,050	N/A	
Gate operating supplies	16,800	N/A	
Fire & security system	5,565	Daytona	
TOTAL SECURITY	284,209		

GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
CAPITAL RESERVE FUND (CRF)

	FY 2022 ADOPTED	FY 2023 PROPOSED	VARIANCE 2022-2023
REVENUES			
1 ¹ Assessment Levy: Capital Reserve Fund	\$ 781,860	\$ 895,699	\$ 113,839
2 Interest & Miscellaneous	5,500	5,500	-
3 TOTAL REVENUES	787,360	901,199	113,839
4			
5 EXPENDITURES			
6 Infrastructure Reinvestment			
7 Capital Improvement Plan (CIP)	1,082,025	1,151,780	69,755
8 TOTAL EXPENDITURES	1,082,025	1,151,780	69,755
9			
10 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(294,665)	(250,581)	44,084
11			
12 OTHER FINANCING SOURCES & USES			
13 Transfer In From GF in FY22	1,721,211	-	(1,721,211)
14 TOTAL OTHER FINANCING SOURCES & USES	1,721,211	-	(1,721,211)
15			
16 NET CHANGE IN FUND BALANCE	1,426,546	(250,581)	(1,677,127)
17			
18 FUND BALANCE			
19 Fund Balance - Beginning	-	1,426,546	1,426,546
20 Net Change in Fund Balance	1,426,546	(250,581)	(1,677,127)
21 FUND BALANCE - ENDING	1,426,546	1,175,965	(250,581)
22			
22 ANALYSIS OF FUND BALANCE:			
23 Committed: Future Capital Improvements	1,426,546	1,175,965	(250,581)
24 Assigned: 3 months working capital	-	-	-
25 FUND BALANCE - ENDING	\$ 1,426,546	\$ 1,175,965	\$ (250,581)

¹Reflects 2% Tax Collector and 4% Discounts

**GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
CAPITAL IMPROVEMENT PLAN (CIP)**

PRIORITY	DESCRIPTION	FY 2023 PROPOSED
	CAPITAL PROJECTS	
1	C Concrete Replacement	50,000
2	C Firewise Projects	30,000
3	E Camera and DVR Replacement	10,000
4	E Gate & Gate Operator - Replacement	10,000
5	E Concrete Curb and Gutter Replacement	150,000
6	E Road Repairs	10,000
7	LTCP Roadway: River Park, Point, Landing, Front, Village View, GC Parking Lot	437,091
8	LTCP Pavers, Interlocking - Front St & Montague Intersection	6,556
9	LTCP Pavers, Interlocking - Front St North Access (Esplanade)	10,927
10	LTCP Pavers, Interlocking - Front St South Access (Esplanade)	10,927
11	LTCP Pavers, Interlocking - Front Street Park	10,927
12	LTCP Pavers, Interlocking - Front Street Village Entry	4,482
13	LTCP Pavers, Interlocking - Main Entry Gatehouse	10,927
14	LTCP Finish, Carpet - Clubhouse ((CAC)) Office/Conference rooms	6,556
15	LTCP Replace Outdoor Tile Floors, Replace with Non-Skid - Clubhouse ((VC)) Gym	27,318
16	LTCP Refurbishment Allowance - Monument and Mailbox Creekside	8,195
17	LTCP Refurbishment Allowance - Monument and Mailbox East Lake	8,195
18	LTCP Vehicle Traffic, Speed Control Improvements	50,000
19	LTCP Maint, Vehicle, 2022 Ford-F150, 2WD (Additional Fleet Vehicle)	39,338
20	LTCP Landscape Enhancements-Annual Reinvestment	54,636
21	LTCP Center Park Gazebo, Add Benches with Patio Pavers	13,113
22	LTCP Dog Park Improvement Project	21,855
23	RES Paint Exterior and Waterproof - Clubhouse (CAC)	8,741.82
24	RES Paint Exterior and Waterproof - Tiki Bar (CAC)	2,394
25	RES Drinking Fountain, Outdoor - Village Center Amenities	3,000
26	RES Pool Equipment, Heat Pump (CAC) (4 units)	49,173
27	RES Pool Equipment, Handicap Lift - (VC)	10,213
28	RES Street Signs and Poles, Replacement	5,000
29	RES Tennis Court Windscreen, 10' - (VC) Courts 1-7	14,853
30	RES Electronics, Wireless Microphone System	20,042
31	RES Furniture, Outdoor - Pool Deck (VC)	27,318
32	RES Light Pole & Fixture - Replacement (estimated 5 poles)	30,000
33	TOTAL CAPITAL PROJECTS	\$ 1,151,780
34		
41	TOTAL CAPITAL PROJECTS INCLUDING CARRY OVER	\$ 1,151,780

