



*Advanced Meeting Package*

*Workshop Meeting*

*Thursday  
August 7, 2025  
9:00 a.m.*

*Location:  
Grand Haven Room  
Grand Haven Village Center  
2001 Waterside Pkwy,  
Palm Coast, FL 32137*

*Note: The Advanced Meeting Package is a working document and thus all materials are considered **DRAFTS** prior to presentation and Board acceptance, approval or adoption.*

# Grand Haven Community Development District

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250 International Parkway, Suite 208  
Lake Mary, FL 32746  
321-263-0132

Board of Supervisors  
**Grand Haven Community Development District**

Dear Board Members:

The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development District is scheduled for **Thursday, August 7, 2025, at 9:00 a.m.** at the **Grand Haven Room**, at the **Grand Haven Village Center**, located at **2001 Waterside Parkway, Palm Coast, Florida 32137**.

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or [dmcinnes@vestapropertyservices.com](mailto:dmcinnes@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

*David McInnes*

David McInnes  
District Manager



## Community Development District

Meeting Date:	Thursday, August 7, 2025	Ways to Follow Meeting:	Zoom – Listen Only
Time:	9:00 AM	Call-in Number:	+1 (929) 205-6099
Location:	Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137	Meeting ID:	705 571 4830#
		Zoom Link:	<a href="#">Zoom Link</a>

### *Workshop Agenda*

- I. Call to Order/ Roll Call**
- II. Pledge of Allegiance**
- III. Audience Comments** – *(limited up to 3 minutes per individual for agenda items)*
- IV. Presentation of Proof of Publication(s)**
- V. Discussion Topics**
  - A. FY 2026 Budget Review
    1. Approved FY 2026 Budget
    2. Revised Approved FY 2026 Budget – from 07/17/2025 meeting – *To Be Distributed*
  - B. Revisions to the Long-Term Plan
    1. Reserve Analysis Report
  - C. FY 2026 Performance Measures & Standards
  - D. Reminder on OM Performance Evaluation Process
  - E. Pending Supervisor Led Projects
- VI. Audience Comments** – *(limited up to 3 minutes per individual for non-agenda items)*

[Exhibit 1](#)  
[Pg. 6](#)

[Exhibit 2](#)  
[Pgs. 8-16](#)  
[Exhibit 3](#)

[Exhibit 4](#)  
[Pgs. 19-36](#)  
[Exhibit 5](#)  
[Pgs. 38-39](#)

**VII. Next Meeting Quorum Check: August 21, 3:00 PM (Regular Meeting) 5:00 (Budget Public Hearing)**

John Chism	<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
Steven Brazen	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Nancy Crouch	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

**VIII. Action Items Review**

**IX. Adjournment**

# EXHIBIT 1

**GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF BOARD OF  
SUPERVISORS WORKSHOP  
MEETING**

Notice is hereby given that a workshop meeting of the Board of Supervisors of the Grand Haven Community Development District (the “**District**”) will be held on Thursday, August 7, 2025, at 9:00 a.m. at the Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137. The purpose of the meeting is to discuss matters brought to the board.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Telephone (321) 263-0132, Ext. 193.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or Supervisors may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager’s office at least forty-eight (48) hours before the meeting by contacting the District Manager at (321) 263-0132, Ext. 193. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager’s office.

A person who decides to appeal any decision made at the meeting, with respect to any matter considered at the meeting, is advised that a record of the proceedings is needed and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

**Grand Haven**

**Community Development District**

David McInnes, District Manager

(321) 263-0132, Ext. 193

Jul. 31

25-00270F

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## EXHIBIT 2

**GRAND HAVEN CDD**  
**FISCAL YEAR 2025-2026 PROPOSED BUDGET**  
**GENERAL FUND**

	FY 2024 ACTUALS	FY 2025 ADOPTED	FY 2026 PROPOSED	VARIANCE FY25 TO FY26
<b>REVENUES</b>				
<b>ASSESSMENTS LEVIED (NET OF ALLOWABLE DISCOUNTS):</b>				
ASSESSMENT LEVY - GENERAL FUND	\$ 4,037,223	\$ 4,316,689	\$ 4,642,867	\$ 326,178
ASSESSMENT LEVY - LAVISTA LANDSCAPE RESTORATION	-	25,852	4,000	(21,852)
ASSESSMENT LEVY - ESCALANTE PARKING LOT TAX	-	2,831	2,973	142
ON ROLL EXCESS FEES	20,884	-	-	-
<b>ADDITIONAL REVENUES:</b>				
FUND BALANCE FORWARD	-	124,136	14,978	(109,158)
GOLF COURSE PARKING LOT MAINTENANCE CONTRIBUTION	-	-	-	-
CAFÉ AND AMENITY REVENUE	-	-	-	-
REUSE WATER	28,915	23,000	23,000	-
GATE & AMENITY GUEST	16,705	9,000	9,000	-
TENNIS	1,116	500	500	-
ROOM RENTALS & REC CENTER USE FEE	2,627	2,000	2,000	-
INTEREST - INVESTMENTS	209,436	30,000	150,000	120,000
MISCELLANEOUS	3,087	-	-	-
<b>TOTAL REVENUES</b>	<b>4,319,992</b>	<b>4,534,008</b>	<b>4,849,318</b>	<b>315,310</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
SUPERVISORS - REGULAR MEETINGS	9,600	12,000	12,000	-
SUPERVISORS - WORKSHOPS	7,800	9,000	9,000	-
DISTRICT MANAGEMENT	45,271	44,413	46,634	2,221
ADMINISTRATIVE	11,033	11,806	12,396	590
ACCOUNTING	22,783	24,378	25,597	1,219
ASSESSMENT ROLL PREPARATION	10,026	10,727	11,264	537
OFFICE SUPPLIES	-	1,180	1,180	-
POSTAGE	3,909	3,539	4,104	565
AUDIT	9,800	4,400	4,500	100
LEGAL - GENERAL COUNSEL	162,782	114,067	170,000	55,933
ENGINEERING	69,083	42,800	45,796	2,996
ENGINEERING - SOTRMWATER ANALYSIS	-	-	5,000	5,000
LEGAL ADVERTISING	2,490	6,134	5,000	(1,134)
BANK FEES	1,472	1,770	1,858	88
DUES & LICENSES	175	206	175	(31)
PROPERTY TAXES	2,496	2,831	2,973	142
CONTINGENCY	158	25,000	25,000	-
<b>TOTAL ADMINISTRATIVE</b>	<b>358,878</b>	<b>314,251</b>	<b>382,476</b>	<b>68,225</b>
<b>INFORMATION AND TECHNOLOGY</b>				
IT SUPPORT	29,988	35,890	31,500	(4,390)
VILLAGE CENTER AND CREESKIDE TELEPHONE & FAX	8,000	7,906	8,459	553
CABLE/INTERNET-VILLAGE CENTER/CREEKSIDE	17,028	14,445	17,200	2,755
WI-FI FOR GATES / HOT SPOTS	-	30,745	32,897	2,152
LANDLINES/HOT SPOTS FOR GATES AND CAMERAS	32,721	-	-	-
CELL PHONES	6,148	8,390	8,977	587
WEBSITE HOSTING & DEVELOPMENT	1,629	1,787	1,912	125
ADA WEBSITE COMPLIANCE	210	248	1,500	1,252
COMMUNICATIONS: E-BLAST	628	590	631	41
<b>TOTAL INFORMATION AND TECHNOLOGY</b>	<b>96,351</b>	<b>100,001</b>	<b>103,077</b>	<b>3,076</b>
<b>INSURANCE</b>				
INSURANCE	153,999	195,514	210,000	14,486
<b>TOTAL INSURANCE</b>	<b>153,999</b>	<b>195,514</b>	<b>210,000</b>	<b>14,486</b>
<b>UTILITIES</b>				
ELECTRIC				
ELECTRIC SERVICES - #12316, 85596, 65378	37,705	8,939	9,564	625



