



**COMMUNITY DEVELOPMENT
DISTRICT**

November 19, 2020

**REGULAR MEETING
AGENDA**



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

November 12, 2020

Board of Supervisors
Grand Haven Community Development District

Dear Board Members:

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

PUBLIC PARTICIPATION INFORMATION

CALL IN NUMBER: 1-929-205-6099
MEETING ID: 204 359 6216

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, November 19, 2020 at 10:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137. The agenda is as follows:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. BUSINESS ITEMS
 - A. Administration of Oath of Office to Newly Elected Supervisors, Dr. Merrill Stass-Isern, [SEAT 2] and Michael Flanagan [SEAT 4] (*the following to be provided in a separate package*)
 - I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - II. Membership, Obligations and Responsibilities
 - III. Financial Disclosure Forms
 - a. Form 1: Statement of Financial Interests
 - b. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - c. Form 1F: Final Statement of Financial Interests
 - IV. Form 8B: Memorandum of Voting Conflict
 - B. Consideration: Board of Supervisors Code of Conduct
 - C. Consideration: Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Grand Haven Community Development District, and Providing for an Effective Date

- D. Discussion: Fiscal Year 2021 Objectives
 - I. Budget Process
 - II. Meeting Agenda, Meeting Efficiency and Structure
 - III. Reserve Study
 - IV. Open Items
 - V. RFP for Amenity Management Services
- E. Discussion: Role/Scope of Services
 - I. District Staff
 - II. District Consultants
- F. Consideration: Croquet Proposals *(to be provided under separate cover)*

4. CONSENT AGENDA ITEMS

- A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS
 - Unaudited Financial Statements as of September 30, 2020
- B. APPROVAL OF MINUTES
 - October 29, 2020 Regular Meeting

5. NEXT WORKSHOP DATE: December 3, 2020 at 10:00 A.M.

- QUORUM CHECK

Marie Gaeta	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Dr. Merrill Stass-Isern	<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
Michael Flanagan	<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

6. 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]

7. PUBLIC COMMENTS *(3-Minute Rule)*
8. SUPERVISORS' REQUESTS
9. ADJOURNMENT

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

Sincerely,



Howard McGaffney
District Manager

During the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen to and participate in the meeting can do so by **Dialing 1-929-205-6099, Meeting ID 204 359 6216.**

Additionally, participants are encouraged to submit questions and comments to the District Manager **no later than 5:00 p.m., on November 17, 2020 at mcgaffneyh@whhassociates.com** to facilitate the Board's consideration of such questions and comments during the meeting.



COMMUNITY DEVELOPMENT DISTRICT

3A

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of physical presence or online notarization on this ___ day of _____, 20__, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Grand Haven Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida
Print Name: _____
Commission No.: _____ Expires: _____

MAILING ADDRESS: Home Office County of Residence _____

Street Phone Fax

City, State, Zip Email Address



COMMUNITY DEVELOPMENT DISTRICT

3B

**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/Assistant Secretary

Board Member – Seat 1

Board Member – Seat 2

Board Member – Seat 3

Board Member – Seat 4

Board Member – Seat 5



COMMUNITY DEVELOPMENT DISTRICT

3C

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing a Secretary, and such other officers as the Board may deem necessary.

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

1. **DISTRICT OFFICERS.** The District officers are as follows:

_____ is appointed Chair

_____ is appointed Vice Chair

 Craig Wrathell is appointed Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

 Howard McGaffney is appointed Assistant Secretary

 Craig Wrathell is appointed Treasurer

 Jeff Pinder is appointed Assistant Treasurer

2. **CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

3. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of November, 2020

Attest:

**GRAND HAVEN COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors



COMMUNITY DEVELOPMENT DISTRICT

3DI

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
ADOPTED BUDGET
FISCAL YEAR 2021**

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
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**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2021**

REVENUES

Assessments (net of discounts)	\$ 4,322,319
Miscellaneous	39,500
Total revenues	4,361,819

EXPENDITURES

Professional & admin

Supervisors	22,000
Professional services	213,796
Insurance	11,896
Property taxes	3,000
Tax collector	90,048
Miscellaneous	32,535
Total professional & admin	373,275

Field operations

Utilities	249,300
Pump house shared facility	15,500
Aquatic contract	58,819
Insurance	71,817
Property maintenance	871,948
Employees	712,600
Amenity management	552,000
Repairs & maintenance: projects	3,350
Amenity & community maintenance	298,926
Gate access control (formerly: Security operations)	276,373
Miscellaneous contingency	4,000
Miscellaneous field operations	75,425
Total field operations	3,190,058

Infrastructure reinvestment

Capital improvements	1,027,702
Total infrastructure reinvestment	1,027,702
Total expenditures	4,591,035
Net change in fund balances	(229,216)
Fund balance - beginning (unaudited)	3,327,233
Fund balance - ending (projected)	
Committed	
Disaster	981,211
Assigned	
3 months working capital	890,833
Unassigned	285,973
Fund balance - ending	\$ 3,098,017

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021**

	Fiscal Year 2020				Adopted Budget FY 2021
	Adopted	Actual through 3/31/2020	Projected through 9/30/2020	Total Actual & Projected Revenue & Expenditures	
REVENUES					
Assessment levy: general	\$ 3,353,907				\$ 3,662,033
Assessment levy: infrastructure reinvestment	1,052,928				831,757
Assessment levy - Escalante, LLC ³	8,626				8,626
Allowable discounts (4%)	(176,618)				(180,097)
Assessment levy - net	4,238,843	\$ 4,082,873	\$ 155,970	\$ 4,238,843	4,322,319
Reuse water	21,000	9,431	11,569	21,000	21,000
Gate & amenity guest	8,000	3,905	4,095	8,000	8,000
Tennis	3,000	1,774	1,226	3,000	3,000
Room rentals	2,000	950	1,050	2,000	2,000
Interest and miscellaneous	5,500	8,010	-	8,010	5,500
State reimbursement - hurricane	-	8,381	-	8,381	-
Total revenues	4,278,343	4,115,324	173,910	4,289,234	4,361,819
EXPENDITURES					
Professional & admin					
Supervisors - regular meetings	12,000	6,800	5,200	12,000	12,000
Supervisor - workshops	10,000	2,600	7,400	10,000	10,000
District management	37,987	18,993	18,994	37,987	39,127
Administrative	10,110	5,055	5,055	10,110	10,413
Accounting	20,852	10,426	10,426	20,852	21,478
Assessment roll preparation	9,202	4,601	4,601	9,202	9,478
Audit	11,300	2,500	8,800	11,300	11,300
Arbitrage rebate calculation	2,400	750	1,650	2,400	-
Legal - general counsel	92,000	37,380	54,620	92,000	92,000
Engineering	30,000	2,545	27,455	30,000	30,000
Insurance: general liability & public officials	11,896	10,482	-	10,482	11,896
Legal advertising	3,500	528	2,972	3,500	3,500
Bank fees	1,500	747	753	1,500	1,500
Dues & licenses	175	175	-	175	175
Website hosting & development	1,800	-	1,800	1,800	1,800
ADA website compliance	200	199	-	199	210
Communications: e-blast	500	459	41	500	500
Music licensing	3,300	3,321	-	3,321	3,350
IT support	18,000	11,045	6,955	18,000	18,000
Property taxes	3,000	-	3,000	3,000	3,000
Postage	3,000	1,056	1,944	3,000	3,000
Office supplies	500	311	189	500	500
Tax collector	88,309	81,657	6,652	88,309	90,048
Total professional & admin	371,531	201,630	168,507	370,137	373,275

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021**

	Fiscal Year 2020			Total Actual & Projected Revenue & Expenditures	Adopted Budget FY 2021
	Adopted	Actual through 3/31/2020	Projected through 9/30/2020		
EXPENDITURES (continued)					
Field operations					
Electric					
Electric services - #12316, 85596, 65378	4,300	2,188	2,112	4,300	4,300
Electric- Village Center - #18308	31,500	11,418	20,082	31,500	31,500
Electric - Creekside - #87064, 70333	21,500	8,609	12,891	21,500	21,500
Street lights ¹	20,000	8,109	11,891	20,000	20,000
Propane - spas/café	38,750	19,812	18,938	38,750	38,750
Garbage - amenity facilities	11,000	6,250	4,750	11,000	11,000
Water/sewer					
Water services ²	98,750	57,135	41,615	98,750	98,750
Water - Village Center - #324043-44997	13,500	5,243	8,257	13,500	13,500
Water - Creekside - #324043-45080	10,000	2,735	7,265	10,000	10,000
Pump house shared facility	15,500	32,441	-	32,441	15,500
Aquatic contract	44,615	15,908	28,707	44,615	44,615
Aquatic contract: lake watch	4,076	3,122	954	4,076	4,076
Aquatic contract: aeration maintenance	4,000	-	4,000	4,000	4,000
Lake bank spraying	6,128	1,457	4,671	6,128	6,128
Storm clean-up	-	5,364	-	5,364	20,000
Insurance: property	65,117	60,463	4,654	65,117	65,117
Insurance: auto general liability	1,300	1,800	-	1,800	2,000
Flood insurance	4,700	3,100	1,600	4,700	4,700
Property maintenance					
Horticultural consultant	9,600	4,400	5,200	9,600	9,600
Landscape enhancement	112,220	108,941	3,279	112,220	112,220
Landscape repairs & replacement	20,000	14,395	5,605	20,000	20,000
Stormwater system repairs & maintenance	15,000	-	15,000	15,000	15,000
Roads & bridges repairs	15,000	-	15,000	15,000	15,000
Sidewalk repairs & replacement	20,000	2,936	17,064	20,000	20,000
Landscape maintenance contract services	531,420	221,184	310,236	531,420	574,328
Landscape maintenance: croquet	31,600	13,167	18,433	31,600	50,800
Tree maintenance (Oak tree pruning)	35,000	-	35,000	35,000	35,000
Optional flower rotation	20,000	17,550	2,450	20,000	20,000
Irrigation repairs & replacement	20,000	10,540	9,460	20,000	20,000
Street light maintenance	15,000	1,461	13,539	15,000	15,000
Lift truck repairs & maintenance	5,000	685	4,315	5,000	5,000
Holiday lights	9,000	8,433	567	9,000	9,000

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021**

	Fiscal Year 2020			Total Actual & Projected Revenue & Expenditures	Adopted Budget FY 2021
	Adopted	Actual through 3/31/2020	Projected through 9/30/2020		
EXPENDITURES (continued)					
Staff support and amenity operations					
Payroll	478,146	199,742	278,404	478,146	520,345
Merit pay/bonus	15,000	10,682	4,318	15,000	20,000
Payroll taxes	62,398	16,269	46,129	62,398	67,905
Health insurance	56,500	24,825	31,675	56,500	65,000
Insurance: workers' compensation	24,000	26,002	-	26,002	26,500
Payroll services	3,700	2,010	2,010	4,020	4,100
Mileage reimb: operations manager	2,750	1,350	1,400	2,750	2,750
Car allowance: staff	5,000	2,485	2,515	5,000	6,000
Amenity Management	477,225	238,612	238,613	477,225	479,000
Amenity Operations & Maintenance	61,795	30,897	30,898	61,795	73,000
Amenity A/C maintenance and service	3,750	210	3,540	3,750	3,750
Fitness equipment service	7,500	2,589	4,911	7,500	7,500
Amenity cable/internet	14,500	7,252	7,248	14,500	14,500
Office supplies: field operations	11,000	11,310	690	12,000	12,000
Village center telephone, fax	10,000	1,899	8,101	10,000	10,000
Creekside telephone & fax	10,000	3,926	6,074	10,000	10,000
Pool/spa permits	875	-	875	875	875
Pool chemicals	13,176	6,273	6,903	13,176	13,176
Pest control	3,050	995	2,055	3,050	3,050
Amenity maintenance	90,000	57,995	32,005	90,000	110,000
Community maintenance	90,000	51,481	38,519	90,000	110,000
CERT operations	500	96	404	500	500
Repairs & maintenance: projects					
Fire & security system	3,350	2,108	1,242	3,350	3,350
Gate access control (formerly: Security operations)					
Gate access control staffing	186,000	78,901	107,099	186,000	198,373
Additional guards	15,000	-	15,000	15,000	15,000
Guardhouse & gate facility maintenance	21,000	2,364	18,636	21,000	21,000
Gate communication devices	20,000	8,019	11,981	20,000	20,000
Gate operating supplies	22,000	4,375	17,625	22,000	22,000
Special events	10,000	2,858	7,142	10,000	10,000
Miscellaneous contingency	4,000	3,397	603	4,000	4,000
Total field operations	<u>2,975,791</u>	<u>1,447,768</u>	<u>1,554,150</u>	<u>3,001,918</u>	<u>3,190,058</u>
Total admin & field ops expenditures	<u>3,347,322</u>	<u>1,649,398</u>	<u>1,722,657</u>	<u>3,372,055</u>	<u>3,563,333</u>
Infrastructure reinvestment					
Capital improvements ⁴					
General infrastructure replacement/repair	1,181,681	417,548	556,715	974,263	1,027,702
Total infrastructure reinvestment	<u>1,181,681</u>	<u>417,548</u>	<u>556,715</u>	<u>974,263</u>	<u>1,027,702</u>
Total expenditures	<u>4,529,003</u>	<u>2,066,946</u>	<u>2,279,372</u>	<u>4,346,318</u>	<u>4,591,035</u>