PRIORITY
C Critical
E Essential
RES Reserve Study
LTCP Long Term Capital Plan
CF Carryforward

**GRAND HAVEN CDD
FISCAL YEAR 2022-2023 PROPOSED BUDGET
ASSESSMENT ALLOCATION**

OPERATIONS & MAINTENANCE (O&M)

NET O&M BUDGET	\$3,739,659.00
COUNTY COLLECTION COSTS	\$79,567.21
EARLY PAYMENT DISCOUNT	\$159,134.43
GROSS O&M ASSESSMENT	\$3,978,360.64

CAPITAL RESERVE FUND (CRF)

NET CAPITAL RESERVE FUND	\$895,699.00
COUNTY COLLECTION COSTS	\$19,057.43
EARLY PAYMENT DISCOUNT	\$38,114.85
GROSS CRF ASSESSMENT	\$952,871.28

ALLOCATION OF O&M ASSESSMENT

UNIT TYPE	UNIT COUNT	ERU FACTOR	TOTAL ERU's	% TOTAL ERU's	TOTAL O&M	O&M PER UNIT
CONDOS	48	1.00	48.0	2.51%	\$99,943.12	\$2,082.15
SINGLE LOT	1837	1.00	1837.0	96.14%	\$3,824,906.31	\$2,082.15
DOUBLE LOT	5	2.00	10.0	0.52%	\$20,821.48	\$4,164.30
ESCALANTE	1	15.70	15.7	0.82%	\$32,689.73	\$32,689.73
	<u>1891</u>		<u>1910.7</u>	<u>100.00%</u>	<u>\$3,978,360.64</u>	

ALLOCATION OF CAPITAL RESERVE ASSESSMENT

ERU FACTOR	TOTAL ERU's	% TOTAL ERU's	CAPITAL RESERVE FUND	CRF PER UNIT
1.00	48.0	2.51%	\$23,937.73	\$498.70
1.00	1837.0	96.14%	\$916,116.89	\$498.70
2.00	10.0	0.52%	\$4,987.03	\$997.41
15.70	15.7	0.82%	\$7,829.63	\$7,829.63
	<u>1910.7</u>	<u>100.00%</u>	<u>\$952,871.28</u>	

Less: Flagler County Collection Costs (2%) and Early Payment Discounts (4%):	-\$238,701.64
Net Revenue to be Collected	\$3,739,659.00

	-\$57,172.28
Net Revenue to be Collected	\$895,699.00

O&M VARIANCE

FY 2021-2022	\$3,567,547.00
FY 2022-2023	\$3,739,659.00
VARIANCE	<u>\$172,112.00</u>

CRF VARIANCE

FY 2021-2022	\$781,860.00
FY 2022-2023	\$895,699.00
VARIANCE	<u>\$113,839.00</u>

PER UNIT ASSESSMENT

UNIT TYPE	FY 2022 PER UNIT	O&M PER UNIT	CRF PER UNIT	PROPOSED TOTAL PER UNIT ⁽¹⁾	VARIANCE PER UNIT FY22 VS FY23	PERCENT VARIANCE
CONDOS	\$2,417.03	\$2,082.15	\$498.70	\$2,580.85	\$163.82	6.78%
SINGLE LOT	\$2,417.03	\$2,082.15	\$498.70	\$2,580.85	\$163.82	6.78%
DOUBLE LOT	\$4,834.06	\$4,164.30	\$997.41	\$5,161.70	\$327.64	6.78%
ESCALANTE	\$37,947.37	\$32,689.73	\$7,829.63	\$40,519.36	\$2,571.99	6.78%

⁽¹⁾Annual assessments that will appear on the November, 2022 Flagler County property tax bill. Amount shown includes all applicable county collection costs (2%) and early payment discounts (up to 4% if paid early).

EXHIBIT 2

Grand Haven Resident Survey:

The GH CDD Board of Supervisors invites you to have your voice heard on what the future of GH should look like by taking the 2022 Survey. The CDD board will use this survey as a guide for planning for future priorities and making budgetary decisions. The CDD is conducting the survey as part of their 10-year capital budget planning.

Please visit the following link: _____

If you would rather complete a paper survey visit the CDD office between regular business hours Monday through Friday 9-5 pm

1. How many years have you been a resident of GH

1-3 years

4-5 years

5-10 years

> than 10 years

2. Are you a full-time resident?

Yes

No

3. What is your age category?

< 25 years

25-40 years

40-55 years

55- 65 years

65 years

4. What is your general level of satisfaction with GH?

Happy

Unhappy

Neutral

5. Are you content with the general appearance of GH?

Yes

No

Needs improvement- if so specify_____

Other_____

6. Are you content with the physical structures of GH (such as the Village Center, Creekside, pools, tennis courts, pickle courts, Boche courts and restaurant ?

Yes

No

Other_____

7. Do you think we need to add additional inside structures to accommodate the activities of the residents? And the working staff of the CDD?

Yes

No

Other_____

8. If you feel we need additional inside structures are you in favor of an increase in your non-ad Valorem tax or a one-time assessment fee if the cost to build this exceeds are operating and maintenance budget?

Increase non-ad Valorem tax

One-time assessment fee

Neither

Other_____

9. Are you content with the number and diversity of the Amenities available to the GH residents?

Yes

No – need additional _____

No – need less_____

10. Are you content with the present system of sidewalks available for walking?

Yes

No – need more

Other_____

12 Are you content with ability to use your bicycle on the roads of GH?

Yes

No

Other _____

13. If you are in favor of creating more a more comprehensive trail plan incorporating more walking paths or biking paths would you be in favor of an increase in your non-ad Valorem tax or a one-time assessment fee if the cost to build this exceeds are operating and maintenance budget?

Increase non-ad Valorem tax

One-time assessment fee

Neither

Other _____

14. How often do you use our GH Restaurant?

1/month

1/week

> 1/week

Rarely

15. Are you happy with its service, space available and food quality?

Yes

No

Other _____

16. Presently the kitchen of our restaurant is antiquated and in need of renovation as well as some new equipment. How would your favor financing this?

Increase non-ad Valorem tax

One-time assessment fee

Neither

Other _____

17. Do you believe our community needs a dog park?

Yes

No

If yes, do you think the existing one can be renovated or a new one needs to be built?

Renovate existing

New one

18. There are plans that are part of the Capitol plan budget of 2022 to expand and repave the north parking lot of the Village Center as well as the streets in the Crossings. With more activity at the village center even with this expansion more parking will be necessary. Are you in favor of expanding the south parking lot within the next 5 years?

Yes

no

19. With the completion of the larger Croquet court

We will need to re-purpose the older court at Creekside. What would you like to see in this area?

20. The practice Croquet court at the Village Center is no longer necessary. How would you like to repurpose this area?

21. As Palm Coast expands, we will see more construction on Colbert and potentially lane expansion. Presently the perimeter fence and buffer land are owned by the city. Should we consider taking ownership the fence and buffer land for security and noise abatement?

Yes

no

From: [David C. McInnes](#)
To: [Jackie Leger](#)
Subject: FW: Resident survey
Date: Thursday, March 31, 2022 10:42:24 AM
Attachments: [Document.pdf](#)

From: Merrill Stass-Isern MD <drmerrill@ghcdd.com>
Sent: Friday, January 14, 2022 12:14 PM
To: Mac McGaffney <hmac@vestapropertyservices.com>; David C. McInnes <dmcinnes@dpfgmc.com>
Cc: Merrill Stass-iseren <mstassisern@me.com>
Subject: Resident survey

Here is my survey questions. There are also many questions about logistics . I feel only one survey per tax paying home owner. How do we make the survey available - probably sending a letter to each homeowner with a link worthy can print out the online copy and return it to the CDD office. MSI

From: [Mac McGaffney](#)
To: [Mac McGaffney](#)
Cc: [David C. McInnes](#)
Subject: Grand Haven Survey Questions
Date: Thursday, January 13, 2022 9:21:32 AM

Good Morning Board,

Please see the below possible questions for you to consider approving as part of the Survey for Long Term Capital Planning. Please keep in mind, I do not create surveys for a living nor is it my special talent. It's just meant to spawn ideas for you to get answers to the questions you want answers to.

1. Please select the Amenities do you use the most?
 - a. Pools
 - b. Tennis and Pickleball
 - c. Croquet
 - d. Fitness
 - e. Café
 - f. Basketball
 - g. Walking Paths
2. Which programs do you enjoy the most? Example-Move to Music, Community Tennis, Card Playing, Special Events
 - a. This would be a space where they could type in their answers
3. An eblast went out that outlined a Long-Term Capital Plan, please answer this next question after reviewing the Long Term Capital Plan. What areas of this plan do you agree with and what areas do you disagree with?
4. Yes or no, would you agree with the District increasing maintenance staff in an effort to accomplish more maintenance on an annual basis, if it meant your annual assessments would increase by \$50-60 a year?
5. Yes or no, would you agree with the District increasing landscape enhancements and beautification along Waterside Pkwy, if it meant your annual assessments would increase by \$50-60 a year?
6. Yes or no, do you believe the District should consider building another facility in order to gain more office space, group fitness space or to build additional amenities than what it currently has now, if it meant your annual assessments would go up?

Just some ideas, I really don't have anything else I can add to help get this rolling for you. But I'm certain you all have great ideas and I still recommend appointing Supervisor Polizzi to work on this for the Board with Staff.

Thank you!

Mac

Howard McGaffney
Vice President

DPFG Management & Consulting LLC

[Return to Agenda](#)

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From: [David C. McInnes](#)
To: [Jackie Leger](#)
Subject: FW: GHCCDD Resident Survey Comments
Date: Thursday, March 31, 2022 10:42:23 AM
Attachments: [image001.png](#)

From: Kevin Foley <kfoley@ghcdd.com>
Sent: Monday, January 10, 2022 4:33 PM
To: David C. McInnes <dmcinnes@dpfgmc.com>
Subject: Re: GHCCDD Resident Survey Comments

Hi David,

Here are my comments on the resident survey. I would be happy to serve as the liason on the survey but I can't offer any experience!

First of all, I think we should consider hiring a professional survey firm that has lots of experience with communities like ours in Florida. I am not sure of this but residents may be more willing to respond honestly to an outside firm rather than to the CDD. Certainly, the cost of such a firm needs to be weighed against the benefits. If Vesta knows of any reputable firms then lets hear about them at the next meeting and decide how to proceed.

Additionally, if the professional writes the questions then they may be better equipped to interpret the answers based on experience and training. Board members can come up with good questions but a professional may be able to write them in a way that has low probability of misinterpretation and best chance of fruitful answers.

Given that, my suggested questions are as follows in no particular order of importance:

1. Our draft long-term plan should be included in the survey either as an attachment or referenced to a link.
2. Residents should know that every \$100m in cost translates to about \$52 in assessments
3. I'd want to know the age groups that respondents fall into such as 20-30, 31 -40 etc.
4. How long have the respondents lived in GH
5. Are they full time or part time residents
6. What amenities do the residents use....provide a list to choose from.
7. Satisfaction levels with the following (in addition to 1-5 levels I'd like to add comment boxes for each lettered item)
 - a. Living in GH overall
 - b. Amenity maintenance (list all amenities)
 - c. Amenity quality
 - d. Value for the money
 - e. Board performance in general
 - f. Amenity management (Vesta)

- g. Verdego
 - h. Pond management
 - i. Safety and Security
 - j. Communications to residents.
8. What enhancements or new amenities would you like to see
 9. Suggestions for VC croquet practice court
 10. What are the issues facing GH and how would you address them
 11. Additional comments.

I may have some additional thoughts that I will send along.

Kevin

From: David C. McInnes <dmcinnes@dpfgmc.com>

Date: Thursday, January 6, 2022 at 6:43 PM

To: Chip Howden <chowden@ghcdd.com>, Merrill Stass-Isern MD <drmerrill@ghcdd.com>, John Polizzi <jpolizzi@ghcdd.com>, Kevin Foley <kfoley@ghcdd.com>, Michael Flanagan <mflanagan@ghcdd.com>

Cc: Mac McGaffney <hmac@vestapropertyservices.com>

Subject: GHcDD Resident Survey Comments

Good evening, Supervisors:

It was good seeing you today during the workshop. This is a friendly reminder to please provide me with any comments you may have regarding the resident's survey. If you could please provide those comments by next Wednesday (1/12/2022) that would be great.

Sincerely,

David C. McInnes

District Manager

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From: [David C. McInnes](#)
To: [Jackie Leger](#)
Subject: FW: Resident Survey LTP
Date: Thursday, March 31, 2022 10:43:27 AM

From: Chip Howden <chowden@ghcdd.com>
Sent: Friday, January 7, 2022 10:42 AM
To: David C. McInnes <dmcinnes@dpfgmc.com>
Subject: Resident Survey LTP

Survey should contain 2 components – one structure and one (probably at the end) for open comments. The later should be guided by some opening comment that this is for LTP only. We need to guide this so we discourage a laundry list of comments on things like employee pay, specific current maintenance issues or Board processes.

The survey needs to reflect that there are pluses and minuses budget implications but home value consideration to each suggestion. The survey should not give specific choices like “ Would you rather have flowers or more pickleball courts?”

If possible and appropriate (I am not sure of this – may have negative consequence just a thought) survey subjects separately – landscape / security / amenities.

Chip Howden

These are write in the answer questions along with check the box.

- Outside of maintenance and repairs of our existing facilities, trails, and landscaping what would you want Grand Haven to add to the community? _____
 - What level of increase to your assessment would you expect to pay to cover these changes?
 - 3%
 - 5%
 - 7%
 - Other _____
- What changes in security would you want made at the gates?
 - What increase do you accept to accomplish this?
 - 3%
 - 5%
 - 7%
 - Other _____
- Currently not everyone is on the three email lists (CDD, Amenities, HOA). Would you support sharing of the lists so every resident is receives communications from the individual entities?
 - Yes
 - No
 - Are you currently signed up in the new online directory which replaced the outdated community book?
 - Yes
 - No
 - If no why?
- Currently the CDD publishes briefs after each business meeting and publishes all documents on the CDD web site. What additional items would you want to have included in the communications. For example
 - Community project updates.
 - Florida State legislature actions that could impact the CDD.
 - Other _____
- Once our staff catches up with sidewalk repairs would you want to have the ability to hire them to repair your walk ways at a negotiated rate?
 - Yes
 - No
- Would you support spend to add solar power to run the offices and amenity centers (expect for the pools and spas)?
 - What additional increase for 5 years would you be willing to pay?
 - 3%
 - 4%
 - 5%
 - Other _____

- Today staff is fully engaged in tasks keeping Grand Haven grand. We could do more in upkeep of street signs, neighborhood signs, street lights, and more if we increased assessments.
 - What increase do you accept to accomplish this?
 - 1%
 - 3%
 - 5%
 - Other _____

Safety and Security Survey

1. Do you feel the speed limit for the streets is appropriate for pedestrians, vehicles and cyclist's safety?

Yes

No - some smaller streets the speed limit needs to be reduced.

No - all streets needs to be reduced

Do you feel safe as a pedestrian - yes/no

Do you feel safe as a cyclist - yes/no

2. Regarding our Security service

It is adequate no changes are needed

It functions well most of the time however there are occasional problems_____

I would like to use mobile access

The guards do not adequately monitor access for non residents

3. Landscaping in GH

For the most part GH is well kept keep and beautiful

I like the rotation of flowers

The rotation of flowers are unnecessary/put in bushes or perennials

I would like to see a curb and street pick up of oak leaves once or twice a year

4. Presently the CDD communicates with residents by e-blasts (which include a summary of the CDD meetings, safety issues, construction issues, gate issues etc), meeting information is also posted at the village center, and the website is available with meeting information and email addresses of the District manager, Operation manager and the supervisors.

Do you feel this is sufficient?

Yes

No

I suggest the following to enhance communication:_____

5. Our Amenities are managed by a outside company - Vesta. This company sends out emails about the availability of all classes at Creekside and the Village center. They also have a sign up genius for reserving tennis, pickle ball, bocce and croquet courts. They operate the Village Cafe. They are also responsible for the maintenance of these facilities

Are you happy with this present system?

Yes

No - would like to change the following_____

Are you happy with the number of amenities available?

Yes

No - would like to see_____

6. The goal of the board is to keep our assessments as uniform as possible from year to year. However as our infrastructure ages more and more of our facilities need to be updated. Within the next 5-7 years more roads will need to repaved and our cafe including the kitchen will need renovation. How would you like to see this financed?

Through our yearly assessments.

The CDD should purchase a bond to finance the cost over a longer period of time

I have the following ideas for questions on the resident survey. They are not all constructed as questions because I figure a pro will phrase them to get the most desired responses.

What amenities/activities do you use and how often?

What other amenities/activities would you like?

What would you like to see done with the old croquet courts and parcel K?

Rank the top 5 amenities that are important to you. We will provide a list.

What is your age group? 40 – 45, 46-50 etc.

How long have you lived in GH?

Do you live in a condo, townhouse or single family house?

Full time or part time resident?

What would you add or delete from the 10 year plan knowing that every 100m is about \$52 in assessment.

The café and kitchen are 25 years old and in need of work. Would you like to have a full remodel and expansion or minimal work?

Roadwork and café renovations are projected to be over 4mm in the next 10 years. How do you feel about borrowing money to pay for the costs?

The growing live oak tree roots are causing over 200m in road and sidewalk damage every year. What would be your strategy to deal with this issue?

Our O&M expenses grow annually with increasing needs for maintenance to our aging amenities and infrastructure. Do you want to see improvements to the appearance of GH, stay about the same or a decrease to quality. Please be specific with your suggestions to how our amenities should be maintained. We should provide an amenity list.

Here are some more thoughts about the resident survey,

1. How , if at all, are we going to cover the infrastructure maint.- roads, ponds, sidewalks, irrigation (might be addressed as green space ?) tree trimming, flowers firewise work and guard service???
2. Would like to see something on Village center parking -- maybe say " If cost was not a factor" rank EXTEND NORTH PARKING LOT / EXTEND SOUTH PARKINCREATE LOT / CREATE NEW LOT BETWEEN MILITARY MEMORIAL AND TENNIS COURTS (might want to add something like old abandoned croquet court???). I want to be careful not to call this area Village Center croquet court so we don't just get negative rankings from people who view it as a current croquet area.
3. When we are ready to send it out – in whatever form – I want to publicize it HEAVILY-postings, eblast, verbally of to people coming into the offices, personal contact with all the leaders of groups like Woman's Club tennis, croquet, water aerobics etc.

- Would you support adding the use of a cell phone to give access to Grand Haven?
 - Yes
 - No