



**COMMUNITY DEVELOPMENT
DISTRICT**

October 29, 2020

**REGULAR MEETING
AGENDA**



COMMUNITY DEVELOPMENT DISTRICT

Agenda Letter



OFFICE OF THE DISTRICT MANAGER

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

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

October 22, 2020

Board of Supervisors
Grand Haven Community Development District

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

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, October 29, 2020 at 10:00 a.m., via Zoom video at <https://zoom.us/j/2043596216>, Meeting ID 204 359 6216 or telephonically at 1-929-205-6099, Meeting ID 204 359 6216. The agenda is as follows:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSENT AGENDA ITEMS
 - A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS
 - Unaudited Financial Statements as of August 31, 2020
 - B. APPROVAL OF MINUTES
 - I. August 6, 2020 Virtual Community Workshop
 - II. August 20, 2020 Virtual Public Meeting
 - III. September 3, 2020 Virtual Regular Meeting and Public Hearings
 - IV. September 17, 2020 Virtual Community Workshop
4. BUSINESS ITEMS
 - A. Discussion: Online Resident Directory
 - B. Presentation: Report of Chairman, 13 Years - Lessons Learned
 - C. Discussion: Board of Supervisors Code of Conduct
 - D. Discussion: CDD Organizational Structure
 - I. Organizational Chart
 - II. Job Descriptions/Scope of Services

- E. Discussion: Meeting Agenda, Meeting Efficiency and Structure
- F. Discussion: Goal Setting

5. OPEN ITEMS

6. NEXT WORKSHOP DATE: November 5, 2020 at 10:00 A.M.

- QUORUM CHECK

Marie Gaeta	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Ray Smith	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Stephen Davidson	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Chip Howden	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

7. STAFF REPORTS

- A. District Engineer: *DRMP, Inc.* [David Sowell]
- B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]
- C. Operations Manager: [Barry Kloptosky]
- D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]
- E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]

8. PUBLIC COMMENTS (*3-Minute Rule*)

9. SUPERVISORS' REQUESTS

10. ADJOURNMENT

“Further, please be advised that the Florida Governor’s Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus.

“That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and/or participate in the meeting can do so via Zoom details specified herein. Additionally, participants are encouraged to submit questions and comments to the District’s manager at mcgaffneyh@whhassociates.com.”

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

Sincerely,



Howard McGaffney
District Manager

FOR VIRTUAL PARTICIPATION:

VIA COMPUTER <https://zoom.us/j/2043596216>

MEETING ID: 204 359 6216

OR

VIA PHONE: 1-929-205-6099

MEETING ID: 204 359 6216



COMMUNITY DEVELOPMENT DISTRICT

3A

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2020**

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2020**

	<u>Major Funds</u>	<u>Total Governmental Funds</u>
	<u>General</u>	
ASSETS		
Operating account		
SunTrust - operating acct	\$2,089,563	\$ 2,089,563
SunTrust - petty cash	2,257	2,257
Investments		
Stonegate Bank	1,253	1,253
Finemark	249,032	249,032
Finemark - ICS	1,671,444	1,671,444
Centennial Bank	255,993	255,993
Intracoastal Bank	258,764	258,764
Iberia - (MMKT)	49,086	49,086
SBA -161601A	6,972	6,972
Undeposited funds	3,942	3,942
Due from other	444	444
Accounts receivable (rev deferred)	73,177	73,177
Deposits	110	110
Total assets	<u>\$ 4,662,037</u>	<u>\$ 4,662,037</u>
LIABILITIES		
Liabilities:		
Accounts payable	\$ 47,368	\$ 47,368
Retainage payable	25,922	25,922
Due to other entity	109	109
Accrued wages payable	1,000	1,000
Total liabilities	<u>74,399</u>	<u>74,399</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	69,140	69,140
Total deferred inflows of resources	<u>69,140</u>	<u>69,140</u>
FUND BALANCES		
Committed		
Disaster	690,235	690,235
Assigned		
3 months working capital	836,831	836,831
Unassigned	2,991,432	2,991,432
Total fund balances	<u>4,518,498</u>	<u>4,518,498</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$ 4,662,037</u>	 <u>\$ 4,662,037</u>

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED AUGUST 31, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
REVENUES				
Assessment levy: net of allowable discounts	\$ -	\$ 4,254,816	\$ 4,238,843	100%
Reuse water	245	11,570	21,000	55%
Gate & amenity guest	1,410	9,819	8,000	123%
Tennis fees	115	1,929	3,000	64%
Room rentals	300	1,150	2,000	58%
Interest and miscellaneous	2,469	20,336	5,500	370%
State reimbursement - hurricane	-	290,976	-	N/A
Total revenues	<u>4,539</u>	<u>4,590,596</u>	<u>4,278,343</u>	107%
EXPENDITURES				
Administrative				
Legislative				
Supervisors - regular meetings	1,800	11,200	12,000	93%
Supervisors - workshops	1,000	5,200	10,000	52%
Financial & administrative				
District management	3,166	34,821	37,987	92%
Administrative services	842	9,267	10,110	92%
Accounting services	1,738	19,114	20,852	92%
Assessment roll preparation	767	8,435	9,202	92%
Auditing services	-	11,300	11,300	100%
Arbitrage	-	750	2,400	31%
Legal - general counsel	6,710	93,860	92,000	102%
Engineer	-	7,927	30,000	26%
Insurance	-	10,482	11,896	88%
Legal advertising	654	2,930	3,500	84%
Bank fees	105	1,310	1,500	87%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	-	199	200	100%
Communications: e-blast	-	459	500	92%
Music licensing	-	3,321	3,300	101%
IT support	1,522	18,569	18,000	103%
Property taxes	-	-	3,000	0%
Postage	22	1,266	3,000	42%
Office supplies	-	311	500	62%
Tax collector	-	85,096	88,309	96%
Contingencies	793	793	-	N/A
Total administrative	<u>19,119</u>	<u>326,785</u>	<u>371,531</u>	88%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED AUGUST 31, 2020**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Adopted Budget</u>	<u>% of Budget</u>
Field operations				
Electric utility services				
Electric services - #12316, 65378, 85596	638	4,540	4,300	106%
Electric- Village Center - #18308	2,550	20,216	31,500	64%
Electric - Creekside - #87064, 70333	1,854	14,801	21,500	69%
Street lights	2,486	16,266	20,000	81%
Propane - spas/café	1,258	23,484	38,750	61%
Garbage - amenity facilities	1,020	11,304	11,000	103%
Water/sewer				
Water services	9,606	112,721	98,750	114%
Water - Village Center	729	10,866	13,500	80%
Water - Creekside	550	5,500	10,000	55%
Pump house shared facility	-	38,089	15,500	246%
Aquatic contract	4,158	40,465	44,615	91%
Aquatic contract: lake watch	-	3,122	4,076	77%
Aquatic contract: aeration maintenance	-	-	4,000	0%
Lakebank spraying	-	1,457	6,128	24%
Hurricane clean-up	-	5,584	-	N/A
Insurance: property	-	60,463	65,117	93%
Insurance: auto general liability	-	1,800	1,300	138%
Insurance: flood	-	3,100	4,700	66%
Property maintenance				
Horticultural consultant	800	8,400	9,600	88%
Landscape enhancement	1,200	144,741	112,220	129%
Landscape repairs & replacement	-	16,695	20,000	83%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	-	13,915	20,000	70%
Landscape maintenance contract services	47,769	452,965	531,420	85%
Landscape maintenance: croquet	2,633	26,333	31,600	83%
Oak tree pruning	-	-	35,000	0%
Optional 3rd flower rotation	-	17,550	20,000	88%
Irrigation repairs & replacement	12,940	27,296	20,000	136%
Street light maintenance	337	2,441	15,000	16%
Lift truck repairs & maintenance	706	1,451	5,000	29%
Holiday lights	-	8,427	9,000	94%
Staff support and amenity operations				
Payroll	27,980	345,538	478,146	72%
Merit pay/bonus	869	18,026	15,000	120%
Payroll taxes	2,392	28,278	62,398	45%
Health insurance	4,264	50,156	56,500	89%
Insurance: workers' compensation	-	26,002	24,000	108%
Payroll services	260	3,443	3,700	93%
Mileage reimb: operations manager	136	2,119	2,750	77%
Car allowance: staff	458	4,955	5,000	99%
Amenity Management Group, Inc.	39,769	416,452	477,225	87%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED AUGUST 31, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	5,149	55,391	61,795	90%
Amenity A/C maintenance and service	50	985	3,750	26%
Fitness equipment service	-	3,439	7,500	46%
Amenity cable/internet	1,236	13,454	14,500	93%
Office supplies: field operations	260	15,565	11,000	142%
Village center telephone, fax	375	4,060	10,000	41%
Creekside telephone & fax	1,017	9,200	10,000	92%
Pool/spa permits	-	875	875	100%
Pool chemicals	1,196	11,940	13,176	91%
Pest control	90	1,600	3,050	52%
Amenity maintenance	10,305	103,763	90,000	115%
Community maintenance	18,710	102,908	90,000	114%
CERT operations	-	478	500	96%
Repairs & maintenance: projects				
Fire & security system	-	3,681	3,350	110%
Security operations				
Security staffing contract services	15,397	159,091	186,000	86%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	-	8,718	21,000	42%
Gate communication devices	1,326	16,698	20,000	83%
Gate operating supplies	707	12,125	22,000	55%
Special events	200	3,282	10,000	33%
Miscellaneous contingency	-	3,236	4,000	81%
Total field operations	<u>223,380</u>	<u>2,519,450</u>	<u>2,975,791</u>	85%
Infrastructure reinvestment				
Capital improvements				
General infrastructure replacement/repair	41,782	597,914	1,181,681	51%
Total infrastructure reinvestment	<u>41,782</u>	<u>597,914</u>	<u>1,181,681</u>	51%
Total expenditures	<u>284,281</u>	<u>3,444,149</u>	<u>4,529,003</u>	76%
Excess/(deficiency) of revenues over/(under) expenditures	(279,742)	1,146,447	(250,660)	
Fund balance - beginning (unaudited)	<u>4,798,240</u>	<u>3,372,051</u>	<u>2,820,076</u>	
Fund balance - ending (projected)				
Committed				
Disaster	690,235	690,235	690,235	
Assigned				
3 months working capital	836,831	836,831	836,831	
Unassigned	2,991,432	2,991,432	1,042,350	
Fund balance - ending	<u>\$ 4,518,498</u>	<u>\$ 4,518,498</u>	<u>\$ 2,569,416</u>	



COMMUNITY DEVELOPMENT DISTRICT

3BI

DRAFT
MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Community Workshop on August 6, 2020 at 10:00 a.m., at <https://zoom.us/j/93880669351> and 1-929-205-6099, Meeting ID 938 8066 9351, for both.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Roy Deary	Vesta/AMG
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Louise Leister	Horticultural Consultant

Residents present, were:

Bob Lamb
Other Residents

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the workshop to order at 10:04 a.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

42 **THIRD ORDER OF BUSINESS**43 **DISCUSSION ITEMS**44 **A. Landscape Enhancement/Improvement Plan for FY2021 (Louise Leister)**

45 Ms. Leister presented the Firewise Zone Planning map, discussed the plan to reduce
46 wildfire threats and responded to questions. Firewise maintenance would begin October 1,
47 2020 in Area 1 and move to subsequent areas as time and funding allow. The contractor would
48 be hired on a per diem basis and the tree service would be utilized as necessary. Drones,
49 equipment, permits, scheduling and plants to be removed were discussed. Supervisor Davidson
50 recalled previous Firewise meetings and stated historical records could be used to obtain
51 Firewise Certification. He suggested convening a meeting and acknowledging that the District
52 was taking over the project, under the guidance of Ms. Leister. Discussion ensued regarding
53 previous Firewise challenges, financing, the Firewise Certification process, filing for permits and
54 whether the \$30,000 budgeted would be sufficient. Ms. Leister would provide cost updates.

55 Ms. Leister discussed the following projects planned for Fiscal Year 2021:

- 56 ➤ Golf Club Pier: Many Brazilian peppers were removed from the wetlands. Low-
57 maintenance native plants would be installed to prevent erosion and beautify the area.
- 58 ➤ Waterside Parkway: Sodding, mulching and removal of spartina was underway.
- 59 ➤ The Crossings Entrance: Storm-damaged Washingtonian palms would be replaced.
- 60 ➤ The Wild Oaks Dog Park: Renovation is needed.
- 61 ➤ Egret Entrance: Renovation is needed.
- 62 ➤ The River Club: The road on both sides of the common area requires attention.
- 63 ➤ Pond Banks: VerdeGo was performing herbicide maintenance.
- 64 ➤ Pond banks were treated frequently but results would not be quickly evident.
- 65 ➤ Spartina and other plants would be replaced as necessary.
- 66 ➤ Sod would be installed in empty mulch beds along Waterside Parkway and other areas
67 for a more elegant appearance with less maintenance.

68 Discussion ensued regarding the new landscaping contractor and weekly pond
69 maintenance. Ms. Leister stated that ponds were routinely treated with herbicides and plant
70 replacement and bank repairs were prioritized within budgetary limitations. Supervisor Foley
71 asked for a list of long-term projects with estimates. Ms. Leister discussed the ongoing need to
72 remove trees on an emergency basis. Establishing a Disaster Reserve fund separate from
73 normal maintenance was discussed. The consensus was to establish a separate fund for

74 emergency tree removal and cleanup. Mr. McGaffney recommended the addition of a storm
75 cleanup line item expense, which could be utilized through the normal procurement policy. Ms.
76 Leister stated she would provide the upcoming projects and funds expended for tree removal.

77 **B. FY2020/2021 CIP Projects**

78 Mr. McGaffney presented the FY 2020/2021 Capital Improvement Plan (CIP) and
79 responded to questions. The following change would be made:

80 Change "Total capital projects for FY2019" to "Total capital projects for FY2021"

81 Mr. Kloptosky discussed bathroom renovation plans, beginning with ceiling and drywall
82 repairs, grout repairs and cleaning and installation of fans and lights. The consensus was to
83 proceed with the work. Bathroom closure information would be e-blasted to residents.

84 Supervisor Howden felt that the boardwalk at the Golf Club was too narrow to justify
85 extensive repairs. The consensus was to leave the funds and weigh alternatives in the future.

86 **C. Formation of Ad Hoc Fact-Finding Group Regarding GHCCD Board Communications**

87 Supervisor Davidson presented draft documents describing the Ad Hoc Fact-Finding
88 Group. Discussion ensued regarding verbiage, meeting via Zoom and the processes. Supervisor
89 Davidson would revise the e-blast and District Counsel would review it before it is sent to CDD
90 and amenity recipients and posted on CDD bulletin boards. At the next meeting, a Supervisor
91 would be appointed to serve as the Board's liaison.

92 **The workshop recessed at 12:18 p.m., and reconvened at 12:26 p.m.**

93 **D. SWOT Analysis**

94 This item was addressed following the Sixth Order of Business.

95

96 **FOURTH ORDER OF BUSINESS**

UPDATES: Operations Manager

97

98 Mr. Kloptosky discussed and responded to questions regarding the following:

- 99 ➤ The District was minimally impacted by Hurricane Isaias; minor debris was cleaned up
100 and affected cameras and computers were operational the next day.
- 101 ➤ The contract for The Village Center breezeway ceiling and column replacements was
102 signed and the contractor was awaiting permits; construction should begin soon.
- 103 ➤ The contracts for the Front Street Gazebo and the Clubhouse pier were signed.
104 Materials were ordered and work should begin soon.
- 105 ➤ The pond bulkhead wall repair on Pond #3 would cost approximately \$5,000.

106 ➤ Landscape and lighting were installed at The Village Center; however, VerdeGo installed
107 the wrong stone. The stone was reordered and would be installed.

108 ➤ The Village Center court was graded and scheduled for sod. Lines would be painted
109 within the coming weeks. Irrigation heads were adjusted to eliminate mildew.

110 ➤ Both A/C units at The Village Center Café need to be replaced. The two, three-ton units
111 would be upgraded with five-ton units. Installation would take two days and was scheduled for
112 August 13, 2020. Recently installed air purification equipment would be transferred to the new
113 units. Café Staff would monitor the indoor temperature and may need to close the Café or limit
114 service. Staff would inquire about an extended warranty.

115 ➤ A landscaping company was observed dumping tree debris on CDD property and
116 subcontracting debris removal. The company was warned twice that soliciting is prohibited.
117 The company would be given a final warning about solicitation and advised that debris must be
118 picked up daily.

119 ➤ Many inquiries were received about sidewalk deflections and repairs. Despite many
120 attempts, a contractor was not found due to reduced staffing and materials shortages. In-
121 house staff completed some repairs.

122 Ongoing staffing and supply-chain issues and sidewalk damage by tree roots were
123 discussed. Supervisor Smith asked Mr. Kloptosky to ask Ms. Leister about tree root growth
124 retardant and to send an e-blast advising residents of the issues. Mr. Kloptosky would research
125 concrete grinding and tree root treatments. Supervisor Gaeta asked that a plan be developed
126 to address tree root treatment and sidewalk maintenance for possible inclusion in the CIP.

127 ➤ The post office mailboxes that require maintenance are CDD property because the
128 Developer purchased them. Specialized contractors must be hired due to postal regulations.

129 Supervisor Davidson discussed the latest guidance on the issue. A separate budget item
130 would be needed. Staff would investigate the issue further and email the findings.

131

FIFTH ORDER OF BUSINESS

UPDATES: District Manager

133

134 Mr. McGaffney stated that two companies responded to the Amenity Request for
135 Proposals (RFP). Responses would be considered at the August 20, 2020 meeting. Each
136 company would be allowed 15 minutes for their presentation and for questions and answers.

137 Supervisor Davidson noted the following:

138 ➤ The County has CARES grant funds available to reimburse unbudgeted expenses related
139 to COVID-19. An Interlocal Agreement was signed in the hopes that the CDD may be
140 reimbursed for mitigation expenses of approximately \$20,000.

141 ➤ The County Administrator gave permission to use the Commission Chambers for a CDD
142 Candidates Night, which would be broadcast on a local television channel and uploaded to
143 YouTube. The moderator, Mr. Byrne, would email the candidates to schedule the event.

144

145 **SIXTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING
DATE**

148 • **August 20, 2020 at 10:00 A.M.**

149 ○ **QUORUM CHECK**

150 All Supervisors confirmed their attendance at the August 20, 2020 meeting.

151 ▪ **SWOT Analysis**

152 **This item, previously Item 3D, was presented out of order.**

153 Supervisor Smith discussed the Strengths/Weaknesses/Opportunities/Threats (SWOT)
154 exercise and presented each Supervisor’s SWOT analysis. Supervisors read each submittal so
155 that clarifications could be provided to ensure understanding of the issues identified. Each
156 Supervisor would incorporate the clarifications regarding their SWOT analysis and resubmit it.
157 Supervisor Smith asked each Supervisor to revise their SWOT and to return it to Ms. Gillyard by
158 August 18, 2020. The SWOT Analysis would be discussed at the September workshop.

159

160 **SEVENTH ORDER OF BUSINESS**

OPEN ITEMS

161 This item was not addressed.
162

163

164 **EIGHTH ORDER OF BUSINESS**

SUPERVISORS’ REQUESTS

165 There being no Supervisors’ Requests, the next item followed.
166

167

168 **NINTH ORDER OF BUSINESS**

ADJOURNMENT

169

170

171 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
172 **all in favor, the workshop adjourned at 2:02 p.m.**

173
174
175
176
177
178

Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

3B11

DRAFT
MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Public Meeting on Thursday, August 20, 2020 at 10:00 a.m., at <https://zoom.us/j/91299609881>, and 1-929-205-6099, Meeting ID 912 9960 9881, for both.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Roy Deary	Vesta/AMG
Jason Davidson	Vesta/AMG
Andrew Huebner	Vesta/AMG
Sue O’Lear	Vesta/AMG
Kraig Carmickle	Evergreen Lifestyles Management
Todd Moseley	Evergreen Lifestyles Management
Mandy Morgan	Evergreen Lifestyles Management
Lynzi Chambers	Evergreen Lifestyles Management

Residents present, were:

Kathleen Fuss	Denise Gallo	David Paukovich	Ken Ersbak
Michael Flanagan	Donna McGevena	Lisa Mrakovic	John Polizzi
Dave Ferguson	Tom Byrne	Jenny Scott	Mike Frichol
Marty Garziglia	Ron Merlo	Dr. Merrill Stass-Isern	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:07 a.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor’s Executive Orders, which allow

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

44 local governmental public meetings to occur by means of communications media technology,
45 including virtually and telephonically.

46

47 **SECOND ORDER OF BUSINESS**

PLEDGE OF ALLEGIANCE

48

49 All present recited the Pledge of Allegiance.

50

51 **THIRD ORDER OF BUSINESS**

BUSINESS ITEMS

52

53 **A. Consideration of Responses to RFP for Amenity Management Services for Village**
54 **Center and Creekside Amenity Center**

55 **I. Affidavit of Publication**

56 The affidavit of publication was included for informational purposes.

57 **II. Respondents (15-Minute Q &A)**

58 **a. Evergreen Lifestyles Management**

59 Mr. Moseley presented the Evergreen Lifestyles Management (Evergreen) proposal and
60 stated:

61 ➤ Evergreen works with a number of CDDs in Florida, including high volume lifestyle
62 amenity and restaurant management in communities of up to 6,000 homes.

63 ➤ Cleaning services have increased to match or exceed CDC recommendations, including
64 social distancing, sanitizing, temperature checks, masks and gloves for food service staff.

65 ➤ Local presence in Saint Augustine, Jacksonville, Daytona and New Smyrna Beach. A call
66 center would be the primary communication link for residents.

67 ➤ A nationwide staffing search would be conducted for management; existing staff
68 members wishing to stay would be eligible for hire and subject to a probationary period.

69 Evergreen representatives responded to questions about scheduling, quality control,
70 Evergreen communities, website capabilities, training, staffing, revenues and client retention.

71 **b. Vesta Property Services, Inc.**

72 Mr. Deary presented the Vesta/AMG proposal and stated:

73 ➤ Vesta manages over 700 contracts, including approximately 100 amenity contracts, and
74 employs over 1,400, with the majority being amenity employees.

75 ➤ Quality control for physical plant maintenance is monitored weekly; on-site check-ins
76 and remote reporting increased in recent months.

77 Vesta representatives provided answers to questions about ongoing staffing
78 requirements, shared responsibilities for supervision and oversight and the balance between
79 amenity management and café management.

80 Mr. Deary presented Vesta's Food and Beverage proposal and responded to questions
81 about District and Café operations.

82 **III. Evaluation/Ranking of Proposals**

83 This item was not addressed.

84 **IV. Award of Contract**

85 This item was not addressed.

86 **B. Consideration of Responses to RFP for Management of the Food and Beverage** 87 **Operations and Café Services**

88 **I. Affidavit of Publication**

89 The affidavit of publication was included for informational purposes.

90 **II. Respondents (15-Minute Q & A)**

91 **a. Evergreen Lifestyles Management**

92 Ms. Morgan presented the Evergreen Food and Beverage proposal. Evergreen
93 representatives responded to Board Member questions about financials, revenues, restaurant
94 operations, event management, operational costs and cost sharing.

95 **b. Vesta Property Services, Inc.**

96 This item was discussed in conjunction with Item 3AIIb.

97 **The meeting recessed at 12:39 p.m., and reconvened at 12:47 p.m.**

98 **▪ PUBLIC COMMENTS (3-Minute Rule)**

99 **This item, previously the Fifth Order of Business, was presented out of order.**

100 Resident Dr. Merrill Stass-Isern voiced her opinion that the RFP was confusing and asked
101 if another RFP would be issued. Mr. McGaffney stated the RFP would be discussed.

102 Resident Michael Flanagan concurred with Dr. Stass-Isern and asked if the pool and
103 amenities were tied in with the Café. Mr. McGaffney stated that two RFPs were prepared so
104 that respondents could bid on the amenities and the restaurant management separately.

105 Resident Lisa Mrakovcic stated that, regardless of the decision regarding management,
106 she hoped that as many facilitators as possible could be retained.

107 Resident Ken Ersbak expressed his opinion that it would be complicated having two
108 different companies; he felt that one company should run both amenities.

109 Resident Dave Ferguson supported having one company run both amenities.

110 Resident Ron Merlo felt that Vesta has served the community for 14 years and residents
111 have relationships with Vesta Staff. In his opinion, problems were corrected as they occurred;
112 therefore, he saw no reason to change companies.

113 Mr. McGaffney asked that any attendees experiencing audio issues submit their
114 questions or comments via the Zoom chat or email.

115 III. Evaluation/Ranking of Proposals

116 Supervisor Davidson stated he would like to defer ranking so that additional information
117 may be requested and so that Supervisors may visit Evergreen run facilities. Mr. Clark stated
118 that, while additional information cannot be solicited in terms of pricing, site visits and further
119 individual consideration were permitted. The options were to defer further discussion, to
120 award contracts today or to reject the proposals. Supervisor Gaeta wanted to hear input from
121 the other Supervisors. Discussion ensued regarding site visits, the need for additional
122 information, including COVID-19 considerations in the RFP and Supervisors visiting both
123 Evergreen and Vesta sites individually. Mr. McGaffney stated he would coordinate
124 appointments for Supervisors wishing to conduct individual site visits.

125 Mr. Clark stated that, if new proposals were desired, the RFPs should be rejected.
126 Discussion ensued regarding the existing contracts, bidding the two amenities separately, Café
127 operations, COVID-19 related requirements, revenue sharing, amenity management, resident
128 complaints and the complexity of RFP submissions. Supervisor Davidson stated he was in favor
129 of rejecting all proposals, going month-to-month with Vesta and creating a new RFP.

130

131 **On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with**
132 **all in favor, rejecting all four proposals, was approved.**

133

134

135 Mr. McGaffney stated that the Board would review and amend the scope of the RFP in
136 the hopes that both companies would submit another bid, likely within 60 to 90 days.

137 Mr. Deary stated that Vesta was willing to continue on a month-to-month basis.

138

139 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
140 **all in favor, continuing the Vesta Amenity Management Services contract,**
141 **including Café Management, on a month-to-month basis, was approved.**

142

143 **IV. Award of Contract**

144 This item was not addressed.

145 **C. Discussion Fiscal Year 2020 CIP**146 **D. Continued Discussion: 2020/2021 Proposed Budget**147 **E. Consider Appointment of CDD Board Liaison to Attend GHMA Monthly Board Meeting**

148 Item 3C, 3D and 3E were presented following the Fourth Order of Business.

149

150 **FOURTH ORDER OF BUSINESS****CONSENT AGENDA ITEMS**

151

152 **A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- 153
- **Unaudited Financial Statements as of June 30, 2020**

154 **B. APPROVAL OF MINUTES**155 **I. July 2, 2020 Virtual Community Workshop**156 **II. July 23, 2020 Virtual Public Meeting**

157 Mr. McGaffney presented the Consent Agenda Items.

158

159 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
160 **all in favor, the Consent Agenda Items, as amended to include revisions to the**
161 **minutes submitted to Management, were accepted and approved.**

162

163

164 **▪ Continued Discussion: 2020/2021 Proposed Budget**165 **This item, previously Item 3D, was presented out of order.**

166 Mr. McGaffney reviewed the proposed Fiscal Year 2021 budget highlighting changes
167 discussed at the last meeting. Discussion ensued regarding landscaping and personnel costs for
168 croquet court maintenance, equipment maintenance and agreements, merging the "Amenity
169 Management" and "Amenity Operations & Maintenance" line items, fund balance, reserves,
170 disaster recovery, FEMA reimbursement and possible footnote updates.

171 **▪ Discussion Fiscal Year 2020 CIP**172 **This item, previously Item 3C, was presented out of order.**

173 Supervisor Davidson stated he wanted to consider surveying for croquet court
174 expansion. Mr. Kloptosky estimated the survey would cost \$3,000.

175

176 **On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with**
177 **all in favor, authorizing the Operations Manager to obtain additional surveys**
178 **for the croquet courts, was approved.**

179
180

181 Supervisor Foley asked if the budget for the shower room renovation should be
182 changed. Mr. Kloptosky stated, if the Board wished to move forward with the phases
183 previously discussed, the project would likely cost less; however, the funds should remain
184 budgeted for the project to proceed. Discussion ensued regarding rising costs for
185 subcontractors due to COVID-19 and the potential to reduce the expenditures by completing
186 portions of the project in-house. Mr. Kloptosky stated he would provide a more detailed
187 estimate of costs and potential savings.

188 **▪ Consider Appointment of CDD Board Liaison to Attend GHMA Monthly Board**
189 **Meetings**

190 **This item, previously Item 3E, was presented out of order.**

191 Supervisor Davidson discussed his experience attending GHMA meetings. The
192 consensus was for Supervisor Foley to attend the next three meetings. This item was tabled.

193

194 **FIFTH ORDER OF BUSINESS**

PUBLIC COMMENTS (3-Minute Rule)

195

196 This item was presented following Item 3B11b.

197

198 **SIXTH ORDER OF BUSINESS**

NEXT MEETING DATE: September 3, 2020
at 3:00 P.M. [Regular Meeting; Budget
Public Hearing at 5:00 P.M., Time Certain]

199

200

201

202 **• QUORUM CHECK**

203 The next meeting would be held on September 3, 2020.

204

205 **SEVENTH ORDER OF BUSINESS**

STAFF REPORTS

206

207 **A. District Engineer: DRMP, Inc. [David Sowell]**

208 There being no report, the next item followed.

209 **B. Amenity Manager: Amenity Management Group, Inc. [Andrew Huebner]**

210 This item was presented following Item 7E.

211 **C. Operations Manager: [Barry Kloptosky]**

212 Mr. Kloptosky discussed the following:

213 ➤ The Village Center Café: New A/C units were installed and the Café was open all week.

214 ➤ The Village Center: A pool pump failed and the pool was closed all week. Replacement
215 was underway.

216 Supervisor Foley asked how the District could better plan for and manage equipment
217 failures and replacement. Mr. Kloptosky discussed previous replacements of A/C units and
218 equipment. The equipment audit, Reserve Study, maintenance contracts and the CIP were
219 discussed. Supervisor Smith advised against replacing equipment before failure and attempting
220 to calculate usable life for equipment in an attempt to avoid closures.

221 ➤ Pond #3: A proposal was executed for repairs on Marshview Lane.

222 ➤ The Village Center: Phase I drywall repairs were underway.

223 ➤ Concrete Sidewalk Repairs: Proposals were difficult to obtain, as contractors were
224 extremely busy. A contract was executed for sidewalk repairs in the Wild Oaks and other
225 quotes were requested.

226 ➤ The Village Center Stucco Project: The project was nearly complete and punch list items
227 were pending.

228 ➤ Village Center Ceiling and Column Repair: The permit was released and a
229 preconstruction meeting scheduled.

230 ➤ Front Street Gazebo and Pier and Golf Club Pier: Contracts were executed, materials
231 were ordered and work may be underway in early September.

232 ➤ New Pickleball Court: The survey was completed; the Engineer would advise.

233 ➤ Village Center Court: Grading was completed, a concrete slab was installed and a bench
234 was ordered; sod would be installed and lines painted.

235 ➤ Camera equipment and DVRs have been repaired as necessary, due to lightning strikes.

236 ➤ Field Supervisor: Resigned, effective at the end of August. Interviews were underway.

237 **D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

238 Mr. Clark reported the following:

239 ➤ Recent legislation took the Americans with Disabilities Act (ADA) requirements into
240 account and reduced website requirements for CDDs so posting the full meeting agenda
241 package with all attachments was no longer required. A link to the Audit may be included,
242 rather than posting it on the CDD website.

243 ➤ Regarding the golf course cart path and bag drop encroachments in Parcel K, Escalante's
244 attorney referred to the Master Declaration, Section 4.8, and requested an easement rather
245 than a license. Section 4.8 grants the District the option to move the encroaching sidewalks so
246 that they are not on CDD property. As the requested easement seems to be larger than
247 necessary, a survey may be required to limit the easement area.

248 Mr. Clark asked about interest in moving the encroaching sidewalks off of CDD property.
249 Supervisor Howden asked if the District could grant the easement but retain the right to move
250 the sidewalks and stop the easement in the future. Mr. Clark responded affirmatively.
251 Discussion ensued regarding moving the encroachments off CDD property versus granting the
252 easement but retaining the right to move the encroachments in the future. The consensus was
253 to reduce the easement to only include the cart paths and to retain the right to terminate
254 easements in the future.

255

256 **On MOTION by Supervisor Smith and seconded by Supervisor Howden, with all**
257 **in favor, authorizing District Counsel to draft the easement for review at the**
258 **next meeting, was approved.**

259

260

261 E. **District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]**

262 Mr. McGaffney stated that an incident near the golf course involving a potential plaintiff
263 necessitated a survey.

264

265 **On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with**
266 **all in favor, the survey of the incident areas, the Golf Course and Parcel K, was**
267 **ratified.**

268

269

270 ■ **Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]**

271 **This item, previously Item 7B, was presented out of order.**

272 Mr. Huebner reported the following:

273 ➤ The Election Clerk worked with AMG; over 300 residents voted in person at the Primary.

274 ➤ Proactive communications were sent regarding the pool and restroom closures.

275 ➤ Clay was added to Courts 1 and 2; additional clay would be installed as weather permits.

276 ➤ The Fitness Center proposal, including Ms. Powell's assessment, was sent to the Board.

277 ➤ The new website, GrandHavenAmenity.com, would be a great communication tool.

278 Supervisor Davidson asked if the amenity website could include a resident directory.
279 Discussion ensued regarding inclusion of a resident directory, staff’s ability to update the
280 website in-house and inserting links to the rules posted on the CDD website. Mr. McGaffney
281 noted that the website included a link to Facebook and asked Mr. Huebner to confirm that
282 content would be backed up. Mr. Huebner responded affirmatively and stated that the
283 Facebook page was very well-received and was used for sharing information and not
284 interaction. Discussion ensued regarding the need for a social media policy. Social media
285 would be used for one-way communication only.

286

EIGHTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

288

289 Supervisor Davidson discussed the Candidates Night, which would be televised and
290 recorded and then streamed on Spectrum Channel 492, and uploaded to the Flagler County
291 YouTube channel. Discussion ensued regarding an e-blast, which would include a disclaimer
292 that the communication was not from the Grand Haven Board of Supervisors.

293 Supervisor Davidson stated that disinfecting units should be received within the next
294 week. Discussion ensued regarding the Interlocal Agreement, which may enable the District to
295 receive reimbursement of up to \$20,000.

296 Supervisor Smith asked the Supervisors to prioritize each of the four sections on their
297 own SWOT sheets; he would combine the submissions into one prioritized set.

298

NINTH ORDER OF BUSINESS

OPEN ITEMS

300

301 This item was not addressed.

302

TENTH ORDER OF BUSINESS

ADJOURNMENT

304

305 There being nothing further to discuss, the meeting adjourned.

306

307

308

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with
all in favor, the meeting adjourned at approximately 3:46 p.m.**

309

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315

Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

3B111

DRAFT

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Regular Meeting and Multiple Public Hearings on Thursday, September 3, 2020 at 3:00 p.m., at <https://zoom.us/j/2043596216> and 1-929-205-6099, Meeting ID 204 359 6216, for both.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Jason Davidson	Vesta/AMG
Ross Reuben	Vesta/AMG
Sue O’Lear	Vesta/AMG

Residents present, were:

Dr. Rob Carlton	Denise Gallo	John Polizzi	Marty Garziglia
Michael Flanagan	Deanna Frank	Jeff Latko	Tom Byrne
Kevin Callahan	Lisa Mrakovcic	Kathleen Fuss	Ron Merlo
Michelle Bagnoli	Mark Leo	Dave Reisman	Pat Hoffman
Dr. Merrill Stass-Isern			

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 3:04 p.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor’s Executive Orders, which allow

Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.

41 local governmental public meetings to occur by means of communications media technology,
42 including virtually and telephonically.

43

44 **SECOND ORDER OF BUSINESS**

PLEDGE OF ALLEGIANCE

45

46 All present recited the Pledge of Allegiance.

47 ▪ **District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

48 **This item, previously Item 7D, was presented out of order.**

49 Mr. Clark stated that he would provide comments regarding a drainage issue in Wild
50 Oaks in conjunction with Mr. Kloptosky's report.

51 ▪ **Amenity Manager Report: *Amenity Management Group, Inc.* [Andrew Huebner]**

52 **This item, previously Item 7B, was presented out of order.**

53 Mr. Reuben reviewed a list of ongoing and proposed Café, community and social events.
54 Community updates would be provided via the weekly newsletter, flyers, e-blasts and the
55 Amenity website. Events would be introduced as appropriate, within COVID-19 guidelines, with
56 Board approval. Discussion ensued regarding activities, virtual and outdoor events, social
57 distancing, disinfection and cleaning procedures and facilitator training. The consensus was to
58 proceed slowly and focus on COVID-19 guidelines. Event size would be controlled via the RSVP
59 and check-in system.

60 ▪ **Operations Manager: [Barry Kloptosky]**

61 **This item, previously Item 7C, was presented out of order.**

62 Mr. Kloptosky discussed a drainage issue at a Wild Oaks residence built by Skyway
63 Builders, where a small sump pump and drain pipe were installed to remedy a drainage issue
64 with a tree in the backyard. A prospective buyer requested assurance that this was acceptable
65 to the CDD. All information received from the buyer was forwarded to Mr. Clark, who
66 conferred with the District Engineer. Mr. Clark stated that the buyer was asked to sign a Use
67 Agreement with the typical protections, including hold harmless protections. The District
68 would not be obligated to repair any defect and would retain the ability to require removal.
69 Discussion ensued regarding other trees with similar issues including natural flow drainage.

70

71 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
72 **all in favor, the Use Agreement drafted by District Counsel, was approved.**

73
74

75 Supervisor Davidson suggested sending a letter to the Architectural Design Committee
76 (ADC) and the GHMA regarding the issue and the resolution. Mr. Clark would send the letter.

77 Mr. Kloptosky provided the following updates:

78 ➤ Village Center Stucco and Building Envelope Project: The final walkthrough and punch
79 list items were completed and the final retainage payment would be released.

80 ➤ Village Center Breezeway Ceilings and Column Replacement: The pre-construction
81 meeting was held August 27, 2020; the tentative start date was September 2, 2020 and the
82 project was estimated to take three months. An e-blast would be sent to the community.
83 Amenity closures were not anticipated but would be addressed during construction. Ms.
84 Leister would be consulted regarding palm trees that grew too large for the space.

85 ➤ Front Street Gazebo and Pier and Golf Club Pier Repairs: Start date was moved to
86 September 14, 2020 due to rain.

87 ➤ The Village Center pickleball area survey was received. The Engineer would review and
88 an update would be provided at the next meeting. Proposals were requested for additional
89 surveys needed for the Escalante parking lot and Parcel K. Surveys were also needed for
90 potential future parking and expansion north and south of The Village Center and the Creekside
91 croquet area.

92 Discussion ensued regarding the need for surveys since the Developer's bankruptcy.
93 The consensus was that, since multiple surveys were needed, it would be cost-effective to have
94 them done at the same time.

95 Supervisor Howden asked if the Engineer evaluated pond bank erosion repairs. Mr.
96 Kloptosky stated that some areas of concern were noted; an update would be provided.

97 ➤ Sidewalk Repairs: Half of the repairs in Wild Oaks were completed and the rest were
98 underway. Another contractor was addressing erosion on the coquina path. 50' of sidewalk
99 was poured and a drain was installed to address erosion in the area. Repairs were planned on
100 Waterside Parkway and in The Crossings. Sidewalks were marked with orange spray paint.

101 ➤ Curb and Gutter Repairs: Work would resume now that asphalt was available.

102 ➤ Village Center Court: Grading and sod were completed and a bench would be installed;
103 the contractor was notified to proceed with painting court lines.

104 ➤ Village Center Office Remodel: Interior doors and trim were installed. Exterior doors
105 were delayed due to supply-chain issues.

106 ➤ New Field Supervisor: Mr. Marc Ichart started training on August 24, 2020. Two
107 interviews were scheduled for maintenance workers.

108 ➤ Bathroom Renovations: The updated project specifications sheet was emailed to the
109 Board. This item would be added to the next Workshop agenda.

110 ➤ Completing the fitness center remodel prior to the end of the fiscal year would require
111 complete closure of the facility.

112 Mr. Kloptosky described the Fitness Center remodel project, including demolition and
113 fitness equipment precautions, and responded to questions. An e-blast would be sent to
114 inform residents that the facility would be closed for approximately four weeks. Vesta would
115 update the reservations system accordingly.

116

117 **THIRD ORDER OF BUSINESS**

BUSINESS ITEMS

118

119 **A. Discussion: RFP for Amenity Management Services for the Village Center and** 120 **Creekside Amenity Center and RFP for Food and Beverage Operations of the Café**

121 Mr. McGaffney stated the Request for Proposals (RFP), in redline form, including Board
122 Member changes would be included in the next Workshop agenda.

123 **B. Discussion: Colbert Lane**

124 This item was addressed following Item 3C.

125 **C. Discussion: SWOT**

126 Supervisor Smith stated that each Board Member's prioritized items were due to Ms.
127 Gillyard by September 8, 2020. A discussion agenda would be emailed before the next meeting.

128 **▪ Discussion: Colbert Lane**

129 **This item, previously Item 3B, was presented out of order.**

130 Supervisor Smith noted that Colbert Lane would eventually be developed with as many
131 as 6,000 additional residences and that the County owns the fence and the land surrounding
132 the community. He discussed the likelihood that buffer vegetation would be removed when

133 Colbert Lane increases to four lanes, resulting in privacy loss and impaired security, and
134 recommended that the CDD obtain control of the fence and the surrounding landscaping. Mr.
135 Clark suggested approaching the County as soon as possible. Discussion ensued regarding
136 communicating with the County and the condition and boundaries of the fence. Mr. McGaffney
137 would speak with the County Administrator. This item would be included in a future agenda.

138

139 **FOURTH ORDER OF BUSINESS****OPEN ITEMS**

140

141 Supervisor Howden suggested moving Items A, B, D, E, G and H into "Future Planning."

142 Mr. McGaffney would move those items to "Strategic Planning".

143

144 **FIFTH ORDER OF BUSINESS****PUBLIC COMMENTS (3-Minute Rule)**

145

146 This item was presented in conjunction with the Ninth Order of Business.

147

148 **SIXTH ORDER OF BUSINESS****NEXT MEETING DATE: September 17, 2020
at 10:00 A.M.**

149

150

151 ○ **QUORUM CHECK**

152 The September 17, 2020 workshop would be canceled if not necessary.

153

154 **SEVENTH ORDER OF BUSINESS****STAFF REPORTS**

155

156 **A. District Engineer: *DRMP, Inc.* [David Sowell]**

157 There was no report.

158 **B. Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]**159 **C. Operations Manager: [Barry Kloptosky]**160 **D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

161 Items 7B, 7C and 7D were presented following the Second Order of Business.

162 **E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]**

163 There was no report.

164

165

166 **EIGHTH ORDER OF BUSINESS****SUPERVISORS' REQUESTS**

167

168 Supervisor Davidson requested an agenda item regarding the Code of Conduct be added
169 to the next meeting agenda. Mr. McGaffney stated that the topic would be included on the
170 October regular meeting agenda.

171

172 **TIME CERTAIN: 5:00 P.M., PUBLIC HEARINGS ON BUDGET AND ASSESSMENTS**

173

174 **NINTH ORDER OF BUSINESS****Public Hearing on the Adoption of Fiscal
Year 2020/2021 Budget**

175

176

177 **A. Affidavit/Proof of Publication**

178 The proof of publication was included for informational purposes.

179 **B. Consideration of/Decision on: Resolution 2020-07, Relating to the Annual**
180 **Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020,**
181 **and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an**
182 **Effective Date**

183 Mr. McGaffney presented the proposed Fiscal Year 2021 budget, highlighting the history
184 of proposed assessments for each group of parcel owners. He explained the reasons for any
185 line item increases, decreases and adjustments, compared to the Fiscal Year 2020 budget.

186

187 **On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with**
188 **all in favor, the Public Hearing was opened.**

189

190

191 Resident John Polizzi asked if the District's large contracts were negotiated with clear
192 metrics, measurements and outcomes for contractors. He observed that the Capital
193 Improvement Plan (CIP) included \$152,000 for deck and gazebo repair and two maintenance
194 categories each increased by \$20,000 and asked if there was a strategy to invest in
195 maintenance to focus on critical infrastructure. Mr. McGaffney stated that the CDD goes to
196 great lengths to ensure that project scopes are correct before going out to bid; he would
197 contact Mr. Polizzi directly to provide more details.

198 Resident Michael Flanagan requested an executive view to give homeowners a better
199 understanding of the financials and more detail about individual line items.

200 Resident Deanna Frank noted that the amounts in the August 14, 2020 letter differed
 201 from the amounts in the agenda. Mr. McGaffney explained that the assessment increase of
 202 \$34.82, listed in the Truth in Millage (TRIM) Notice was unchanged. Some line items increased
 203 since the notices were mailed. He discussed the use of fund balance. Ms. Frank asked if
 204 infrastructure was receiving less funding than proposed. Mr. McGaffney responded
 205 affirmatively. Ms. Frank stated that she was discouraged to see the decrease.

206 Resident Tom Byrne reminded attendees about the “Meet the Candidates” event and
 207 stated the event would be viewable around September 16, 2020.

208 Resident Kevin Callahan expressed his dissatisfaction with the landscaping and grass
 209 maintenance on CDD-owned property. Mr. McGaffney stated that the Operations Manager
 210 noted his concern.

211 Mr. McGaffney asked those experiencing audio difficulties to send comments via email.
 212

213 **On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with**
 214 **all in favor, the Public Hearing was closed.**

215
 216
 217 **On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all**
 218 **in favor, Resolution 2020-07, Relating to the Annual Appropriations and**
 219 **Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending**
 220 **September 30, 2021; Authorizing Budget Amendments; and Providing an**
 221 **Effective Date, was adopted.**

222
 223
 224 **TENTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and
 Objections on the Imposition of
 Maintenance and Operation Assessments
 to Fund the Budget for Fiscal Year
 2020/2021, Pursuant to Florida Law**

225
 226
 227
 228
 229
 230 **A. Affidavit/Proof of Publication**

231 **B. Mailed Notice(s) to Property Owner(s)**

232 The affidavit of publication and Mailed Notice were included for informational purposes.

233 **C. Consideration of/Decision on: Resolution 2020-08, Making a Determination of Benefit**
 234 **and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the**

235 **Collection and Enforcement of Special Assessments; Certifying an Assessment Roll;**
 236 **Providing for Amendments to the Assessment Roll; Providing a Severability Clause;**
 237 **and Providing an Effective Date**

238

239 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
 240 **all in favor, the Public Hearing was opened.**

241

242

243 There were no public comments.

244

245 **On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with**
 246 **all in favor, the Public Hearing was closed.**

247

248

249 **On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all**
 250 **in favor, Resolution 2020-08, Making a Determination of Benefit and Imposing**
 251 **Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and**
 252 **Enforcement of Special Assessments; Certifying an Assessment Roll; Providing**
 253 **for Amendments to the Assessment Roll; Providing a Severability Clause; and**
 254 **Providing an Effective Date, was adopted.**

255

256

257 Supervisor Davidson stated that electrostatic sprayers and supplies were received and
 258 staff training would begin shortly. An application for reimbursement from CARES Act grant
 259 funds was submitted in the hopes a reimbursement for nearly \$20,000.

260

ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

262

263 There being nothing further to discuss, the meeting adjourned.

264

265

266 **On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with**
 267 **all in favor, the meeting adjourned at approximately 5:31 p.m.**

268

269

270

271

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

272
273
274
275
276
277

Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

3BIV

DRAFT
MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

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3
4
5 The Board of Supervisors of the Grand Haven Community Development District held a
6 Virtual Community Workshop on September 17, 2020 at 10:00 a.m., at
7 <https://zoom.us/j/91299609881> and 1-929-205-6099, Meeting ID 912 9960 9881, for both.
8

9 **Present at the meeting, were:**

10
11 Dr. Stephen Davidson Chair
12 Marie Gaeta Assistant Secretary
13 Ray Smith Assistant Secretary
14 Kevin Foley Assistant Secretary
15 Chip Howden Supervisor
16

17 **Also present, were:**

18
19 Howard McGaffney District Manager
20 Scott Clark District Counsel
21 Barry Kloptosky Operations Manager
22 Robert Ross Vesta/AMG
23 Sue O'Lear Vesta/AMG
24 Tom Byrne Moderator
25

26 **Residents present, were:**

27
28 Dr. Rob Carlton
29 Other Residents
30

31
32 **FIRST ORDER OF BUSINESS**

CALL TO ORDER/ROLL CALL

33
34 Mr. McGaffney called the workshop to order at 10:05 a.m. All Supervisors were
35 present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via
36 Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which
37 allow local governmental public meetings to occur by means of communications media
38 technology, including virtually and telephonically.
39
40
41

*Disclaimer: These summary minutes are intended to highlight
the topics discussed, items being considered and actions taken.*

42 **SECOND ORDER OF BUSINESS**

PLEDGE OF ALLEGIANCE

43

44 All present recited the Pledge of Allegiance.

45

46 **THIRD ORDER OF BUSINESS**

DISCUSSION ITEMS

47

48 **A. Cluster Mailbox Maintenance, Repair, Replacement**

49 Supervisor Davidson recalled previous discussions regarding the cluster mailboxes
50 throughout the villages, some of which were in disrepair and were more than fifteen years old.
51 Given new guidance from the United States Postal Service (USPS) stating that repair and
52 maintenance of the cluster boxes, locks and keys is the responsibility of the Developer or
53 Property Owner and, given that the boxes are on CDD property or easements granted for CDD
54 use, he asked if the District could spend taxpayer funds on maintenance and repairs.

55 Mr. Clark discussed issues with the previous guidance from the USPS and stated the
56 updated guidance gave the CDD the authority to repair both the mailboxes and the surrounding
57 structural unit. Since property ownership would extend to easements on the street and the
58 USPS considers the mailboxes part of the community development process, those mailboxes
59 would fall under items that the District could use CDD funds to maintain. He recommended
60 calculating the anticipated costs and adding mailbox maintenance to the Capital Improvement
61 Plan (CIP).

62 Supervisor Smith asked about the mailboxes in Wild Oaks. Mr. Clark stated that
63 freestanding individual mailboxes would be the responsibility of the individual property owners.
64 Discussion ensued regarding a mailbox that was moved, possible easement issues and whether
65 the CDD could be grandfathered under the previous guidelines. Mr. Clark stated the old
66 document would not solve the issue, given the unwillingness of the USPS to repair mailboxes.
67 The new document enables the District to move forward with repairs; however, the mailbox
68 design would likely be grandfathered.

69 Mr. Carlton stated that the complaints received by the GHMA generally dealt with
70 mailbox locks jamming and keys breaking off and not the condition of the mailboxes. In his
71 opinion, the main repair needed was lock replacement.

72 Supervisor Foley discussed a complaint that residents of new homes on North
73 Waterview must go to the South Waterview mailboxes because of a mailbox shortage. He felt
74 that a comprehensive maintenance plan was needed, as some require cleaning and some

75 surrounding structures need to be maintained. Discussion ensued regarding whether to
76 develop a preventive maintenance program with a budget line item and the use of vetted third-
77 party vendors. Mr. McGaffney and Mr. Kloptosky would create a plan and make
78 recommendations at a future meeting.

79 Supervisor Smith stated a Supervisor candidate requested permission to hang election
80 materials on CDD bulletin boards. Mr. Clark stated the safest course of action was to prohibit
81 political signs on CDD property, as it is important to keep a division between candidate
82 activities and public property and public funds. Discussion ensued regarding staff's handling of
83 the policy, how to address political signage at polling places on election day and election
84 procedures. This item would be included on the next agenda.

85 **B. SWOT Analysis**

86 • **Goal Setting**

87 Supervisor Smith presented the Strengths/Weaknesses/Opportunities/Threats (SWOT)
88 Analysis goal setting process and discussed the Grand Haven Vision Statement. Each Supervisor
89 would return their prioritized goals to Ms. Gillyard by September 23, 2020. This item would be
90 included on the October workshop agenda. Supervisor Foley recommended that Supervisor
91 candidates participate in the SWOT analysis themselves. Supervisor Smith stated he would
92 email the applicable files to any interested candidates.

93 ▪ **UPDATES: District Engineer [David Sowell]**

94 **This item, previously the Fifth Order of Business, was presented out of order.**

95 Mr. Sowell discussed the surveys proposed for the following areas:

- 96 ➤ The soccer fields to be converted to croquet courts.
- 97 ➤ The golf course and Parcel K.
- 98 ➤ The Village Center north and south parking lots, areas of preserved wetlands and
99 conservation easements.

100 Mr. Sowell stated the proposed surveys would cost less than \$17,000.

101 **C. Bathroom Project Phases 2 & 3**

102 Mr. Kloptosky discussed Phase I, which was in progress; both bathrooms were expected
103 to be completed the week of September 21, 2020. Future phases would require Board
104 authorization to proceed.

105 **DUE TO AUDIO DIFFICULTIES, A PORTION OF THE**
106 **MINUTES WERE TRANSCRIBED FROM THE MEETING NOTES**

107 Mr. Kloptosky discussed the scope of work and costs projected for Phases 2, 3 and 4 and
108 responded to questions. Discussion ensued regarding costs and components of each phase.
109 Mr. Kloptosky would obtain more detailed cost estimates.

110 **D. Colbert Lane/GHCDD Fence Barrier**

111 Mr. McGaffney stated that he spoke with Mr. Cameron and arranged a meeting to
112 discuss the barrier wall with the Engineer. Discussion ensued regarding photos and a summary
113 of the issues submitted by Supervisor Smith. Mr. McGaffney would forward Supervisor Smith’s
114 email for future discussion.

115 **The workshop recessed at 11:59 a.m., and reconvened at 12:06 p.m.**

116

117 **FOURTH ORDER OF BUSINESS**

UPDATES: Operations Manager [Barry Kloptosky]

118

119

120 Mr. Kloptosky responded to questions regarding the Montague pier decking composite
121 material, the gazebo and pond maintenance.

122

123 **FIFTH ORDER OF BUSINESS**

UPDATES: District Engineer [David Sowell]

124

125 This item was presented following Item 3B.

126

127 **SIXTH ORDER OF BUSINESS**

UPDATES: District Manager [Howard McGaffney]

128

129

130 There being no report, the next item followed.

131

132 **SEVENTH ORDER OF BUSINESS**

NEXT COMMUNITY WORKSHOP DATE:

133

- 134 • **October 1, 2020 at 10:00 A.M.**

- 135 ○ **QUORUM CHECK**

136 Discussion ensued regarding the October 1, 2020 workshop, the Governor’s Executive
137 Orders, the preference for virtual meetings, social distancing and public attendance. Without
138 an extension of the Executive Order, a physical quorum of three Supervisors would be required.
139 Supervisor Howden suggested limiting room capacity and requiring preregistration to limit
140 capacity, in the event of a physical meeting.

141

142 **EIGHTH ORDER OF BUSINESS**

SUPERVISORS' REQUESTS

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Supervisor Davidson asked Mr. Byrne about the Candidates' Night. Mr. Byrne described the process, which permitted a limited audience with social distancing in the Flagler County auditorium. While all four candidates accepted the invitation to the taping, the day before the taping one advised that he would be unable to attend. Each candidate was given ten minutes to present their qualifications; the event ran smoothly. A flyer was sent to Grand Haven voters and the Amenity office sent an e-blast.

Mr. McGaffney stated the next workshop would include discussion of goal setting and the Request for Proposals (RFP) for Amenity Services.

Supervisor Davidson presented a \$9,500 check, which represented a CARES Act grant reimbursement for the District's air handling disinfecting equipment. He described the equipment and training and stated that information would be emailed to Staff and the Board. Discussion ensued regarding requests to resume indoor activities; the consensus was to proceed slowly and cautiously.

Supervisor Howden suggested structuring meetings so that reports be included as an agenda item only if the report is in the agenda. Discussion ensued regarding items introduced at Board meetings.

Mr. McGaffney stated that he was bound by the requirements of the Sunshine Laws. If an individual Supervisor calls him, discussion is permitted; however, disseminating information to other Board Members that may be discussed at a future meeting would be a violation of the Sunshine Laws. Supervisor Smith suggested this item be included on the next workshop agenda, due to the complexity and discussion needed.

Supervisor Smith asked for the Vesta online directory presentation to be on the next regular meeting agenda.

NINTH ORDER OF BUSINESS

ADJOURNMENT

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the workshop adjourned at 1:06 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

4A

“ALL NEW” GRAND HAVEN DIRECTORY OPTION

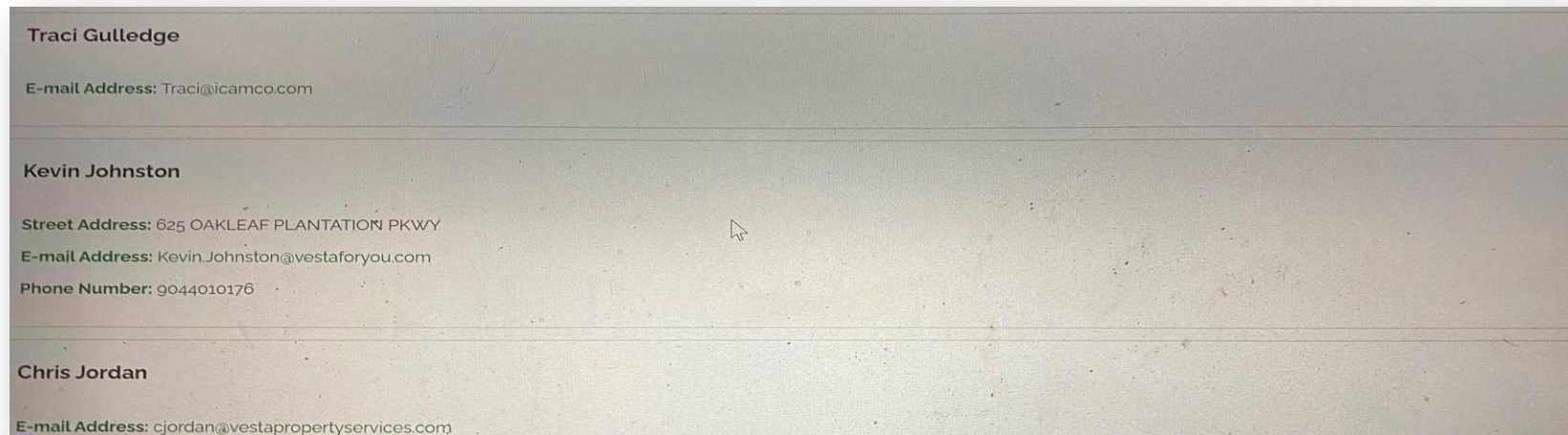
Through Vesta’s new GrandHavenAmenity.com website we can offer a password protected Resident Directory for all residents of Grand Haven. At the top of the website menu “Resident Directory” can be one of the clickable links to bring you to a new page. In order to enter this page, residents will have to enter a password that will be provided to them.

New residents will receive a link to register themselves for the directory. We can set it to either automatically add them as a resident or trigger an email to the office to have them verified before being approved. Once approved (automatically or manually), they would get an email with the master password for the Member Directory page, where they could go in and see all approved residents.

Initially to create the directory, we can do it one of two ways. We recommend the residents do it themselves manually. We would send out a link to all residents and they can go on and input information according to the fields we have set in place. If information is needed to be updated, they can do that in the future with an easy link. The other way would be for us to input each resident’s information based on the info we currently have, but we run the risks of old information being used..

The directory can be accessed through a computer or through a mobile device.

This is a very basic image of what it could look like. You can click on a name and it will take you to a page with more info.





COMMUNITY DEVELOPMENT DISTRICT

4B



Community Development District

REPORT OF THE CHAIRMAN

Lessons Learned From 13 Years
of Dedicated Service to the
Grand Haven Community
Development District

Presented by: Dr. Stephen Davidson

October 29, 2020

*"Those who cannot **learn from history** are doomed to repeat it. Those who do not remember their past are condemned to repeat their mistakes."*

George Santayana



COMMUNITY DEVELOPMENT DISTRICT

Archived Website

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- [Staff](#)

Downloads

Certain documents will be in PDF format. To view them you may have to download the latest version of Adobe® Acrobat® Reader™.



Welcome

Welcome to the official web site for the Grand Haven Community Development District (CDD). This site is funded on behalf of the Community Development District in an effort to help educate the general public about the services provided by the district, and to highlight the other agencies involved in the day-to-day operations of the community. These agencies include, but are not limited to Flagler County and the Grand Haven homeowner's associations.



What's NEW

The latest additions the this site.

- [Amenity Facility Rules & Policies \(4/21/16\)](#)
- [Decision Tree](#)
- [2016-2018 Resident Information Update Form](#)
- [Symposium Audio](#)
- [Curriculum Vitae on Dr. Gilman](#)
- [Proposed Symposium on Live Oak Street Trees and Sidewalks](#)
- [GI-BMP SJD Certificate](#)
- [Lavaya's Vista Par Condominiums](#)
- [Best Management Practices for Detention Pond Bank Plantings Adopted 07.24.13.pdf](#)
- [Protocol for Non Resident Emergency Response](#)
- [Property Information Form - Owner](#)
- [Property Information Form - Renter](#)
- [Items Required for Registration of Motor Vehicles](#)
- [Keeping Grand Haven Grand](#)
- [Proposed Criteria for Adding or Eliminating an Amenity](#)
- [Requirements for New Residents Registration – Office Forms](#)

Community Links

To learn more about the following agencies and services provided within the community, please visit the following sites:

- [State Government](#)
- [County Government](#)
- [Grand Haven CDD](#)
- [Grand Haven HOA](#)

Contact the CDD

Wrathell, Hunt and Associates, LLC
 2300 Glades Road
 Suite 410W
 Boca raton, FL 33431

Phone: (877) 276-0889
 Phone: (561) 571-0010
 Fax: (561) 571-0013

**Howard McGaffney,
 District Manager**

Barry Kloptosky,
 Operations Manager
 Voice: (386) 447-1888

Join Our Email List

Next Event

18-May-17 10:00 AM
 CDD Meeting
 Grand Haven Room, Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137

01-Jun-17 10:00 AM
 Workshop
 Grand Haven Room, Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137

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Certain documents will be in PDF format. To view them you may have to download the latest version of Adobe® Acrobat® Reader™.



- Reports & Forms**
- [Common Area Landscaping Projected Projects Presentation](#)
- [GHCDD CEMP](#)
- [Property Information Form - Owner](#)
- [Property Information Form - Renter](#)
- [2010 ADA Title II Inspection Review 3/7/12 \(McCranie & Associate, Inc.\)](#)
- [Pond Prioritization](#)
- [ADA Assessment Report 10/13/11 \(RGA Architects, LLC\)](#)
- [Procedures for Electoral Candidate Events](#)
- [Ad Hoc Fact Finding Group Registration Form](#)
- [Amenity Incident Report Form](#)
- [CERT map](#)
- [Gazebo Facility Application](#)
- [Letter to residents](#)
- [Resident Directory Information Form](#)
- [Requirements for New Residents – Office Forms](#)
- [GHCDD CEMP](#)

- Community Documents**
- [Ordinance 97-03 Flagler County Establishing CDD](#)
- [Ordinance 2003-11 City of Palm Coast Establishing CDD](#)
- [Rules of Procedure Chapter I](#)
- [Amenity Facility Rules & Policies \(4/21/16\)](#)

- Suggestions on How to Deal with Apparent Suspicious or Mischievous Behavior**
- [Letter to residents](#)

- Safety and Security**
- [Security at Grand Haven](#)
- [Final Ad Hoc Safety-Security Report](#)
- [Grand Haven Amenities Security Assessment](#)
- [Flagler County Sheriff's Office](#)
- [Grand Haven Amenities Security Assessment](#)

- Lakes Reports**
- [April 2009](#)
- [February 2009](#)
- [January 2009](#)
- [September 2008](#)
- [August 2008](#)
- [July 2008](#)
- [June 2008](#)
- [January 2008](#)
- [December 2007](#)

Contact the CDD

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 2300 Glades Road
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November 2007
 July 2007
 June 2007
 April 2007
 March 2007
 November 2006

Grand Haven Common Area Landscape

Decision Tree
 Common Area Landscaping and Flower Update
 Tennis Court Enhancement
 2012 Landscape Projects Presentation
 Planet Award of Merit 2011
 Landscape Renovation and Rejuvenation Project Update
 Commencement Landscape Program
 Landscape Audit Part 1 (Narrative)
 Landscape Audit Part 1 (PowerPoint)
 Landscape Audit Part 2 (Narrative)
 Landscape Audit Part 2 (PowerPoint)
 Landscape Renovation and Rejuvenation Project Prioritized
 List 6/17/10
 District Manager/District Counsel Comments & Bids
 Main and South Gate Before/After Storyboards
 GHCCDD Proposed Community Enhancements
 Community Area Enhancements with Negotiated, Revised
 Pricing
 GHCCDD Proposed Traffic Circle
 GHCCDD Landscape Best Management Practices
 New Plantings for Detention Pond Banks
 Changes to the 2011 Landscape Projects Grand Haven
 2012 Projected Projects Presentation
 Community Area Enhancements with Negotiated, Revised
 Pricing
 GHCCDD Proposed Traffic Circle
 GHCCDD Proposed Community Enhancements

Pond Updates

Pond Treatment Map 4.8.10
 Aquatic Services Contract 4.23.10
 Pond Prioritization
 Golf Course Assessment

Pond Study Data

GHCCDD Pond Project Begins Mon, Feb. 23, 2009
 Update on GH Pond Project Commencement
 LL.GHMA Pond Bank Plantings 3.4.09
 Eblast 5.12.09 Update On Our Ponds
 Eblast reminder Pond Workshops 6.11 & 6.19
 Aquatic Ecology 101 [ppt]
 The Watershed Connection [ppt]
 Preliminary Summary of Lake Watch Data [ppt]
 Soils Data Summary [ppt]
 Lake Treatments and Status of Project [ppt]
 Monitoring Plan and Volunteer Participation [ppt]
 Pond Data Sheet
 August 24, 2009
 August 25, 2009
 Ponds by Treatment Mode
 New Realities in Florida Landscape Planning
 Waterway Map

CDD Workshop 3-4-2010
 Grand Haven Pond Study Part II
 Grand Haven Pond Study Part I
 Jan. 09-Jan. 10 Fertilizer Treatment Report
 Jan. 09-Jan. 10 Pond Treatment Report
 Reclaimed Water Totals for 2008
 Pond Project Results and Recommendations, presented by
 Dr. Mark Clark, GHCCD Workshop 3.4.10

From Josh Wells, Austin Outdoor, "Fertilizer Application Amounts, 1/09 Thru 1/10."

We have applied fertilizer on 3 occurrences during the specified period of time. The info on those applications is as follows:

- March, 2009 - 71 bags of 8-2-12. Bags of fert are 50 lbs. This amounts to: 1.02 lb. of Nitrogen per 1000 sq. ft. and 0.25 lb. of Phosphorus per 1000 sq. ft.
- June, 2009 - 71 bags of 10-0-15. Bags of fert are 50 lbs. This amounts to: 1.28 lb. of Nitrogen per 1000 sq. ft. and 0 lb. of Phosphorus per 1000 sq. ft.
- November, 2009 - 57 bags of 19-0-19 with Pre-emergent herbicide. Bags of fert are 50 lbs. This amounts to: 1.95 lb. of Nitrogen per 1000 sq. ft. and 0 lb. of Phosphorus per 1000 sq. ft.

Total nutrient loads for the 13 month time period (to date, no fert has been thrown in 2010, but is scheduled for Feb/March):

- Nitrogen: 4.25 lb. per 1000 sq. ft.
- Phosphorus: 0.25 lb. per 1000 sq. ft.

Please note: After the contract was amended, the specified amount of Nitrogen to be applied per year went from 5 lb. / 1000 sq. ft. per year to 4 lb. / 1000 sq. ft. per year. We came close, ultimately putting down 4.25 lb. / 1000 sq. ft. per year.

We treat 277,000 sq. ft. of turf in Grand Haven. This equates to about 6.35 acres. I will have to check the specs to see about the size of the area we irrigate, but the vast majority is reclaimed water. I know we have about 40 zones running city water for the turnaround islands, and all of the rest is reclaimed.

Provisional Detention Pond Maintenance Action Plan

Algae Report
 Storm water Detention Pond Symposium data
 Cost/benefit Analysis
 Landscape Action Plan Draft
 Recommended Storm water Detention Pond Action Plan

Detention Pond Project Power Point Presentation: Design, Treatments and Evaluation

Wildfire Mitigation Initiative

Firewise Communities/USA Proclamation
 Phase 2 Wildfire Mitigation Project Maps and Notes 4.19.10
 Firewise Notes & Map 2014
 Firewise Communities Recognition
 Wildfire Mitigation Report (4-15-09)

Wildfire Mitigation Report (12-22-09)
Firewise Application
Firewise Vegetation
Wildfire Mitigation Map 1
Wildfire Mitigation Map 2
Firewise Workshop Agenda
Firewise Workshop Flyer
Firewise Notes & Map 2014

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COMMUNITY DEVELOPMENT DISTRICT

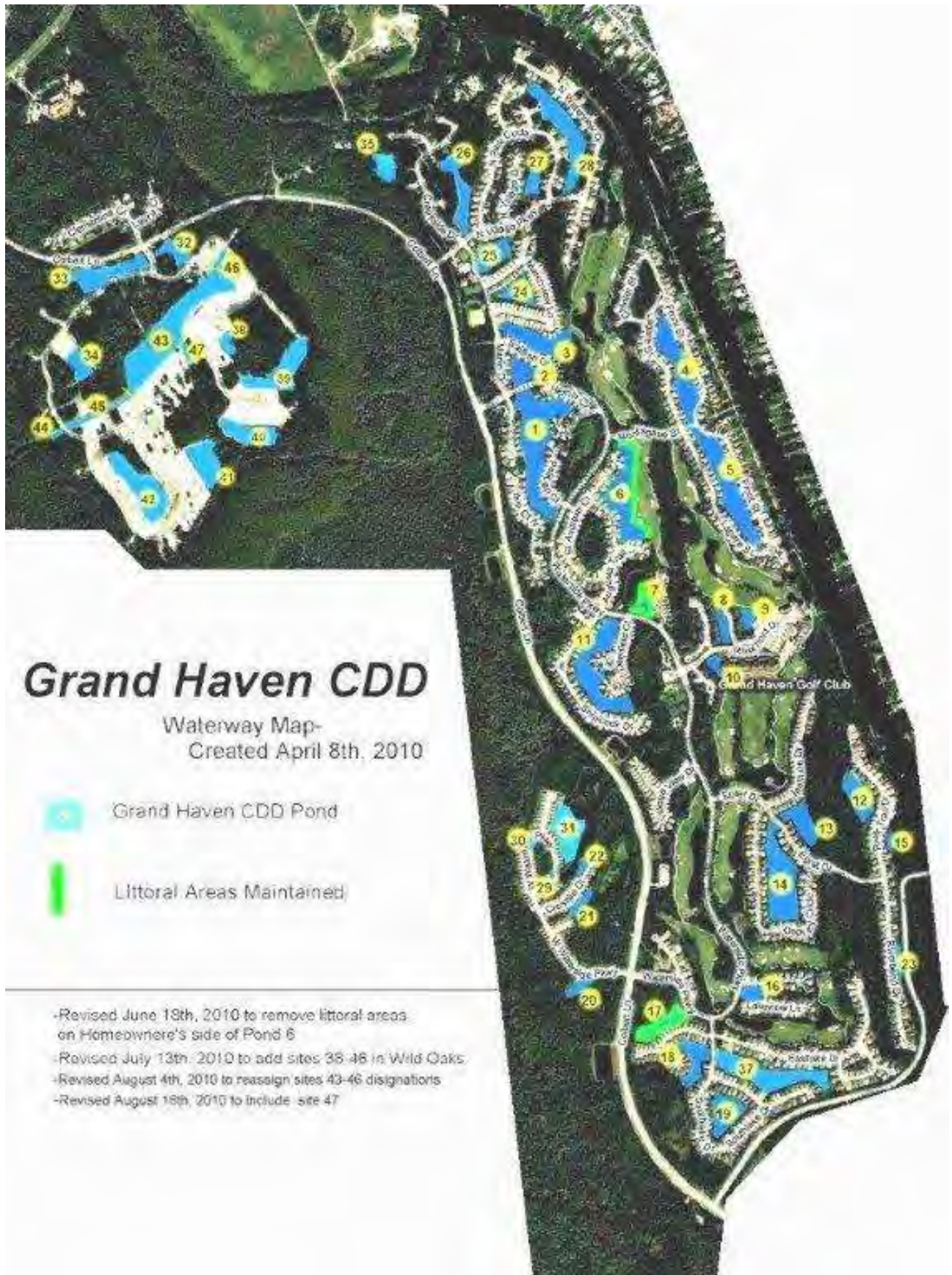
Infrastructure











Grand Haven CDD

Waterway Map-
Created April 8th, 2010



Grand Haven CDD Pond



Littoral Areas Maintained

- Revised June 18th, 2010 to remove littoral areas on Homeowners's side of Pond 6
- Revised July 13th, 2010 to add sites 35-46 in Wild Oaks
- Revised August 4th, 2010 to reassign sites 43-46 designations
- Revised August 18th, 2010 to include site 47



Community Development District

BEST MANAGEMENT PRACTICES FOR STORM WATER DETENTION POND BANK PLANTINGS

adopted by GHCDD BOS on 7.24.2013

General Principles:

The “lakes” behind Grand Haven homes are, in reality, storm water detention ponds, a very important component of the District’s storm water management system. This system has been developed to reduce the possibility of Grand Haven homes and roads being flooded during tropical storms/hurricanes. The storm water detention ponds have been designed, constructed and maintenance obligations have been developed, under the authority of the Saint Johns River Water Management District. The SJWMD has the statutory authority to issue fines of up to \$10,000 per day for violations of their rules, regulations and requirements.

Runoff from normal rain, tropical storm and hurricane precipitation, originating from impervious surfaces, such as roofs, gutters, downspouts, driveways, sidewalks and roadways, flows into street drains, which are connected through large underground pipes to the storm water detention ponds. Runoff containing nutrients (largely nitrogen and phosphorus), from fertilizer used on lot owners’ turf grass surrounding the storm water detention ponds banks, is intended to be absorbed by a vegetative buffer of plantings between the turf grass and the water’s edge. These storm water detention ponds bank plants act as a “nutrient sink”, absorbing the fertilizer runoff, which would otherwise stimulate the overgrowth of submerged aquatic vegetation (pond weeds) and stimulate the overgrowth of algal blooms (pond scum.)

These bank planting species, planted as required in staggered rows approximately four feet on center, beginning at the water’s edge, retain the designed and permitted pond bank slope angles (specific to every pond) by reducing erosion and siltification (the filling in of the pond by soils carried in the erosion process.)

Undesirable components of the storm water flow drop (precipitate) to the storm water detention pond bottom allowing the upper level and higher quality water to move on when tropical storms and/or hurricanes raise the water levels to overtop control structures (weirs, dams, flat grates,) with the higher quality water eventually finding its way either to defined and regulated wetland buffer areas and then eventually into the Intracoastal Waterway, or directly to the Intracoastal Waterway through very large underground pipes from a few District ponds located parallel to and adjacent to the Intracoastal Waterway. The storm water outflow from the District’s storm water detention ponds may be closely monitored by Florida and United States Departments of Environmental Protection agencies, which are currently developing Maximum Daily Load Limits for substances contained in the outflows. Very large fines are being developed for communities that exceed these MDL Limits.

It is the responsibility of the Grand Haven CDD to maintain the hydraulics (water flow) in and through the storm water detention ponds, and control any overgrowth of submerged aquatic vegetation (by stocking of grass eating triploid [sterile] grass carp and aquatic herbicide application) and algal overgrowth (by reduction of nutrient load into the water and algaecide applications.)

The Grand Haven CDD and Master Associations, after consultation with, and in *consideration of the recommendations of the University of Florida Soil and Water Science Department*, the University of Florida Cooperative Extension Service, the Water and Environmental Program Coordinator for the City of Palm Coast, and in compliance with the SJRWMD, have approved the following allowable detention pond bank new planting scheme:

Plantings for Detention Pond Banks

***Spartina bakeri* - Sand Cordgrass**

This grass is the only plant permitted on the pond banks.

Location: First row of grasses must be consistent with the lowest existing row of healthy *Spartina bakeri*, which may be on another property around the pond perimeter, progressing in rows approximately four feet apart up the bank for a minimum of two rows, If the bank soil surface is exposed further up the bank, additional rows of *Spartina* should be planted, three to four rows preferred. Total number of rows will be different for every pond, based on distance from water's edge to level, horizontal surface (usually lot owner turf grass) surrounding the pond. Some ponds may require just two rows, others three, four or more.

Spacing: To control erosion and reduce siltification, grasses must be planted in rows paralleling the shoreline, plants approximately 4 feet apart, planted in staggered rows

Maintenance: For safety of GHCCDD maintenance crews, residents and their guests, the storm water detention pond bank surface between rows and columns of grasses must be kept clear to prevent dangerous wildlife from being hidden from view. Invading weeds, vines, shrubs and brush between the plants must be removed immediately. Grasses should not be trimmed below 30 inches and no more often than 2x (twice) per year, or may die.

Replacement: Dying/dead grasses must be replaced by lot owner immediately. Death may occur due to intolerance to cold, drought, flooding due the grass being submerged under water after hurricanes/tropical storms, salinity of the pond water, improper soil selection, over trimming, and/or any other cause. *Spartina bakeri* is the preferred and recommended grass species, as it is the hardiest, most self-sustaining grass for pond bank planting, requiring the least frequent replacement.

Irrigation: hand watering in only, best to plant during rainy season (summer), then no further irrigation once established

Fertilization: None, ever.

Ground Cover for Detention Pond Banks

Groundcover: nothing or pine straw

The only approved ground cover for detention pond banks is pine straw. Pine straw forms a mat when wet, helping to suppress weeds, and is acidic, also helping to suppress weeds. The pine straw mat stays in place on the bank, and does not float into the water during rain/runoff, which would cause an undesirable increase in nutrient loading in the pond water, promoting algal blooms.

Ground cover in the form of plants is not permitted.

New installations of lawn turf (sod) and irrigation systems down to the water line are not to be permitted on the detention pond banks

Pine bark mulch should not be used, as it will float into ponds, causing increased nutrient loading.

Stone should not be used as it does not control siltification and the stone may wash into the pond altering the permitted design of pond contours.

Exception for GHCDD Pond Outfall Structures

In order to better control pond bank erosion adjacent to community storm water outfall structures, and in accordance with DOT specifications, a three-foot-wide border of Bahia Grass has been installed adjacent to the concrete storm water outfall structures (mitered end sections) and running contiguous with the coquina rock/riprap in the outfall sluiceway down to the waterline. Responsibility for maintenance of the outfall structure border Bahia Grass will rest with the GHCDD. As stated above, no other sod/turf is permitted anywhere on the pond banks.

DUTIES, REPOSIBILITIES, AND BENEFITS OF THE GHCCD HORTICULTURAL CONSULTANT

Full Common Area District Landscape Audit: Ph1 & 2

Development of District Landscape Master Plan with Unifying Theme:
Florida Friendly, "Right Plant/ Right Place", self-sustaining, low water, fertilizer,
maintenance requirements, Eco-Friendly State Certified BMP (Best Management
Practices)

Development of LRRP, multiple continuing BOS presentations to present findings,
recommendations

Development of GHCCD and GHMA Landscape BMPs: Lawns and Pond Banks

Result: Planet Award of Merit, Nationally recognized superior eco friendly landscape
master plan

(Complementary landscape architectural services: Plimpton & Associates, run ideas
and plans by them at no charge to District)

General Landscaping Contract rewrite, RFP/RFQ review – Wild Oaks experience
Newly renegotiated GLM contract to new specs: \$80,000/yr in savings

Oak Tree Canopy Lifting Contract Re-write: \$25K to \$14.4K: \$10.6K in savings

Weekly drive thru with Austin foreman : Dx and Tx Rx and Quality Control:
Lingustrum at South Gate, Medjool Palms (\$10,000ea.) at Main Gate, Canary Island
Palms, Pindo Palms at tennis court; turf review, irrigation review, insect damage,
pruning practices

(Previous landscape vendor in Wild Oaks installed < controllers and charged same \$\$)

Inspection of sick, dying, dead trees ?hazardous to life and/or property? in consultation
with a Certified Arborist 2-3 trees/wk inspected and determination made as to necessity
of removal and CDD \$\$ involvement

Outfall Repairs Project: assess easement landscape threats, accessibility inspection

ADA Compliance Assessment: parks, walkways, sidewalks, transitions, play areas:
basketball, tennis, croquet courts

Emergency horticultural consultations : grease traps, Bay Tree Ambrosia Beetle Blight

Planned District Wide Drainage Easement Landscape Threat Inspection project

GH CDD Common Area Landscape Plan (Approved 11.18.2010)

Master Plan

Employ District Horticulturalist

Conduct Horticultural Survey of all common area landscaping

Consolidate disparate landscape related line items from previous FY budgets

Develop project priorities: Safety (line of sight, falling trees)
Entrances
Reduction/control of run-off to ponds
Circle islands

Develop spreadsheets for initial project design, budget projections,
final negotiated pricing

Post all to upgraded website/ Eblast updates prn

Unifying Theme

Transition to Florida Friendly Landscaping-
self sustaining with reduced irrigation, fertilization, maintenance
requirements and reduced negative impact on water bodies

Emphasize naturally occurring vegetation

Preserve existing "correct" landscaping

Remove/ control choking invasives – vines, Brazilian Pepper Trees

Common Elements

Coquina Rock in Circle Islands

Asiatic Jasmine groundcover

Lasting color thru Flax Lilly (variegated green/white)

Jack Frost Ligustrum (yellow/green/white)

"Punch" color with annuals (dianthus/ dusty miller for Holiday Season)

**GRAND HAVEN COMMUNITY SYMPOSIUM REGARDING LIVE OAK STREET
TREES, SIDEWALKS, ROADWAYS AND HOMES**

GRAND HAVEN ROOM, VILLAGE CENTER, 9 AM TO NOON, 1 PM TO 4 PM

DAY 1 – TUESDAY, SEPTEMBER 1, 2015

**9-9:15
Jim Cullis** **1. HISTORICAL PERSPECTIVE: (9:00 to 9:45 AM)**

**DRI Development Order, MPD Requirements: County, then City of Palm Coast
Admiral Corporation, ITT, Lowe, Landmar, GHMA, GHCDD**

**9:15-9:45
Louise
Leister** **Landscape Design Goals and Plans: UCR at the Time, for the District, for Residential Lots**

**Panel: Jim Cullis (Grand Haven Realty,) Louise Leister (Arborist & GH District Horticulturalist,)
Dr. Edward Gilman (Prof. Environmental Horticulture U.F./IFAS),.....**

**9:45-10
SD, RC
Intro &
then panel** **2. CURRENT STATE: (9:45 to 10:30 AM)**

A. Benefits:

**Beautiful, unique community main entrance and central roadway
Shaded central artery of walkways for pedestrians, dog walkers and bicyclists
Enhanced property value and sales appeal
Reduced energy costs
Enhanced visual appearance of community
Shaded Village streets for all residents
Protected environment (wildlife habitat) for squirrels, birds. etc
Contributes to a more healthy environment
When properly pruned, protects damage to lawn from intense sun and heat
Reduces irrigation expenses by lowering temperature of lawn
Reduces erosion from storm water run-off**

**Panel: Dr. Edward Gilman, Louise Leister, Jason Shaw (District Certified Arborist,)
G. Matthew Wilson, (President, FCAR,) , Barry Kloptosky, GHCDD FOM
Troy Railsback, GHMA CM**

10-10:30
SD, RC
Intro &
then panel

B. Challenges:

- Creates work for residents – Leaf pick up 2x per year
- Cost of properly trimming and pruning
- Passage of large trucks
- Visibility of street signs
- Street light effectiveness
- Trees interfering with growth of smaller shrubs, trees, turf
- Threats from roots and weight of trees to storm water utility inlets, pipes and mitered end sections, common area buried electric, cable, phone utility lines, curbs, roadways,.....
- Threats from roots and weight of trees to residential sidewalks, driveways, foundations, drains, utility lines, irrigation lines,.....

Panel: Bill Butler (City of Palm Coast Landscape Architect,) Jay Sampsel (Cline Construction,)
 David Gerkin (Austin Outdoors GHCDD Account Manager,)
 Barry Kloptosky, GHCDD FOM, Troy Railsback, GHMA CM

10:30 -12
noon
SD, RC
Intro &
then panel

3. A. PRESENTATION BY DR. EDWARD GILMAN (10:30 to noon, reconvene at 1 PM to 4 PM)

PROFESSOR OF ENVIRONMENTAL HORTICULTURE
 UNIVERSITY OF FLORIDA

"DESIGNING A MANAGEMENT PLAN FOR SHADE TREES"

- To include:
- Comments on 2 A + B above
 - Comments on Possible Solutions

12-1
box lunch
in GH
Room
(26)

B. Panel Discussion on Possible Solutions (1 PM to 4 PM)

- Repair properly with continued maintenance
- Structurally prune and trim trees
- Prune roots
- Grind sidewalk deflections
- Install reinforced concrete sidewalks
- Install floating, flexible sidewalks
- Install linear root barriers
- Require PLM contractors and all private landscape maintenance contractors to remove leaves.
- Remove Live Oaks
- Replace Live Oaks with what other tree variety?.....

Submitted Infrastructure Related Questions from GH Community

Panel: Dr. Edward Gilman, Palm Coast City Rep., Jason Shaw, Jay Sampsel, Louise Leister,
 David Gerkin, Barry Kloptosky, GHCDD FOM, Troy Railsback, GHMA CM

DAY 2 – WEDNESDAY, SEPTEMBER 2, 2015

4. LEGAL CONSIDERATIONS: (9:00 AM to Noon, reconvene 1 PM to 2 PM)

9-9:45

City of Palm Coast: (9:00 AM to 9:45 AM)

Tree Count Requirements and Permitting Process for Removal/Replacement of Trees

Panel: Barbara Grossman (City of Palm Coast Code Enforcement Manager),

Ray Tyner (City of Palm Coast Community Development Planning Manager)

Submitted City of Palm Coast Questions from GH Community

9:45 **GHCDD, GHMA, ADC's, Private Properties (9:45 AM to 10:45 AM)**

10 min **Current Responsibilities of the GHCDD**

Scott Clark, Counsel, GHCDD

10 min **Current Responsibilities of the GHMA**

Robyn Severs, Counsel, GHMA

10 min **Current CC&R's**

Troy Railsback, GHMA CM

10 min **Process to Amend CC&R's**

Troy Railsback

10 min **NCADC tree requirements for new construction**

Tom Byrne, Chairman, MADC

10 min **MADC requirements for the removal & replacement
of trees on residential property**

Tom Byrne

10:45-11:30 **Submitted Legal and Liability Questions and Answers from GH Community**

"WHAT IF SCENARIOS" (11:30 to noon, reconvene at 1 PM to 2 PM:

11:30 – 12 noon **Legal Considerations of GHCDD Assuming Responsibility for All Trees and/or Sidewalks:
Scott Clark, Counsel GHCDD,**

Box lunch 12-1 (20)

1-1:30 **Legal Considerations of GHMA Assuming Responsibility for All Trees and/or Sidewalks:
Robyn Severs, Counsel GHMA**

1:30-2 continued above and/or additional community Q & A

5. LIABILITY CONSIDERATIONS: (2:00 to 3:00 PM)

2 pm

Current History of Claims and Liability Exposure to GHCDD, GHMA, Private Property Owners:

10 min

**Mark Grimmel, (Egis, GHCDD Insurance Rep.), Barry Kloptosky GHCDD FOM,
Troy Railsback GHMA CM**

"WHAT IF SCENARIOS"

25 min **Liability Considerations of GHCDD Assuming Responsibility for All Trees and/or Sidewalks:
Scott Clark, Counsel GHCDD, Mark Grimmel, GHCDD Ins Rep,....**

25 min **Liability Considerations of GHMA Assuming Responsibility for All Trees and/or Sidewalks:
Robyn Severs, Counsel, GHMA, Troy Railsback, GHMA CM**

6. FINANCIAL CONSIDERATIONS: (3:00 to 4:00 PM)

3 pm **GHCDD, GHMA, Private Properties**

20 min **Current Responsibilities, Budgets and Assessments (GHCDD DM, GHMA CM)**

10 min

10 min

"WHAT IF SCENARIOS"

20 min **Financial Considerations of GHCDD Assuming Responsibility for All Trees and/or Sidewalks:
Impact upon Budgets and Assessments
Craig Wrathell, GHCDD, District Manager, Richard Woodville, Asst DM,.....**

20 min **Financial Considerations of GHMA Assuming Responsibility for All Trees and/or Sidewalks:
Impact upon Budgets and Assessments
Troy Railsback, GHMA Community Manager**

Submitted Financial Questions and Answers from GH Community

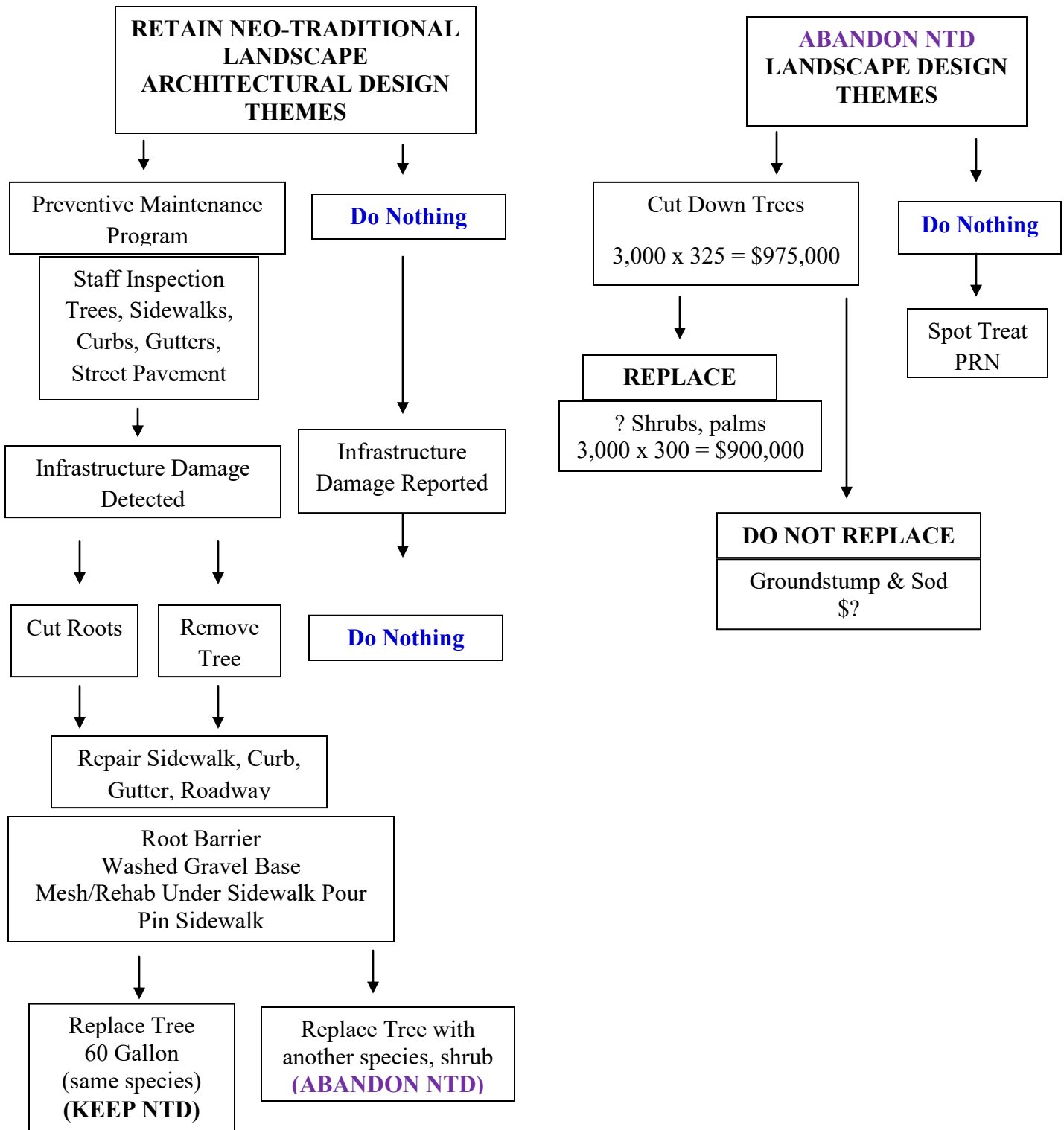
7. CLOSING REMARKS: GHCDD Chair, GHMA President

"All information gathered from these two days will be reviewed and analyzed by the GHCDD and GHMA Boards as objective information. Any subjective opinion will be removed as the Boards recommend retaining, amending or changing existing policies and procedures. Opportunities for Community input will be made available at each of the Boards respective subsequent meetings."

The GHCDD and GHMA Boards, and the entire GH Community, wish to express gratitude to all the Symposium panelists for their time and effort put forward towards the betterment of our Community."

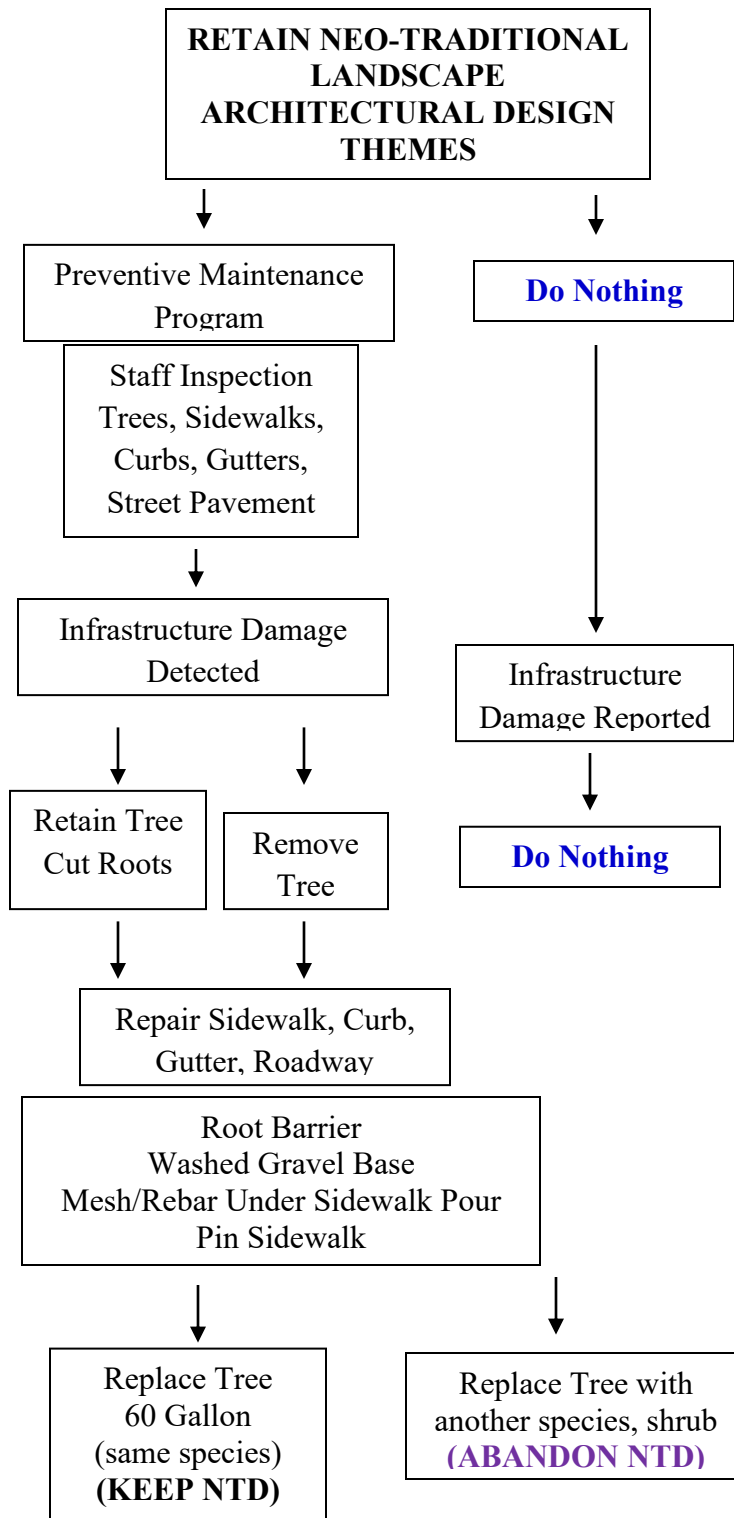
LONG TERM COMMON AREA STREET TREE, SIDEWALK, GUTTER, CURB & ROADWAY MANAGEMENT POLICY

DRAFT DECISION TREE v 1.0



LONG TERM COMMON AREA STREET TREE, SIDEWALK, GUTTER, CURB & ROADWAY MANAGEMENT POLICY

DRAFT DECISION TREE v 2.0



**AMENDED INTERLOCAL AGREEMENT BETWEEN
CITY OF PALM COAST
AND
GRAND HAVEN COMMUNITY DEVELOPMENT
DISTRICT FOR
CODE ENFORCEMENT SERVICES**

THIS AMENDED AGREEMENT (hereafter "Amended Interlocal Agreement") is entered into by and between the City of Palm Coast, a Florida municipal corporation, with offices at 160 Lake Avenue, Palm Coast, Florida, 32164 (the "CITY"), and the Grand Haven Community Development District, a local unit of special purpose government created pursuant to Chapter 190, Florida Statutes (the "CDD"), with offices at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 and on behalf of itself and the gated community known as Grand Haven which is located within the city limits of Palm Coast.

WITNESSETH:

WHEREAS, the CITY is authorized, by home rule provisions contained in the Florida Constitution, statutory authority (in particular, the Local Government Code Enforcement Boards Act, Chapter 162, Florida Statutes) and by its Charter and Ordinances to establish a code enforcement process, including enforcement of regulations regarding hazardous trees and fire mitigation; and

WHEREAS, the CDD is authorized by Section 190.012, Florida Statutes, to manage, maintain, and operate the property located within the CDD; and

WHEREAS, both the CITY and the CDD are empowered pursuant to their respective home rule powers, their respective Charters and by general law, in particular, Sections 163.01 and 190.011(12), Florida Statutes, to enter into Interlocal Agreements for the delegation of certain shared governmental powers; and

WHEREAS, the CITY and CDD deem it to be in the furtherance of fair, consistent and efficient government for the CITY to use and allow existing CDD agents and staff to enforce the CITY's codes regarding hazardous trees and also fire mitigation on property owned by CDD; and

WHEREAS, the CITY and the CDD entered into an Interlocal Agreement on March 19, 2019, regarding enforcement of City codes for hazardous tree on property owned by the CDD and the parties seek to expand the scope of this Agreement to also include fire mitigation.

NOW THEREFORE, in consideration of the foregoing, and of the mutual covenants and conditions set forth below, the CITY and the CDD, intending to be legally bound, hereby agree as follows:

1. The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Amended Interlocal Agreement.
2. The CDD agrees to provide to the CITY the services of its staff, agents and consultants to enforce Palm Coast §35-76(d)(1) on CDD's property described in Exhibit "A",

attached hereto, regarding hazardous trees, as defined in §35-76(b) and also to enforce City codes regarding fire mitigation, as described in Subsections 25-101-103. Trees determined as hazardous shall not require a removal permit pursuant to Section 11.02.05 of the City's Land Development Code

3. The CITY agrees that the CDD staff, agents and consultants, shall be empowered to exercise on CDD-owned property all powers and authority within and on behalf of the CITY as set forth in Paragraph No. 2 herein above.

4. This Amended Interlocal Agreement shall remain in effect, unless sooner terminated as provided for herein.

5. This Amended Interlocal Agreement may be terminated by either party with or without cause, upon thirty (30) days written notice to the non-terminating party.

6. For purposes of activities under this Amended Interlocal Agreement, CDD staff, agents and consultants shall be deemed to be acting on behalf of the CDD, and not as agents or representatives of the CITY in any form or manner.

7. This Amended Interlocal Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida. In any action or proceeding required to enforce or interpret the terms of this Amended Agreement, venue shall be of the Seventh Judicial Circuit in and for Flagler County, Florida.

8. CITY and CDD acknowledge that certain portions of the property located within the CDD are subject to conservation easements held by the St. Johns Water Management District ("SJWMD") and that certain obligations of the CDD arising hereunder may require SJRWMD approval.

9. All notices given by one party to the other under this Amended Interlocal Agreement shall be in writing and delivered personally or sent via email or overnight courier to the address provided below. Delivery shall be deemed to have been duly given on the day of delivery when personally delivered or on the business day following receipt when delivered by email or overnight carrier.

If to CITY: City of Palm Coast
Attn: City Manager
160 Lake Avenue
Palm Coast, FL 32164
Email: mmorton@palmcoastgov.com

If to CDD: Grand Haven Community Development District
Attn: District Manager
2300 Glades Road, Suite 410W
Boca Raton, FL 33431
Email: mcgaffneym@whhassociates.com

With copy to: Clark & Albaugh, LLP
Attn: Scott D. Clark, Esq.

700 W. Morse Blvd., Suite 101
Winter Park, FL 32789
Email: sclark@winterparklawyers.com

10. The CDD shall indemnify, defend, and hold the CITY and its officers, employees, and agents harmless from and against any and all liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to any property, or violation of any relevant federal, state or municipal law or ordinance, or other cause in connection with the negligent, reckless, or intentional acts or omission of the CDD, its employees, subcontractors or agents, or on account of the performance or character of the services conducted hereunder, except for any such claim arising from the negligence or willful misconduct of the CITY, its officers, employees or agents. Nothing set forth in this paragraph shall create a waiver of rights by the CITY or CDD to the provisions of Fla. Stat. §768.28.

11. The CDD signatory hereto has the authority on behalf of both the CDD to enter into this Amended Agreement.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this Amended Interlocal Agreement.

CITY OF PALM COAST, FLORIDA

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

By: _____

By: _____

Name: Matthew Morton

Name: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

County applies for FEMA money to close dune breaches, retrofit fire stations

Flagler county is seeking about \$3.65 million in FEMA Hazard Mitigation Grant Program money.

JONATHAN SIMMONS
NEWS EDITOR

Flagler County is seeking up to about \$3.65 million in Federal Emergency Management Agency grants to prepare for wildfires and hurricanes.

"Now that we've had the hurricane, there is money set aside for us to partake in," County Administrator Craig Coffey told county commissioners at a May 15 County Commission workshop.

The county doesn't expect to get all of the money it's seeking, which would come from money FEMA sets aside for local governments to use for mitigation after a disaster.

The agency set aside \$30,007,575 in Hazard Mitigation Grant Program money for the entire state of Florida after Hurricane Matthew, and Flagler County's share is expected to be \$2,891,164. But that total could still change, according to county staff documents.

That money is available in the form of matching grants, with the county picking up 25% of the cost of the projects.

COUNTY STAFF HAS SELECTED A DOZEN PROJECTS TO SUBMIT FOR GRANT FUNDING, ACCORDING TO COUNTY STAFF REPORTS. THEY ARE:

1. Wildfire mitigation: \$50,000 in total project costs to create defensible space in high-risk areas identified by the Florida Forest Service.
2. Retrofit Fire Station No. 71: \$80,000 to install a generator, brace gable ends, and install impact-resistant windows and doors and roof-to-wall connections.
3. County jail generator: \$234,000 to add a new, larger 750-kilowatt generator at the jail and repurpose the jail's existing generator.
4. Retrofit Fire Station No. 51: \$80,000 to install a generator, brace gable ends, and install impact-resistant windows and doors and roof-to-wall connections.
5. Lift Station generators: \$260,000 to buy stand-alone generators for the county's five highest priority lift stations.
6. Justice Center generator: \$250,000 to replace the courthouse's 300-kilowatt generator with a 600-kilowatt generator. The 300-kilowatt generator would be moved to the Hidden Trails Community Center.
7. Portable generator: \$40,000 for a portable generator to use at lift stations.
8. Haw Creek Community Center generator: \$56,100 for a permanent generator.
9. Espanola Community Center generator: \$56,100 for a permanent generator.
10. Wildfire Mitigation No. 2: \$50,000 to create defensible space in other high-risk areas in the county.
11. Malacompra Drainage Project Phase 1: Estimated Hazard Mitigation Grant Program portion: \$750,000 to construct a drainage system "backbone" in the Malacompra area. The \$750,000 in grant money would supplement money the county has already set aside for the project.
12. Closure of Dune Openings at MalaCompra, Jungle Hut and 16th Roads: Estimated HMGP Portion: \$1,800,000 to close dune breaches that present a flooding hazard.

WIND RETROFIT WORKSHEET

for preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Unit

Applies for the following mitigation activities: **WIND RETROFIT which includes Opening Protection, Load Path, Roof, Code Plus activities.**
 For assistance, contact the State of Florida Mitigation Technical Unit.

IMPORTANT: This worksheet is required as part of your application. The State of Florida Mitigation Technical Unit will conduct a Benefit Cost Analysis (BCA) for your project and the following information is needed to evaluate cost effectiveness. Once a preliminary BCA is completed, the reviewer will contact you to collect support documentation.

SECTION I - PROJECT GENERAL INFORMATION

Project Name			
Applicant			
Point of Contact	Name:		
	Address (Please include City, State and Zip Code):		
	Phone number:		
	Email:		
HMA Program (FMA, PDM, HMGP, 406 PA MITIGATION)			

SECTION II - STRUCTURE GENERAL INFORMATION

Provide the following information for the structure you will be mitigating.

Address				
In case of multiple sites, attach to this worksheet a list of all locations/sites involved in this project.				
City, State and Zip Code				
County				
Is this a historical building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Built		Source (Ex: Property Appraiser):		

SECTION III- PROJECT COST INFORMATION

Mitigation Project Cost	\$
A lump sum on this worksheet is acceptable for preliminary BCA, but a detailed breakdown attached to your application is required.	
Annual Maintenance Cost	\$

Relates to the amount of money you expect to spend every year maintaining the project, to ensure functionality at the time of a storm event.

SECTION IV - STRUCTURE INFORMATION

What is the size of the building (heated square footage only)?	
What is the Building Replacement Value?	
What is the source of your Building Replacement Value?	
Is this a new construction or retrofit of existing structure?	New construction <input type="checkbox"/> Existing <input type="checkbox"/>

Hazard Mitigation Assistance program requires to protect the entire building envelope. To ensure this project complies with program requirements please answer the following:

Are you protecting all openings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are not, please provide an explanation:		
If existing protection is in place and will not be replaced, would you be able to provide certification proving the existing protection is in compliance and applicable with effective code requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the building roof up to code?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
if not, are you retrofitting the building roof?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this a Code Plus project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If this is a code plus project, the grant will only fund the difference between building up to code and building above code requirements

If your project is a code plus:

What is the Design Wind Speed required for the area (MPH)?	
What is the Code Plus Project Design Wind Speed?	

Select the type of construction of the building:	
Wood <input type="checkbox"/>	Comments:
Masonry / Concrete Block <input type="checkbox"/>	Comments:
Poured Reinforced Concrete Walls <input type="checkbox"/>	Comments:
Engineered Steel Frame <input type="checkbox"/>	Comments:
Manufactured Home <input type="checkbox"/>	Comments:
What is the number of stories above grade?	

SECTION V - LOSS OF SERVICE

Select the type of critical facility service to mitigate	<input type="checkbox"/> Fire Station
	<input type="checkbox"/> Hospital
	<input type="checkbox"/> Police Station
	<input type="checkbox"/> Other

*In the case of "Other" skip to questions referring to "Other Critical Facility Building".

If your critical facility is a FIRE STATION please answer the following questions:

How many people are served by this Fire Station?		
Select the type of area served by this Fire Station	Urban	<input type="checkbox"/>
	Suburban	<input type="checkbox"/>
	Rural	<input type="checkbox"/>
Does the Fire Station provide Emergency Medical Services (EMS)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Provide the address of the nearest Fire Station (Name, City, Zip Code):		
What is the population being served by the nearest Fire Station?		

If your critical facility is a HOSPITAL please answer the following questions:

How many people are being served by this Hospital?	
What is the address of the nearest Hospital capable of providing the same type of service?	
How many people are being served by the nearest Hospital capable of providing the same type of service?	

If your critical facility is a POLICE STATION please answer the following questions:

Indicate the type of area served by this Police Station	Metropolitan	<input type="checkbox"/>
	City	<input type="checkbox"/>
	Rural	<input type="checkbox"/>
How many people are served by this Police Station?		
How many Police Officers work or report to this Police Station?		
How many officers would still work from this building if it is shut down due to a disaster?		

Other Critical Facility Buildings (please describe):

Provide a brief description of how this building is a critical facility which functions are essential to the community during a storm event:

What is the Annual Operational Budget of this critical facility?	\$
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**INTERLOCAL AGREEMENT BETWEEN FLAGLER
COUNTY AND THE GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT OF BUNNELL RELATED TO
CARES ACT FUNDING DISTRIBUTION**

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into by and between **FLAGLER COUNTY, FLORIDA (“County”)**, a political subdivision of the State of Florida, whose address is 1769 E. Moody Blvd., Bldg. 2, Bunnell, FL 32110, and the **GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT (“CDD”)**, a local unit of special purpose government organized and existing under Chapter 190, Florida Statutes, whose address is 2001 Waterside Parkway, Palm Coast, FL 32137.

WITNESSETH:

WHEREAS, the County is a subrecipient of Coronavirus Aid, Relief, and Economic Security Act funding (“CARES Act Funding”) from the United States Department of Treasury, disbursed to the State of Florida and distributed through the State of Florida, Division of Emergency Management pursuant to that certain CARES Act Funding Agreement, Number Y2285, (“Grant Agreement”) attached hereto as “Exhibit A” and incorporated herein; and

WHEREAS, the Grant Agreement provides CARES Act Funding to the County for expenses incurred during the period of March 1, 2020 to December 30, 2020 due to the public health emergency with respect to the Coronavirus Disease 2019 (“COVID-19”) and subject to other terms and conditions of the Grant Agreement; and

WHEREAS, the CDD has incurred and will continue to incur expenses due to the COVID-19 public health emergency, and the County wishes, in the best interests of the citizens of Flagler County, to utilize the CARES Act Funding to reimburse the CDD for eligible expenses under the Grant Agreement; and

WHEREAS, the Grant Agreement requires the County to provide funding to municipalities within the County upon request for eligible expenditures under the CARES Act; however, the County is responsible for repayment to the State of Florida, Division of Emergency Management for expenditures of the CDD that the State or Federal government determines are ineligible; and

WHEREAS, Section 163.01, *Florida Statutes*, the Florida Interlocal Cooperation Act of 1969, authorizes the Parties to enter this Agreement in order to make the most efficient use of their powers by enabling them to cooperate on a basis of mutual advantage and thereby to provide

services and facilities in a manner that will advance the general health, safety, and welfare of the citizens of, and visitors to, Flagler County; and

NOW, THEREFORE, in consideration of mutual covenants contained herein, the Parties agree as follows:

SECTION 1. RECITALS. The above recitals are true and correct and form a material part of this Agreement.

SECTION 2. REQUESTS FOR REIMBURSEMENTS AND DISTRIBUTION OF CARES ACT FUNDING. The CDD will submit to the County requests for reimbursement under this Agreement according to the following schedule:

Request Due to County By	For Expenses Incurred Between
August 31, 2020	March 1, 2020 – June 30, 2020
October 31, 2020	July 1, 2020 – Sept. 30, 2020
January 31, 2020	October 1, 2020 – December 30, 2020

The CDD will send the requests electronically to the County's Financial Services Director at JBrower@flaglercounty.org. The requests will include any documentation reasonably necessary for the County to fulfill its obligations under the Grant Agreement as determined by the County's Finance Director and/or the Clerk of the Circuit Court as Comptroller of the County. The County will verify that each request is in proper form and, once verified, will then notify the Clerk of Court to transmit the payment to the CDD. The CDD agrees to furnish any additional documentation requested by the County or Clerk of the Circuit Court which are reasonably necessary to verify the expenses are eligible under the Grant Agreement.

In addition, subsequent to the effective date of this Agreement, the CDD will notify the County's Financial Services Director of any planned purchases over \$25,000 for which the CDD will seek reimbursement under this Agreement. The CDD will provide this notification at least 72 hours prior to making the purchase. The purpose of this requirement is to provide the County the ability to notify the CDD if a large purchase is ineligible for reimbursement under the Grant Agreement prior to the CDD incurring the cost, thereby protecting both parties in the spirit of cooperation.

SECTION 3. CERTIFICATION, INDEMNIFICATION, AND HOLD HARMLESS. The CDD acknowledges that it understands all of the requirements of the Grant Agreement related to eligible expenses and will adhere to them when presenting requests for reimbursement to the County. The CDD acknowledges it understands the Coronavirus Relief Fund Guidance for State, Territorial and Tribal Governments, published by the United States Department of Treasury on April 22, 2020, which is published at <https://home.treasury.gov/system/files/136/Coronavirus->

Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf and which is incorporated herein by reference.

Specifically, the CDD certifies that:

- A. The CDD's requests for reimbursement and back-up documentation will be true and correct in all respects and will comply with the requirements of the Grant Agreement.
- B. The CDD will only request reimbursement for expenses that:
 - a. are necessary expenditures incurred due to the COVID-19 public health emergency;
 - b. were not accounted for in the CDD's or State's budget as of March 27, 2020, the date of enactment of the CARES Act;
 - c. were incurred between March 1, 2020 and December 30, 2020; and
 - d. which meet the criteria of Section 601(d) of the Social Security Act.
- C. Eligible expenses under the Grant Agreement must be incurred in accordance with 2 C.F.R. 200, the Uniform Administrative Requirements, Cost Principles and audit Requirements for Federal Awards.
- D. The CDD has an affirmative obligation to identify, report, and repay to the County any CARES Act Funding which are a duplication of benefits.
- E. The CDD will cooperate with the County in any reporting requirements of the County and will provide any documentation necessary for the County to fulfill its obligations to the State of Florida, Division of Emergency Management.
- F. The CDD will promptly repay to the County any CARES Act Funding which the County distributes to the CDD pursuant to this Agreement, which the State of Florida, Division of Emergency Management or the Federal Government requests to be repaid by the County.
- G. The County's obligation to pay under this Agreement is subject to appropriation from the State under the Grant Agreement.
- H. The CDD will be responsible for all costs, including attorney fees, if any of its reimbursements are audited or disallowed by the State under the Grant Agreement.

This CDD acknowledges that this certification is a material representation of fact upon which the County relies.

The CDD will reimburse the State or Federal Government for non-adherence to the requirements of the grant Agreement or for improper payments as defined in the Grant Agreement and as determined by the State or Federal Government, and to the extent authorized by law, will reimburse costs incurred by the County in curing any default under the Grant Agreement caused by the

CDD. Nothing herein shall be construed as consent by the Parties to be sued by third parties in any matter arising out of this Agreement.

The obligations of the CDD pursuant to this Section 6 will survive the termination of the Grant Agreement.

SECTION 4. INTEGRATION AND MODIFICATION. This Agreement contains all of the terms and conditions agreed upon by the Parties in relation to the CARES Act Funding distribution and Grant Agreement. This Agreement may only be modified by written instrument executed by the Parties.

SECTION 5. COUNTERPARTS AND ELECTRONIC SIGNATURES. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document. Further, electronic signatures may be utilized to execute this Agreement and any other documents necessary to implement the intent of this Agreement, and such signatures shall be deemed to reflect the intent of the executing Party to be bound by this Agreement or other instrument electronically executed.

SECTION 6. EFFECTIVE DATE. This Agreement shall take effect upon filing with the Flagler County Clerk of Court in accordance with Section 163.01(11), *Florida Statutes*.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the dates written below.

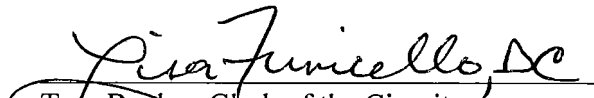
FLAGLER COUNTY, FLORIDA



David C. Sullivan, Chair

Date: 8-17-20

ATTEST:



Tom Bexley, Clerk of the Circuit
Court & Comptroller

APPROVED AS TO FORM:



Sean S. Moylan, Assistant County Attorney

GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT



Stephen Davidson, Chair

Date: 8.5.2020

ATTEST: WITNESS:

BARRY J. KLOTOSKY
INSERT NAME, TITLE

BARRY J. KLOTOSKY
OPERATIONS MANAGER

APPROVED AS TO FORM:



Scott D. Clark, District Counsel



COMMUNITY DEVELOPMENT DISTRICT

Ponds







[Soil and Water Science Home](#)[department](#)[Faculty](#) | [Post Docs](#) | [Staff](#) | [MS Students](#) | [PhD Students](#)
[Emeritus Faculty](#) | [Courtesy/Affiliate Faculty](#) | [Who to Contact](#)[Undergrad Program](#)**Mark W. Clark**[Graduate Program](#)**Associate Professor**
Wetland Ecology[Distance Education](#)[Certificate Programs](#)[Wetland Biogeochemistry Laboratory](#)
[Wetland Extension Program](#)[Short Courses](#)[FUNDING
OPPORTUNITIES](#)**DEPARTMENTAL RESEARCH AREAS**Soil Quality/Ecosystem Services
Soil/Landscape Analysis
Wetlands and Aquatic Systems[RESEARCH](#)**RESEARCH FOCUS**

Wetland nutrient assimilation and storage processes, vegetative succession dynamics, wetland macrophyte ecophysiology, and ecological engineering design using wetland processes to improve water quality and enhance ecological function of altered landscapes.

[EXTENSION](#)[PERSONNEL](#)[Links & Resources](#)[FORMS & SERVICES](#)[SWSD Alumni](#)**COURSES TAUGHT**SWS 4244 - Wetlands
SWS 5235 - South Florida Ecosystem Services
SWS 5242 - Wetlands and Water Quality
SWS 6932 - Wetlands and Watersheds Seminar**SELECT PUBLICATIONS**Otto, G. M., M. W. Clark, T. J. Walker and T. L. Crisman, 1998.
Reintroduction of wetland functions to the urban landscape: The Stormwater Ecological Enhancement Project. Proceedings from the XXVII International Association of Theoretical and Applied Limnology Congress, August 8-14, Dublin, Ireland.Lapointe B. E. and M. W. Clark, 1992. Nutrient inputs from the watershed and coastal eutrophication in the Florida Keys. *Estuaries* 15(4):465-476.

Bennet, F., M. W. Clark, and T. L. Crisman (Submitted, Ecological Engineering). Effect of wetland vegetation on infiltration of stormwater basins.

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Demonstration Design, Treatments and Evaluation

Mark Clark

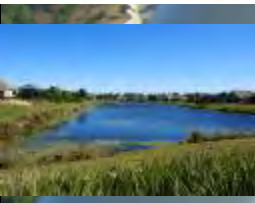
Wetlands and Water Quality Extension Specialist
Partnership for Water, Agricultural and Community Sustainability at
Hastings

Soil and Water Science Department, Gainesville

Overview

- *Nutrient loading from the landscape is the source of the algae problem.*
- *Goal of alternative stormwater pond management is to maintain regulatory function while maintaining aesthetics and use.*
- *Copper sulfate is very effective at algal control due to its toxicity, but there is concern over cumulative heavy metal additions to water body and its possible negative effect on contaminant removal function of basin.*





17

16

18

18

19

Grand Haven CCO
Water Park Community

PONDS BY TREATMENT MODE, NUMBER, LOCATION AND MODIFICATIONS 9.09

Aerator Ponds:

- # 2 (Main Gate smaller pond on left when entering) **+ microbes, herbicide**
- 19 (Hidden Lake) **+ microbes, herbicide**
- 20 (Crossings Entrance on left when entering) **+ microbes**

Littoral Shelf (Edge of Pond) Planting

- # 6 (Golf Course Hole #11/Fairways Edge) **+algaecide,(selective herbicide?)**
- 7 (Linkside West) **(selective herbicide?)**
- 17 (Pine Harbor at South Gate) **IDEAL!!!**

Old/No Carp/SAV Overgrowth

- X** #1 (Main Gate, larger pond on right when entering) **+full treatments**
- X** 3 (Between Sailfish Drive and Lakeside Way) **+full treatments**
- 4 (Between Legare and Front Street, North side of Montague)

Copper Sulfate Control

- 5 (Between Legare and Front Street, South side of Montague)
- 8 (Adjacent to River Park and River Point Drives)
- 37(18A) (Larger pond between East Lake Drive and South Lake Drive) **+herbicide, ++algaecide**

Cost/benefit Analysis of Stormwater Pond Alternative Management Controls Demonstration Project

Draft Report

**Submitted to
Grand Haven CDD Board**

February 25, 2010

by

Mark W. Clark,
Wetlands and Water Quality Extension Specialist
Institute of Food and Agricultural Sciences
University of Florida, Gainesville

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Part II

Sources of Nutrients to Grand Haven Stormwater Ponds: Fertilizers, Reclaimed Water, Soils and Sediment

Introduction

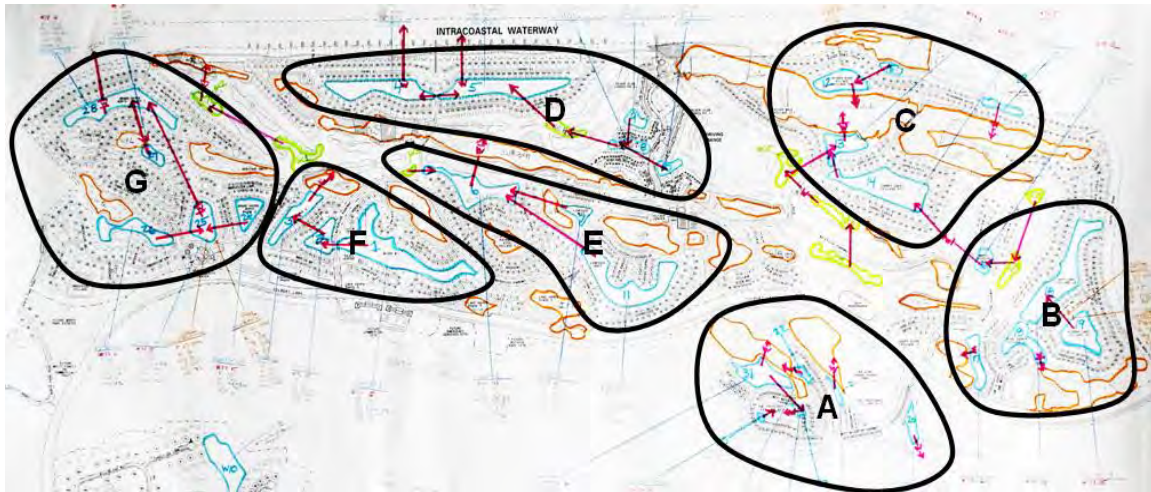
As indicated in Part I, stormwater retention and detention ponds are designed to mitigate for changes in the quantity and quality of runoff from a watershed due to development. Integration of stormwater management practices is critical to reduce impacts to downstream water bodies. Unfortunately, even with this infrastructure in place many downstream water bodies are not being sufficiently protected from nutrient loads associated more intensive land use in the watershed. As a result, water bodies downstream from these land uses are being listed as impaired. An impaired water body not only indicates the loss of certain public resource values, but it also triggers a need for additional contaminant reduction actions within the watershed which can be costly. Two ways to reduce the amount of nutrients flowing downstream from a stormwater basin is 1) reduce the amount of nutrients entering the basin and 2) increasing the basins treatment potential. If however a stormwater pond is to meet the aesthetic appeal of a healthy lake or pond without excessive use of algacides or herbicides then minimizing the introduction of nutrients into the stormwater pond is necessary. The challenge with this “source control” approach is that just about everything in a conventional subdivision is designed to drain to the stormwater pond and therefore everything within the contributing catchment area that could be a source of nutrients must be addressed. In this section of the report three potential sources of nutrients in the watershed of stormwater ponds within the Grand Haven community will be evaluated. These include: Soils, Fertilizers and Reclaimed Water. I will also summarize findings from a survey of sediments collected from the bottom of the twelve study ponds as well as two additional ponds monitored in the lake watch program.

Methods

Upland Soils

Two soil sampling events were conducted in the fall of 2008 and spring of 2009. The first event was conducted by volunteers who collected soils from within common areas throughout the Grand Haven community. This survey also included several residential landscape soils. The second survey targeted individual lots that had not yet been landscaped or had any structure started. Half of the lots had been cleared and fill soil brought in to raise the lot elevation the other half of the lots had not yet been cleared and no fill soil added.

soils and stormwater pond water quality. There was no relationship found between upland soils data and water column nutrients in stormwater ponds of the same catchment, however data did show that certain regions within the Grand Haven community have soils that are higher in Mehlich-1 extractable phosphorus than others (Figure 3). Soils in catchment B, C, E and F had more soil samples that were classified as High or Very High when compared to catchments A or G that have a number of soils in the Very Low to Moderate category.



Catchment	Very Low	Medium	High	Very High
A	33%	0%	56%	11%
B	0%	14%	29%	57%
C	14%	0%	29%	57%
D	0%	40%	20%	40%
E	0%	0%	0%	100%
F	0%	0%	40%	60%
G	29%	29%	14%	29%
Grand Haven	13%	10%	27%	50%

Figure 3. Soils collected from common space areas aggregated into seven catchments based on common drainage areas with the Grand Haven Community.

The regional variance in Mehlich-1 soil phosphorus concentration suggests either differences in landscape management and therefore different levels of phosphorous application or differences in underlying soil characteristics. Since all common space areas are under the same management regime, it was concluded that differences in underlying soil characteristic must be the reason that Mehlich-1 soil phosphorus concentration varied throughout the community. This finding is not surprising since most conventional developments undergo a high degree of soil disturbance during the development process and in low lying areas or areas with high water table there is often a large amount of fill soil brought in to raise the elevation. Most of the fill soil is excavated in areas of the development that will eventually become the stormwater ponds.

To investigate the extent to which fill soils may influence Mehlich-1 extractable phosphorus relative to the predevelopment condition, a second soil sampling was



COMMUNITY DEVELOPMENT DISTRICT

Safety/Security









Proposed Combined Strategies to Enhance District Security and Reduce Unauthorized Overutilization of District Facilities and Amenities.

GH CDD (Public Horizontal and Vertical Infrastructure Side)

Conduct PI/PR Campaign re Deactivation of Unauthorized GADs/ BUR/ CWURR

Deactivate Mass Enabled GADs (1941) (493 used in last 30 days)

Immediately 448
Staged 493 (100/wk x 5 wks)

Deactivate Resident Side Database Unassigned GADs (343)

Staged 100/wk x 4 wks)

Conduct BUR Compliance Review of Known Rentals (140), Authorize "Registered Renters"

Deactivate duplicate GADs/ AACs

Include in Next Fiscal Year Proposed Budget: Data Solution, Smart AACs (SmAACs) and Scanners

Conduct CWURR to Distribute New SmAACs,

Update Master Database Files, Uncover Unauthorized "Non – Registered Renters"

Commence Utilization of Smart AACs (SmAACs)

Additional Full Time Facilitators/Security Guards First 2 Facilitators 30hrs x 7 days = 210hrs/wk
Week/s after Rollout ?# wks: 2 rollout
Uncover Previously Unknown "Non-Registered Renters" 4 ea Mar, Apr,Jun,Jul,Aug
1 May
23 x 210 hrs x (\$10 Facilitators =\$48.3K)
(\$20Guards=\$96.5K)

Selective, Targeted Scanning Thereafter, Except:
Full Time Scanners During Periods of Anticipated Overuse
(Holiday Weeks, Spring Breaks,etc.)

OR, Plan and Budget for 5 Amenity Centers Electronic Gates (3 CAC, 2 VC) with Existing Facilitator Staff
To Conduct Selective, Targeted Random Scanning of SmAACs as Back-up to Electronic Gate entry
Secure Estimates for Above

Appoint CDD Liaison to Review All Incidents Affecting Safety and Security of Residents and Protection of
CDD Assets (Security "Czar")

Analyze: # and Type of Incident
Age of Offenders
Resident/Non-Resident/Property Owner/Renter
Time of Incident
Location of Incident

Amass Data to Aid in Determining Possible Selective, Targeted Mobile Security Patrol (Off Duty SO
Deputy (x hrs x \$x/hr = \$x if in proposed budget)
Private Security Guard (x hrs x \$x/hr = \$x if in proposed budget)

Future Singles Listings in Community Directory by Initial of First Name Only

Message Sent: The District will no longer tolerate unauthorized
use of its facilities. The District is serious re Controlled Access.

Changed Make-up of District, no longer limited to Active Lifestyle Younger Retiree Community

Recap of Recent Incidents (from random "official" reports (Need Security "Czar")):

Drug Related: 6 trespass, 3 arrests
Refusal to Show ID, Leave Premises: 1 trespass
(x) repeat violator Arrested, jailed, trespassed

Break-ins, home invasions:

Home Broken into while resident away, auto and items stolen
Home Broken into while resident away, attempted auto theft, same village as above
Garage left open, Golf clubs, other items stolen
North Park suspicious behavior behind homes
Break-in home invasion while resident present in home

Co-ordinated District-wide Community Effort of GH CDD, GHMA, GHNW Imperative for Maximum Positive Impact

GHMA, NW (Private Residence Side)

Education Campaign, harden targets:

Star Home of approval (COPS) Seminar/Demo
Billy buttons, PVC pipe in window tracks, motion activated outside floodlights (ADC permission?)
Etc.

Proper Configuration and Use of Home security alarms
If have them, use them, test them, use STAY when at home
If don't have them, consider installing

Lock cars, all residence doors

Don't hire "kids" or unknown unlicensed unbonded workers, turn into SO if solicited

Inform neighbors, SO when away

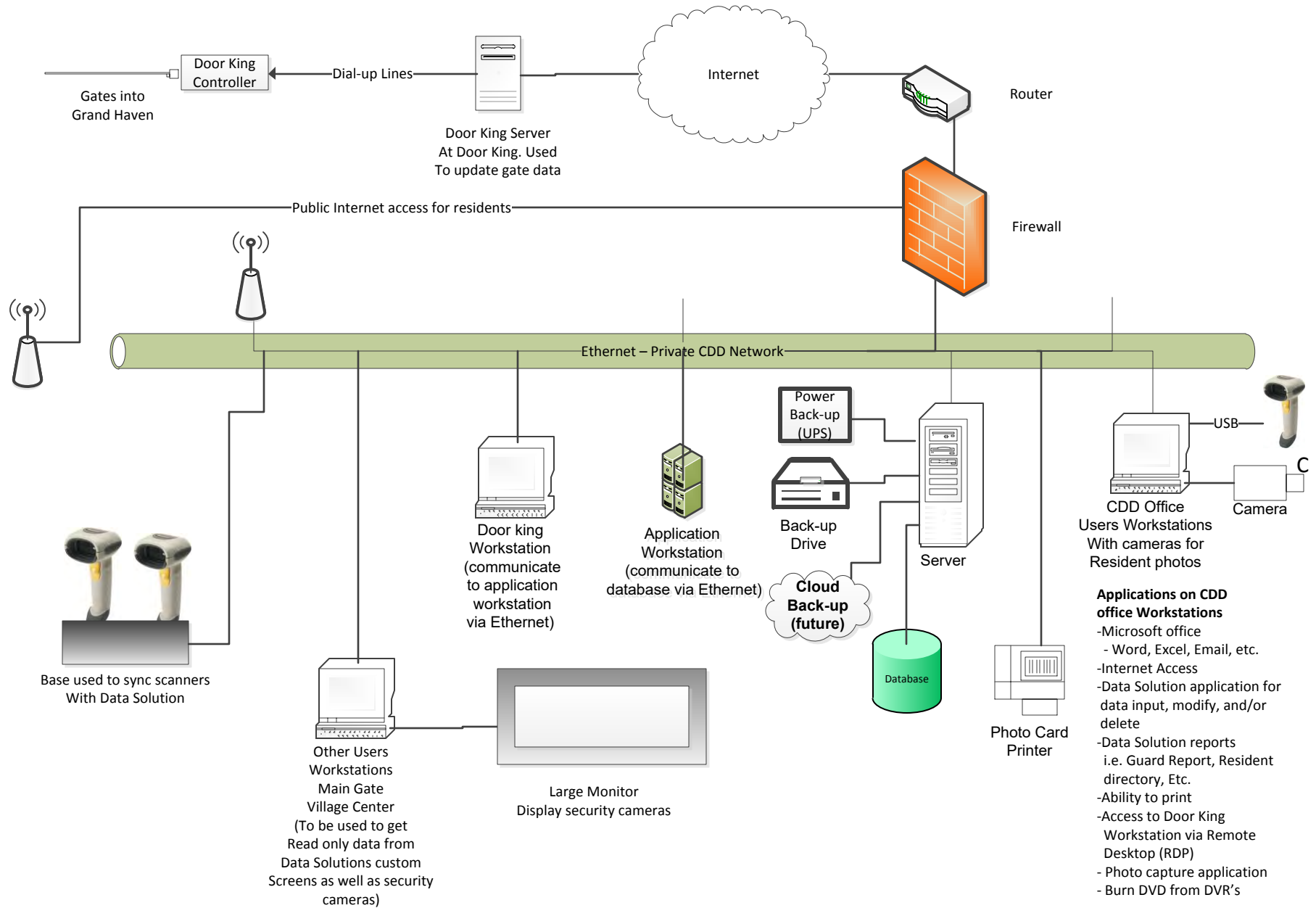
Strengthen NW: Block captains, Criminal activity reporting, Response

Women's self Defense Classes

Post Home Invasion Counselling

Etc, Etc.,Etc.....

Concept Drawing of Data Solution



At a recent Grand Haven CDD Board of Supervisors Meeting, a presentation was made by Sheriff Jim Manfre, Under Sheriff Rick Staley and Community Services Division Sergeant Mike Lutz. The following chart was presented by the GHCCD Chairman to aid in the discussion regarding security in Grand Haven. The chart summarizes the responsibilities of the various GH governmental and non-governmental entities and stresses the need for cooperation and shared responsibility between these entities and all GH residents in order to achieve the maximum state of security with our community.

SECURITY AT GRAND HAVEN - A COOPERATIVE, SHARED RESPONSIBILITY

Flagler County Sheriff's Office (FCSO) - policing powers over public (common) and private (residences) public (common) areas: COP patrols, Community Outreach / NW Liaison private (residences) : STAR Program, COP patrols, Community Outreach/ NW Liaison Women's Self-Defense Training _____	+
GH Community Development District (GHCCD) - by Florida Statute, no policing powers authority over public (common) areas only Access Control: GADs, SAACs, Interactive Real Time Master Resident and Vehicle Database. _____	+
Grand Haven Master Association (GHMA - by Florida Statute has no policing powers has authority over private (residences) only Administers CC&Rs, PLM contracts, ADC, Fine Committee _____	+
RESIDENTS - Exercise reasonable preventive measures - Lock dwelling, vehicle doors, observe and report suspicious activity to FCSO, GHNW, volunteer for GHNW "Harden" private residences - FCSO STAR Program (Free) _____	+
GH Neighborhood Watch (GHNW) - NGO (Non-Governmental) Volunteer Organization no policing power, no direct organizational relationship to GHCCD or GHMA aides in the collective "eyes and ears" of the community works with FCSO Community Outreach Liaison _____	=
Maximum Achievable State of Security	

For those who may not be aware, Grand Haven was marketed as: "A gated private club community....."
 In reality, Grand Haven is a CDD, a unit of PUBLIC Special Purpose Government: the roads and sidewalks (Wild Oaks) are owned by the CDD, a public entity, which cannot exclude public entry and passage.
 The "gated" in the marketing slogan refers to the limited powers granted to the CDD for "Access Control".
 The "private" in the marketing slogan refers to the Escalante Golf Course property only, not the common areas of the District.

GH WILDFIRE EMERGENCY EXIT GATES PROTOCOL

A. GENERAL:

All six GH Firewise Emergency Exits have standardized, uniform dimension chain capable of being cut by all available size cutters. All six gates have similar combination locks with identical opening codes.

The OM must inform the appropriate members of the Firewise Board and CERT team of any new combination lock codes.

OM staff periodically check to make sure locks lubricated and in correct configuration. Code will be changed if compromised and the Firewise Board and Crossings Wildfire Marshalls notified.

Staff of the Amenities management company (including facilitators) are not part of these procedures.

Chain cutters cannot be borrowed even for a short period of time.

B. GRAND HAVEN WILDFIRE EMERGENCY ONLY EXIT GATE LOCATIONS:

SOUTH- Riverbend Drive end of traffic circle

SOUTH- Kite Court cul-de-sac

SOUTH- Southlake Drive cul-de-sac

NORTH- Creekside Drive termination cul-de-sac

CROSSINGS- Crosslink Court cul-de-sac/Colbert Lane (2 gates)

**[These locks require "lock to lock" configuration to allow
Both GH and County access.]**

C. CHAIN CUTTER STORAGE LOCATIONS:

Main Guard House – OM Staff & CERT use

Creekside storage room

North Gate Guardhouse

South Gate Guardhouse

VC pool storage room (with chain saw, generator, gas cans)

Crossings in pool storage/service room – on top shelf to the left.

D. CROSSINGS WILDFIRE MARSHALLS: CERT Team Members (4 if possible) residing in the Crossings are designated as "Crossings Wildfire Marshalls" and have the combination to Crossings gate locks.

E. PROCEDURES:

Normal Business Hours – Firewise Board members or OM Staff under OM direction will locate, open Fire exits with combination or cut chains if the locks are inoperative or the combination fails. Crossings Wildfire Marshalls will open those gates if needed. CERT IC will be notified when gates are open.

Off Hours – CERT IC (with set of Master keys) and 1 other team member active at all times and will notify appropriate individuals (may include Firewise Board Members, and /or assigned preselected CERT team members with

ability to cut chains if required) to open. Crossing Wildfire Marshalls will open Crossing gates at both ends of road. CERT IC will be notified when gates are open.

LEGEND

CERT = Community Emergency Response Team

OM = Operations Manager (GHCDD staff)

IC= Incident Commander (GH CERT Team member)

ICP = Incident Command Post

VC = Village Center

MITIGATING PATHOGENIC MICROORGANISM LOADS IN THE AGE OF THE CORONAVIRUS-19 PANDEMIC: REDUCING RISK OF GH COMMUNITY EXPOSURE TO BAD GERMS)

HEATING/VENTILATING AND AIR CONDITIONING DISINFECTION

Microorganisms, particularly viruses, are so small filters are only partially effective in lowering the reintroduction and distribution of pathogenic microorganisms throughout a building's enclosed spaces.

The GHCCD Board, Operations Manager, and contractors have installed the following 3 stage filtration systems to help lower the viral loads on recirculated conditioned air in the common enclosed spaces of the District:

1. AIR OASIS AHPCO CELL NANO INDUCT CENTRAL AIR PURIFIERS -
thru ionization begins the process of reduction of viruses, bacteria, mold and VOCs (Volatile Organic Compounds)

2. CLEAN COMFORT HEPA AMHP AIR ESSENTIALS CLEANERS -
thru activated carbon prefilters and HEPA main stage replaceable main filters, remove 99.97% of airborne particles 0.3 microns and larger from the air column

3. FRESH AIRE GERMICIDAL UV-C BLUE TUBES -
thru a UV-C 254nm light tube, the recirculating air is further disinfected before being reintroduced into the enclosed room space.

These devices will help to reduce the accumulating loading of virus and other pathogenic microorganism particles breathed into the recirculated air in our common enclosed spaces.

WARNING: These devices cannot immediately remove virus carrying aerosols exhaled in the immediate vicinity of an infected (and possibly asymptomatic) individual. These virus laden aerosols can readily float and enter the nasal passages, mouth, or eyes of nearby seated (cards, etc.) or exercising (Move to Music, Zumba, etc.) individuals. So, at this time, indoor group close-proximity seated activities and group exercise activities are still considered to be very risky. Scientific research shows that virus laden aerosols can float up to 32 feet and remain contagious for 16 hours. This air column is the target of the devices installed as above: to reduce the overall recontamination by recirculated, unfiltered air.

GOOD NEWS: The GHCCD Board Grant Liaison has submitted, and the District has been reimbursed in full, for these expenditures (\$9500) thru the federal CARES (Coronavirus Aid, Relief, and Economic Security Act.) These funds are set aside for unanticipated public governmental expenditures directly related to the Coronavirus-19 Pandemic.

REPEATEDLY TOUCHED HARD SURFACE DISINFECTION

The GHCCD, after extensive research, has purchased the following devices, which will be used for disinfection of hard surfaces by the Amenity Facilitators:

PROTEXUS PX300ES CORDLESS ELECTROSTATIC BACKPACK SPRAYERS

These high technology sprayers have 2.25-gallon tanks and provide for 10,00 sq. f. of coverage per tank.

The electrostatic charge of the sprayers allows the disinfecting liquid droplets to attract to surfaces, producing a wrap-around effect, rather than floating in the air. There are no safety concerns for long term worker exposure. (Individuals with pacemakers should not be in the vicinity of the electrostatic charge.) These sprayers provide three times the coverage efficiency with a 40% reduction in required application time.

DES 450M HYPOCHLOROUS ACID LIQUID DISINFECTING GENERATOR

Hypochlorous Acid is a naturally occurring disinfecting compound of human cellular biology. It is extremely effective against human pathogens, and yet much safer than any other class of disinfecting liquids. It has not been commercially available in the US due to a limited shelf life.

Recently several devices have been developed to generate hypochlorous acid from common non-iodized table salt and water. This drastically reduces the cost, and vastly increases the safety, of the disinfecting liquid to be sprayed by the the Protexus Electrostatic Sprayers.

All repeatedly touched hard surface areas will be disinfected in this manner by the Amenity Facilitators: especially the Fitness Room equipment, Cafe tables and chairs, bathroom facilities, door and gate opening hardware, etc., etc.

GOOD NEWS #2: The GHCCD Board Grant Liaison will submit a second grant application for CARES reimbursement for these expenditures (\$10,750.)

To Help Keep all residents and visitors safe, the GHCCD BOS encourages everyone to continue to:

1. Socially Distance
2. Wear Face Coverings/Masks
3. Wash hands frequently (Minimum 20 seconds)
4. Get a seasonal flu shot

Research on, and development of these mitigation strategies, was conducted by Dr. Stephen Davidson, in conjunction with the District Operations Manager, Barry Kloptosky.

Dr. Davidson studied microbiology, pathology, histopathology and epidemiology while earning a Masters in Public Health from Harvard University. After 13 years of dedicated service to the Grand Haven Community, as a sitting Board Member, and Chairman, Dr. Davidson will be retiring this November. He wishes all stay safe and enjoy good health.



COMMUNITY DEVELOPMENT DISTRICT

Wildfire Mitigation

















**GRAND HAVEN
MASTER PLAN**
PALM COAST, FLORIDA
December 2009

NORTH
Scale: 1" = 200'

LEGEND
■ DENSITY NUMBER
■ DENOTES LOT NUMBER





Charles H. Bronson
Commissioner

Florida Department of Agriculture and Consumer Services
Division of Forestry



WILDFIRE HAZARD MITIGATION AGREEMENT

ss. 590.01, 590.02, Florida Statutes

The Florida Department of Agriculture and Consumer Services, Division of Forestry (DOF) has established a program of wildland vegetative fuel treatment to be effected in and around communities and subdivisions in order to mitigate the risk of homes and property being damaged or destroyed by wildfire. The methods used for this program include ~~prescribed burning~~, manual and mechanical fuel height reduction, ~~use of herbicides~~, or a combination of these treatments in accordance with ss. 590.01, 590.02, F.S.

The Landowner or agent:

- (1) Grants DOF access to the land and authority to carry out the practices of this agreement for the purposeS of wildfire hazard mitigation treatment.
- (2) Understands the work will consist of ~~burning~~, mowing, grinding, chopping, cutting vegetative fuels, ~~and use of herbicides to retard regrowth of treated areas~~ on lands adjoining or in close proximity to a residential community known as GRAND HAVEN.
- (3) Understands the appearance of the work zone area will be altered, in that standing vegetation up o to four inches in diameter may be treated. Limbs on remaining standing trees may be damaged as work is performed.
- (4) Represents that the property being treated and located below, under this agreement, is owned in fee simple, or is in lawful possession of the landowner, and the property boundaries are marked correctly.
- (5) Agrees that the number of acres to be treated are 20 and that the type of treatment will be MOWING.
- (6) Will make a good faith ~~effort~~ to maintain the treated area in the future.)

N/A

Section	Township	Range	Latitude			Longitude			County	State
			Deg.	Min.	Sec.	Deg.	Min.	Sec.		Florida

NOW THEREFORE, the above is agreed by the following parties:

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DIVISION OF FORESTRY

By: _____
Printed Name

Title

Signature Date

Witness Date

By: DR. STEPHEN J. DAVIDSON
Printed Name of Landowner or Agent

SUPERVISOR, GRAND HAVEN CDD.
Title

[Signature] 6/24/09
Signature Date

Witness Date

386-447-9169
Telephone Number with Area Code

Grand Haven Wildfire Mitigation Project (Phase 2 as of 19 April 2010)

Fuel Reduction Areas to be done by Machine

Note: All numbers are street addresses. The address may or may not exist on a structure. Some addresses are vacant lots but the address is in sequence with surrounding residences)

3D: Ibis Court North: #1 talk to homeowner, treat #2 to #20

Ibis Court South: #2 treat right side only.

3E: Lagare Street: Enter on road that accesses the lift station. Enter diagonally to start mowing at house #42 Lagare (i.e. do not mow behind house #44). Treat addresses #42 to #10. Bypass Golf Course view corridors.

4A: Augusta Trail: Enter at vacant lot address #14 Augusta Trail. Treat addresses #6 to #12.

4B: Tanglewood Court. Treat addresses #4 to #16, #20 (side only) and #21 (side only).

4D: Village View Way: Address #11 (side only).

4E: Village View Drive: Address #8 (side only).

5G: East Lake Drive: Address #3 – treat side. Address #4 – treat side but leave last large shrub as visual barrier to Southlake Drive

6: Chinier Street: Address #15 treat entire perimeter.

Front Street: Address #20 treat right and back sides. Do not treat side adjacent to vacant lot.

Grand Haven Wildfire Mitigation Project (Phase 2 as of 19 April 2010)

Fuel Reduction Areas to be done by Hand

Note: All numbers are street addresses. The address may or may not exist on a structure. Some addresses are vacant lots but the address is in sequence with surrounding residences)

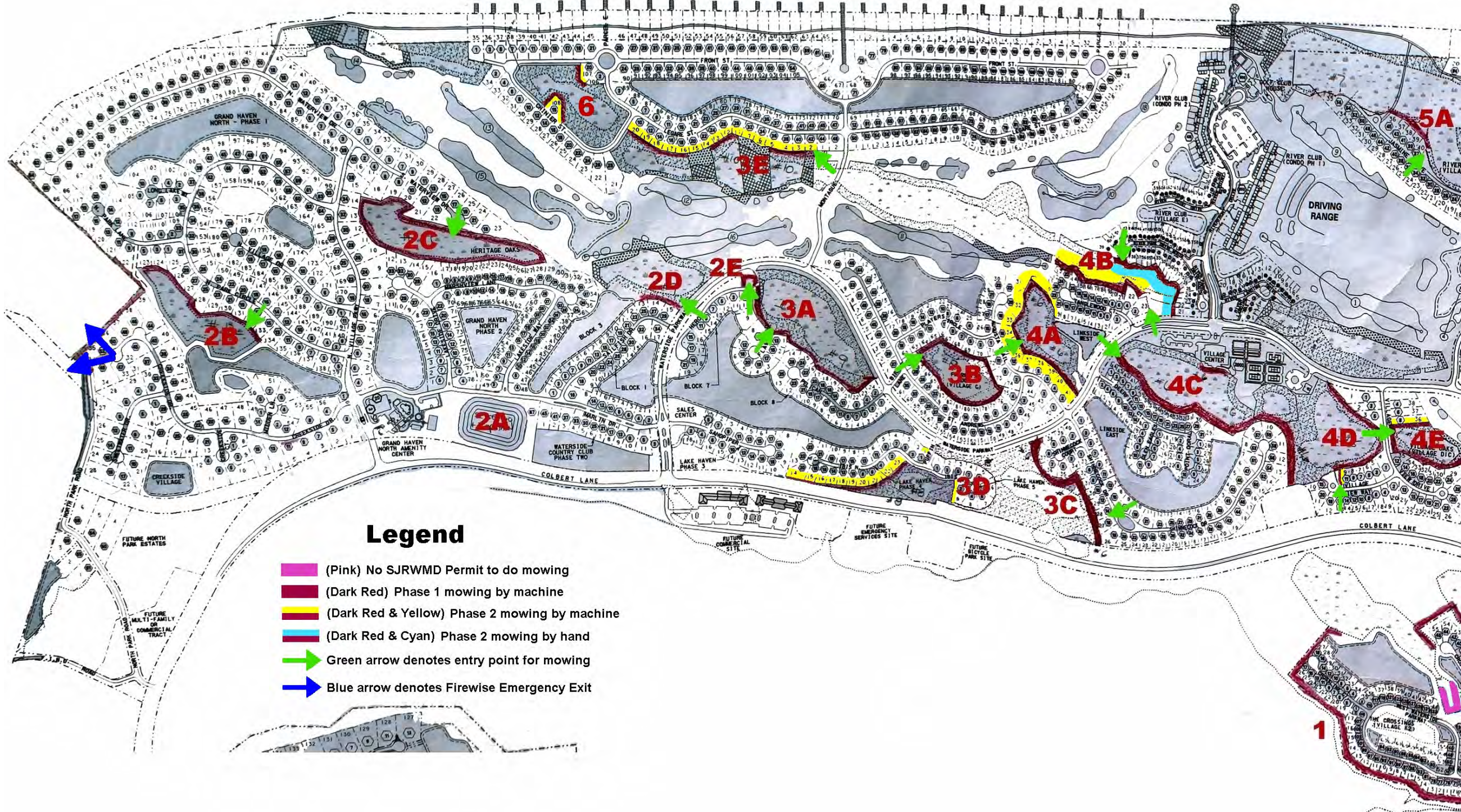
4B: River Park Drive South: Addresses #2 to #8

River Park Drive North: Addresses #9 to #21

5E: Owls Roost East: Address #16 talk to homeowner. Address #14 treat right corner.

Southlake Drive: Addresses #62, #56, #52, #50, #48, #46 (corner), #44, #40 (must be done this time), #38, #36, #34 (special handling – first ten feet is private, not CDD, property), #32 (careful not to damage 3 orange trees)

INTRACOASTAL WATERWAY

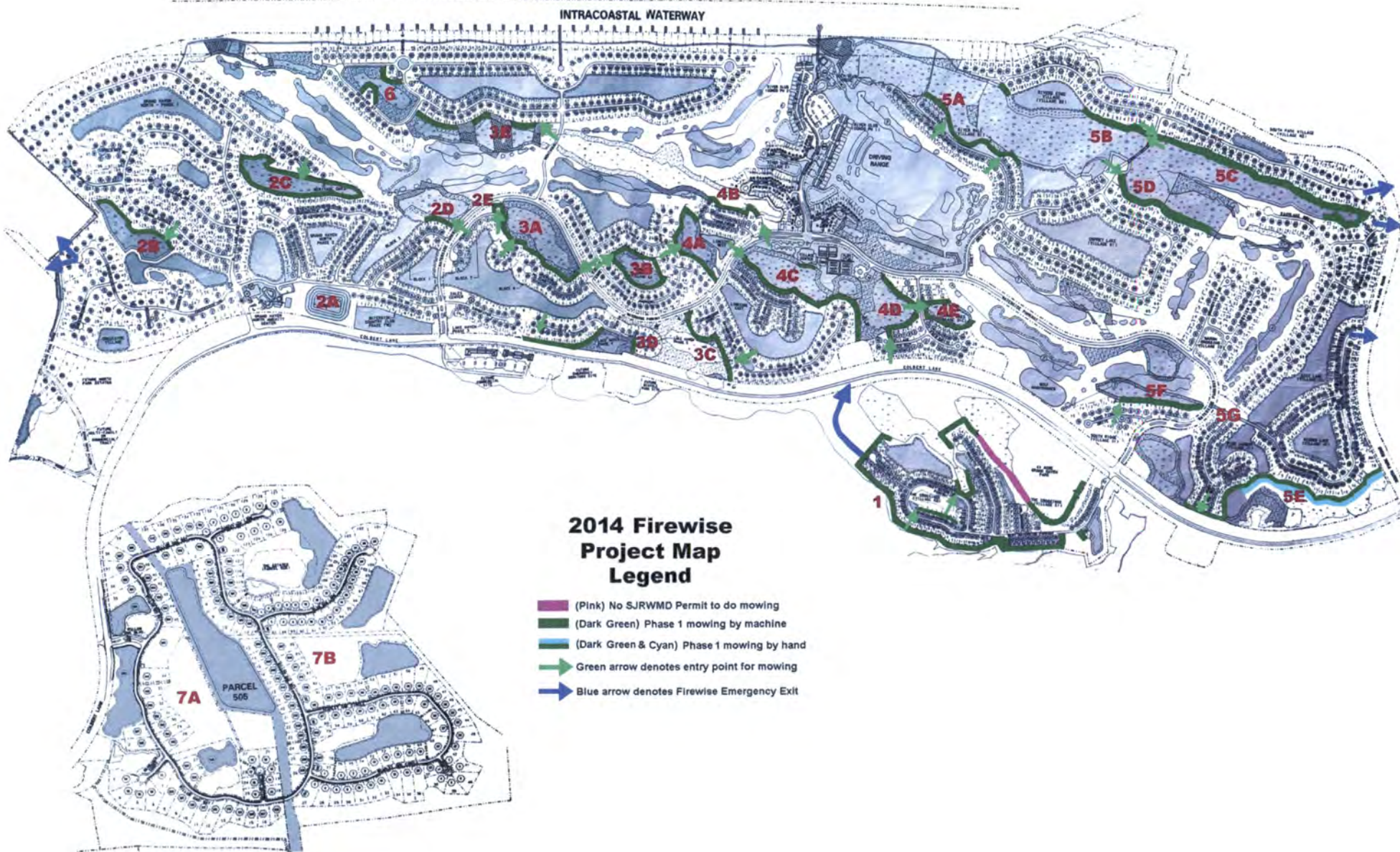


Legend

- (Pink) No SJRWMD Permit to do mowing
- (Dark Red) Phase 1 mowing by machine
- (Dark Red & Yellow) Phase 2 mowing by machine
- (Dark Red & Cyan) Phase 2 mowing by hand
- Green arrow denotes entry point for mowing
- Blue arrow denotes Firewise Emergency Exit

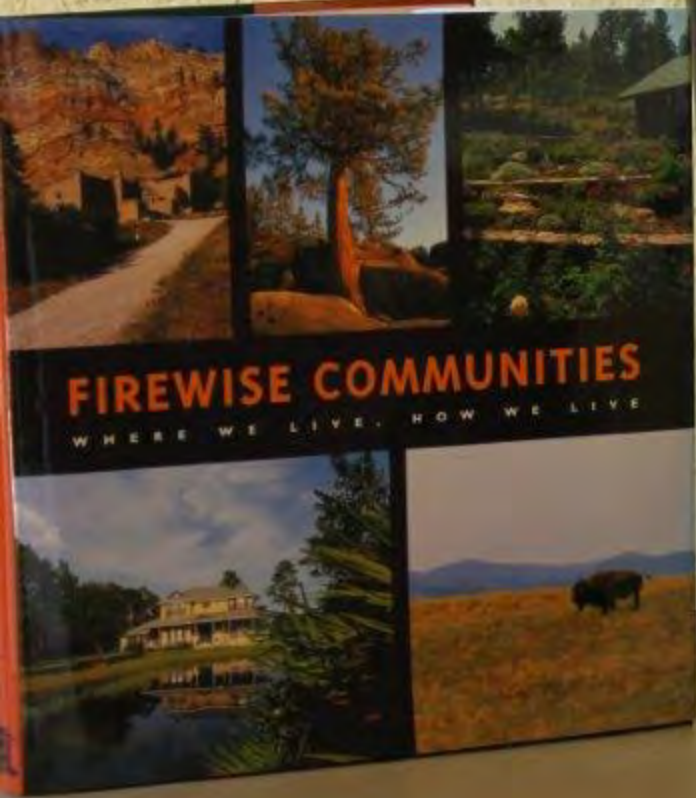
INTRACOASTAL WATERWAY





**2014 Firewise
Project Map
Legend**

- █ (Pink) No SJRWMD Permit to do mowing
- █ (Dark Green) Phase 1 mowing by machine
- █ (Dark Green & Cyan) Phase 1 mowing by hand
- Green arrow denotes entry point for mowing
- Blue arrow denotes Firewise Emergency Exit



FIREWISE COMMUNITIES
WHERE WE LIVE. HOW WE LIVE



**Grand Haven
Florida**

is awarded
Firewise Communities/USA status

December 2009



PROCLAMATION

WHEREAS the National Firewise Communities/USA Program's goal is to promote community-wide participation in the use of technology, policy and practices that minimize the destruction of life and property due to a wildfire; and

WHEREAS the Grand Haven Community in Palm Beach has partnered with the Department of Forestry as a conscious group of neighbors helping neighbors, working together to complete the required criteria for an action plan for residents to reduce home (either personal and develop fire mitigation activities; and

WHEREAS the Grand Haven Firewise Board walked the entire property and developed a map to identify properties for additional working due to vegetation sitting within their set back adjoining homes; and

WHEREAS the Grand Haven Firewise Board uncovered, cleared, prepared and disposed emergency gaps located in their community to accessible emergency exits; and

WHEREAS the Grand Haven Community in Palm Beach has completed the necessary requirements to achieve Firewise Communities/USA Recognition status from the National Firewise Council;

NOW, THEREFORE, BE IT PROCLAIMED, that the Palm Beach City Council congratulates the Grand Haven Community for receiving a

Firewise Communities/USA

and thank all of the participating neighborhood residents for making such preparation and protection of life a priority in Grand Haven.

ADOPTED this 14th day of May 2011

Witnessed by:
Chris M. Thomas
City of Palm Beach, Florida

CITY OF PALM BEACH, FLORIDA
[Signature]
City Clerk





COMMUNITY DEVELOPMENT DISTRICT

4C

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
CODE OF CONDUCT**

IN PUBLICLY ADVERTISED MEETINGS AND WORKSHOPS

Use formal titles

The Board should refer to one another formally during public meetings as Chairman, or Supervisor followed by the individual's last name.

Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the Chair in maintaining order

It is the responsibility of the Chair to keep the command of Board Members on track during public meetings. Board Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other Board Members

If a Board and/or Staff Member is personally offended by the remarks of another Board Member, the offended Board and/or Staff Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Board Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

Board Members have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

BOARD CONDUCT WITH DISTRICT STAFF

Governance of a District relies on the cooperative efforts of elected officials, who set policy, and District staff, who implements and administers the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Limit contact to specific District staff

Questions of District staff and/or requests for additional background information should be directed only to the District Manager or Operations Manager. The District Manager should be copied on any request.

Requests for follow-up or directions to staff should be made only through the District Manager when appropriate. When in doubt about what staff contact is appropriate, Board Members should ask the District Manager for direction. Materials supplied to Board Member in response to a request will be made available to all members of the Board so that all have equal access to information.

Do not disrupt District staff from their job

Board Members should not disrupt District staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

Never publicly criticize an individual employee

Board Members should never express concerns about the performance of a District employee in public, or to the employee directly. Comments about staff performance should only be made to the District Manager or the Operations Manager, as is appropriate, through private correspondence or conversation.

Do not get involved in administrative functions

Board Members must not attempt to influence District staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of District licenses and permits.

Check with District staff on correspondence before taking action

Before sending correspondence, Board Members should check with the District staff to see if an official District response has already been sent or is in progress.

Do not attend meetings with District staff unless requested by staff

Even if the Board Member does not say anything, the Board Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Limit requests for staff support

Requests for additional staff support – even in high priority or emergency situations – should be made to the District Manager who is responsible for allocating District resources in order to maintain a professional, well-run District government.

Do not solicit political support from staff

Board Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from District staff. District staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

No social media postings

PASSED AND ADOPTED this ____ day of _____, **20__** by the Board of Supervisors of the Grand Haven Community Development District, Flagler County, Florida.

Secretary

Board Member

Board Member

Board Member

Board Member

Board Member

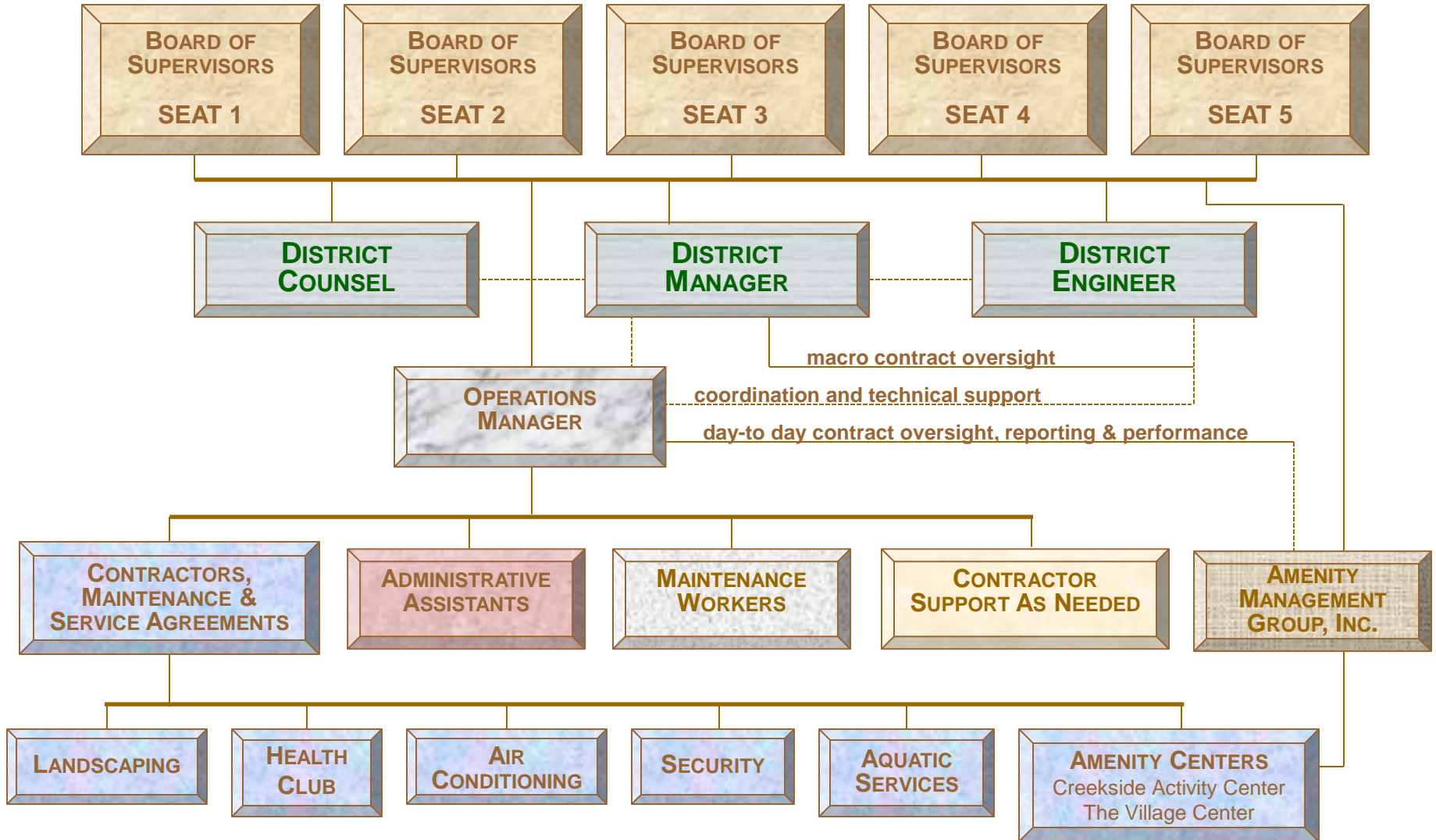


COMMUNITY DEVELOPMENT DISTRICT

4DI



COMMUNITY DEVELOPMENT DISTRICT ORGANIZATION CHART





COMMUNITY DEVELOPMENT DISTRICT

4DII

COMMUNITY DEVELOPMENT DISTRICT STAFF POSITIONS

District Manager:

The District Manager acts as the “City Manager/County Administrator” of the District and works with the elected Board of Supervisors to serve the District and its residents. The direct responsibilities of the District Manager include the following but are not limited to:

Preserving and maintaining district improvements and facilities, overseeing and coordinating the planning, financing, purchasing, staffing and compliance of the District, and any other such duties, as prescribed by the Board.

District Counsel:

The District Counsel acts as the chief legal counsel to the District and is responsible for ensuring that the District conducts its business according to the legal standards placed upon it, both by the actions of the District/Board and Statute.

In this capacity, the District Counsel reviews all District documents, including resolutions, contracts, and agreements, assists District Manager in drafting of same and negotiations on behalf of the District. Counsel ensures compliance with all necessary laws including Sunshine Amendment, and assist with securing public financing.

District Engineer:

The District Engineer provides professional and technical services to the District to support the planning, design, permitting, construction, financing, and operation and maintenance of the District infrastructure.

The District Engineer also provides the Engineer’s Report for bond financing and can provide direct consultation for such items as: bidding, contractor selection standards, master planning of infrastructure and construction phase observation.

**Grand Haven Community Development District
Palm Coast, Florida
Position Specifications**

Position Title: **Operation Manager**

Purpose of classification

The purpose of this classification is to supervise & maintenance/ repair activities, administer operations related contracts, interface with the residents within the Grand Haven Community Development District (CDD).

Essential Functions

The following duties are normal for this position. The omission of a specified statement of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

Reports to the District Manager and follows all directives.

Performs administrative tasks; provides budgetary input and assists in monitoring expenditures; reviews invoices for accuracy, researches discrepancies, and approves for payments; researches information as requested; makes recommendations concerning projects or needs; assists in developing procedures relating to projects/ activities.

Supervises and assists in performing various tasks involving aquatic control and maintenance of lakes, coordinates construction, operation, and maintenance of community park/landscaping, water management systems, street lighting, and street signs; conducts safety inspections of lakes, or other areas; coordinates control of vegetation in drainage system for maximum drainage.

Supervises and assists in performing various tasks involving grounds maintenance or landscaping projects oversees projects performed by in-house or contracted maintenance crew; conducts site inspections of each project and identifies any deficiencies; oversees mowing and edging activities; oversees planting, maintenance, watering, and trimming of trees, shrubs, flowers, and landscape areas; oversees removal of trees/limbs grinding of stumps; oversees aeration ,seed application, sod installation, and spreading of mulch or other ground materials; oversees application of fertilizers, herbicides, and pesticides; oversees raking, blowing, pickup, and disposal of grass clippings, leaves, brush, debris, litter, or other materials.

Supervises and assists in performing various tasks involving maintenance of parks; oversees agronomic activities, including turf grass selection, establishment, and fertilizer, nutrition, and water management.

Supervises and assists in performing various tasks involving traffic operations or road sign installation projects; inspects roadway to identify needed routing, thermoplastic, or raised pavement markers; oversees installation, maintenance, and repair of roadways signs, barricades, and roadway markings; maintains current inventory of existing signs.

Perform quality control inspections to ensure quality of work, products, or operations.

Supervises and assists in performing various tasks for the community Gate Access; oversees the guard services; repairing and maintaining the gate arms; maintaining supply of day passes; and any other related duties as required.

Responds to complaints and questions related to activities, researches problems and provides information; formulates and initiates plan of action to correct problems / issues.

Operates a personal computer and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheets, e-mails, internet, and other computer programs.

Communicates with supervisor, other departments, employees, contractors, developers, engineers, utility companies, vendors/suppliers, public service agencies, government agencies, the public, community organizations, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice. direction.

Additional functions

Interface with District Manager and/or financial manager on annual budget preparation and preparation of monthly financial results.

Must be familiar with all permit requirements and ensure that all of those requirements are met.

Serve as the operations liaison with the board of supervisors, including attending monthly board meetings and the presentation of the month operation data.

Communicate with the District Manager, Engineer, Attorney and Chairman on matters requiring their attention.

Provides assistance to other employees or departments as needed.

Performs other duties as required.

Minimum Qualifications

High School diploma or GED; preferred five (5) years previous experience and/or training that includes supervision and specialized work in area of assignment such as water utility system maintenance water distribution operations, aquatic control, horticulture, irrigation, landscaping, turf managment, road maintenance, or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Florida driver's license with appropriate endorsement(s).

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing ,stopping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50) pounds, Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confines spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease pathogenic substances, or animal/ wildlife attacks.



COMMUNITY DEVELOPMENT DISTRICT

4F

GOAL SETTING OCTOBER WORKSHOP

SUGGESTED PROCESS

EACH SUPERVISOR WILL BRIEFLY (ABOUT 3 MIN/GOAL) TALK ABOUT HIS/HER TOP TWO GOALS

IF A PREVIOUS SUPERVISOR HAS TALKED TO ONE OF YOUR GOALS YOU MAY:

RE-EMPHASIS THAT GOAL

OR TALK TO YOUR THIRD GOAL

IF TIME PERMITS WE CAN EITHER

LOOP BACK AND DO ONE MORE GOAL PER SUPERVISOR

OR HAVE A GENERAL DISCUSSION

Why is Board goal setting important?

If the Board does not define their goals for 2021, 2022, 2023 ...etc. then the staff has no defined goals.

Therefore, the Staff adopts assumed goals based upon other Board actions.

What the staff sees/assumes:

Board gives Staff a Budget.

Board adopts an un-prioritized list of capital projects with no timelines and generally no confirmed cost estimates – but reserves approval for cost estimates.

Board knows aging infrastructure problems are increasing and disrupt planned maintenance and major projects.

No communication to residents of plan or status.

Board directs – go get it done and report back.

Optimum possible result:

Budget will be met

Infrastructural failures will delay planned projects and scheduled preventive maintenance.

Board will be frustrated.

Residents will complain about what they see not getting done.

That is why the first thing a Board must do is setting goals.

**Short Term Goals Recommended to the New GHCDD BOS by
Retiring Long Term (13 Years) Board Member and Chairman,
Dr. Stephen J. Davidson**

ASSESSMENTS

1. Maintain no more than a 2-3% COLA yearly increase in assessments.
DM and CDD Board will pledge to develop yearly budgets adhering to this goal.
All residents of all GH Villages will hold BOS accountable to this pledge.
Will increase desirability of community, enhances property values.

BUDGET FOR THE BENEFIT OF ALL

2. Develop yearly budgets and related spending for the general benefit of all resident.,
Emphasis on Operations, Maintenance and Repair of aging infrastructure.
All residents of all GH Villages will hold BOS accountable for equitable distribution of
maintenance, repairs and projects. Will increase desirability of community, enhances
property values.

NO SPECIAL ASSESSMENTS, BOND DEBT

3. Eliminate any possibility of any new Special Assessments/Third Party Debt obligations for
new "Special Interest" projects benefitting a limited number of residents. Will increase
desirability of community, enhances property values.

CODE OF CONDUCT

4. Conduct all interactions with other Board members, staff, and District contractors in a
courteous, professional. and legal manner. All Supervisors pledge to and sign and updated
GHCDD BOS Code of Conduct and to honor the State of Florida Sunshine Laws.

INFECTION CONTROL MITIGATION

5. Protect residents, staff by adhering to all infectious disease mitigation protocols.
Inspect, maintain and utilize all a/c air handler ventilation and hard surface disinfection
equipment and supplies. Facilitators and staff to provide these services under direct
supervision and quality control by Operations and Amenity Managers.

PURSUE OUTSIDE FUNDING SOURCES

6. Continue identification and pursuit of outside funding sources.
Appoint Board Grant/Funding Liaison to County, City, and other outside funding sources.

PURSUE AVAILABLE FREE CONSULTING SERVICES

7. Continue to identify state/local organizations, universities and agencies (U of F, Coop. Ext., etc.) available to provide free scientific and unbiased expertise on District special projects/areas of concern. Reduce reliance on expensive "Paid consultants" with predetermined points of view(things to sell, etc.)

UPDATE ACCESS CONTROL SYSTEMS

8. Update Gate Access Control Systems. Add new technologies to include secure cell phone activation of gates, communications with guards.

CREATE LEGALLY AUTHORIZED INTERACTIVE RESIDENT DATABASE

9. Develop online secure but legal interactive resident community information guide to include voluntary and self updateable resident contact information directory. DM, DC, AM to coordinate selection and implementation based on legal review and authorization by DC.

EXPAND VEHICULAR PARKING AT THE VILLAGE CENTER AMENITY COMPLEX

10. Develop final plan and construct additional parking area at Village Center. OM, DE,HC, DC, AM to coordinate input to project. Relieves lack of parking for expanded amenity facilities at the V.C.

DEVELOP VILLAGE CENTER CROSWALK SAFETY PLAN

11. Develop safety plan for V.C./Waterside Parkway crosswalk safety. Investigate pedestrian hand held flags with bins on both sides of crosswalks. OM, DE, DC, Am to coordinate input to project.

DEVELOP NATIONALLY RECOGNIZED AUDUBON SOCIETY BIRDING TRAIL

12. Develop Birding Trail for enjoyment of residents and National Audubon Society recognition. OM, HC, De and DC to develop and seek national Audubon Society recognition. Will increase desirability of community, enhance property values.

Goal #1:

The board will produce a comprehensive long-term plan consistent with our vision statement that shows annual assessments driven by OM budget projections together with CIP's to include reserve study and other projects approved by the board.

The plan will be a WIP with monthly updates and a plan finalization date of 12/31/21. The plan will be reviewed annually and serve as the basis for annual budgets.

The benefit of this plan will be to provide some certainty to residents about needed assessments over the next 3 years and, at least directionally certain needs, for 7 years thereafter.

Goal #2:

Develop and implement an oak tree management plan aimed at reducing the increasingly costly work to repair damage to CDD sidewalks, gutters and roads.

A resident group will be formed to study the issue with tree experts, other community representatives and experienced contractors to complete a list of alternative strategies, costs and payment sources by 4/30/2021. A budget may be necessary to cover some costs of consultants. A supervisor will be assigned to the group.

This will serve to finalize a long-term solution to this very real issue that has the potential to negatively affect real estate values.

Goal #3:

Develop an OM organization plan aimed at providing sufficient human resources including additional management for completion of all scheduled maintenance (schedule needed) and emergency maintenance that may have become normal as assets continue to depreciate.

OM and DM to provide a plan/request for resources with associated cost estimates by 3/31/21.

This plan will show the board the anticipated costs of the first few years of the LT plan and give the board the ability to adjust the LT plan or proceed with the OM resource request.

Goal #4:

Develop specific and measurable performance goals and accountabilities for OM and the board by 3/31/21.

DM and OM will be tasked to develop a maintenance and project work schedule that is time sensitive, measurable and periodically provided to the board. Additionally, the DM will assign some specific and measurable accountabilities to the broader responsibilities in the annual evaluation.

Board accountability will be to the residents and will be achieved by writing a letter to residents explaining our views and goals to be followed up by a YE self-assessment letter to the residents.

Goal #5:

Develop a plan for parcel K; the only 1+ acre lot that could be developed into outdoor or indoor use.

A resident group including one supervisor will engage to research the short- and long-term needs/desires of the community for such things as office and amenities that satisfy existing and longer-term needs for keeping GH competitive. A budget may be necessary for consulting costs. A target date for finalization will be established later as the complexity of this effort includes such things as rationalization of existing building use, office space, parking and amenities.

Goal #6:

Develop a general plan including estimated cost to renovate and possibly expand the café. This may include also include an expansion of the kitchen with new equipment.

OM and DM with the assistance of amenity management will put a proposal(s) together by 6/30/2021.

This will provide a sorely needed 1st rehab to the café that is 20+ years old so that residents can enjoy a new setting and be served faster.

Goal #7:

Develop and implement motorized vehicle safety strategies aimed at speed control particularly as it affects pedestrian and bicyclist safety.

A resident group will consider alternatives and report back to the board by 3/31/20.

This will greatly enhance the safety of pedestrians and bicyclists who have been threatened by car and truck drivers.

Goal #8:

Establish an annual performance appraisal schedule for each major contractor that will address not only contract specifics but, in some cases, resident user feedback.

OM and DM will develop a written template of contract terms & responsibilities for board review by 4/30/2021. Contractors to be assessed will include amenity & café management, landscape, pond management, district management, horticulture, engineering and security.

This new assessment process will provide identification of any weaknesses that should be addressed and corrected before having to resort to an RFP.

Goal #9:

Develop a landscape project plan to cover a 5-year span showing needed and desired common area work that remediate some areas (vines, dead plant material etc.) and enhance other areas with attractive and economically viable low-maintenance plantings.

OM and horticulturist to provide the plan by 6/30/21.

This plan will be made part of the overall long-term plan and aimed at keeping GH fresh and attractive helping to maintain/increase real estate values.

Goal #10:

Reduce board meeting times to 2 hours from the current 4+ norm. Achievement of the goal will be partly dependent on providing for fewer in-person AM & OM meetings and more written reports done in a template focused on contract and maintenance progress to plan.

DM will provide examples from other districts and suggestions to achieve this by 3/31/21.

Achievement of this goal may reduce some costs but will also focus the BOS on policy matters and not management concerns. It will also serve to make board positions more attractive and make meetings more “resident friendly”.

GH CDD Goal Setting Sept. 2020

Supv. Howden

Goals are prioritized by date with the consideration of Board changes in Nov. 2020 and inter dependency among several of the goals.

1. Shorten GH CDD Board meeting time on some agenda items.

Beginning with the January 2021 Board Meetings all Agenda packets will contain written reports and proposals with associated cost for all items on the Agenda and additional verbal reports will only be made in cases of significant changes, urgently needed information or in response to Board requests.

This will allow the Board to make timely informed decisions and put more focus on in-depth future planning for the benefit of the District.

2. Re-write, issue and evaluate responses for the RFP for Amenity services.

Final action by the GH CDD Board at the Feb. 2021 Regular Board Meeting.

This will allow all parties to agree on acceptable operations of the Amenities that provide high quality service to Grand Haven residents.

3. Establish and institute a revision to the financial and budget reporting format for the GH CDD.

District Manager to present to GH CDD Board at the March 2021 Regular Board Meeting.

This will clearly identify funds budgeted, in process and finalized for operations and capital project and identify operational contributions to capital projects, facilitate Board decisions in current spending and future budgeting, providing better understanding by residents and Board control of finances.

4. Approval of a 3-5 Year Capital Plan for GH CDD including current reserve study findings.

Adoption by GH CDD Board at the May 2021 Regular Meeting.

Will facilitate future budgeting and provide the current and potential future residents an understanding of the direction of the district.

5. Implement a clearly defined Resident Communications Program defined by subject area and utilizing written, electronic and verbal messaging by all involved parties.

Process will begin by Aug. 1 2021.

This will help residents understand availability and sources of services. Also, this will allow for understanding of rules governing operations, future plans, and GH CDD Board decisions, reducing time spent by staff and others responding to questions and providing staff more time to accomplish required tasks

6. Determine appropriate staffing design for the District.

Design and initial implementation approval By GH CDD Board at the Aug. 2021 Regular Board Meeting.

This will identify internal staff needs verses contractual needs so appropriate planning, task assignment and budgeting can be accomplished. This will enhance stewardship.

7. Identify timing and process needs for maintenance and, if needed, improvements to the Districts storm water control system.

Complete report including timeline for action proposals with projected cost by District Engineer at a Dec. 2021 Board Meeting.

This will identify protentional issues with possible silting, erosion, vegetation, aquatic life, etc. It will enumerate projects needed for continued proper operation, compliance, community aesthetics and quality of life and identify future financial planning needs.

CDD GOAL SETTING 2020
SUPERVISOR: RAY SMITH

1. Efficient meetings:
 - a. By December 21, 2020 the BOS will instruct the District Manager to moderate/run all CDD meetings and workshops for the following 12 months for the purpose of streamlining and focusing the meetings on CDD goals.
2. CDD staff organization and staffing levels
 - a. The District Mgr. and the CDD Ops Mgr. will recommend GH CDD staff organizational structure and staffing levels required to meet CDD goals. Recommendations should be semi-annually given the significant changes possible caused by other goals.
3. Resident communications program
 - a. The BOS will provide by January 21, 2021 the conceptual framework and functional requirements for a resident communications program to the CDD Ops Mgr.
 - b. The CDD Ops Mgr. will present to the BOS by March 4, 2021 a detailed implementation plan satisfying the defined framework and functionality along with a schedule and costs requesting approval to implement.
4. Long term facilities and service plan
 - a. Using resident committees and/or outside consultants as needed, the BOS will conduct a resident opinion survey by March 31, 2021 to determine needs, wants, assessment expectations, mandatory Do's and Do not's etc.
 - b. By May 20, 2021 BOS will formulate a conceptual long term plan and distribute it to residents for feedback.
 - c. By July 8, 2021 BOS will have revised the conceptual plan and will give it to the CDD Ops Mgr.
 - d. Using outside A&E support the CDD Ops Mgr. will develop cost estimates to implement the plan by September 16, 2021.
 - e. The District Manager will present to the BOS by October 21, 2021 a discounted cash flow analysis using the Reserve Model to estimate the plan's assessment impact.

- f. The BOS will distribute to residents by December 21, 2021 the revised plan with time line and assessment estimates for review and comment.
5. Perimeter security
- a. The District Manager will obtain agreement December 31, 2022 from Flagler County for GH CDD to obtain ownership or exclusive right to maintain and landscape the GH perimeter fence thus allow the CDD to continue an aesthetically pleasing exterior and provide security to residents in the future.
6. Social reinforcement of responsible driving. CDD has no police powers –be inventive
- a. By June 17, 2021 the District Mgr. will arrange educational sessions for the CDD concerning alternative methods to lessen speeding on Waterside Parkway and other major thoroughfares within Grand Haven used in other communities and situations without policing authority.
7. Ponds
- a. By early 2022-3 BOS will declare Ponds a strategic issue and authorize:
 - i. Formation of committees to investigate remedies for:
 - 1. Chronic algae blooms
 - 2. Bank erosion
 - 3. Hard wall bank deterioration
 - 4. Pond dredging – great big bucks.
 - b. By mid-2022-3 the District Mgr., using GH residents and outside consultants, will arrange educational sessions for the CDD concerning alternative methods to address these issues.
 - c. Prior to 2022-3 continue current policies – there is no current solution most of this.
8. Intergovernmental relationships
- a. The District Manager will establish strong personal working relationships with leaders and key staff members of local governing agencies such as Flagler County, City of Palm Coast and SJWMD. The District Manager will report status to the BOS semi-annually.

TOPIC	DAVIDSON	FOLEY	HOWDEN	GAETA	SMITH
LONG RANGE PLAN USING RESERVE MODEL TO ESTIMATE FUTURE ASSESSMENTS	X	X	X		X
BOARD EFFECIENCY		X	X		X
RESIDENT COMMUNICATIONS PROGRAM		X	X		X
CDD STAFF ORGANIZATION INSIDE VS OUTSIDE WORK SCOPE APPROPRIATE STAFFING LEVEL		X	X		X
ACCESS CONTROL USING CURRENT TECHNOLOGY	X				X
VEHICLE SPEED CONTROL		X			X
PERFORANCE GOALS FOR BOARD AND STAFF		X			X



COMMUNITY DEVELOPMENT DISTRICT

5

OPEN ITEMS

- A. 9th Green Park Plan
- B. Café Renovation
- C. Updated Comprehensive CEMP Vol. 1
- D. Long Range Capital Planning
- E. Future Facility Planning
- F. Cell Phone Gate Access
- G. Long Range Parking Plan - Village Center
- H. Croquet Court Planning - Creekside/Village Center
- I. Assistant Operations Manager



COMMUNITY DEVELOPMENT DISTRICT

6

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**BOARD OF SUPERVISORS FISCAL YEAR 2020/2021
COMMUNITY WORKSHOP AND REGULAR MEETING SCHEDULE****LOCATION***Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2020 CANCELED	Community Workshop	10:00 AM
October 15, 2020 CANCELED	Regular Meeting	10:00 AM
October 29, 2020	Regular Meeting	10:00 AM
Join Zoom Meeting: https://zoom.us/j/2043596216 Meeting ID: 204 359 6216 Dial by your location: 1-929-205-6099 Meeting ID: 204 359 6216		
November 5, 2020	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Community Workshop	10:00 AM
February 18, 2021	Regular Meeting	10:00 AM
March 4, 2021	Community Workshop	10:00 AM
March 18, 2021	Regular Meeting	10:00 AM
April 1, 2021	Community Workshop	10:00 AM
April 15, 2021	Regular Meeting	10:00 AM
May 6, 2021	Community Workshop	10:00 AM

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
May 20, 2021	Regular Meeting	10:00 AM
June 3, 2021	Community Workshop	10:00 AM
June 17, 2021	Regular Meeting	10:00 AM
July 1, 2021	Community Workshop	10:00 AM
July 15, 2021	Regular Meeting	10:00 AM
August 5, 2021	Community Workshop	10:00 AM
August 19, 2021	Regular Meeting	10:00 AM
September 2, 2021	Public Hearing & Regular Meeting	3:00 PM
September 16, 2021	Community Workshop	10:00 AM

In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-150, 20-179 and 20-193 issued by Governor, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.



COMMUNITY DEVELOPMENT DISTRICT

7D

GRAND HAVEN MEETING ATTORNEY REPORT LIST (10/29/20)

1. Virtual Meeting Update

Governor DeSantis has signed an additional Executive Order (20-246 attached) which extend the ability to meet virtually through October.

2. Legislative Update

Attached is a memorandum that discusses some 2020 legislation that affects community development districts.

3. Political signs

I am aware that some questions have arisen regarding political signs on CDD property. I have attached a copy of the sign rule adopted in 2017 and a prior memorandum that discusses this issue.

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-246

(Emergency Management – COVID 19 – Local Government Public Meetings)

WHEREAS, Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, expires on October 1, 2020, unless extended.

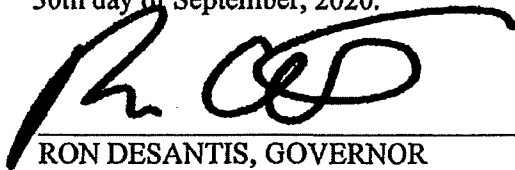
NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, subject to the condition of Section 2 below, until 12:01 a.m. November 1, 2020. This order supersedes Section 4 of Executive Order 20-69.

Section 2. This order shall not apply to election canvassing boards.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 30th day of September, 2020.



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

OFFICE OF THE GOVERNOR
TALLAHASSEE, FLORIDA

2020 SEP 30 PM 4:50

FILED



CLARK & ALBAUGH, LLP

M E M O R A N D U M

From: Clark & Albaugh, LLP
To: Board of Supervisors
Grand Haven Community Development District
Date: September 8, 2020
Subject: Notable legislation affecting CDD's

This memorandum is intended to provide an update to the Board on certain new laws that affect community development districts. These descriptions are summary in nature, and more specific information can be available upon request.

Senate Bill 1466, Effective July 1, 2020:

This bill responded to some of the problems that have been created for special districts by the ADA website lawsuits and the response to them. Districts have had to contract with consultants to convert pages on websites into ADA-compliant form. These efforts are affordable for large governments but can be very costly to special districts. The legislation lessens the number of things that are required to be posted on the website. Notably, the district has the option not to publish the full agenda package on the website, but only the agenda itself. It can post its audit by linking to the state Auditor General website. It also no longer has to publish the public facilities report on the website.

The bill also contains some code of ethics waiver for situations where district boards are subject to a landowner election and a large landowner (developer) controls the board.

Senate Bill 1092, Effective July 1, 2020 with a January 1, 2021 implementation:

This bill imposes a mandate that local governments use the E Verify system to determine immigration compliance for all employees and also require that contractors doing business with the government use E Verify and require their subcontractors to do the same. This will result in some operational and contract language changes to ensure compliance.

House Bill 101, effective October 1, 2020:

This bill reduces to 5% the amount of retainage that districts can withhold on construction projects.

House Bill 279, effective July 1, 2020:

This bill requires local governments that complete construction projects with their own employees and equipment to maintain certain accounting records of costs, including an overhead factor. The bill also requires districts that issue bids or proposals to include information on government permitting and fees.

House Bill 441, effective July 1, 2020:

This bill increases the maximum limits for continuing contracts with consultants covered by the CCNA.

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDMENTS TO THE RULES OF PROCEDURE TO INCLUDE CHAPTER VII, RELATING TO SIGN REGULATIONS POLICIES AND PROCEDURES

Whereas, the Grand Haven Community Development District [the "District"] is a community development district, established March 24, 1997 by Flagler County, Florida Ordinance 97-03 pursuant to the provisions of Chapter 190, Florida Statutes; and,

Whereas, the District, pursuant to Section 190.012(2)(d), F.S. has the authority to plan, establish, acquire, construct, operate and maintain systems and facilities; and,

Whereas, Section 190.012(3)(*Florida Statutes*, authorizes the District to adopt rules relating to such systems and facilities of the District and to adopt resolutions as may be necessary for the conduct of District business; and

Whereas, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution an amendment to the Rules of Procedure, Chapter VII, Relating to Sign Regulation Policies and Procedures, attached hereto as **Exhibit "A"** for immediate use and application; and

Whereas the District gave notice of its intent to conduct rule development and rulemaking proceedings pursuant to Fla. Stat. §§190.012(3), 120.54 and 120.81 and said notice was published in the manner required by law: and

Whereas, the Board of Supervisors held a public hearing on October 5, 2017 and thereafter determined to adopt certain amendments to the Rules of Procedure;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

Section 1. The attached amendments to the Rules of Procedure, Chapter VII, Relating to Sign Regulation Policies and Procedures are hereby adopted. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*, and shall replace and supersede any previously adopted Rules of Procedure.

Section 2. The amendments attached in Exhibit "A" shall take effect immediately upon the adoption of this Resolution.

PASSED AND ADOPTED this 5th day of October, 2017.



Secretary/Assistant Secretary



Chair/Vice Chair

Exhibit "A"

SIGN REGULATIONS POLICIES AND PROCEDURES

1. General.

(1) It is the purpose of this chapter to promote the public health, safety and general welfare through reasonable, consistent and nondiscriminatory sign standards. The sign regulations in this chapter are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the secondary effects of speech, especially insofar as those secondary effects may adversely affect aesthetics and traffic and pedestrian safety. In order to preserve and enhance the District as a desirable community in which to live and do business, a pleasing, visually attractive environment is of foremost importance. The regulation of signs within the District is a highly contributive means by which to achieve this desired end. These sign regulations have been prepared with the intent of enhancing the visual environment of the District and promoting its continued well-being, and are intended to:

- (a) Maintain and enhance the aesthetic environment;
- (b) Maintain pedestrian and traffic safety; and
- (c) Minimize the possible adverse effect of signs on nearby public and private property.

(2) For purposes of this Rule, "District Property" shall be defined and shall mean any common area, utility area, stormwater control area or other real property of any nature which is owned by the Grand Haven Community Development District. The prohibition related to District Property shall also specifically extend to any signs, street lights, trees, posts, monuments or other structures that exist on District Property or within easements that contain District facilities.

(3) Except as set forth in this Rule, no signs of any nature or type, except for signs placed or erected by the District in connection with the performance of District business or the operation of District facilities, shall be placed upon any District Property.

2. Developer and Builder Sign Regulations.

(1) Developers and builders will not be authorized to display signs on District Property.

(2) Any other signs, flags, balloons or any other type of business advertising will not be permitted on District Property.

(3) Notwithstanding restrictions on Developer and Builder signs, the District acknowledges that certain rights of the Declarant to maintain signs may be grandfathered (hereinafter, "Grandfathered Signs") due to certain rights being reserved to the Declarant under that certain Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Grand Haven Master Association ("Declaration") at Official Records Book 729, Page 259, public records of Flagler County, Florida. Such signs shall be limited to those which are used to sell and market vacant lots and new

homes which have not previously been sold or occupied within the District. The District shall have the right, under this provision, as it deems necessary, to require the Declarant's reasonable cooperation as to the number and placement of signs so as to further the goals of this Rule. Once there are no longer vacant lots or new homes within the District, or once the Declarant rights under the Declaration have expired, the Grandfathered Signs shall no longer be permitted.

3. Homeowner and Business Sign Regulations.

(1) Homeowners, businesses and all other parties are not permitted to place signs in the District Property. This prohibition includes, but is not limited to, open house directional signs, garage sale signs, and for sale or for lease signs. No lost and found signs or any other type of (snipe) sign will be allowed on District Property.

4. Removal of signs.

In addition to all other provisions for enforcement of this chapter, any sign violating the provisions hereof may be removed by the District.

(1) All costs of the action provided in this section shall be the liability of the person responsible for the display of the prohibited sign and such liability shall be enforced by the District.

(2) In connection with the removal of signs from District Property, the District hereby imposes, pursuant to Fla. Stat. §190.035 a fee of \$100.00 per offending sign to reimburse the District for its staff costs and administrative costs associated with illegal signs. The fee shall be charged to the party the District determines, after investigation, to be responsible for its placement.

5. Effective Date

This Rule shall take effect on the date it is adopted.

MEMORANDUM

To: Grand Haven CDD Board
From: Clark & Albaugh, LLP
Date: August 18, 2016
Re: Grand Haven CDD – Rule to ban signage from public property

QUESTION PRESENTED

May the CDD enforce a rule banning political campaign signs from CDD-owned property within its jurisdiction?

SHORT ANSWER

The CDD may enforce a rule banning signs from CDD-owned property, provided that the rule: (1) does not regulate speech in ways that favor some viewpoints over others (i.e., the rule is a content-neutral ban on all signs); (2) furthers an important governmental interest, unrelated to the suppression of free speech, such as safety or preservation of the aesthetics of the community by avoiding visual clutter; (3) is narrowly tailored to serve the governmental interest; (4) does not affect an individual's right to exercise alternative modes of communication (such as the right to speak and distribute literature in the same place that posting of signs is prohibited); and (5) the property is not by tradition or designation a "public forum" for communication.

DISCUSSION

The state may deny access to all public property for posting political signs, as long as the ordinance regulating posting is applied uniformly and other public interests are considered. 104 Fla. Jur. 2d, *Constitutional Law* § 304 (2016) (citing *Members of City Council of City of Los Angeles v. Taxpayers for Vincent*, 466 U.S. 789 (1984)).

In *Taxpayers for Vincent*, the appellees argued that a city ordinance prohibiting the posting of signs on public property abridged their First Amendment freedom of speech rights. 466 U.S. 789 (1984). The U.S. Supreme Court upheld the ordinance, finding as follows:

1. Content-neutrality. The First Amendment forbids government from regulating speech in ways that favor some viewpoints or ideas at the expense of others. (*Id.* at 804). The Court found: no hint of bias or censorship in the city's enactment or enforcement of the ordinance; no claim that the ordinance was designed to suppress certain ideas that the city finds distasteful; or that it has been applied to appellees because of the views that they express; the text of the ordinance is neutral - indeed silent - concerning any speaker's point of view; and it has been applied in an evenhanded manner. *Id.*

2. Substantial governmental interest unrelated to suppression of free expression.

a. A government regulation is sufficiently justified if it: is within the constitutional power of the government; furthers an important or substantial governmental interest; is unrelated to the suppression of free expression; and if the incidental restriction on alleged First Amendment freedoms is no greater than is essential to the furtherance of that interest.” *Id.* at 805.

b. The State may legitimately exercise its police powers to advance esthetic values. *Id.* at 805. Municipalities have a weighty, essentially esthetic interest in proscribing intrusive and unpleasant formats for expression. *Id.* at 806. In *Metromedia, Inc. v. San Diego*, the city had an ordinance prohibiting certain forms of outdoor billboards. 453 U.S. 490 (1981). There, the Court held that the city’s interest in avoiding visual clutter was sufficient to justify a prohibition of billboards. *See Id.*, at 507–508. In *Metromedia*, the Court expressly concluded that the city’s esthetic interests were sufficiently substantial to provide an acceptable justification for a content-neutral prohibition against the use of billboards; San Diego’s interest in its appearance was undoubtedly a substantial governmental goal. *Id.* Quoting the plurality in *Metromedia*, the Court stated: “It is not speculative to recognize that billboards [...] can be perceived as an ‘esthetic harm’ [...]. The same is true of posted signs.” *Taxpayers for Vincent*, 466 U.S. at 808.

c. The problem addressed by the ordinance – the visual assault on citizens of city presented by an accumulation of signs posted on public property constituted a significant substantial evil within city’s power to prohibit. *Id.* at 807. The city’s interest in attempting to preserve [or improve] the quality of urban life is one that must be accorded high respect.” *Id.*, citing *Young v. American Mini Theatres, Inc.*, 427 U.S. 50 (1976).

d. The character of the environment affects the quality of life and the value of property in both residential and commercial areas. The Court held that these interests are sufficiently substantial to justify this content-neutral, impartially administered prohibition against the posting of appellees’ temporary signs on public property and that such an application of the ordinance does not create an unacceptable threat to freedom of speech. *Taxpayers for Vincent*, 466 U.S. at 808.

3. Narrowly tailored to serve governmental interest. A question is whether the scope of the restriction on expressive activity is substantially broader than necessary to protect the city’s interest in eliminating visual clutter. *Id.* The incidental restriction on expression which results from the city’s attempt to accomplish such a purpose is considered justified as a reasonable regulation of the time, place, or manner of expression, if it is narrowly tailored to serve that interest. *Id.* The ordinance curtailed no more speech than was necessary to accomplish its purpose of eliminating visual clutter. *Id.* at 810.

4. Alternative modes of communication. While the First Amendment does not guarantee the right to employ every conceivable method of communication at all times and in all places, a restriction on expressive activity may be invalid if the remaining modes of communication are inadequate. *Id.* at 812. The ordinance does not affect any individual’s freedom to exercise the right to speak and to distribute literature in the same place where the

posting of signs on public property is prohibited. *Id.* There are ample alternative modes of communication in Los Angeles. *Id.*

5. Traditional public forum. A traditional public forum, such as a public street/sidewalk, park or place of assembly, occupies a special position in terms of First Amendment protection. *Id.* at 813. Appellees failed to demonstrate the existence of a traditional right of access respecting such items as utility poles for purposes of their communication comparable to that recognized for public streets and parks, and it is clear that “the First Amendment does not guarantee access to government property simply because it is owned or controlled by the government.” *Id.* at 814. Public property which is not by tradition or designation a forum for public communication may be reserved by the state for its intended purposes, communicative or otherwise, as long as the regulation on speech is reasonable and not an effort to suppress expression merely because public officials oppose the speaker’s view. *Id.* at 815.

CONCLUSION

Based on *Taxpayers v. Vincent*, the CDD may enforce a content-neutral rule banning the posting of all signs from public property within the CDD’s jurisdiction, provided that the rule meets the criteria set forth by the Court. In order to be enforceable, the rule must ban all signs, not just political signs. In the absence of such a ban, the CDD might be forced to accept signs that express political viewpoints, not just campaign signs. I would recommend that a rule be adopted banning all signs on CDD property. A related issue would be the posting of materials on bulletin boards or the like on CDD property.