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021**

	Fiscal Year 2020			Total Actual & Projected Revenue & Expenditures	Adopted Budget FY 2021
	Adopted	Actual through 3/31/2020	Projected through 9/30/2020		
EXPENDITURES (continued)					
Excess/(deficiency) of revenues over/(under) expenditures	(250,660)	2,048,378	(2,105,462)	(57,084)	(229,216)
Fund balance - beginning (unaudited)	2,820,076	3,384,317	5,432,695	3,384,317	3,327,233
Fund balance - ending (projected)					
Committed					
Disaster ⁶	690,235	690,235	690,235	690,235	981,211
Future capital improvements	-	-	-	-	940,000
Assigned					
3 months working capital ⁵	836,831	836,831	836,831	836,831	890,833
Unassigned	1,042,350	3,905,629	1,800,167	1,800,167	285,973
Fund balance - ending	<u>\$ 2,569,416</u>	<u>\$ 5,432,695</u>	<u>\$ 3,327,233</u>	<u>\$ 3,327,233</u>	<u>\$ 3,098,017</u>

¹See exhibit 1.

²See exhibit 2.

³See exhibit 3

⁴See exhibit 4. Also, please note that in conformity with the District's capitalization policy, only items/projects in excess of \$5,000 will be reflected on the schedule of capital assets.

⁵This item represents fund balance that will be needed to cover expenditures from October through December each fiscal year. Note, current fiscal year assessments should be sufficient to replenish this component of fund balance as it will be needed for the same purpose in the subsequent fiscal year.

⁶This item represents a portion of fund balance that is intended to cover the costs of a material disaster, which is defined as aggregate expenditures in excess of \$50,000 that are necessary to mitigate significant damage resulting from a hurricane, tornado, flood, sinkhole or chemical spill within the boundaries of the District.

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional and Administrative Services

Supervisors - regular meetings	\$ 12,000
<p style="padding-left: 20px;">Statutorily set at \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates twelve meetings and all five Board Members receiving fees.</p>	
Supervisor - workshops	10,000
<p style="padding-left: 20px;">Statutorily set at \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates eleven workshop meetings and all five Board Members receiving fees.</p>	
District management	39,127
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC specializes in managing community development districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, administer the issuance of tax exempt bonds and operate & maintain the assets of the community.</p>	
Administrative	10,413
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC provides administrative services to the District under the management services agreement. These services include preparation of meeting agenda and minutes, maintaining the District website, records retention, resident requests and all regulatory requirements involving documentation of District activities.</p>	
Accounting	21,478
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC provides budget preparation and reporting, cash management, revenue reporting and accounts payable functions.</p>	
Assessment roll preparation	9,478
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC provides assessment roll services, which include preparing, maintaining and transmitting the annual lien roll with the annual special assessment amounts for the operating, maintenance and capital assessments. This was titled "financial consulting services" in the previous fiscal year.</p>	
Audit	11,300
<p style="padding-left: 20px;">The District is required to undertake an independent examination of its books, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General. Grau & Associates conducts the District's audit.</p>	
Legal - general counsel	92,000
<p style="padding-left: 20px;">Clark & Albaugh, LLP. provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, this firm provides services as "local government lawyers" realizing that this type of local government is very limited in its scope – providing infrastructure and services to developments.</p>	

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Engineering	30,000
<p>The District has engaged a District Engineer to provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Insurance: general liability & public officials ³	11,896
<p>The District carries public officials and general liability and public officials insurance with policies written by Florida Insurance Alliance and these amounts have been combined for the current year budget. The limit of liability is set at \$2,000,000 for general liability (\$4,000,000 general aggregate) and \$1,000,000 for public officials liability (\$2,000,000 general aggregate).</p>	
Legal advertising	3,500
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Bank fees	1,500
<p>Bank charges incurred during the year.</p>	
Dues & licenses	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Website hosting & development	1,800
<p>Strange Zone, provides website hosting for a fee of \$10.00 per month and website maintenance at an hourly rate of \$115.00.</p>	
ADA website compliance	210
Communications: e-blast	500
<p>Constant Contact, Inc. transmits District news and information to the residents via email.</p>	
Music licensing	3,350
IT support	18,000
Property taxes	3,000
<p>The District pays property taxes to Flagler County on certain parcels of land within the District. Ad valorem taxes are assessed for the parking lot at Escalante Golf.</p>	
Postage	3,000
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Office Supplies	500
<p>Accounting and administrative supplies and automated AP routing.</p>	
Tax collector	90,048
<p>The tax collector's fee is 2% of assessments collected.</p>	
Field operations	
<i>Electric</i>	
Electric services - #12316,65378,85596	4,300
<p>FPL charges for electric usage at the main entrance, guardhouse (AC/heat) and lights(#65378), pond aerator, electric at south entrance (#12316) and electric at the north entrance gate house.</p>	
Electric- Village Center - #18308	31,500
<p>FPL charges for electric usage at the Village Center, which includes air conditioning, heating, pool equipment, café appliances and lights.</p>	

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Electric - Creekside - #87064, 70333	21,500
FPL charges for electric usage at the Creekside facility, which includes air conditioning, heating, pool equipment and lights. Account #87064 is for air conditioning and account #70333 is for pool pumps and lighting.	
Street lights ¹	20,000
FPL bills for energy usage of the 495 streetlights located within the District as shown in exhibit 1.	
Propane - Pool/spas/café	38,750
Propane gas is provided by Amerigas Corporation for water heating purposes at the Village Center and Creekside.	
Garbage - amenity facilities	11,000
District contracts with Waste Management Corporation to supply dumpsters for garbage and trash removal at Village Center and Creekside.	
<i>Water/Sewer</i>	
Water services ²	98,750
Reuse and potable water is supplied by City of Palm Coast for irrigation purposes. Exhibit 2 lists all of the accounts. The potable water accounts were not converted to reuse because of the extensive conversion costs (account #'s 46201, 46064 and 46200).	
Water - Village Center	13,500
Potable water/sewer is supplied to the Village Center by the City of Palm Coast. (account # 44997)	
Water - Creekside	10,000
Potable water/sewer is supplied to Creekside by the City of Palm Coast (account # 45080).	
Pump house shared facility	15,500
The District has a shared services agreement with Escalante Golf for the operation and maintenance costs of the Marlin Drive pump house. The District bills Escalante Golf 75% of all costs and pays the remaining 25% per the agreement. The agreement went into effect on November 10, 2005 and shall terminate upon the termination of the reclaimed water agreement that went into effect November 17, 2005 and is still in effect.	
Aquatic contract	44,615
Solitude Lake Management provides algae and aquatic weed control, shoreline grass control to the water's edge, water chemistry testing, triploid grass carp stocking and permitting, carp barrier installation and management reporting for the 47 waterways located within the District.	
Aquatic contract: lake watch	4,076
Aquatic contract: aeration maintenance	4,000
Lake bank spraying	6,128
Property insurance	65,117
The District carries property insurance with Florida Property Alliance. This policy insures District property and contents.	

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Insurance: Auto general liability	2,000
Represents automobile insurance for the District's E-350 work truck with lift bucket. The limit of liability is \$1,000,000 for any one accident or loss.	
Flood insurance	4,700
The District carries flood insurance. The limit of coverage is \$4,000,000. The deductible is \$1,000 (except for the conspan and walking bridges). The deductible for the conspan and walking bridges is 5% of their respective values.	
Property maintenance	
Horticultural consultant	9,600
The District has a continuous contract with Louise Leister (horticulturalist) in March 2010 to audit current landscape specifications and develop a landscape master plan that will provide ecological, environmental and economical benefits.	
Landscape enhancement	112,220
Vine removal and landscape enhancement projects (formally in Capital)	
Landscape repairs & replacement	20,000
Repairs and/or replacement of existing turf, trees, plants and other landscaping.	
Stormwater system repairs & maintenance	15,000
Repairs and maintenance to the District's stormwater system	
Roads & bridges repairs	15,000
Repairs and maintenance to the District's curbs, gutters, roads and bridges	
Sidewalk repairs & replacement	20,000
Repairs and/or replacement of existing sidewalks.	
Landscape maintenance service contract	574,328
Verdego Agreement commenced on May 1, 2020 Expires September 30, 2022.	
Year 2-October 1, 2020 through September 30, 2021=\$574,328	
Year 3-October 1, 2021 through September 30, 2022=\$585,814	
Can auto renew until either party terminates, under year 3 price	
Landscape maintenance: croquet	50,800
The District has an ongoing agreement with Precision Land Grading to maintain the croquet courts.	
Tree maintenance (Oak tree pruning)	35,000
Optional flower rotation	20,000
Irrigation repairs & maintenance	20,000
Irrigation repairs and maintenance, including sprinkler system inspections, nozzle adjustments, cleaning, and timer adjustments. Additional repairs are provided upon district approval.	
Street light maintenance	15,000
Repair and maintenance costs associated with the 495 streetlights including all fixtures and lighting parts.	
Lift truck repairs & maintenance	5,000
Holiday lights	9,000
The District provides annual holiday decorations.	
<i>Staff support and amenity operations</i>	

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Payroll	520,345
This is payroll for all District employees, which includes: Operations Manager, Field Superintendent (5) maintenance workers, 1 Office Manager, 1 Executive Assistant to the Operations Manager, and 1 Office Assistant	
Merit pay/bonus	20,000
Employee merit and performance based compensation.	
Payroll taxes	67,905
FICA tax	
Health insurance	65,000
Estimated cost of health insurance for the District's employees.	
Insurance: workers' compensation	26,500
Payroll services	4,100
Payroll for District employees is provided by ADP Corporation	
Mileage reimb: operations manager	2,750
Operations Manager is reimbursed for business mileage at a rate of \$.585/mile per employment agreement. If this is above IRS guideline for mileage reimbursement, the difference will be a taxable benefit.	
Car allowance: staff	6,000
Amenity Management	479,000
The District contracts with Vesta Property Services to manage daily programs and activities, and maintain the various amenities, including but not limited to the pools, tennis courts, bocce, basketball etc. at the Village Center and Creekside Amenity Center.	
Amenity A/C maintenance and service	3,750
District contractor provides preventative maintenance on air conditioning systems including filters.	
Fitness equipment service	7,500
Lloyd's exercise equipment provides quarterly maintenance on the exercise equipment at Village Center and Creekside fitness centers for \$1700 annually. Lloyd's charges the District \$175 four times per year for service to Creekside and charges \$250 four times per year for service to the Village Center. Lloyd's also performs any repairs or adjustment service to fitness equipment for an additional cost.	
Amenity cable/internet	14,500
Spectrum, provides cable and internet service at the Village Center and Creekside.	
Office supplies: field operations	12,000
Includes paper, printer cartridges, toner, supplies, folders, binders, equipment purchases, coffee supplies, employee logo shirts and other miscellaneous items.	
Village center telephone, fax	10,000
AT&T provides telephone and fax service at the Village Center.	
Creekside telephone & fax	10,000
AT&T provides telephone and fax service at Creekside.	
Pool/spa permits	875
City of Palm Coast requires annual pool and spa permits to operate these facilities.	
Pool chemicals	13,176
The District is billed for pool and spa chemicals at the Village Center and Creekside by Poolsure, Inc.	

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Pest control	3,050
Includes quarterly termite treatment and pest control at each location.	
<i>Repairs and maintenance</i>	
Amenity maintenance	110,000
These are general expenditures that relate to the maintenance, purchase of bathroom supplies, sanitizer, PPE, paper towels, soap etc., water for fitness centers, repair & replacement items at the amenity centers.	
Community maintenance	110,000
These are general expenditures that relate to the maintenance, repair & replacement of District infrastructure throughout the community.	
CERT operations	500
Fire & security system	3,350
These expenditures relate to fire and security tests that are performed periodically.	
<i>Gate access control operations</i>	
Gate access control staffing	198,373
Guard One Security Services Agreement commenced on April 1, 2020 and expires March 31, 2023	
Year 1=\$198,373 annually, \$16,532 monthly	
Year 2=\$204,375 annually, \$17,032 monthly	
Year 3=\$210,478 annually, \$17,540 monthly	
Additional guards	15,000
As needed for overflow traffic at main gate.	
Guard & gate facility maintenance	21,000
Repair and maintenance of gate access equipment.	
Gate communication devices	20,000
Gate operating supplies	22,000
This includes gate transmitters, gate poles, keypads, control loops, detectors, visitor passes and access strips.	
Special events	10,000
Expense associated with Board sanctioned events and activities.	
Miscellaneous contingency	4,000
Expenses of an expedient or required nature that have not been budgeted elsewhere.	
Infrastructure reinvestment	
Capital improvements ⁴	
General infrastructure replacement/repair	1,027,702
Total expenditures	<u><u>\$ 4,571,035</u></u>

¹See exhibit 1.

²See exhibit 2.

⁴See exhibit 4.

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED ASSESSMENTS**

Projected Fiscal Year 2021 Assessments

Description	Number of Units	General Fund		Debt Service Fund		Combined (General & Debt Service Funds)				
		Admin & Field Ops	Prior Year to Current Year Change	Infrastructure Reinvestment	Prior Year to Current Year Change	DSF	Prior Year to Current Year Change	Total FY 2021 Assessments	Total FY 2020 Assessment	Prior Year to Current Year Change
SF	1,806.0	\$ 1,916.59	\$ 150.57	\$ 435.32	\$ (115.75)	\$ -	\$ -	\$ 2,351.91	\$ 2,317.09	\$ 34.82
SF - Parcel 505	89.0	1,916.59	380.12	435.32	(115.75)	-	-	2,351.91	2,087.54	264.37
Golf Course - Regular	15.7	1,916.59	150.57	435.32	(115.75)	-	-	2,351.91	2,317.09	34.82
Golf Course - Escalante, LLC	-	8,626.00	-	-	-	-	-	8,626.00	8,626.00	-
Total	1,910.7									

Adopted Fiscal Year 2020 Assessments

Description	Number of Units	General Fund		Debt Service Fund		Combined (General & Debt Service Funds)				
		Admin & Field Ops	Prior Year to Current Year Change	Infrastructure Reinvestment	Prior Year to Current Year Change	DSF	Prior Year to Current Year Change	Total FY 2020 Assessments	Total FY 2019 Assessment	Prior Year to Current Year Change
SF	1,806.0	\$ 1,766.02	\$ 148.13	\$ 551.07	\$ 153.87	\$ -	\$ (302.00)	\$ 2,317.09	\$ 2,317.09	\$ -
SF - Parcel 505	89.0	1,536.47	(81.42)	551.07	153.87	-	-	2,087.54	2,015.09	72.45
Golf Course - Regular	15.7	1,766.02	148.13	551.07	153.87	-	(302.00)	2,317.09	2,317.09	-
Golf Course - Escalante, LLC	-	8,626.00	-	-	-	-	-	8,626.00	8,626.00	-
Total	1,910.7							2,375		57.93

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
EXHIBIT 1**

Account #'s that relate to electricity for street lighting

03077-72418*	16841-20452*	31746-34414*	46892-40333	66887-97353*	80103-38286*	97059-34025*
03844-22077*	16866-58285	35053-32407*	49308-52514*	67454-73121*	82303-80555*	99617-71459*
04372-49345	17910-68354*	36422-53078*	52075-89531*	68719-54092*	83099-93130*	
05037-89539	20058-80410*	37829-63213	52774-87285	72285-32359*	86205-52096*	
05565-12564*	23450-60517*	38925-47443*	54366-71209	72722-70245	86660-17150*	
05770-78538*	24131-28287	40124-01297*	55367-58377*	73389-69343*	86884-88256*	
10691-90344*	24993-66322*	40478-68239*	56830-70071	75081-99150	86997-84032*	
11192-53019*	26621-29358*	41361-55118*	61848-75257	75340-89474*	87761-91358*	
12025-64199*	30240-53518*	43324-82035*	62701-24370*	76404-37286	92764-39248*	
12154-81233	31332-89193*	44402-71122*	65696-77369*	77367-05133	95788-94216*	

*Reflected as a part of summary billing FPL account 79833-72397

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
EXHIBIT 2**

Account #'s that relate to reuse and potable water

312835-75856	324043-45002	324043-45014	324043-45050	324043-47719
312835-77861	324043-45004	324043-45016	324043-45051	324043-47720
312835-77862	324043-45005	324043-45017	324043-45053	324043-47721
324043-36855	324043-45006	324043-45018	324043-45060	324043-47723
324043-44991	324043-45008	324043-45019	324043-45061	324043-47724
324043-44992	324043-45009	324043-45020	324043-45070	324043-47725
324043-44993	324043-45010	324043-45023	324043-46064	324043-49044
324043-44998	324043-45011	324043-45024	324043-46200	324043-75899
324043-44999	324043-45012	324043-45033	324043-46201	324043-77740
324043-45001	324043-45013	324043-45049	324043-46926	

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
EXHIBIT 3**

Escalante, LLC (Golf Course) Assessment Detail

\$ 2,044	Landscape
306	Water
133	Irrigation repairs
3,600	Property taxes on 2 District parking lot parcels
675	Maintenance: pump house equipment
538	Premium related to property ins for Marlin Dr pumphouse
404	Golf course share of CDD parking lot water fee (acct #312835-75941)
581	Aquatic service contract: Marlin Drive reuse pond
<u>8,281</u>	Subtotal
345	4% allowable discount
<u>\$ 8,626</u>	Total assessment

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY 2020/2021 CAPITAL IMPROVEMENT PLAN
EXHIBIT 4
Updated 08/06/2020**

Item	Status	Priority	Description	Location	Budgeted Cost	Approved Cost	Actual Cost	Invoiced Amount
1		C	Concrete Curbing Repair Allowance - CDD Property	Roads	60,770			
2		RES	Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	Creekside	8,547			
3		R	Shower Rooms Renovation Allowance - Clubhouse (VC) Locker Rm's	Village Center	212,180			
4		C	Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343			
5		C	Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606			
6		C	Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980			
7		C	Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841			
8		R	Croquet Court Expansion - 1 x cost to construct	Creekside	124,630			
9		R	Pickleball Expansion - 1 x cost to construct 1 court	Village Center	65,000			
10		C	Debris Clean Up Allowance - Tract H	Wild Oaks	25,750			
11		E	Shelter Fabric, Recover - Wild Oaks Park	Wild Oaks	7,725			
12		E	Spa Equipment, Heater, Gas - CAC	Creekside	9,270			
13		RES	Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708			
14		RES	Fitness, Cardio, Elliptical Cross-Trainer - CAC	Creekside	13,608			
15		RES	Fitness, Cardio, Recumbent Bike - CAC	Creekside	7,626			
16		RES	Fitness, Cardio, Treadmill - CAC	Creekside	16,689			
17		RES	Fitness, Weight Bench - CAC	Creekside	1,702			
18		RES	Fitness, Cardio, Elliptical Cross-Trainer - VC	Village Center	20,413			
19		RES	Fitness, Cardio, Stationary Bike - VC	Village Center	7,031			
20		RES	Fitness, Cardio, Treadmill - VC	Village Center	16,689			
21		RES	Furnishings Allowance - Grand Haven Rm VC	Village Center	20,600			
22		RES	Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	Village Center	10,615			
23		RES	Restaurant, Glass Washer - Cafe Bar VC	Village Center	4,777			
24		RES	Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	Village Center	2,706			
25		RES	Restaurant, Ice Machine - Cafe Kitchen VC	Village Center	6,076			
26		C	Parking Lot Expansion - 1x cost to construct	Village Center	199,820			
27		C	Wildfire Mitigation	District-wide	30,000			
Total capital projects for FY2021					\$ 1,027,702	\$ -	\$ -	\$ -

- STATUS**
- To be Scheduled
 - Pending Board Approval
 - Proposals Pending
 - Started
 - Completed

- PRIORITY**
- C Critical
 - E Essential
 - R Request
 - RES Reserver Study

Outlook	Net Assessment	Planned Capital Projects	Projected (use)/gain of Fund Balance	Projected Ending CIP Fund Balance
FY2021	\$ 1,027,702	\$ 1,027,702	\$ (160,000)	\$ 940,000
FY2022	\$ 932,702	\$ 841,070	\$ 91,632	\$ 1,031,632
FY2023	\$ 932,702	\$ 950,032	\$ (17,330)	\$ 1,014,302
FY2024	\$ 932,702	\$ 939,507	\$ (6,805)	\$ 1,007,497
FY2025	\$ 932,702	\$ 784,645	\$ 148,057	\$ 1,155,554

Average 5 year CIP outlook \$ 951,702 \$ 908,591 \$ 55,554



COMMUNITY DEVELOPMENT DISTRICT

3D III

2019-20 Reserve Study



Grand Haven Community Development District 2 North Village Parkway Palm Coast, Florida 32137

Report No: 6290

October 1, 2019 - September 30, 2020



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Section 1

Introduction

This section of the report includes a cover letter, report definitions and terminology used as well as information such as any Federal, State and local governing laws or regulations. Also included in this section are this report's terms and conditions as well as this Company's background.



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July 15, 2019

Board of Directors
Grand Haven Community Development District
2 North Village Parkway
Palm Coast Florida 32137

Re: Reserve Study Report

As authorized, this reserve study report has been prepared on the Grand Haven Community Development District property, located at 2 North Village Parkway in Palm Coast, Florida. A summary of our recommendations and findings can be found on the next page.

Your report has been divided into sections for easier referencing. This first section titled "INTRODUCTION" includes all of your general information such as report definitions, accounting formulas used, statutory requirements, etc.

Section two of the report titled "GRAPHS" shows in graph form the reserve schedules we have calculated and should give you a better understanding of the numbers.

In this report we have taken two approaches to calculating the reserve contribution amount. Section three titled "SCHEDULE" uses straight line accounting method. This schedule will give you the recommended straight line contribution amount.

Section four titled "CASH FLOW" calculates the annual contribution amount based on a thirty year positive cash flow. The total recommended contribution amount using this method is based on pooling all of the reserve funds and creating one general reserve fund. For further explanation of these two funding methods, please refer to the "Reserve Study Accounting" page in section 1.

Thank you for allowing my Company the opportunity of serving you and your District. Upon your review of this report, should there be any questions, please do not hesitate to contact me.

Prepared By,

D.J. Muehlstedt, Jr.
Sr. Reserve Analyst/Insurance Appraiser

Reviewed By,

Dreux Isaac
President

Summary of Recommendations and Findings

1. General Information

Property Name:	Grand Haven Community Development District	Report Run Date:	07/12/2019
Property Location:	Palm Coast, Florida	Report No:	6290
Property Number:	8348	Budget Year Begins:	10/01/2019
Property Type:	Other	Budget Year Ends:	09/30/2020
Total Units:	1,911		
Phase:	Phase 1 (1 of 1)		

2. Report Findings

Total number of categories set up in reserve schedule:	8
Total number of components scheduled for reserve funding:	521
Total current cost of all scheduled reserve components:	\$16,464,428
Estimated Beginning Year Reserve Balance:	\$1,596,261
Total number of components scheduled for replacement in the 2019-20 Budget Year:	44
Total cost of components scheduled for replacement in the 2019-20 Budget Year:	\$938,801

3. Straight Line Reserve Funding Plan Analysis

Current Annual Reserve Funding Contribution Amount:	\$1,317,466
Recommended Annual Reserve Funding Contribution Amount:	\$1,930,575
Increase (decrease) between Current & Recommended Contribution Amounts:	\$613,109
Increase (decrease) between Current & Recommended Contribution Amounts:	46.54%

4. 30 Year Pooled Cash Flow Funding Plan Analysis

Current Annual Reserve Funding Contribution Amount:	\$1,317,466
Recommended 2019-20 Reserve Funding Contribution Amount:	\$1,317,466
Recommended 2019-20 Planned Special Assessment Amount:	\$0
Total 2019-20 Reserve Funding and Planned Special Assessment Amount:	\$1,317,466
Increase (decrease) between Current & Recommended Contribution Amounts:	\$0
Increase (decrease) between Current & Recommended Contribution Amounts:	0.00%

Report Process

The purpose of this report is to provide Grand Haven Community Development District with specific information necessary in establishing a capital reserves program for the current budget year beginning October 1, 2019 and ending September 30, 2020.

The process of preparing this report began with an on-site inspection of the District's property. During this inspection, an initial review was made of past reserve expenditures and the current reserve plan. From there, a complete inventory was made of the common area elements and a reserve component list was developed.

Using this list, a takeoff was then made of each component through a review of available construction drawings, checking maintenance records, taking pertinent measurements and noting its current observed physical condition. Additional background information on the property was obtained through discussions with various contact personnel.

Using the information gathered during the site inspection, calculations were then performed to determine the correct quantity of each component. From there cost estimates were then prepared based on a combination of local contractor information, any available bid proposals, and our own database of construction costs.

Asset lives have been determined using a combination of published guidelines and our review of the properties climatic conditions and the components observed physical condition noted during our site inspection.

Based on the latest available financial records, projections were made as to what the District's end of year reserve balances would be. However, accumulating interest on the varying reserve balance amounts and/or unplanned expenditures may cause the actual end of year reserve balances to differ from what is presented in this report.

Reserve Study Accounting

This reserve study report calculates the annual reserve contribution using two methods. These are as follows:

Straight Line Funding Plan

This plan utilizes straight line accounting formulas. Straight line accounting is based on current costs and neither interest or inflation are factored into the calculations.

Straight line accounting takes each individual component line item in the reserve schedule breakdown and computes its' annual contribution amount by taking its' unfunded balance (current replacement cost minus projected year end reserve balance) and divides it by the component's remaining life. This is the amount that should be contributed into the reserves accounts over the component's remaining life.

30 Year Pooled Cash Flow Plan

To calculate the annual contribution amount using this method, a thirty year cash flow analysis is performed to determine that there will be adequate reserve funds on deposit as the reserve components of the property age and are repaired and/or replaced.

This analysis takes the total beginning year reserve balance along with the projected annual reserve expenditures over a thirty year period, and through pooling of all of the reserve funds and creating one general reserve fund, arrives at an annual contribution amount so as to provide a positive cash flow and adequate reserve account balance over the next thirty years.

Unlike straight line accounting, the numbers calculated in the thirty year cash flow plan factor in both interest and inflation as well as any annual contribution increases.

Report Definitions

Reserves

Monies set aside for the projected repair and/or replacement of the Districts common elements.

Component

A specific item or element which is part of the District's common area assets and is considered to require reserve funding.

Quantity

The quantity or amount of each reserve component element.

Units

The unit of measurement for each quantity.

Cost Per Unit

The estimated cost to replace a reserve component per unit of measurement.

Current Cost

The estimated current cost to replace a reserve component.

Useful Life

The total average estimated life, in years, of a component to maintain its useful purpose.

Remaining Life

The estimated remaining useful life, in years, of a reserve component as of the current budget year.

09/30/2019 Balance

A projection of estimated reserve funds at the end of the previous budget year.

Unfunded Balance

The total remaining amount of reserve funds that are required to fully fund a component. Calculated by subtracting the component's current replacement cost from its' year-end reserve balance.

2019-20 Contribution

This is the total annual contribution amount for the current budget year calculated by dividing every component's unfunded balance by its' remaining life.

Unit Abbreviations

Sq Ft - Square Feet

Lp Sm - Lump Sum

Dbl Ct - Double Tennis Court

Ln Ft - Linear Feet

Allow - Allowance

Court - Court

Each - Each

Hp - Horsepower

Units - Units

Sq Yds - Square Yards

Cu Ft - Cubic Feet

Cu Yds - Cubic Yards

Kw - Kilowatts

Pair - Pair

Squares - Squares (roofing)

Company Information

Since 1989 Dreux Isaac & Associates has been serving community associations, businesses, private clubs and non-profit organizations throughout Florida and the Southeast United States by performing reserve studies, insurance appraisals and turnover reports.

Experience - We have inspected and prepared thousands of reserve studies and insurance appraisals for all sizes and types of communities, located in large cities, small towns, resort areas and remote islands.

Training - All technical work is performed by professionals with backgrounds in engineering or architecture.

Accuracy - All our reports are based on local data and conditions which we continuously monitor.

Understandability - We're numbers people, but many who read and use our reports are not. So we summarize the data and present it to you in a way that is clear and logical.

Compliance - The reports we prepare will comply with all governing regulations for your District.

Safety - We carry errors and omissions, liability and workers compensation insurance.

Update Reports

Inflation, labor rates, material availability, taxes, insurance and asset lives are just but a few of the ever changing variables addressed in your reserve study report.

It is important that you keep your reserve plan on target with annual update reports. Since the initial calculations on the property have now been performed, we can offer this service to you (with or without site re-inspection) at just a percentage of the cost of your "First Time" reserve study.

We recommend annual update reports (without site re-inspection) for the first three years following your 1st time reserve study. In performing these reports, we will take the information from your computer file and calculate current replacement cost values, asset lives and financial figures based on the latest available information.

Then in the fourth year we suggest making a brief site re-inspection to observe the present physical condition of your reserve components to determine if any adjustments should be made to the remaining life expectancies, or unit costs of each component. Once completed we can then repeat this four year cycle of your reserve program for as long as you wish. By following this recommended plan, your reserve program will have the most accurate information available each year from which you can make sound budget decisions.

To make this process easier, we can set you up on our three year automatic update service to make sure you do not miss an update. To get started just contact us at 800-866-9876 or update@dia-corp.com.

Terms and Conditions

Dreux Isaac & Associates, Inc. uses various sources to accumulate data on construction material and labor prices in order to arrive at its' opinion of cost. The information obtained from these sources is considered to be correct and reasonable, but is not guaranteed. No liability is assumed as a result of inaccuracies or errors in such information or estimates, although reasonable efforts have been made to confirm them.

Unless noted, each component cost is based on replacing that component as a complete unit at one time.

While all cost data is believed to be accurate and reliable to within reasonable limits, other factors such as inflation, availability of materials and qualified personnel and/or acts of nature as well as catastrophic conditions, could significantly affect current prices.

No consideration has been given to labor bonuses; material premiums; additional costs to conform property replaced to building codes, ordinances or other legal restrictions; or the cost of demolition in connection with replacement or the removal of destroyed property. No value of land has been included.

We have no present or contemplated future interest in the property that is the subject of this report and that we have no personal interest or bias with respect to the subject matter of this report or the parties involved.

We certify that neither the employment to prepare this report, nor the compensation, is contingent upon the estimates of value contained herein.

In the event that complete construction plans/blueprints were not available for use in the completion of this report, assumptions were made regarding unseen construction components, based on our experience with properties similar to the subject. In the event that these assumptions are in error, we reserve the right to modify this appraisal, including value conclusions.

Information, estimates, and opinions furnished and contained in the report, were obtained from sources considered reliable and are believed to be true and correct. However, for accuracy of such items furnished we can assume no responsibility.

Our assessment of the useful and remaining lives and/or physical condition of the assets described within has been based upon visual inspection. No testing has been performed. No warranty is made and no liability is assumed for the soundness of the structure or its components.

The report data derived and expressed within is not applicable to any other property regardless of similarity.

The authors of this report shall not be required to give testimony or appear in court or at any administrative proceeding relating to this report, unless this report is, by agreement, made in anticipation of litigation.

The liability of Dreux Isaac & Associates, Inc., the author(s) of this report, and any other employees of Dreux Isaac & Associates, Inc. is limited in total to the fee collected for preparation of this report.

According to the best of our knowledge and belief, the statements of fact contained in this report which are used as the basis of the analysis, opinions and conclusions stated herein, are true and correct.

Acceptance of, and/or use of, this report constitutes acceptance of the above conditions.

Report Notes

1. For pooled cash flow plan funding calculations, any component whose remaining life is greater than 30 years has been shortened to 30 years and their cost proportionally reduced. This provides for full funding of this component over its' remaining life.
2. Allowances established in the current reserve schedule are based on what is typically observed at other similar properties. These allowance lives and costs are subjective in nature and can be adjusted in a future update report to better reflect this particular property once a documented history and frequency of spending is better known for each of the asset allowances as currently shown in this reserve schedule.
3. In the straight line plan the reserve balance has been allocated to those components which have the shortest remaining life. This also provides for the lowest straight line contribution amount using this plan.
4. On the straight line plan summary page the range of useful life and remaining life numbers shown on this "Reserve Schedule Summary" page reflect the minimum and maximum life expectancies of the individual items within each category.

Section 2

Graphs

This section of the report shows in graph form the summary of our findings and compares those findings to both current and ideal values. The purpose of these graphs is to give you a better understanding and comprehension of the numbers contained in the report.

The values represented in these graphs can be traced to the schedules found in sections 3 (Schedule) and 4 (Cash Flow) of the report.

Chart A

2019-20 Current Reserve Component Costs

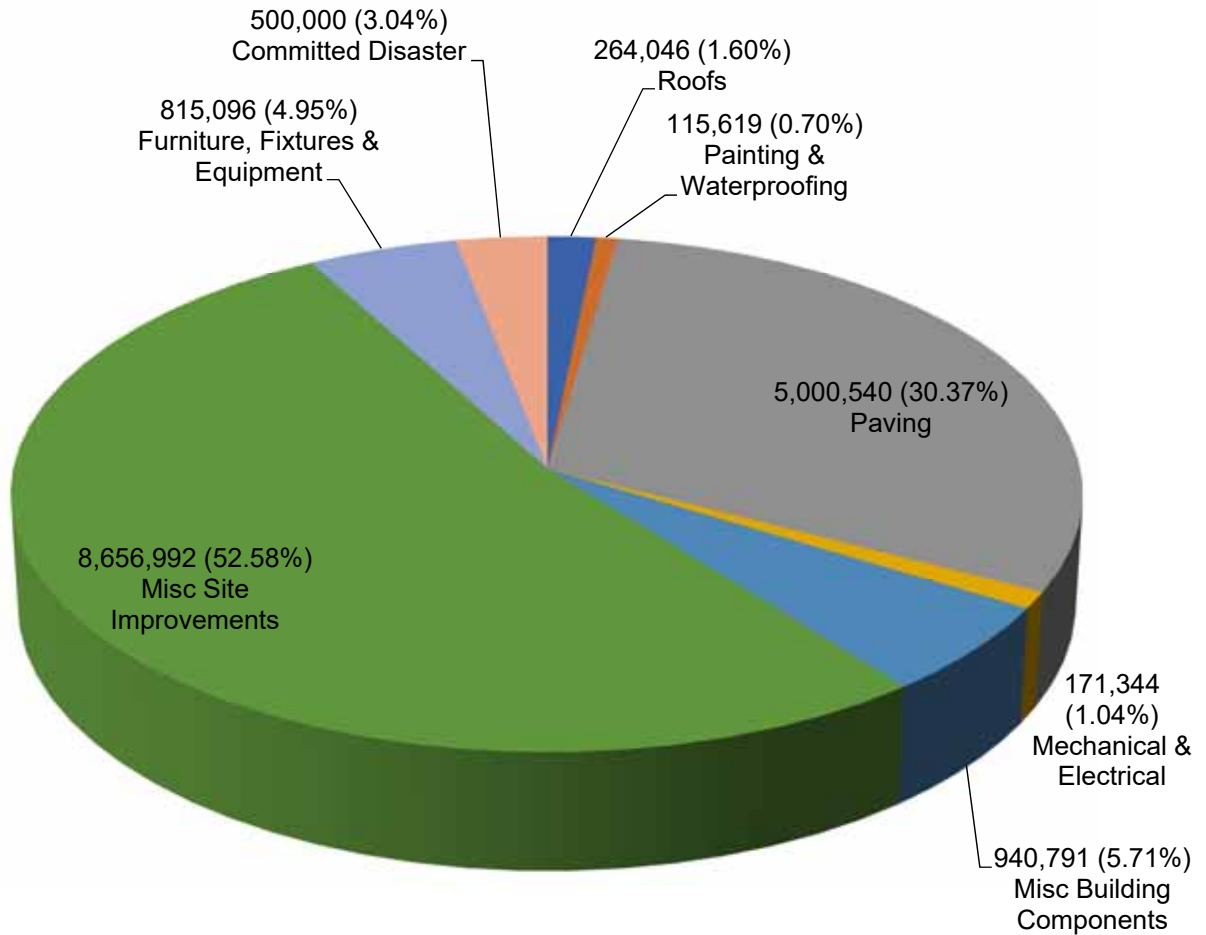
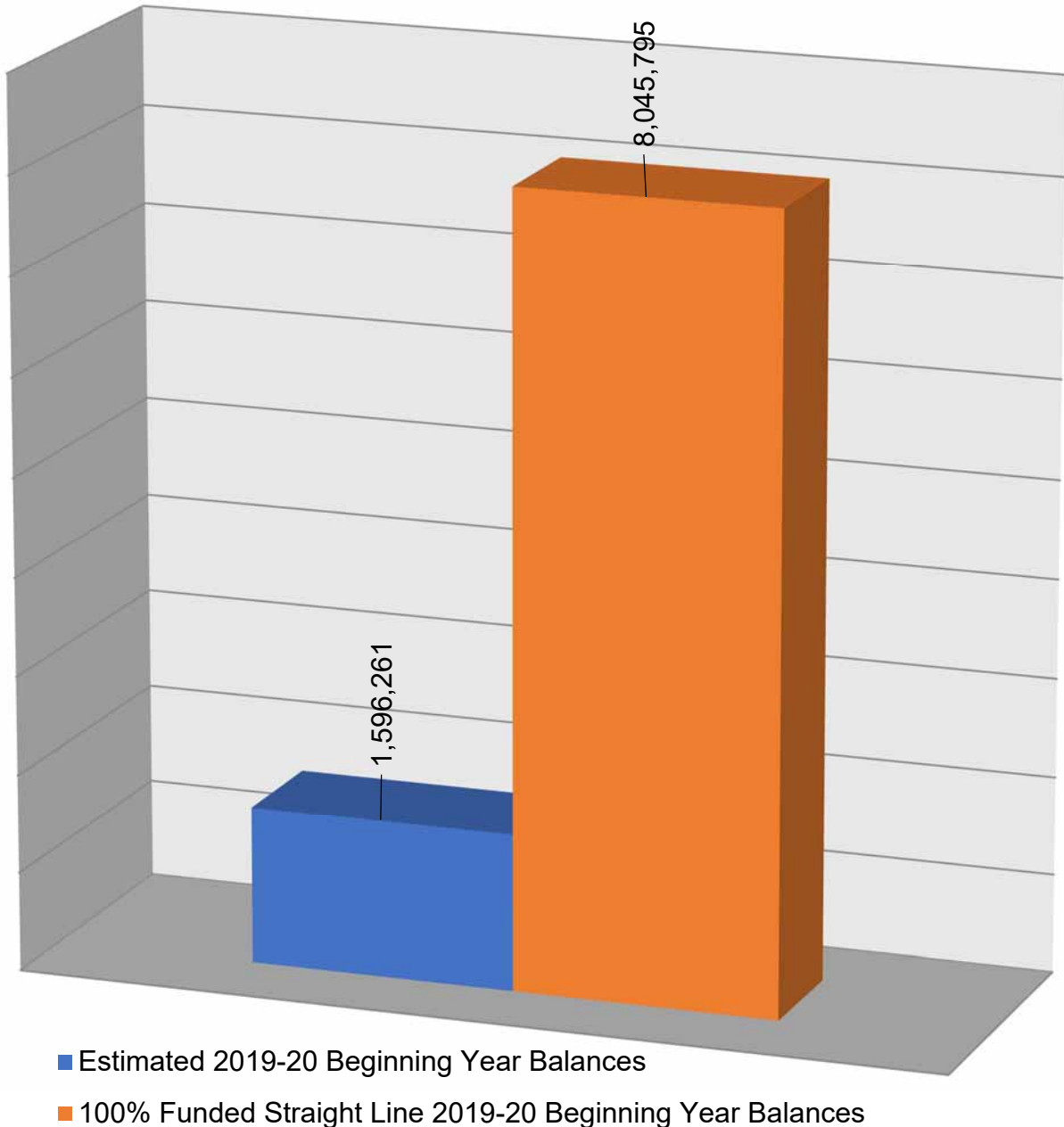


Chart B

2019-20 Actual vs. 100% Funded Straight Line Reserve Balances

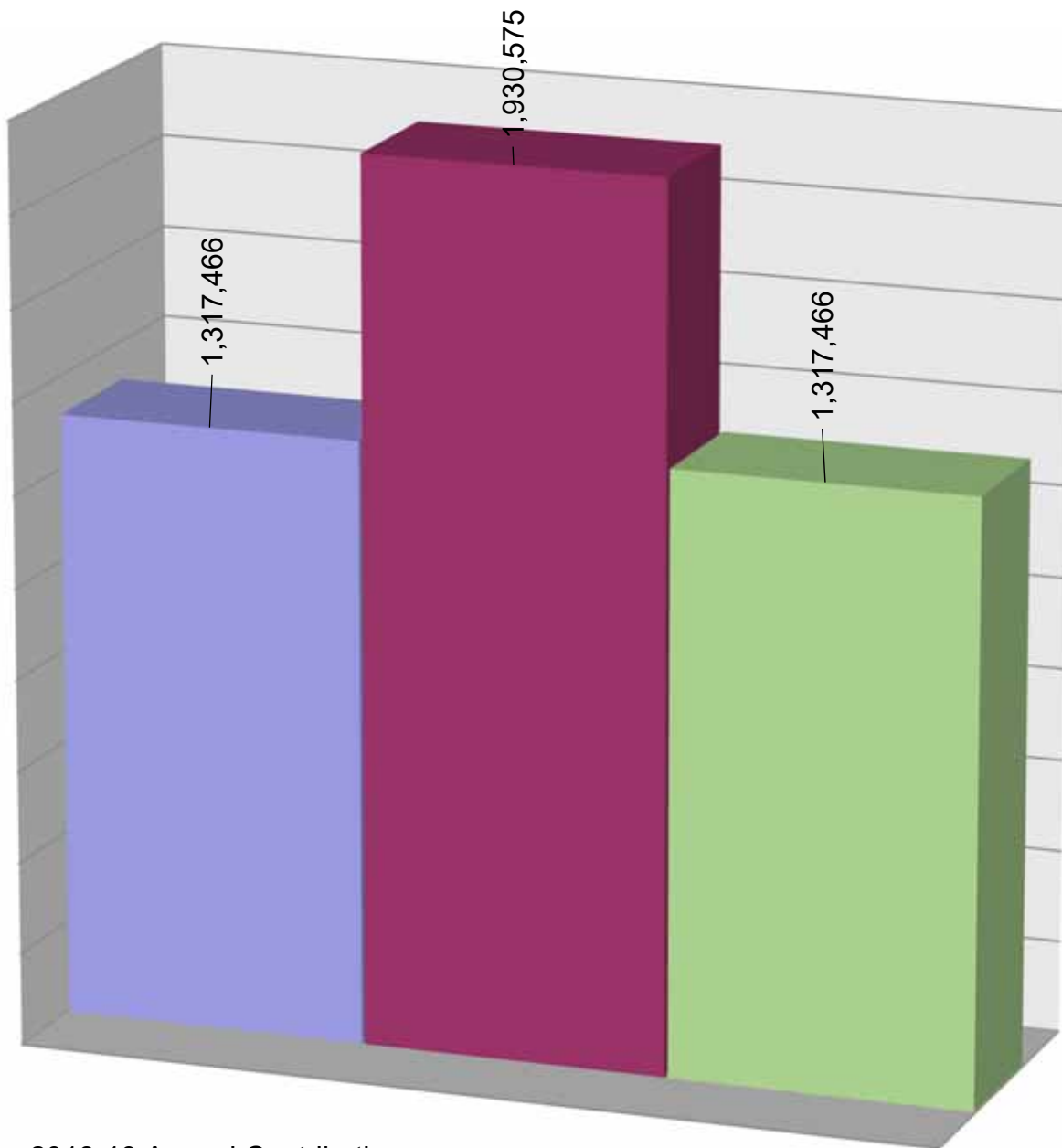


Actual beginning year balances are estimates only based on the latest financial information.

100% funded beginning year balances are based on straight line accounting formulas.

Chart C

2019-20 Funding Contribution Comparisons

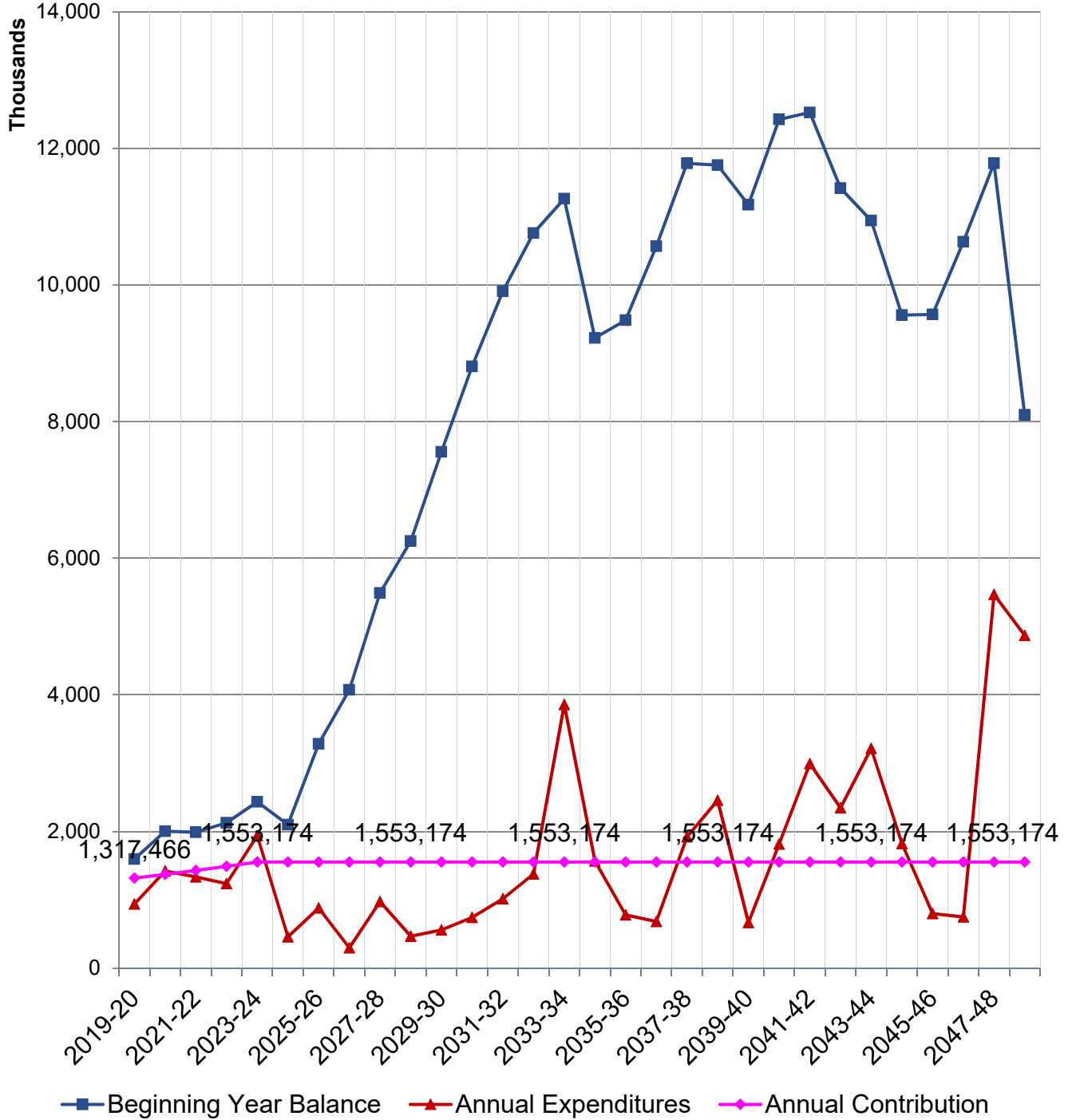


- 2018-19 Annual Contribution
- Proposed 2019-20 Straight Line Contribution
- Proposed 2019-20 Cash Flow Plan Contribution

Proposed 2019-20 Straight Line Contribution = $\text{Unfunded Balance} / \text{Remaining Life}$

Chart D

30 Year Pooled Cash Flow Plan



Section 3

Schedule

This section of the report utilizes straight line accounting formulas. Straight line accounting is based on current costs and neither interest or inflation are factored into the calculations.

Straight line accounting takes each individual line item component listed in the reserve schedule breakdown and computes its annual contribution amount by taking its unfunded balance (current replacement cost minus projected year end reserve balance) and divides it by the component's remaining life. This is the amount that should normally be contributed into the reserve accounts over the component's remaining life.

Straight Line Plan Summary

Description	Current Cost	Useful Life	Remg Life	9/30/2019 Balance	Unfunded Balance	2019-20 Contribution
Roofs	264,046	20-30	2-30	787	263,259	18,965
Painting & Waterproofing	115,619	6-8	1-7	74,068	41,551	9,687
Paving	5,000,540	2-30	1-28	251,953	4,748,587	903,442
Mechanical & Electrical	171,344	10-25	2-24	4,761	166,583	19,139
Misc Building Components	940,791	8-36	1-25	370,405	570,386	100,414
Misc Site Improvements	8,656,992	1-60	1-30	648,130	8,008,862	622,756
Furniture, Fixtures & Equipment	815,096	4-30	1-19	246,157	568,939	156,172
Committed Disaster	500,000	30	5	0	500,000	100,000
Grand Total	16,464,428			1,596,261	14,868,167	1,930,575

Straight Line Plan Detail

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Roofs									
Roof, Architectural Shingle - Clubhouse (CAC)	88	Squares	438.00	38,544	20	9	0	38,544	4,283
Roof, Architectural Shingle - North Gatehouse	6	Squares	438.00	2,628	20	9	0	2,628	292
Roof, Architectural Shingle - Shed Maintenance	4	Squares	438.00	1,752	20	9	0	1,752	195
Roof, Architectural Shingle - Shed Maintenance w/Office	4	Squares	438.00	1,752	20	9	0	1,752	195
Roof, Architectural Shingle - Shed VC Tennis Storage	3	Squares	438.00	1,314	20	13	0	1,314	101
Roof, Architectural Shingle - Tiki Bar (CAC)	18	Squares	438.00	7,884	20	9	0	7,884	876
Roof, Concrete Flat Tile - Clubhouse (VC)	131	Squares	1,006.00	131,786	25	16	0	131,786	8,237
Roof, Metal Panel - Gazebo Front Street Park	7	Squares	1,385.00	9,695	24	24	0	9,695	404
Roof, Metal Panel - Irrigation Pump House	7	Squares	1,385.00	9,695	30	25	0	9,695	388
Roof, Metal Panel - Main Gatehouse	6	Squares	1,385.00	8,310	30	30	0	8,310	277
Roof, Metal Panel - Pavilion South Entry (2 Total)	4	Squares	1,385.00	5,540	30	30	0	5,540	185
Roof, Metal Panel - Pier Dock Golf Club	5	Squares	1,385.00	6,925	24	13	0	6,925	533
Roof, Metal Panel - South Gatehouse	9	Squares	1,385.00	12,465	30	30	0	12,465	416
Roof, Single Ply - Clubhouse (VC)	26	Squares	931.00	24,206	20	11	0	24,206	2,201
Skylight, Prefab - Clubhouse (VC)	2	Each	775.00	1,550	25	2	787	763	382
Roofs Total	15	Components		264,046	20-30	2-30	787	263,259	18,965

Painting & Waterproofing

Paint Exterior - Irrigation Pump House	1	Total	1,342.00	1,342	7	2	681	661	330
Paint Exterior - Pavilion South Entry (2 Total)	2	Total	336.00	672	7	2	341	331	166
Paint Exterior - Shed Maintenance	1	Total	817.00	817	7	2	415	402	201
Paint Exterior - Shed Maintenance w/Office	1	Total	817.00	817	7	2	415	402	201
Paint Exterior - Shed VC Tennis Storage	1	Total	665.00	665	7	2	337	328	164
Paint Exterior and Waterproof - Clubhouse (CAC)	1	Total	9,735.00	9,735	7	4	0	9,735	2,434
Paint Exterior and Waterproof - Clubhouse (VC)	1	Total	21,907.00	21,907	7	7	0	21,907	3,130
Paint Exterior and Waterproof - Main Gatehouse	1	Total	1,139.00	1,139	7	4	0	1,139	285
Paint Exterior and Waterproof - North Gatehouse	1	Total	9,045.00	9,045	7	2	4,590	4,455	2,228
Paint Exterior and Waterproof - South Gatehouse	1	Total	1,167.00	1,167	7	1	1,167	0	0
Paint Exterior and Waterproof - Tiki Bar (CAC)	1	Total	2,191.00	2,191	7	4	0	2,191	548
Paint Interior - Clubhouse (CAC)	1	Total	6,716.00	6,716	8	1	6,716	0	0
Paint Interior - Clubhouse (VC)	1	Total	10,911.00	10,911	8	1	10,911	0	0
Paint Light Pole/Fixture - CDD Property	1	Total	48,495.00	48,495	6	1	48,495	0	0
Painting & Waterproofing Total	14	Components		115,619	6-8	1-7	74,068	41,551	9,687

Paving

Asphalt Overlay, 1" Milled - Parking Lot CAC	1,881	Sq Yds	14.74	27,726	20	9	0	27,726	3,081
Asphalt Overlay, 1" Milled - Parking Lot CAC Expansion	885	Sq Yds	14.74	13,045	20	17	0	13,045	767
Asphalt Overlay, 1" Milled - Parking Lot Golf (Shared)	8,060	Sq Yds	14.74	118,805	20	9	0	118,805	13,201
Asphalt Overlay, 1" Milled - Parking Lot VAC North	3,454	Sq Yds	14.74	50,912	20	14	0	50,912	3,637

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Asphalt Overlay, 1" Milled - Parking Lot VAC South	1,509	Sq Yds	14.74	22,243	20	9	0	22,243	2,471
Asphalt Overlay, 1" Milled - Roadway Project (Year 2018)	78,989	Sq Yds	14.74	1,164,298	20	20	0	1,164,298	58,215
Asphalt Overlay, 1" Milled - Roadway Project (Year 2020)	26,330	Sq Yds	14.74	388,105	20	2	196,953	191,152	95,576
Asphalt Overlay, 1" Milled - Roadway Project (Year 2021)	69,180	Sq Yds	14.74	1,019,714	20	3	0	1,019,714	339,905
Asphalt Overlay, 1" Milled - Roadway Project (Year 2022)	52,143	Sq Yds	14.74	768,588	20	4	0	768,588	192,147
Asphalt Overlay, 1" Milled - Roadway Project (Year 2023)	55,628	Sq Yds	14.74	819,957	20	5	0	819,957	163,991
Asphalt Overlay, 1" Milled - Roadway Project (Year Pre-2018)	14,714	Sq Yds	14.74	216,885	20	16	0	216,885	13,555
Concrete Curbing Repair Allowance - CDD Property	1	Total	30,000.00	30,000	2	1	30,000	0	0
Concrete Parking Lot Repair Allowance - Main Gatehouse	1	Total	10,000.00	10,000	25	14	0	10,000	714
Concrete Roadway Repair Allowance - Marlin Drive	1	Total	12,466.00	12,466	25	21	0	12,466	594
Concrete Roadway Repair Allowance - Southridge	1	Total	10,000.00	10,000	25	14	0	10,000	714
Concrete Sidewalk Repair Allowance - CDD Property	1	Total	25,000.00	25,000	5	1	25,000	0	0
Pavers, Interlocking - Croquet CAC	1,381	Sq Ft	6.51	8,991	30	28	0	8,991	321
Pavers, Interlocking - Front St & Montague Intersection	347	Sq Ft	6.51	2,259	30	19	0	2,259	119
Pavers, Interlocking - Front St North Access (Esplanade)	3,024	Sq Ft	6.51	19,687	30	19	0	19,687	1,036
Pavers, Interlocking - Front St South Access (Esplanade)	3,024	Sq Ft	6.51	19,687	30	19	0	19,687	1,036
Pavers, Interlocking - Front Street Park	11,073	Sq Ft	6.51	72,086	30	25	0	72,086	2,883
Pavers, Interlocking - Front Street Village Entry	630	Sq Ft	6.51	4,102	30	19	0	4,102	216
Pavers, Interlocking - Main Entry Gatehouse	15,622	Sq Ft	6.51	101,700	30	19	0	101,700	5,353
Pavers, Interlocking - Main Entry PVC Arbors (x2)	189	Sq Ft	6.51	1,231	30	19	0	1,231	65
Pavers, Interlocking - Marsh Crossings Entry	693	Sq Ft	6.51	4,512	30	19	0	4,512	237
Pavers, Interlocking - North Gatehouse	2,399	Sq Ft	6.51	15,618	30	19	0	15,618	822
Pavers, Interlocking - South Entry	1,890	Sq Ft	6.51	12,304	30	19	0	12,304	648
Pavers, Interlocking - The River Club Entry	1,031	Sq Ft	6.51	6,712	30	19	0	6,712	353
Pavers, Interlocking - Village Center Entry	1,071	Sq Ft	6.51	6,973	30	19	0	6,973	367
Pavers, Interlocking - Waterside Parkway (near lake)	3,431	Sq Ft	6.51	22,336	30	19	0	22,336	1,176
Pavers, Interlocking - Waterside Parkway Golf Cart Crossing	504	Sq Ft	6.51	3,282	30	19	0	3,282	173
Pavers, Interlocking - Wild Oaks Park	202	Sq Ft	6.51	1,316	30	19	0	1,316	69
Paving Total	32	Components		5,000,540	2-30	1-28	251,953	4,748,587	903,442

Mechanical & Electrical

Creekside Amenity Center

A/C Air Handler Unit, 3 Ton - Clubhouse (CAC)	1	Each	2,692.00	2,692	12	12	0	2,692	224
A/C Air Handler Unit, 5 Ton - Clubhouse (CAC)	1	Each	4,586.00	4,586	12	12	0	4,586	382
A/C Air Handler Unit, 7.5 Ton - Clubhouse (CAC)	1	Each	6,998.00	6,998	12	10	0	6,998	700
A/C Condensing Unit, 3 Ton - Clubhouse (CAC)	1	Each	2,720.00	2,720	12	12	0	2,720	227
A/C Condensing Unit, 5 Ton - Clubhouse (CAC)	1	Each	4,645.00	4,645	12	12	0	4,645	387
A/C Window Unit - Tiki Bar (CAC)	1	Each	4,000.00	4,000	10	2	2,030	1,970	985
Ceiling Fan - Clubhouse (CAC)	1	Total	3,198.00	3,198	15	12	0	3,198	266
Drinking Fountain, Outdoor - Clubhouse (CAC)	1	Each	1,381.00	1,381	14	3	0	1,381	460
Drinking Fountain, Outdoor - Creekside Amenity Center	2	Each	1,381.00	2,762	14	3	0	2,762	921
Fire Alarm System - Clubhouse (CAC)	1	Total	10,000.00	10,000	22	11	0	10,000	909

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Gatehouse & Maintenance									
A/C Air Handler Unit, 1.5 Ton - Main Gatehouse	1	Each	1,982.00	1,982	12	10	0	1,982	198
A/C Air Handler Unit, 1.5 Ton - North Gatehouse	1	Each	1,982.00	1,982	12	10	0	1,982	198
A/C Air Handler Unit, 1.5 Ton - Shed Maintenance w/Office	1	Each	1,982.00	1,982	12	8	0	1,982	248
A/C Condensing Unit, 1.5 Ton - Main Gatehouse	1	Each	2,141.00	2,141	12	10	0	2,141	214
A/C Condensing Unit, 1.5 Ton - North Gatehouse	1	Each	2,141.00	2,141	12	10	0	2,141	214
A/C Condensing Unit, 1.5 Ton - Shed Maintenance w/Office	1	Each	2,141.00	2,141	12	8	0	2,141	268
A/C Window Unit - South Gatehouse	1	Each	4,000.00	4,000	10	2	2,030	1,970	985
Drinking Fountain, Outdoor - North Gatehouse	1	Each	1,381.00	1,381	14	3	0	1,381	460
Village Center									
A/C Air Handler Unit, 3 Ton - Clubhouse (VC)	1	Each	2,692.00	2,692	12	12	0	2,692	224
A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)	1	Each	3,014.00	3,014	12	12	0	3,014	251
A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)	1	Each	3,014.00	3,014	12	12	0	3,014	251
A/C Air Handler Unit, 5 Ton - Clubhouse (VC)	1	Each	4,586.00	4,586	12	12	0	4,586	382
A/C Air Handler Unit, 5 Ton - Clubhouse (VC)	1	Each	4,586.00	4,586	12	12	0	4,586	382
A/C Condensing Unit, 3 Ton - Clubhouse (VC)	1	Each	2,720.00	2,720	12	12	0	2,720	227
A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)	1	Each	3,111.00	3,111	12	12	0	3,111	259
A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)	1	Each	3,111.00	3,111	12	12	0	3,111	259
A/C Condensing Unit, 5 Ton - Clubhouse (VC)	1	Each	4,645.00	4,645	12	12	0	4,645	387
A/C Condensing Unit, 5 Ton - Clubhouse (VC)	1	Each	4,645.00	4,645	12	12	0	4,645	387
A/C Condensing Unit, 7.5 Ton - Clubhouse (CAC)	1	Each	7,241.00	7,241	12	10	0	7,241	724
A/C Minisplit System - Clubhouse (VC)	2	Each	3,685.00	7,370	10	9	0	7,370	819
A/C Minisplit System - Clubhouse (VC)	2	Each	3,685.00	7,370	10	9	0	7,370	819
Ceiling Fan - Clubhouse (VC)	1	Total	5,238.00	5,238	15	12	0	5,238	436
Drinking Fountain, Outdoor - Clubhouse (VC)	1	Each	1,381.00	1,381	14	2	701	680	340
Drinking Fountain, Outdoor - Village Center Amenities	6	Each	1,381.00	8,286	14	3	0	8,286	2,762
Generator, Propane - Clubhouse (VC)	1	Each	30,456.00	30,456	25	24	0	30,456	1,269
Water Heater, Tankless - Clubhouse (VC)	2	Each	3,573.00	7,146	12	10	0	7,146	715
Mechanical & Electrical Total	36	Components		171,344	10-25	2-24	4,761	166,583	19,139

Misc Building Components

Creekside Amenity Center

Built-In Cabinets & Counters - Clubhouse (CAC) Kitchen	1	Total	8,842.00	8,842	24	13	0	8,842	680
Built-In Cabinets & Counters - Tiki Bar (CAC)	1	Total	15,764.00	15,764	24	13	0	15,764	1,213
Door, Metal Overhead - Tiki Bar (CAC)	5	Each	1,369.00	6,845	16	5	0	6,845	1,369
Finish, Carpet - Clubhouse (CAC) Office/Conf/Game	107	Sq Yds	42.21	4,517	8	4	0	4,517	1,129
Finish, Clg, 2x4 SAT - Clubhouse (CAC) Gym	839	Sq Ft	6.17	5,177	24	13	0	5,177	398
Finish, Clg, 2x4 SAT - Clubhouse (CAC) Kitchen	118	Sq Ft	6.17	729	24	13	0	729	56
Finish, Clg, 2x4 SAT - Clubhouse (CAC) Office/Conference	479	Sq Ft	6.17	2,956	24	13	0	2,956	227
Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	839	Sq Ft	9.89	8,298	10	2	4,211	4,087	2,044
Finish, Tile Floor - Clubhouse (CAC) Kitchen	118	Sq Ft	13.00	1,534	24	13	0	1,534	118
Finish, Tile Floor - Clubhouse (CAC) Office	249	Sq Ft	13.00	3,237	24	13	0	3,237	249

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Finish, Tile Floor - Clubhouse (CAC) Patio	2,266	Sq Ft	13.00	29,458	24	5	0	29,458	5,892
Finish, Tile Floor - Clubhouse (CAC) Restrooms	595	Sq Ft	13.00	7,735	24	13	0	7,735	595
Finish, Tile Floor - Clubhouse (CAC) Social Room	947	Sq Ft	13.00	12,311	24	13	0	12,311	947
Finish, Tile Walls - Clubhouse (CAC) Restrooms	1,247	Sq Ft	13.00	16,211	24	13	0	16,211	1,247
Finish, Vinyl Tile - Clubhouse (CAC) Storage Room	91	Sq Ft	5.25	478	24	13	0	478	37
Finish, Wall Covering - Clubhouse (CAC) Kitchen	462	Sq Ft	5.29	2,444	12	1	2,444	0	0
Gutters & Downspouts - Clubhouse (CAC)	361	Ln Ft	5.93	2,141	20	9	0	2,141	238
Gutters & Downspouts - Tiki Bar (CAC)	189	Ln Ft	5.93	1,121	20	9	0	1,121	125
Patio Deck Finish, Acrylic Coating - Tiki Bar (CAC)	1,132	Sq Ft	4.22	4,778	10	2	2,425	2,353	1,176
Railing, Alum Picket, 36" - Clubhouse (CAC)	110	Ln Ft	76.00	8,360	36	25	0	8,360	334
Restroom Renovation Allowance - Clubhouse (CAC)	1	Total	28,821.00	28,821	24	13	0	28,821	2,217
Gatehouse & Maintenance									
Exterior, Aluminum Siding - Irrigation Pump House	960	Sq Ft	21.39	20,535	30	25	0	20,535	821
Gutters & Downspouts - Main Gatehouse	106	Ln Ft	5.93	629	22	11	0	629	57
Renovation Allowance - Main Gatehouse Interior	1	Total	7,365.00	7,365	24	12	0	7,365	614
Wood Siding/Trim Replacement - Main Gatehouse	821	Sq Ft	6.07	4,984	16	5	0	4,984	997
Wood Siding/Trim Replacement - Shed Maintenance	723	Sq Ft	6.07	4,389	16	5	0	4,389	878
Wood Siding/Trim Replacement - Shed Maintenance w/Office	723	Sq Ft	6.07	4,389	16	5	0	4,389	878
Security Camera System									
Access Control, Camera	82	Each	2,497.00	204,754	8	7	0	204,754	29,251
Access Control, Monitor, Multi-Channel	6	Each	1,991.00	11,946	8	4	0	11,946	2,986
Access Control, Recorder, Digital Video	6	Each	5,432.00	32,592	8	4	0	32,592	8,148
Village Center									
Exterior Column ReplacementComponent - Clubhouse (VC)	1	Total	30,000.00	30,000	25	1	30,000	0	0
Exterior Door, Frame & Trim - Clubhouse (VC)	1	Total	45,000.00	45,000	25	1	45,000	0	0
Finish, Carpet - Clubhouse (VC) Storage Room	54	Sq Yds	42.21	2,280	8	7	0	2,280	326
Finish, Clg, 2x2 SAT - Clubhouse (VC) Cafe	1,275	Sq Ft	6.17	7,867	24	2	3,992	3,875	1,938
Finish, Clg, 2x2 SAT - Clubhouse (VC) Grand Haven Rm	1,944	Sq Ft	6.17	11,995	24	20	0	11,995	600
Finish, Clg, 2x4 SAT - Clubhouse (VC) Gym	1,287	Sq Ft	6.17	7,941	24	1	7,941	0	0
Finish, Clg, 2x4 SAT - Clubhouse (VC) Kitchen	768	Sq Ft	6.17	4,739	24	2	2,405	2,334	1,167
Finish, Mirror Wall Panels - Clubhouse (VC) Gym	342	Sq Ft	14.94	5,110	16	1	5,110	0	0
Finish, Rubber Tile Floor - Clubhouse (VC) Gym	1,287	Sq Ft	9.89	12,729	10	1	12,729	0	0
Finish, Tile Floor - Clubhouse (VC) Cafe	1,275	Sq Ft	13.00	16,575	24	2	8,412	8,163	4,082
Finish, Tile Floor - Clubhouse (VC) Director Office	451	Sq Ft	13.00	5,863	24	9	0	5,863	651
Finish, Tile Floor - Clubhouse (VC) Kitchen	768	Sq Ft	13.00	9,984	24	2	5,067	4,917	2,458
Finish, Tile Floor - Clubhouse (VC) Locker Rm's	1,480	Sq Ft	13.00	19,240	24	1	19,240	0	0
Finish, Tile Walls - Clubhouse (VC) Locker Rm's	1,158	Sq Ft	13.00	15,054	24	1	15,054	0	0
Finish, Vinyl Wall Panels - Clubhouse (VC) Kitchen	991	Sq Ft	7.33	7,265	24	2	3,687	3,578	1,789
Finish, Wood Floor - Clubhouse (VC) Grand Haven Rm	1,944	Sq Ft	15.21	29,569	20	5	0	29,569	5,914
Gutters & Downspouts - Clubhouse (VC)	594	Ln Ft	5.93	3,523	22	22	0	3,523	160
Patio Deck Finish, Pebble - Clubhouse (VC)	5,139	Sq Ft	6.50	33,404	20	2	16,952	16,452	8,226
Renovation Allowance - Clubhouse (VC) Activity Director Office	1	Total	5,705.00	5,705	24	9	0	5,705	634
Renovation Allowance - Clubhouse (VC) Cafe Bar	1	Total	29,038.00	29,038	24	2	14,736	14,302	7,151

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Restroom Renovation Allowance - Clubhouse (VC) Locker Rm's	1	Total	171,000.00	171,000	24	1	171,000	0	0
Wood Siding/Trim Replacement - Shed VC Tennis Storage	588	Sq Ft	6.07	3,570	16	9	0	3,570	397
Misc Building Components Total	52	Components		940,791	8-36	1-25	370,405	570,386	100,414

Misc Site Improvements

Access Control - Vehicular Gate Systems

Access Control, Card Reader - Main Gate	1	Each	1,760.00	1,760	8	2	893	867	434
Access Control, Card Reader - North Gate	1	Each	1,760.00	1,760	8	2	893	867	434
Access Control, Card Reader - South Gate	1	Each	1,760.00	1,760	8	2	893	867	434
Access Control, Card Reader - The Crossings	1	Each	1,760.00	1,760	8	4	0	1,760	440
Access Control, Card Reader - Wild Oaks	1	Each	1,760.00	1,760	8	2	893	867	434
Access Control, Enterphone Panel - North Gate	1	Each	7,616.00	7,616	12	2	3,865	3,751	1,876
Access Control, Enterphone Panel - South Gate	1	Each	7,616.00	7,616	12	2	3,865	3,751	1,876
Access Control, Enterphone Panel - The Crossings	1	Each	7,616.00	7,616	12	8	0	7,616	952
Access Control, Enterphone Panel - Wild Oaks	1	Each	7,616.00	7,616	12	9	0	7,616	846
Access Control, Gate Operator, Barrier - Main Gate	2	Each	5,252.00	10,504	8	2	5,331	5,173	2,586
Access Control, Gate Operator, Barrier - North Gate	3	Each	5,252.00	15,756	8	2	7,996	7,760	3,880
Access Control, Gate Operator, Barrier - South Gate	2	Each	5,252.00	10,504	8	2	5,331	5,173	2,586
Access Control, Gate Operator, Swing - The Crossings	3	Each	5,670.00	17,010	8	5	0	17,010	3,402
Access Control, Gate Operator, Swing - Wild Oaks	2	Each	5,670.00	11,340	8	2	5,755	5,585	2,792
Access Control, Gate Operator, Swing - Wild Oaks	1	Each	5,670.00	5,670	8	7	0	5,670	810
Gate, Alum Steel Picket, 12' x 6' - The Crossings	2	Each	3,426.00	6,852	16	12	0	6,852	571
Gate, Alum Steel Picket, 14' x 6' - Wild Oaks	2	Each	3,714.00	7,428	16	5	0	7,428	1,486
Gate, Alum Steel Picket, 16' x 6' - The Crossings	1	Each	4,081.00	4,081	16	12	0	4,081	340
Gate, Alum Steel Picket, 18' x 6' - Wild Oaks	1	Each	5,102.00	5,102	16	5	0	5,102	1,020

Basketball Courts

Basketball Court Fencing, VC Chain Link - CAC	1	Total	4,200.00	4,200	22	11	0	4,200	382
Basketball Court Fencing, VC Chain Link - VC	1	Total	2,400.00	2,400	22	11	0	2,400	218
Basketball Court Fencing, VC Chain Link - Wild Oaks	1	Total	2,100.00	2,100	22	19	0	2,100	111
Basketball Court Resurfacing, Asphalt Base - CAC	4,725	Sq Ft	1.12	5,293	7	5	0	5,293	1,059
Basketball Court Resurfacing, Asphalt Base - VC	2,415	Sq Ft	1.12	2,705	7	1	2,705	0	0
Basketball Court Resurfacing, Asphalt Base - Wild Oaks	2,415	Sq Ft	1.12	2,705	7	5	0	2,705	541
Basketball Court, Asphalt, Rebuild	2,415	Sq Ft	8.29	20,021	21	19	0	20,021	1,054
Basketball Court, Asphalt, Rebuild	4,725	Sq Ft	8.29	39,171	21	12	0	39,171	3,264
Basketball Court, Asphalt, Rebuild	2,415	Sq Ft	8.29	20,021	21	1	20,021	0	0
Basketball, Backboard with Pole - CAC	2	Each	1,910.00	3,820	10	9	0	3,820	424
Basketball, Backboard with Pole - VC	1	Each	2,725.00	2,725	10	2	1,383	1,342	671
Basketball, Backboard with Pole - Wild Oaks	1	Each	1,910.00	1,910	10	9	0	1,910	212

Boardwalks, Gazebo, Piers

Boardwalk, Wood Deck & Railing - Blue Oak Ln	168	Sq Ft	20.29	3,409	12	2	1,730	1,679	840
Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	1,404	Sq Ft	20.29	28,488	12	2	14,457	14,031	7,016
Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	1,608	Sq Ft	20.29	32,627	12	2	16,558	16,069	8,034
Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	2,870	Sq Ft	20.29	58,233	12	2	29,552	28,681	14,340

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Boardwalk, Wood Deck & Railing - Wild Oaks Park	1,380	Sq Ft	20.29	28,001	12	2	14,210	13,791	6,896
Boardwalk, Wood Framing & Pilings - Blue Oak Ln	168	Sq Ft	34.82	5,850	24	14	0	5,850	418
Boardwalk, Wood Framing & Pilings - Esplanade (Golf Club)	1,404	Sq Ft	34.82	48,888	24	14	0	48,888	3,492
Boardwalk, Wood Framing & Pilings - Esplanade (Jasmine)	1,608	Sq Ft	34.82	55,991	24	14	0	55,991	3,999
Boardwalk, Wood Framing & Pilings - Esplanade (Waterview)	2,870	Sq Ft	34.82	99,934	24	14	0	99,934	7,138
Boardwalk, Wood Framing & Pilings - Wild Oaks Park	1,380	Sq Ft	34.82	48,052	24	14	0	48,052	3,432
Deck, Trex Deck & Railing - Gazebo Front Street Park	1	Total	20,000.00	20,000	15	1	20,000	0	0
Pier Dock, Trex Deck & Railing	865	Sq Ft	104.05	90,004	15	1	90,004	0	0
Pier Dock, Trex Deck & Railing - Fishing CAC	455	Sq Ft	263.74	120,002	15	1	120,002	0	0
Pier Dock, Wood Deck & Railing - Golf Club	1,163	Sq Ft	19.27	22,412	12	2	11,374	11,038	5,519
Pier Dock, Wood Framing & Pilings - Fishing CAC	455	Sq Ft	45.13	20,535	30	16	0	20,535	1,283
Pier Dock, Wood Framing & Pilings - Front Street Park	865	Sq Ft	45.13	39,038	30	16	0	39,038	2,440
Pier Dock, Wood Framing & Pilings - Golf Club	1,163	Sq Ft	45.13	52,487	30	14	0	52,487	3,749
Shelter, Wood Frame - Gazebo Front Street Park	1	Total	17,090.00	17,090	30	16	0	17,090	1,068
Shelter, Wood Frame - Pier Dock Golf Club	1	Total	12,600.00	12,600	24	13	0	12,600	969
Bocce Ball Courts									
Bocce Court Light Pole & Single Fixture - VC	4	Each	3,225.00	12,900	22	21	0	12,900	614
Bocce Courts, Clay - VC	2	Each	8,757.00	17,514	20	19	0	17,514	922
Shelter Fabric, Recover - VC Bocce Large Shelter (x2)	532	Sq Ft	20.83	11,082	8	7	0	11,082	1,583
Shelter Fabric, Recover - VC Bocce Small Shelter (x2)	60	Sq Ft	20.83	1,250	8	7	0	1,250	179
Shelter Frame, Replace - VC Bocce Large Shelter (x2)	532	Sq Ft	17.77	9,454	16	15	0	9,454	630
Shelter Frame, Replace - VC Bocce Small Shelter (x2)	60	Sq Ft	17.77	1,067	16	15	0	1,067	71
Croquet Courts									
Croquet Court, Regrass Allowance - CAC	1	Each	48,207.00	48,207	10	6	0	48,207	8,034
Croquet Court, Regrass Allowance - VC	1	Each	48,207.00	48,207	10	9	0	48,207	5,356
Fence, PVC, 6' Solid Panel - Croquet CAC	26	Ln Ft	38.55	1,003	15	4	0	1,003	251
Shelter Fabric, Recover - Croquet CAC Large Shelter	276	Sq Ft	20.83	5,750	8	6	0	5,750	958
Shelter Fabric, Recover - Croquet CAC Small Shelter (x4)	240	Sq Ft	20.83	5,000	8	6	0	5,000	833
Shelter Fabric, Recover - VC Croquet	60	Sq Ft	20.83	1,250	8	7	0	1,250	179
Shelter Frame, Replace - Croquet CAC Large Shelter	276	Sq Ft	17.77	4,905	16	14	0	4,905	350
Shelter Frame, Replace - Croquet CAC Small Shelter (x4)	240	Sq Ft	17.77	4,265	16	14	0	4,265	305
Shelter Frame, Replace - VC Croquet	60	Sq Ft	17.77	1,067	16	15	0	1,067	71
Irrigation, Landscaping, Lakes, Drainage									
Bulkhead, Concrete & Stone - Fairways Edge (Lake #6)	1,597	Ln Ft	277.00	442,369	40	29	0	442,369	15,254
Bulkhead, Concrete & Stone - Linkside & The Reserve (Lake #11)	3,607	Ln Ft	277.00	999,139	40	29	0	999,139	34,453
Debris Clean Up Allowance - Ditch 10	1	Total	25,000.00	25,000	10	1	25,000	0	0
Irrigation Pump Station Control Panel	1	Total	55,000.00	55,000	15	15	0	55,000	3,667
Irrigation Pump/Motor, 50 Hp	4	Each	11,905.00	47,620	8	7	0	47,620	6,803
Irrigation System Allowance - Valves, Piping, & Skid	1	Total	100,000.00	100,000	25	24	0	100,000	4,167
Lake Aerator	6	Each	4,851.00	29,106	12	10	0	29,106	2,911
Landscape Allowance	1	Total	85,000.00	85,000	1	1	85,000	0	0
Liner Replacment Allowance - Irrigation Re-Use Pond	1	Total	150,000.00	150,000	30	22	0	150,000	6,818
Stormwater Drainage Allowance	1	Total	150,000.00	150,000	5	2	76,123	73,877	36,938

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Miscellaneous Fencing									
Fence, Alum Picket - Columns South Entry	82	Ln Ft	60.00	4,920	26	15	0	4,920	328
Fence, Alum Picket, 4' - WO Property Line	1,224	Ln Ft	60.00	73,440	26	15	0	73,440	4,896
Fence, Alum Picket, 4'-5' - North Entry	368	Ln Ft	66.00	24,288	26	15	0	24,288	1,619
Fence, Chain Link, 6' - Maintenance Re-Use Pond	1,150	Ln Ft	27.74	31,901	22	13	0	31,901	2,454
Fence, PVC, 3.5' Picket - Main Entry (Side Parks)	388	Ln Ft	27.72	10,756	15	4	0	10,756	2,689
Fence, PVC, 4' Picket - Directional Sign (x3)	24	Ln Ft	27.72	666	15	4	0	666	166
Fence, PVC, 4' Picket - Waterside Parkway	192	Ln Ft	27.72	5,323	15	4	0	5,323	1,331
Fence, PVC, 6' Solid Panel - Trash CAC	66	Ln Ft	38.55	2,545	15	4	0	2,545	636
Fence, PVC, 6'-8' Solid Panel - VC Trash & Gen Set	74	Ln Ft	48.19	3,567	15	4	0	3,567	892
Gate, Firewise - Numerous Locations	5	Each	2,127.00	10,635	24	13	0	10,635	818
Monument & Entry Feature Refurbishment									
Arbor, PVC - Main Entry (Side Parks)	2	Each	650.00	1,300	15	4	0	1,300	325
Fence, PVC, Picket - Monument Front Street	76	Ln Ft	27.72	2,107	15	4	0	2,107	527
Fence, PVC, Picket - Monument Linkside West	40	Ln Ft	27.72	1,109	15	4	0	1,109	277
Refurbishment Allowance - Monument CAC	1	Total	7,500.00	7,500	15	4	0	7,500	1,875
Refurbishment Allowance - Monument Creekside	1	Total	5,000.00	5,000	15	13	0	5,000	385
Refurbishment Allowance - Monument East Lake	1	Total	7,500.00	7,500	15	2	3,806	3,694	1,847
Refurbishment Allowance - Monument Fairways Edge	2	Each	7,500.00	15,000	15	13	0	15,000	1,154
Refurbishment Allowance - Monument Front Street	2	Each	3,000.00	6,000	15	13	0	6,000	462
Refurbishment Allowance - Monument Golf Club	1	Total	3,000.00	3,000	15	4	0	3,000	750
Refurbishment Allowance - Monument Heritage Oaks	2	Each	5,000.00	10,000	15	13	0	10,000	769
Refurbishment Allowance - Monument Hidden Lake	1	Total	6,500.00	6,500	15	2	3,299	3,201	1,600
Refurbishment Allowance - Monument Lake Haven	5	Each	3,000.00	15,000	15	13	0	15,000	1,154
Refurbishment Allowance - Monument Lakeside	1	Total	5,000.00	5,000	15	13	0	5,000	385
Refurbishment Allowance - Monument Linkside	1	Total	7,500.00	7,500	15	13	0	7,500	577
Refurbishment Allowance - Monument Linkside East	1	Total	7,500.00	7,500	15	13	0	7,500	577
Refurbishment Allowance - Monument Linkside West	1	Total	7,500.00	7,500	15	13	0	7,500	577
Refurbishment Allowance - Monument Main Entry	1	Total	10,000.00	10,000	15	6	0	10,000	1,667
Refurbishment Allowance - Monument Marsh Crossings	1	Total	6,500.00	6,500	15	2	3,299	3,201	1,600
Refurbishment Allowance - Monument North Entry	2	Total	10,000.00	20,000	15	4	0	20,000	5,000
Refurbishment Allowance - Monument North Park	1	Total	5,000.00	5,000	15	13	0	5,000	385
Refurbishment Allowance - Monument North Park	4	Each	5,000.00	20,000	15	13	0	20,000	1,538
Refurbishment Allowance - Monument Osprey Lakes	1	Total	7,500.00	7,500	15	14	0	7,500	536
Refurbishment Allowance - Monument Osprey/RW/RE/SP	1	Total	7,500.00	7,500	15	2	3,806	3,694	1,847
Refurbishment Allowance - Monument Pine Harbor	1	Total	7,500.00	7,500	15	2	3,806	3,694	1,847
Refurbishment Allowance - Monument Rivers Edge	1	Total	6,500.00	6,500	15	13	0	6,500	500
Refurbishment Allowance - Monument Riverwalk	1	Total	7,500.00	7,500	15	14	0	7,500	536
Refurbishment Allowance - