Grand Haven Community Development District
Performance Measures/Standards and Annual Reporting Form
10/1/2026-9/30/2027 (DRAFT)

1. **Public Meeting Compliance**
   Goal: The District Manager and District, hold at least ten (10) Regular Board of Supervisors Meetings, and one (1) Budget Workshop during the fiscal year.
   Measurement: Number of workshops and regular Board meetings held as verified with meeting minutes

   Achieved: Yes ☐ No ☐
   District Note:

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2. **Access to Records Compliance**
   Goal: The District Manager and, ensures that meeting minutes, adopted budget, meeting agendas, annual audit link, and other public records as directed by the Board are available and accessible to the public.
   Measurement: The District's website is verified every 6 months, that applicable documents or links are provided on the District's website.

   Achieved: Yes ☐ No ☐
   District Note:

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3. **Annual Budget Preparation**
   Goal: The District approves and adopts an annual budget in accordance with Florida Statutes.
   Measurement: The District Manager facilitates at least (1) one budget workshop, ensuring the preliminary budget is approved by June 15th, and the final budget and assessments are adopted by resolution by September 30th.

   Achieved: Yes ☐ No ☐
   District Note:

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4. **Financial Audit**
   Goal: The Financial Controller submits year-end financial materials and files to the District's Independent Auditing Firm by no later than December 31st, and successfully managed the District's accounting and financial obligations without any findings. The Board accepted the fiscal year annual audit by July 31st.
   Measurement: Board approves by motion to accept the annual audit before July 31st. The annual audit found no material weaknesses, and no findings.

   Achieved: Yes ☐ No ☐
   District Note:

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5. **Financial Management**
   Goal: The District Manager and Director of Operations will successfully manage the total annual expenses to be at or below the adopted total budget, and amend the budget as necessary. (Does not include acts of nature, storm cleanup, or as a result of Board Direction)
   Measurement: The Unaudited Financial Statements through September 30th. If necessary, the Budget Amendment by November 30th.

   Achieved: Yes ☐ No ☐
   District Note:

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6. **Capital Improvement Plan Management**
   Goal: The District Manager and Director of Operations will successfully manage and complete the annual CIP in accordance with the District's procurement policy and as directed by the Board of Supervisors.
   Measurement: The Unaudited Financial Statements through September 30th. The Capital Improvement Plan-Project Tracker and Consent Agenda.

   Achieved: Yes ☐ No ☐
   District Note:

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7. **Employee Management**
   Goal: The Director of Operations will effectively and efficiently execute the District's Employee Management Policy and maintain adequate staffing levels as approved by the Board of Supervisors.
   Measurement: Complete 100% of all employee annual performance evaluations, maintain Board approved staffing levels, and stay within the annual adopted budget.

   Achieved: Yes ☐ No ☐
   District Note:

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8. **Vendor Management**
   Goal: The Director of Operations will effectively and efficiently manage all vendors and contractors performing onsite services.
   Measurement: Conduct annual contract and services review with each of the major services contractors (Amenity, Landscape, Pond, and Security). Make recommendations for RFP's, or changes in services to the Board.

   Achieved: Yes ☐ No ☐
   District Note:

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9. **District Engineer Site Inspection**
   Goal: The District Engineer will conduct one (1) annual inspection of the stormwater infrastructure, roads, bridges, and amenities owned by the District, to be performed within the 1st quarter of the Fiscal Year.
   Measurement: The District Engineer will submit an executive summary consisting of photos, annotations and descriptions of findings, recommendations, and submit the report to the Board to be included in the January or February Agenda. Communicate to the District Manager and Director of Operations, the date and time when this inspection will occur and any critical or emergency repair needs within 24 hours.

   Achieved: Yes ☐ No ☐
   District Note:

10. District Counsel's Annual Report on Legislative Updates and District Rules Review

Goal: The District Counsel will stay apprised of all State/Federal Legislative Matters that impact the District, and work with Staff on an annual review of all District Rules, Policies, and Rates.

Measurement: The District Counsel will submit executive summaries as needed and include them under District Counsel's Staff Report on the monthly agenda as necessary, and submit one executive summary annually at the close of the legislative session. District Counsel will review all District Rules and Policies on an annual basis for the purpose of updating them to comply with Board direction, policy changes, and ensure all public hearings are conducted in proper legal manner.

Achieved: Yes ☐ No ☐

District Note:

District Manager **Date**

Chair/Vice Chair **Date**