**GRAND HAVEN CDD**  
**FISCAL YEAR 2025-2026 PROPOSED BUDGET**  
**GENERAL FUND**

	<b>FY 2024 ACTUALS</b>	<b>FY 2025 ADOPTED</b>	<b>FY 2026 PROPOSED</b>	<b>VARIANCE FY25 TO FY26</b>
59 ELECTRIC- VILLAGE CENTER - #18308	37,476	41,718	44,638	2,920
60 ELECTRIC - CREEKSIDE - #87064, 70333	23,722	29,924	32,019	2,095
61 STREET LIGHTS	27,860	30,307	32,429	2,122
62 PROPANE - SPAS/CAFÉ	32,613	32,911	60,000	27,089
63 GARBAGE - AMENITY FACILITIES	20,661	17,931	19,186	1,255
64 WATER/SEWER				
65 WATER SERVICES	167,044	151,744	180,000	28,256
66 WATER - VILLAGE CENTER - #324043-44997	17,968	21,776	25,000	3,224
67 WATER - CREEKSIDE - #324043-45080	9,548	9,277	14,000	4,723
68 PUMP HOUSE SHARED FACILITY	11,665	5,473	10,000	4,527
69 <b>TOTAL UTILITIES</b>	<b>386,262</b>	<b>350,000</b>	<b>426,836</b>	<b>76,836</b>
70				
71 <b>FIELD OPERATIONS</b>				
72 STORMWATER SYSTEM				
73 AQUATIC CONTRACT	55,715	63,600	68,052	4,452
74 AQUATIC CONTRACT: LAKE WATCH	4,767	5,350	7,663	2,313
75 AQUATIC CONTRACT: AERATION MAINTENANCE	1,289	4,719	5,049	330
76 LAKE BANK SPRAYING	-	7,161	-	(7,161)
77 STORMWATER SYSTEM REPAIRS & MAINTENANCE	-	17,199	18,403	1,204
78 PROPERTY MAINTENANCE				
79 HORTICULTURAL CONSULTANT	11,300	11,325	12,118	793
80 LANDSCAPE REPAIRS & REPLACEMENT	23,150	47,144	50,444	3,300
81 LANDSCAPE MAINTENANCE CONTRACT SERVICES - VERDEGO	670,464	697,155	718,070	20,915
82 LANDSCAPE MAINTENANCE - YELLOWSTONE	64,500	75,900	79,695	3,795
83 TREE MAINTENANCE (OAK TREE PRUNING)	53,200	49,280	52,730	3,450
84 LAVISTA LANDSCAPE RESTORATION	-	25,852	4,000	(21,852)
85 OPTIONAL FLOWER ROTATION	-	25,000	26,750	1,750
86 DOG PARK MAINTENANCE	-	10,000	-	(10,000)
87 IRRIGATION REPAIRS & REPLACEMENT	23,995	40,000	42,800	2,800
88 ROADS & BRIDGES REPAIRS	1,502	-	-	-
89 SIDEWALK REPAIRS	-	-	-	-
90 STREET LIGHT MAINTENANCE	3,754	10,089	10,795	706
91 VEHICLE REPAIRS & MAINTENANCE	15,210	17,056	18,249	1,193
92 OFFICE SUPPLIES: FIELD OPERATIONS	15,615	16,515	17,672	1,157
93 HOLIDAY LIGHTS	4,664	10,617	6,000	(4,617)
94 CERT OPERATIONS	267	500	535	35
95 COMMUNITY MAINTENANCE	145,982	153,700	150,000	(3,700)
96 STORM CLEAN-UP	274	30,672	32,819	2,147
97 MISCELLANEOUS CONTINGENCY	976	-	-	-
98 <b>TOTAL FIELD OPERATIONS</b>	<b>1,096,624</b>	<b>1,318,834</b>	<b>1,321,843</b>	<b>3,009</b>
99				
100 <b>STAFF SUPPORT</b>				
101 PAYROLL	650,049	742,000	785,000	43,000
102 MERIT PAY/BONUS	33,407	45,000	45,000	-
103 PAYROLL TAXES	53,047	53,000	61,200	8,200
104 HEALTH INSURANCE	114,807	137,238	158,845	21,607
105 INSURANCE: WORKERS' COMPENSATION	10,561	20,000	30,000	10,000
106 PAYROLL SERVICES	4,445	6,250	6,250	-
107 MILEAGE REIMBURSEMENT	6,328	8,000	8,000	-
108 <b>TOTAL STAFF SUPPORT</b>	<b>872,644</b>	<b>1,011,488</b>	<b>1,094,295</b>	<b>82,807</b>
109				
110 <b>AMENITY OPERATIONS</b>				
111 AMENITY MANAGEMENT	664,638	700,000	735,000	35,000
112 A/C MAINTENANCE AND SERVICE	7,774	21,982	23,521	1,539
113 FITNESS EQUIPMENT SERVICE	1,700	3,651	3,400	(251)
114 MUSIC LICENSING	3,827	4,280	4,580	300
115 POOL/SPA PERMITS	875	1,032	1,104	72
116 POOL CHEMICALS	22,287	26,585	28,446	1,861

**GRAND HAVEN CDD**  
**FISCAL YEAR 2025-2026 PROPOSED BUDGET**  
**GENERAL FUND**

		<b>FY 2024 ACTUALS</b>	<b>FY 2025 ADOPTED</b>	<b>FY 2026 PROPOSED</b>	<b>VARIANCE FY25 TO FY26</b>
117	PEST CONTROL	2,335	2,663	2,850	187
118	AMENITY MAINTENANCE	176,286	157,500	168,525	11,025
119	SPECIAL EVENTS	11,962	16,278	17,418	1,140
120	<b>TOTAL AMENITY</b>	<b>891,684</b>	<b>933,971</b>	<b>984,843</b>	<b>50,872</b>
121					
122	<b>SECURITY</b>				
123	GATE ACCESS CONTROL STAFFING	216,977	228,149	239,556	11,407
124	ADDITIONAL GUARDS	-	7,000	7,490	490
125	GUARDHOUSE FACILITY MAINTENANCE	22,394	26,750	28,088	1,338
126	GATE COMMUNICATION DEVICES	10,469	11,041	11,814	773
127	GATE OPERATING SUPPLIES	21,010	30,000	31,500	1,500
128	FIRE & SECURITY SYSTEM	8,397	7,009	7,500	491
129	<b>TOTAL SECURITY</b>	<b>279,247</b>	<b>309,949</b>	<b>325,947</b>	<b>15,998</b>
130					
131	<b>TOTAL EXPENDITURES</b>	<b>4,135,689</b>	<b>4,534,008</b>	<b>4,849,318</b>	<b>315,310</b>
132					
133	<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>184,303</b>	<b>-</b>	<b>-</b>	<b>-</b>
134					
135	<b>FUND BALANCE</b>				
136	FUND BALANCE - BEGINNING	2,464,406	2,648,709	2,524,573	(124,136)
137	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	184,303	-	-	-
138	FUND BALANCE FORWARD	-	(124,136)	(14,978)	109,158
139	TRANSFER TO CRF	-	-	(130,982)	
140	<b>FUND BALANCE - ENDING</b>	<b>2,648,709</b>	<b>2,524,573</b>	<b>2,378,613</b>	<b>(145,960)</b>
141					
142	ANALYSIS OF FUND BALANCE:				
143	COMMITTED: DISASTER	776,250	803,419	423,506	(379,913)
144	COMMITTED: FUTURE CAPITAL IMPROVEMENTS	-	-	-	-
145	ASSIGNED: 2 MONTHS OPERATING CAPITAL	871,378	755,668	808,220	52,552
146	UNASSIGNED	1,000,561	965,485	1,146,888	181,403
147	PREPAID ITEMS	519			
148	<b>FUND BALANCE - ENDING</b>	<b>\$ 2,648,708</b>	<b>\$ 2,524,572</b>	<b>\$ 2,378,613</b>	<b>\$ (145,958)</b>

**GRAND HAVEN CDD  
FISCAL YEAR 2025-2026 PROPOSED BUDGET  
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2025 ADOPTED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
<b>REVENUES</b>			
<b>Additional Revenues:</b>			
Golf Course Parking Lot Maintenance Contribution			
Café and Amenity Revenue			
Reuse water	23,000	Escalante/Townhomes/Condos	
Gate & amenity guest	9,000	CDD	
Tennis	500	CDD	
Room rentals & Rec Center Fee	2,000	CDD	
Interest - Investments	150,000	Bank United	
Miscellaneous	-		
<b>TOTAL ADDITIONAL REVENUES</b>	<b>184,500</b>		
<b>EXPENDITURES</b>			
<b>ADMINISTRATIVE</b>			
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
Supervisors - workshops	9,000	CDD	
District Management	46,634	Vesta District Services	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.
Administrative	12,396	Vesta District Services	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	25,597	Vesta District Services	Budget preparation and financial reporting, cash management, revenue reporting and accounts payable functions.
Assessment roll preparation	11,264	Vesta District Services	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.
Office supplies	1,180	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
Postage	4,104	N/A	Postage for mailings, including the annual 197 letters to residents related to the annual assessments and public hearings
Audit	4,500	Grau & Associates	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.
Legal - general counsel	170,000	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.
Engineering	45,796	Kimley-Horn	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.
Engineering - Stormwater Analysis	5,000		
Legal advertising	5,000	CDD	Per Florida Statutes, the District advertises for all meetings, workshops, public hearings and public bids. These advertisements are to be in a newspaper of general circulation in the area in which the CDD is located.
Bank fees	1,858	Bank United	The District pays fees to various financial institutions for its bank accounts.
Dues & licenses	175	DEO	The District pays an annual registration fee to the State of Florida to fund the administration of the Uniform Special District Accountability Act.
Property taxes	2,973	Flagler County	
Contingency	25,000	N/A	Reserve Study
<b>TOTAL ADMINISTRATIVE</b>	<b>382,476</b>		
<b>INFORMATION AND TECHNOLOGY</b>			
IT support	31,500	Celera	The District contracts with Celera I.T. Services, Inc. for technology services in the District offices.
Village Center and Creekside telephone & fax	8,459	NetFortis	The District contracts with NetFortis for phone and fax service at the Village Center
Cable/internet-village center/creekside	17,200	Spectrum	The District contracts with Spectrum for Village Center and Creekside Cable TV and for Creekside Internet.
Wi-Fi for gates/Hot Spots	32,897	Spectrum	The District contracts with Spectrum for Wi-Fi service
Cell phones	8,977	T-Mobile	The District contracts with T-Mobile for cell phone service
Website hosting & development	1,912	Campus Suite	The District contracts with Campus Suite to produce and maintain the District's website which is required by the State of Florida. Includes IT support, security tools, email, quarterly technology alignment and vCIO reviews, roadmap, password manager, security awareness training, 24/7 security operations center etc.
ADA website compliance	1,500	Campus Suite	The District contracts with Campus Suite to ensure the District's website is ADA compliant
Communications: e-blast	631	Constant Contact	E-Blasts are sent out by CDD office as a means of communications with residents. Provide is Constant Contact. There is no formal contract for this service
<b>TOTAL INFORMATION AND TECHNOLOGY</b>	<b>103,077</b>		
<b>INSURANCE</b>			
Insurance	210,000	FIA	The District obtains general liability, public officials, property, auto general liability and flood insurance
<b>TOTAL INSURANCE</b>	<b>210,000</b>		
<b>UTILITIES</b>			

**GRAND HAVEN CDD  
FISCAL YEAR 2025-2026 PROPOSED BUDGET  
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2025 ADOPTED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
47 Electric			
48 Electric services - #12316, 85596, 65378	9,564	FPL	
49 Electric- Village Center - #18308	44,638	FPL	
50 Electric - Creekside - #87064, 70333	32,019	FPL	
51 Street lights <sup>1</sup>	32,429	FPL	
52 Propane - spas/café	60,000	Suburban Propane	The District has a contract with Suburban Propane to provide propane gas to the spas and café.
53 Garbage - amenity facilities	19,186	Waste Management	The District has a contract with Waste Pro for garbage service at both Village Center and Creekside
54 Water/sewer			
55 Water services <sup>2</sup>	180,000	City of Palm Coast	
56 Water - Village Center - #324043-44997	25,000	City of Palm Coast	
57 Water - Creekside - #324043-45080	14,000	City of Palm Coast	
58 Pump house shared facility	10,000	Escalante/CDD	
59 <b>TOTAL UTILITIES</b>	<b>426,836</b>		
60 <b>FIELD OPERATIONS</b>			
61 Stormwater system			
62 Aquatic contract	68,052	Solitude	The District has a waterway management contract with SOLitude Lake Management
63 Aquatic contract: lake watch	7,663	Solitude	The District has a contract with SOLitude Lake Management
64 Aquatic contract: aeration maintenance	5,049	Solitude	The District has a maintenance contract with SOLitude Lake Management
65 Lake bank spraying	-	Solitude	The District has a contract with SOLitude Lake Management
66 Stormwater system repairs & maintenance	18,403	N/A	
67 Property maintenance			
68 Horticultural consultant	12,118	Louise Leister	The District has a contract with a horticulturalist to provide professional services regarding tree management within the community
69 Landscape repairs & replacement	50,444	N/A	
70 Landscape maintenance contract services--VerdeGo	718,070	VerdeGo	Landscape maintenance services throughout the community.
71 Landscape maintenance--Yellowstone	79,695	Yellowstone	The District will incur expenses with landscape maintenance specifically for croquet court
72 Tree maintenance (Oak tree pruning)	52,730	Shaw Tree	The District will incur expenses for oak tree pruning
73 LaVista Landscape Restoration	4,000		
74 Optional flower rotation	26,750	VerdeGo	The District will incur expenses for optional flower rotation
75 Dog Park Maintenance	-		
76 Irrigation repairs & replacement	42,800	VerdeGo	The District will incur expenses for irrigation repairs and replacements
79 Street light maintenance	10,795	N/A	The District will incur expenses for street light maintenance
80 Vehicle repairs & maintenance	18,249	N/A	The District will incur expenses for vehicle repair and maintenance. This includes gas as well as repair and maintenance.
81 Office supplies: field operations	17,672	N/A	The District will incur expenses for office supplies for field operations staff (such as paper, printers, printer ink, pens, batteries, battery backups, computer accessories, office furniture, folders, cell phones, note pads, laptops, computers, etc.)
82 Holiday lights	6,000	N/A	The District will incur expenses for annual holiday light displays
83 CERT operations	535	N/A	The District may incur expenses for Community Emergency Response Team to educate volunteers about disaster preparedness
84 Community maintenance	150,000	N/A	The District will incur expenses for community maintenance (street signs, benches, garbage cans, power washing equipment, tools, camera repairs, bridge and pier repairs, mailbox maintenance/repairs, pond bank repairs, sidewalks, crosswalks, curb and gutters, bulkhead repairs/maintenance).
85 Storm clean-up	32,819	N/A	The District may incur expenses for storm clean-up. This is typically done by landscape company but is for more than their standard contract.
86 <b>TOTAL FIELD OPERATIONS</b>	<b>1,321,843</b>		
87 <b>STAFF SUPPORT</b>			
88 Payroll	785,000	CDD Staff	The District has 13 full time employees
89 Merit pay/bonus	45,000	CDD Staff	The District provides a Board approved merit pay/bonus program for eligible employees
90 Payroll taxes	61,200	CDD Staff	As an employer, the District is required to pay this tax
91 Health insurance	158,845	CDD Staff	The District provides health insurance for eligible employees
92 Insurance: workers' compensation	30,000	CDD Staff	Premium for worker's compensation coverage which is required by Florida Statutes premium for eligible employees
93 Payroll services	6,250	CDD Staff	As an employer, the District is required to pay this tax
94 Mileage reimbursement	8,000	CDD Staff	The District pays a per mile reimbursement to employees when personal vehicles are used for District business
95 <b>TOTAL STAFF SUPPORT</b>	<b>1,094,295</b>		
96 <b>AMENITY OPERATIONS</b>			
97 Amenity Management	735,000	Vesta Property Services	The District has a contract with Vesta Property Services for management of all amenities which expires on 9/30/2024.
98 A/C maintenance and service	23,521	Sunshine State Heating and Air	The District will incur expenses for annual air conditioner maintenance and service
99 Fitness equipment service	3,400	Lloyd's Fitness	The District will incur expenses for annual fitness equipment service
100 Music licensing	4,580	Sesac	The District will incur expenses for use music
101 Pool/spa permits	1,104	FDOH	The District will incur expenses for annual permits
102 Pool chemicals	28,446	Poolsure	The District will incur expenses for chemicals to treat the pool
103 Pest control	2,850	Massey	The District will incur expenses for pest control in facilities

**GRAND HAVEN CDD  
FISCAL YEAR 2025-2026 PROPOSED BUDGET  
CONTRACT SUMMARY**

	FINANCIAL STATEMENT CATEGORY	FY 2025 ADOPTED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
104	Amenity maintenance	168,525	N/A	The District will incur expenses for amenity maintenance --normally items that are underbudgeted (e.g. spa heater at Creekside; oven at the café, outdoor audio speaker at Village Center)
105	Special events	17,418	N/A	The District will incur expenses for special events throughout the year
106	<b>TOTAL AMENITY</b>	<b>984,843</b>		
107	<b>SECURITY</b>			
108	Gate access control staffing	239,556	Security Solutions of America	The District pays for staffing of guards at certain gates within the community
109	Additional guards	7,490	Security Solutions of America	The District budgets for additional guards if the need arises
110	Guardhouse facility maintenance	28,088	N/A	The District will incur expenses for the on-going maintenance of the guardhouses
111	Gate communication devices	11,814	N/A	The District purchases "clickers" for resident's purchase
112	Gate operating supplies	31,500	N/A	The District pays for card readers, gate arms, control boards, motors, loop detectors and keypads
113	Fire & security system	7,500	Daytona Fire & Safety	The District pays for inspections and repairs to the fire suppression systems
114	<b>TOTAL SECURITY</b>	<b>325,947</b>		

**GRAND HAVEN CDD**  
**FISCAL YEAR 2025-2026 PROPOSED BUDGET**  
**CAPITAL RESERVE FUND (CRF)**

	<b>FY 2024 ACTUALS</b>	<b>FY 2025 ADOPTED</b>	<b>FY 2026 PROPOSED</b>	<b>VARIANCE FY25 TO FY26</b>
<b>REVENUES</b>				
<sup>1</sup> Assessment Levy: Capital Reserve Fund	\$ 886,398	\$ 948,714	\$ 1,019,867	\$ 71,153
On Roll Excess Fees	4,585	-	-	-
Fund Balance Forward	-	878,216	15,159	(863,057)
Interest & Miscellaneous	-	-	-	-
<b>TOTAL REVENUES</b>	<b>890,983</b>	<b>1,826,930</b>	<b>1,035,026</b>	<b>(791,904)</b>
<b>EXPENDITURES</b>				
<b>Infrastructure Reinvestment</b>				
Capital Improvement Plan (CIP)	622,752	1,826,930	1,035,027	(791,903)
<b>TOTAL EXPENDITURES</b>	<b>622,752</b>	<b>1,826,930</b>	<b>1,035,027</b>	<b>(791,903)</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>268,231</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE</b>				
Fund Balance - Beginning	1,623,112	1,891,343	1,013,127	(878,216)
Fund Balance Forward (utilization)	-	(878,216)	(15,159)	863,057
Transfer in from General Fund	-	-	130,982	130,982
Net Change in Fund Balance	268,231	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>1,891,343</b>	<b>1,013,127</b>	<b>1,128,950</b>	<b>115,823</b>

**GRAND HAVEN CDD  
FISCAL YEAR 2025-2026 PROPOSED BUDGET  
CAPITAL IMPROVEMENT PLAN (CIP)**

	<b>CAPITAL PROJECTS</b>	<b>FY 2026 PROPOSED</b>
1	Gate & Gate Operator - Replacement	\$ 13,401
2	Concrete Curb and Gutter Replacement	\$ 60,000
3	Concrete Replacement	\$ 20,000
4	Repairs Prior to Roadwork	\$ 75,000
5	Firewise Projects	\$ 57,758
6	Road Repairs	\$ 33,502
7	Camera and DVR Replacement	\$ 12,061
8	Storm Water Pipe Repairs & Replacements	\$ 200,000
9	Pond Bank Erosion Issues	\$ 39,344
10	Tiki Hut Furniture	\$ 5,500
11	Drinking Fountain, Outdoor - Clubhouse ((CAC))	\$ 1,801
12	Irrigation Pump/Motor, 50 Hp	\$ 56,861
13	Lake Aerator (Annual)	\$ 40,228
14	Landscape Enhancements-Annual Reinvestment	\$ 59,703
15	Refurbishment Allowance - Monument and Mailbox	\$ 25,000
16	Trellis, PT Wood - Clubhouse (CAC)	\$ 10,775
17	Street Signs and Poles, Replacement	\$ 10,000
18	Shelter Fabric, Recover - (VC) Tennis Court	\$ 1,493
19	Roadway	\$ 145,600
20	Pavers, Interlocking - Front St Esplanade Entrances (3 total)	\$ 60,001
21	Meter/Breaker Box Repair & Replacement	\$ 23,000
22	Tree Removal	\$ 84,000
23	<b>TOTAL CAPITAL PROJECTS<sup>1</sup></b>	<b>\$ 1,035,027</b>

Footnote 1: Total estimated capital projects per the reserve study.

**GRAND HAVEN CDD  
FISCAL YEAR 2025-2026 PROPOSED BUDGET  
GENERAL FUND ASSESSMENT ALLOCATION**

**OPERATIONS & MAINTENANCE (O&M)**

<b>NET O&amp;M BUDGET</b>	<b>\$4,642,867</b>
COUNTY COLLECTION COSTS	\$98,784
EARLY PAYMENT DISCOUNT	\$197,569
<b>GROSS O&amp;M ASSESSMENT</b>	<b>\$4,939,220</b>

**CAPITAL RESERVE FUND (CRF)**

<b>NET CAPITAL RESERVE FUND</b>	<b>\$1,019,867</b>
COUNTY COLLECTION COSTS	\$21,699
EARLY PAYMENT DISCOUNT	\$43,399
<b>GROSS CRF ASSESSMENT</b>	<b>\$1,084,965</b>

UNIT TYPE	UNIT COUNT	ALLOCATION OF O&M ASSESSMENT				
		ERU FACTOR	TOTAL ERU's	% TOTAL ERU's	TOTAL O&M	O&M PER UNIT
SINGLE LOT AND OCCUPIED CONDOS	1837	1.0	1837.0	96.14%	\$4,748,703	\$2,585
DOUBLE LOT	5	2.0	10.0	0.52%	\$25,850	\$5,170
UNFINISHED CONDOS	2	24.0	48.0	2.51%	\$124,082	
ESCALANTE	1	15.7	15.7	0.82%	\$40,585	
	<b>1845</b>		<b>1910.7</b>	<b>100.00%</b>	<b>\$4,939,220</b>	

ALLOCATION OF CAPITAL RESERVE ASSESSMENT				
ERU FACTOR	TOTAL ERU's	% TOTAL ERU's	CAPITAL RESERVE FUND	CRF PER UNIT
1.0	1837.0	96.14%	\$1,043,115	\$568
2.0	10.0	0.52%	\$5,678	\$1,136
24.0	48.0	2.51%	\$27,256	
15.7	15.7	0.82%	\$8,915	
	<b>1910.7</b>	<b>100.00%</b>	<b>\$1,084,965</b>	

**O&M VARIANCE**

<b>FY 2025</b>	\$4,316,689
<b>FY 2026</b>	\$4,642,867
<b>VARIANCE</b>	<b>\$326,178</b>

**CRF VARIANCE**

<b>FY 2025</b>	\$948,714
<b>FY 2026</b>	\$1,019,867
<b>VARIANCE</b>	<b>\$71,153</b>

**O&M ASSESSMENT PER UNIT**

UNIT TYPE	FY 2025 O&M PER UNIT	FY 2026 O&M PER UNIT	VARIANCE PER UNIT	VARIANCE PER MONTH
SINGLE LOT AND OCCUPIED CONDOS	\$2,403.42	\$2,585.03	\$181.61	\$15.13
DOUBLE LOT	\$4,806.85	\$5,170.06	\$363.22	\$30.27
UNFINISHED CONDOS	\$115,364.35	\$124,081.52	\$8,717.17	\$726.43
ESCALANTE	\$37,733.76	\$40,585.00	\$2,851.24	\$237.60

**CRF ASSESSMENT PER UNIT**

UNIT TYPE	FY 2025 CRF PER UNIT	FY 2026 CRF PER UNIT	VARIANCE PER UNIT	VARIANCE PER MONTH
SINGLE LOT AND OCCUPIED CONDOS	\$528.22	\$567.84	\$39.62	\$3.30
DOUBLE LOT	\$1,056.44	\$1,135.67	\$79.23	\$6.60
UNFINISHED CONDOS	\$25,354.57	\$27,256.14	\$1,901.58	\$158.46
ESCALANTE	\$8,293.06	\$8,915.03	\$621.97	\$51.83

**TOTAL ASSESSMENT PER UNIT**

UNIT TYPE	FY 2025 TOTAL PER UNIT	FY 2026 TOTAL PER UNIT	VARIANCE PER UNIT	VARIANCE PER MONTH
SINGLE LOT AND OCCUPIED CONDOS	\$2,931.64	<b>\$3,152.87</b>	\$221.23	\$18.44
DOUBLE LOT	\$5,863.29	<b>\$6,305.74</b>	\$442.45	\$36.87
UNFINISHED CONDOS - LAVISTA <sup>1</sup>	\$168,221.05	<b>\$155,592.98</b>	-\$12,628.06	-\$1,052.34
ESCALANTE <sup>1</sup>	\$49,038.52	<b>\$52,662.56</b>	\$3,624.05	\$302.00

FOOTNOTE #1: LAVISTA LANDSCAPE RESTORATION ASSESSMENT LEVY AND ESCALANTE PARKING LOT TAX ASSESSMENT LEVY INCLUDED IN TOTAL CDD ASSESSMENT.

LAVISTA SPECIAL ASSESSMENT ADDED TO PARCEL 22-11-31-3995-00C10-0000

ESCALANTE SPECIAL ASSESSMENT ADDED TO PARCEL 15-11-31-2985-00000-0000



## EXHIBIT 3

## EXHIBIT 4

# **2025 Reserve Analysis Infrastructure Reinvestment Planning**

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**Grand Haven**  
**COMMUNITY DEVELOPMENT DISTRICT**  
PALM COAST, FLORIDA  
REPORT DATE: JULY 17, 2025

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**This report was prepared by  
FCS Management Group**





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**July 19, 2025**

**Board of Supervisors  
Grand Haven Community Development District  
Palm Coast, Florida**

**RE: Reserve Analysis / Infrastructure Reinvestment Planning (IRP)**

This Reserve Analysis report is specific to your community and provides you with an initial and comprehensive asset inventory and uses a unique capital project funding methodology, with a 30-year Cash Flow (Pooled) Funding Plan.

Our team of professionals have also created your customized **Infrastructure Reinvestment Planning Tool®**, to assist you with your annual capital improvement planning.

Immediately following the Board approving our proposal, FCS began working on the Reserve Analysis and conducted multiple onsite field observation visits.

As a result of our field observations, FCS removed several items that were one-time projects that have been completed and added many others. The IRP tool will give the Board the ability to amend, add or delete assets to fit the desired short-term and long-term project plans, as well as identify if items should be considered O&M vs. Capital.

Thank you for choosing FCS, it is a pleasure serving you and your community.

**Very Respectfully,**  
Howard "Mac" McGaffney

**President**  
**FCS Management Group, LLC**

## Community Description

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The Grand Haven Community Development District (the “District”) is an independent local unit of, special-purpose government, created pursuant to an existing under the provisions of Chapter 190, Florida Statutes. The District was established by Ordinance 97-03 adopted of the Board of County Commissioners of Flagler County, Florida which became effective on March 3rd, 1997.

The District currently encompasses approximately nine hundred and ninety-seven (997.82) acres of land located entirely within Flagler County, Florida. As a local unit of special-purpose government, the District provides alternative means for planning, financing, constructing, operating and maintaining various public improvements and community facilities within its jurisdiction. This allows the community to establish higher standards, meanwhile providing a long-term solution to the operation and maintenance of the community’s facilities.

The District has two highly amenitized recreational centers that include but are not limited to a full restaurant, social hall, 2 fitness centers, 7 clay tennis courts, 4 pickleball courts, tournament size croquet courts, 2 pools, 2 spas, basketball courts, walking trails and hosts many special events for its residents.



# Reserve Study Terminology

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**Physical Analysis:** The portion of the reserve study that involves evaluating the physical condition of the association's common area components. It includes a component inventory, condition assessment, and life and valuation estimates.

**Financial Analysis:** The portion of the reserve study that assesses the association's reserve fund status and develops a funding plan. It includes the evaluation of the current fund balance status, a strategic funding plan, and an analysis, findings and recommendations on fund balance strength and opportunities.

**Component / Asset Inventory:** A list of all major components the association is responsible for, such as roofs, sidewalks, pools, or HVAC systems, which have a limited useful life and predictable replacement costs.

**Beginning Fund Balance:** The amount of money in the association's reserve fund at the beginning of the fiscal year. It reflects the accumulated savings available for future major repairs or replacements of common area components before accounting for contributions, expenditures, or interest earned during the period.

**Ending Fund Balance:** The amount of money in the association's reserve fund at the end of the fiscal year. It is calculated by taking the Beginning Fund Balance, adding reserve contributions and any interest earned, and subtracting any expenditures for repairs or replacements during the period. This balance becomes the Beginning Fund Balance for the next period.

**Assessment Contributions:** The regular annual contributions made by homeowners or unit owners, as part of their association dues/fees, which are allocated specifically to the reserve fund. These contributions are planned and collected over time to ensure the association has sufficient funds to cover future major repairs or replacements of common area components, such as roofs, elevators, or sidewalks, as outlined in the reserve study's funding plan. The amount is determined based on the financial analysis in the reserve study, aiming to maintain an adequate reserve fund balance and avoid special assessments.

**Useful Life:** An estimate of the total operational lifespan of a component, determined at the beginning of its life, often used for accounting and depreciation purposes.

**Remaining Useful Life (RUL):** A dynamic estimate of how much longer a component will remain operational, based on its current condition, maintenance history, and usage patterns.

**Replacement Cost:** The estimated cost to repair or replace a component at the end of its useful life, adjusted for inflation and current market conditions.

## Reserve Study Terminology - Continued

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**Unit of Measure:** The standard metric or quantity used to quantify a specific component or asset in the reserve study's component/asset inventory. It defines how the component's size, extent, or scope is measured to estimate its replacement or repair cost.

**Current Cost:** The estimated cost to repair or replace a specific component in the association's common area at the present time, based on current market prices and conditions.

**Unfunded Balance:** The difference between the fully funded balance (the ideal reserve fund amount needed to cover the total accrued depreciation of all components) and the actual Fund Balance (the current amount in the reserve fund). It represents the shortfall in reserve funds that the association has not yet accumulated to meet its long-term repair and replacement obligations for common area components.

**Capital Improvement Plan (CIP):** A strategic planning document that outlines an association or organization's anticipated major capital projects over a specified period, typically 5 to 30 years. The CIP identifies and prioritizes significant repairs, replacements, or upgrades of common area components (e.g., roofs, HVAC systems, or pools) that the association is responsible for maintaining. It includes estimated costs, timelines, and funding strategies, often aligning with the reserve study's Physical and Financial Analysis to ensure the reserve fund can support these capital expenditures without relying on special assessments or loans. The CIP helps ensure long-term financial stability and proper maintenance of community assets.

**Cash Flow Method (Pooled Funding):** A funding calculation method that pools all future replacement costs into a single reserve account and determines a stable contribution rate to offset these costs over time. It is flexible and widely used due to its ability to achieve various funding objectives.

**Component Method (Straight-Line):** A funding calculation method that divides the replacement cost of each component by its remaining useful life to determine the annual contribution needed for that component. This method results in variable annual budgets and often higher-than-necessary reserve balances.



## General Statements and Observations

1. To establish a beginning Reserve Fund Balance and, we reviewed various District documents including the last 5 years of financial audits, the FY 2025 adopted budget, FY 2026 proposed budget, and unaudited Financial Statements.
2. Our team compiled relative information from known local market costs, current and past estimates, industry specific online stores and FCS's proprietary community infrastructure reinvestment planning tool to estimate current and replacement cost values. Our team consults with local professional contractors including Florida Certified Contractors, Inc. (FCC), related to general construction/roofing, and CBUSS Enterprises, Inc., related to certified pool contractor services. Remaining useful life was estimated during the onsite field observation visits. Other resources include the U.S. Bureau of Labor Statistics.
3. A Reserve Study that is absent of an annual capital improvement plan can lead to apprehension in approving spending funds on capital projects. This is especially true if you cannot project short-term and long-term outlooks of revenues, expenditures, and reserve funds. The purpose of building reserve funds is to plan for and spend money on infrastructure reinvestment.
4. Normal repairs and maintenance items, \$10,000 or less, should be considered Operations & Maintenance (O&M) and budgeted for in the General Fund. Major outlays for improvements with longer useful life projections should be considered Capital Outlay and budgeted for in the Capital Reserve Fund.

Field Visit Observations
<b>GHCDD has maintenance techs who perform various repairs in house</b>
<b>Surplus inventory from Café Renovation Project (not included in reserve study)</b>
<b>Inventory maintenance tools, equipment (not included in reserve study)</b>
<b>Prep, prime, paint metal structures of playgrounds</b>
<b>Worn/weathered wood structures (foot bridge)</b>
<b>Prep, prime, paint decorative streetlights</b>
<b>Prep, prime, paint decorative street signs</b>
<b>Tiki Bar and equipment &amp; furniture is well worn and in need of reinvestment</b>
<b>Wild Oaks amenities constantly exposed to damp, shaded conditions</b>
<b>Worn and weathered outdoor furniture</b>
<b>Exposed aggregate on roadways</b>
<b>Amenity Shade Fabric in need of reinvestment</b>
<b>Village Center heat/cool pumps show signs of wear</b>
<b>Consider a solution for non-skid surface for floors in the bathrooms</b>



## Reserve Analysis Findings

Community Information			Details		
Community Name			Grand Haven Community Development District (CDD)		
Physical Address			2 N. Village Pkwy. Palm Coast, FL 32137		
County			St. Johns		
Number of Units			1910.7		
Analysis/Findings			Details		
Next Year's Fiscal Year Begins			October 1, 2025		
Next Year's Fiscal Year Ends			September 30, 2026		
Total Categories			38		
Total Number of Assets in Reserve Study			530		
FY 2026 Approved Reserve Assessments			\$1,019,867		
FY 2026 Approved Reserve Expenses			\$1,035,027		
Recommended FY 2027 Assessment Level			\$1,095,860		
Recommended % Increase in Assessment Levels			7%		
Targeted Assessment Level by 2028			\$1,175,653		
Audited   Beginning Fund Balance FY 2025			\$1,891,343		
Projected   Ending Fund Balance FY025			\$1,063,991		
Targeted 10-year Ending Fund Balance			\$1,500,000		
Grand Haven CDD	Proposed Budget 2026	Adopted Budget 2025	Adopted Budget 2024	Audited 2023	Audited 2022
Revenues	\$1,019,867	\$948,714	\$882,524	\$826,022	\$788,027
Expenses	\$1,036,440	\$1,826,930	\$867,183	\$888,697	\$997,186
Beginning Fund Balance	\$1,063,991	\$1,891,343	\$1,623,112	\$1,511,660	\$1,716,515
Ending Fund Balance	\$1,084,367	\$1,063,991	\$1,891,343	\$1,623,112	\$1,511,660

## 30 Year Cash Flow (Pooled) Funding Method

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The Cash Flow (Pooled) Funding Method, also referred to as the pooled reserve method, is a reserve funding approach used by community associations and districts to accumulate funds for the repair, replacement, or maintenance of major community assets (e.g., pools, roads, stormwater systems). The Cash Flow Method is acknowledged as a way to calculate reserves based on a “pooled analysis,” where funds are aggregated into a single account, and contributions are determined by projecting future expenses and ensuring adequate cash flow over time. This method incorporates inflation and interest and allows for flexibility in how funds are used across various reserve components. Our analysis uses the beginning capital reserve fund balance, the projected annual reserve expenditures over a 30-year outlook and determines an annual assessment contribution level to help project positive cash flow and capital reserves over the next 30 years.

## Stabilized Capital Reserve Funding (SCRF)

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Stabilized Capital Reserve Funding uses a unique methodology that combines the principles of Cash Flow (Pooled) funding with flexible capital improvement planning strategies to assist communities with projecting assessment levels, short and long-term infrastructure reinvestment expenses utilizing the FCS **Infrastructure Reinvestment Planning Tool®**. In some years, you will use reserves; in other years, you will accumulate reserves. It is highly recommended to avoid adding more projects in the years where the plan is to strategically build reserves, to avoid potential funding shortfalls.

## Benefits of Stabilized Capital Reserve Funding:

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**Flexible Contributions:** A Board can make the decision to adjust assessment contributions to the reserve fund based on current financial conditions, economic forecasts, or available resources, offering flexibility to adapt to changing circumstances. The premise is to gradually increase contributions equal to or greater than the annual CPI or Inflationary factors but give the Boards the ability to set or determine contribution amounts through annual assessments.

**Inflation and Interest Adjustments:** The planning tool factors inflation, while accounting for interest earned in the reserved fund. Boards can choose to incorporate the revenues from interest into the annual budget process when setting assessment levels. However, it is highly recommended to avoid using any interest earned to offset annual contributions or expenses.

**Flexible Expense Planning for Capital Projects:** “Traditional reserve study reports provide asset lists with projected replacement costs and useful life outlooks for planning. Effective capital project planning, including Infrastructure Reinvestment Plans (IRPs), demands a structured annual review to prioritize projects based on emerging needs relative to the reserve study. Input from the Board, onsite staff, and stakeholders is crucial. While reserve studies provide valuable guidance, they are not the plan itself. The Board and staff develop the actual plan by evaluating projected replacements against evolving critical and essential maintenance priorities. This proactive approach focuses on deliberate replacement or repair of important infrastructure—such as pool resurfacing, motor replacement, hvac, paving, or roof repairs—rather than reacting to unexpected failures.” **Howard “Mac” McGaffney**

**Economic Stabilization:** When capital plans are properly projected and funded, the **SCRF** method can be used to adjust projections due to economic downturns, market shifts, or unforeseen financial challenges that are specific to each community.

**Capital Growth and Long-Term Sustainability:** When sufficient capital reserve funds have been achieved by a community, Boards can discuss appropriate investment options with their Management company.

## Strategic Funding Considerations

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1. Staff should continue to prioritize projects to achieve a 10-year average where contributions from assessments are greater than the 10-year average of expenses.
2. For capital projects that are \$25,000 or greater, contact qualified contractors ahead of scheduling/planning to ask for budget estimates. Use those estimates to update the Capital Plan, projected replacement cost values and evaluate current assessment contribution needs.
3. Re-evaluate the remaining FY 2025 CIP and consider deferring non-critical/non-essential items to allow for additional reserve funds to increase.
4. In years where unplanned critical or essential projects need to be moved up, Boards can review the IRP's planned projects for any given year and reassign items that are less essential to another year.
5. The current report considers moving \$500,000 in Unassigned Fund Balance from the General Fund and reassigns it to the SRF fund (Capital Reserves). By doing this, it creates a positive reserve outlook in the IRP Planning Tool.
6. The Board could consider using a Bank Line of Credit, (
7. When the Board and Staff review the reserve analysis and prioritize projects, the Board may consider increasing the assessment contributions according to the IRP tools projections to achieve a more stabilized capital reserve fund.
8. The Board could consider alternative finance methods, such as issuing a bond for road resurfacing projects, and avoid using the CRF to construct new improvements moving forward. The cash flow and reserve amounts project a much more favorable outcome.
9. Consider setting fixed allowances for allowances each year without % increases.

10. Engage the District Engineer to do a comprehensive evaluation/report on the Stormwater System Infrastructure, underground pipes/culverts/weirs/outfalls. Ask for Engineer's opinion on whether or not to plan stormwater infrastructure replacement proactively or to handle reactively and costs associated with both approaches and methods. Consider whether this could be funded by Bonds.

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## **Grand Haven CDD Long Term Capital-Infrastructure Reinvestment Planning**

Around 2016/2017 Grand Haven migrated from a once-a-year meeting between Staff and a Designated Supervisor for the purpose of identifying annual projects, to the initial stages of where the District is now. Approximately 2019, the District engaged a reserve study company to compile a list of assets and project a useful life, remaining useful life and estimated replacement cost value of infrastructure and assets. After/during that, the pandemic occurred and delayed all projects. It wasn't until 2022/2023 that the District Manager at the time, Howard "Mac" McGaffney integrated the reserve study into the first version of the Infrastructure Reinvestment Plan (IRP) Tool®.

The purpose of the IRP Tool was to organize, prioritize, project and incorporate a way to change funding amounts for capital improvement projects, providing an outlook of 10-30 years. The Board at the time went through a lengthy prioritization of projects to include identifying the desire to construct additional pickleball courts, expanded parking concepts, and to strategically spread out the costs of resurfacing the roads. Once the projects were identified and prioritized, the planning tool identified that projected capital expenses would exceed revenues and not provide adequate funding to increase reserves. The Board discussed all methods of funding including short term loans, bonds and self-funding (District Funding) projects through the assessments.

The Board conducted several workshops to prioritize Capital Projects and was primarily focused on a 3–5-year plan, while having the 10-year outlook planned out, knowing that various factors could impact the 10-year plan. One factor is a new Board with possibly a different vision or change in priorities.

### **Key Capital Reserve Fund Decisions from the Board at the time:**

1. A ten (10) year road resurfacing plan was established, and a map created
2. \$10,000 / year expense allowance for Access Control
3. \$100,000 / year expense allowance for Concrete Curb & Gutter Repairs
4. \$50,000 / year expense allowance for Concrete, Sidewalk Repairs
5. \$30,000 / year expense allowance for Firewise Projects
6. \$10,000 / year expense allowance for Road Repairs
7. \$30,000 / year expense allowance for Decorative Light Pole Replacement
8. \$20,000 / year to build funds for future underground repairs of Stormwater Pipes

**The next page outlines the 3 options the Board considered regarding how to fund capital projects and the decision the Board made regarding assessments.**

**Option 1:** Do not increase assessments by more than 3% year over year, despite inflation. It was discussed that a 3% increase may keep up with CPI but is not going to be enough to sustain a long-term capital plan with an average of \$1.1 million in forecasted projects over the next 10 years. The presumption was that the District would still need to borrow money, and at a higher interest rate than the percentage of increases year over year if not self-funding. The forecast showed the District running out of reserves in 2031.

**Option 2:** Increase assessments by \$233 per assessable units (1910.7). This option very simply would have increased assessments to a level beginning year one, that is equal to or greater than the 10-year average of capital project expenses. Capital Reserve Fund Assessments would have gone from \$434 to approximately \$667. Using the data and direction from the Board at the time, this option projected that Capital Reserve Fund Assessments may not need to have an increase for 10 years, and the District could re-evaluate the needs in 10 years. This option reduces the likelihood of needing to borrow money, the District would continue to self-fund projects and not have to pay interest to others, rather it could earn Interest. This forecast showed the District building approximately \$2.4 million in reserves, while maintaining a 10-year average of \$1.1 million in projects (years varied).

**Option 3:** Strategic Use of Fund Balance and Increase assessments in variable increments each year. This option projected that in 2025/2026 the District would have approximately \$530,000 in reserves due to large projects like the Café Renovation, Road Resurfacing and constructing new improvements. Based on this option the projection was that the District would have approximately \$500,000 in reserves after 10 years. The thought at the time was that this would be a slow growth of the reserve fund after a few years of heavy use of reserves for the larger project years of 2024 and 2025. This option reduces the need to borrow money, and the District could continue to self-fund projects and avoid paying interest on debt, rather it could earn interest. **This was the option the Board chose during the 3/3/2023 meeting.**

## **2025 Capital Reserve Analysis Consultant Notes from July 17, 2025 Board of Supervisor Meeting**

5. To establish a beginning Reserve Fund Balance and, we reviewed various District documents including the last 5 years of financial audits, the FY 2025 adopted budget, FY 2026 proposed budget, and unaudited Financial Statements. We communicated with the District Manager to gain insight into the projected FY 2025 ending Fund Balances:
  - a. General Fund (O&M): \$2,648,708
    - i. Working Capital: \$878,338
    - ii. Disaster Recovery: \$800,000
    - iii. Unassigned: \$970,000
  - b. Capital Reserves (SRF or CRF): \$1,891,343. We used this as our starting Fund Balance for FY 2025.
    - i. We recommend moving \$500,000 from the O&M Fund Balance to the Capital Reserve Fund. This combined with the \$1,891,343 equals a Starting Fund Balance of \$2,391,343.
    - ii. Subtract \$1,826,930 in Budgeted Expenditures and incorporate interest on the monies in the MMA, and the projected ending fund balance for FY 2025 is \$1,581,491. A much more favorable projection.
  - c. Once the FY 2025 audit is completed or year-end unaudited financials are closed out, Staff can update the Beginning Fund Balance for FY 2026, the IRP tool will automatically update projections.
6. The District should continue to prioritize projects to achieve a 10-year average where contributions from assessments are greater than the 10-year average of expenses.
7. For capital projects that are \$25,000 or greater, contact qualified contractors ahead of scheduling/planning to ask for budget estimates. Use those estimates to update the Capital Plan, projected replacement cost values and evaluate current assessment contribution needs.
8. Re-evaluate the remaining FY 2025 CIP and consider deferring non-critical/non-essential items to allow for additional reserve funds to increase. Reassign those projects to a different project year in the IRP tool.
9. In years where unplanned critical or essential projects need to be moved up, the staff can review the IRP's planned projects for any given year and reassign items that are less essential to another year.

10. The current report considers moving \$500,000 in Unassigned Fund Balance from the General Fund and reassigns it to the Capital Reserve Fund. By doing this, it creates a positive reserve outlook in the IRP Planning Tool.
11. The Board could consider securing a Bank Line of Credit of \$1,000,000.
  - a. Banks will require you to open an account in an equal amount to the line of credit as collateral. It would be an interest-bearing account.
    - i. (Florida Capital Bank currently at 4.25%. The interest on the line of credit would be appx. 6.25%)
  - b. The District has a good Disaster Recovery Fund which pays for cleanup. Insurance pays for damage to buildings (minus deductible.) But multiple storms in a year, or even consecutive years with storms and the District could quickly be in an unfavorable position. Having a line of Credit is a good contingency plan.
12. When the Board and Staff review the reserve analysis and prioritize projects, the Board may consider increasing the assessment contributions according to the IRP tools projections to achieve a more stabilized capital reserve fund.
13. The Board could consider alternative finance methods, such as issuing a bond for road resurfacing projects, and avoid using the CRF to construct new improvements moving forward. The cash flow and reserve amounts project a much more favorable outcome.
14. Consider setting fixed allowances for allowances each year without % increases. The IRP Planning Tool has already factored no inflation in allowances. Adding inflationary % dramatically drives the need for higher assessment collections and takes longer to achieve the targeted ending fund balance goals over the 10-year outlook.
15. Engage the District Engineer to do a comprehensive evaluation/report on the Stormwater System Infrastructure, underground pipes/culverts/weirs/outfalls. Ask for Engineer's opinion on whether or not to plan stormwater infrastructure replacement proactively or to handle reactively and costs associated with both approaches and methods. Consider whether this could be funded by Bonds.

**The next page outlines 3 options the Board could consider regarding how to fund capital projects, and how to achieve their desired goals. The 3 options are assumptive based and should not be considered as financial advice.**



**Option 1:** Remove all the Road Resurfacing projects from the (Infrastructure Reinvestment Plan (IRP). In 2026 assessments increased by 7%. In 2027, reduce the increase to 3% increases each year through 2034. After that, the projections show the ending fund balance in 2034 approximately at \$2,853,868 and steadily building due to the Road Resurfacing projects being removed. This option assumes the District would issue a Bond to pay for the remaining road resurfacing projects. They would likely need to be completed within 3 years, and cost for a 30 year/\$5,000,000 bond per homeowner, per year could be close to \$200/year (Consult with a Bond Underwriter for actual bond payment calculations and payments). Assessments will still increase until the ending fund balance goal/objective is achieved. (Goal to be set by the Board). The Bond money can only be used for construction improvements/improvements identified in the Engineer's Report. Note: 2% of the Bond are fees/costs associated with cost of issuance.

Reserve Fund Activity	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Reserve Balance	\$2,391,343	\$1,581,491	\$1,619,020	\$1,766,167	\$1,601,906	\$1,825,582	\$1,922,872	\$2,076,931	\$2,305,741	\$2,641,192
Plus Annual Contributions	\$948,714	\$1,019,867	\$1,050,463	\$1,081,977	\$1,114,436	\$1,147,869	\$1,182,305	\$1,217,775	\$1,254,308	\$1,291,937
Less Annual Expenditures	(\$1,826,930)	(\$1,037,383)	(\$961,538)	(\$1,304,165)	(\$949,710)	(\$1,115,048)	(\$1,097,040)	(\$1,064,342)	(\$1,003,940)	(\$1,173,770)
Interest on Avg. Balance	\$68,364	\$55,046	\$58,222	\$57,928	\$58,949	\$64,470	\$68,793	\$75,378	\$85,082	\$94,510
Ending Reserve Balance	\$1,581,491	\$1,619,020	\$1,766,167	\$1,601,906	\$1,825,582	\$1,922,872	\$2,076,931	\$2,305,741	\$2,641,192	\$2,853,868
NET YEAR BALANCE	(\$809,852)	\$37,529	\$147,147	(\$164,261)	\$223,676	\$97,291	\$154,058	\$228,810	\$335,451	\$212,676
		7%	3%	3%	3%	3%	3%	3%	3%	3%

**Option 2:** Strategic Use of Fund Balance is achieved. Beginning 2026, and going through 2029 (4 years), Increase assessments 7% each year for those 4 years. Beginning 2030 set the assessment increases to 5% each year through 2037. After 2037, the Road Resurfacing projects are completed, and fund balance begins to increase. Year 15, 2040, the Board could consider reducing the percentage of increases with projected fund balance approximately at \$4,607,660. Note that if the desire for the Board at the time is to consider building fund balance for road resurfacing projects again, then continuing to build the fund balance for several years beyond that is advisable, as costs could easily double by the time the roads need to be resurfaced again. Under this option, the Board continues to maintain control of how the money is spent, with less restrictions than if a Bond was issued. This option does not consider using CRF funds to construct new improvements or new amenities.

Reserve Fund Activity	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Reserve Balance	\$2,391,343	\$1,581,491	\$1,459,955	\$1,531,645	\$1,201,520	\$1,310,494	\$1,238,745	\$1,215,289	\$1,344,613	\$1,722,904
Plus Annual Contributions	\$948,714	\$1,019,867	\$1,095,860	\$1,175,653	\$1,259,436	\$1,322,408	\$1,388,528	\$1,457,955	\$1,530,852	\$1,607,395
Less Annual Expenditures	(\$1,826,930)	(\$1,193,713)	(\$1,075,623)	(\$1,552,786)	(\$1,193,666)	(\$1,438,001)	(\$1,454,191)	(\$1,372,659)	(\$1,205,319)	(\$1,618,865)
Interest on Avg. Balance	\$68,364	\$52,310	\$51,453	\$47,008	\$43,204	\$43,844	\$42,207	\$44,028	\$52,758	\$60,101
Ending Reserve Balance	\$1,581,491	\$1,459,955	\$1,531,645	\$1,201,520	\$1,310,494	\$1,238,745	\$1,215,289	\$1,344,613	\$1,722,904	\$1,771,535
<b>NET YEAR BALANCE</b>	(\$809,852)	(\$121,536)	\$71,690	(\$330,125)	\$108,974	(\$71,749)	(\$23,456)	\$129,324	\$378,291	\$48,631
		7%	7%	7%	7%	5%	5%	5%	5%	5%

**Option 3:** This option increases assessments in 2027 to a level that is near equivalent to or greater than the 10-year average of capital project expenses (\$1,507,554). Beginning in 2028, the Board could consider a net zero (\$0) increase in the Capital Reserve Assessments. This option projects ending fund balance in 2034 to be approximately \$3,297,855, and further projects fund balance to continue to grow after that. The Board could consider re-evaluating the financial needs and setting new objectives and financial goals after 10 years. This option reduces the likelihood of needing to borrow money, the District would continue to self-fund projects and not have to pay interest to financial institutions, rather it could earn interest. This forecast showed the District building approximately \$3.2 million in reserves, while maintaining a 10-year average of \$1.4 million in projects.

Reserve Fund Activity	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Reserve Balance	\$2,391,343	\$1,581,491	\$1,459,955	\$1,950,543	\$1,972,789	\$2,361,217	\$2,514,630	\$2,656,938	\$2,887,187	\$3,295,762
Plus Annual Contributions	\$948,714	\$1,019,867	\$1,507,554	\$1,507,554	\$1,507,554	\$1,507,554	\$1,507,554	\$1,507,554	\$1,507,554	\$1,507,554
Less Annual Expenditures	(\$1,826,930)	(\$1,193,713)	(\$1,075,623)	(\$1,552,786)	(\$1,193,666)	(\$1,438,001)	(\$1,454,191)	(\$1,372,659)	(\$1,205,319)	(\$1,618,865)
Interest on Avg. Balance	\$68,364	\$52,310	\$58,657	\$67,477	\$74,541	\$83,860	\$88,946	\$95,354	\$106,341	\$113,404
Ending Reserve Balance	\$1,581,491	\$1,459,955	\$1,950,543	\$1,972,789	\$2,361,217	\$2,514,630	\$2,656,938	\$2,887,187	\$3,295,762	\$3,297,855
NET YEAR BALANCE	(\$809,852)	(\$121,536)	\$490,588	\$22,246	\$388,429	\$153,412	\$142,308	\$230,249	\$408,575	\$2,093
		7%	32%	0%	0%	0%	0%	0%	0%	0%

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Florida Community Specialists LLC (FCS) and FCS Management Group, LLC (FCS), gathers data from various sources to estimate construction material and labor costs. Diligent research has resulted in the reasonable and experienced information contained in this report. The data and cost projections are not meant to take the place of actual qualified proposals for work to be done. FCS accepts no liability for errors or inaccuracies. Unless specified, each cost is based on various factors. Factors such as inflation, material availability, qualified labor shortages, or unforeseen events could impact prices significantly. Accuracy of quantities is dependent upon access and in some instances assumptions were made based on previous information provided. Our estimate does not account for outlier factors in labor, material premiums, costs to comply with building codes, demolition, or land values. FCS has no current or future interest in performing the work involved in the compilation of this report. We confirm that our compensation for this report is not contingent upon the value estimates, or from the gathering of information from any of our resources. While construction plans and as-builts were unavailable, assumptions about unseen components were made based on similar properties or input from industry resources, qualified local contractors, and other confidential sources. We reserve the right to revise the assumptions in our report, at no additional cost to our clients, should updated information become readily available. Our assessment of the assets' condition is based solely on visual impressions, and no testing has been done. We make no warranty regarding the structure's soundness. The conclusions in this report apply only to the property for which our services were contracted for. This report should not be presumed to be relevant to similar properties. We are not obliged to provide testimony or appear in legal or administrative proceedings unless agreed upon beforehand. The total liability of FCS and its employees is limited to the fee paid for this report. All data used in the analysis and conclusions are to the best of our knowledge true and correct. The District has been provided with an IRP tool where the District Staff can change, amend, add to or subtract inventory items, or change, amend cost factors. By accepting or using this report, you agree to these terms and final payment concludes the business for which we are contracted. Dissemination of the IRP tool is prohibited, and use of the tool is limited to FCS and its contracted clients who agree to the annual licensing fee.



## EXHIBIT 5

**Grand Haven Community Development District  
Performance Measures/Standards and Annual Reporting Form  
10/1/2025-9/30/2026**

**1. Public Meeting Compliance**

Goal: Hold regular Board of Supervisors Meetings at least 10 times during FY 2026

Measurement: Number of regular Board meetings held as verified with meeting minutes

Achieved: Yes \_\_\_\_\_; No \_\_\_\_\_

**2. Access to Records Compliance**

Goal: Ensure that meeting minutes and other public records are available and accessible to the public

Measurement: District staff will review District's website at least once every 6 months to verify documents or links are provided on the District's website

Achieved: Yes \_\_\_\_\_; No \_\_\_\_\_

**3. District Engineer or Field Operations Manager Site Inspection**

Goal: Ensure that District Engineer or Operations Manager conduct annual inspection of the infrastructure owned by the District

Measurement: The District Engineer or the Operations Manager will report to the Board when this inspection has occurred

Achieved: Yes \_\_\_\_\_; No \_\_\_\_\_

#### **4. Annual Budget Preparation**

Goal: Approve the preliminary budget for FY 2027 by June 15, 2026 and Adopt the final budget for FY 2027 by September 30, 2026

Measurement: Preliminary budget approved by June 15, 2026 and final budget adopted by September 30, 2026

Achieved: Yes \_\_\_\_\_; No \_\_\_\_\_

#### **5. Financial Audit**

Goal: Accept the FY 2025 annual audit by July 1, 2026

Measurement: Whether the Board approves a motion to accept the annual audit before July 1, 2026

Achieved: Yes \_\_\_\_\_; No \_\_\_\_\_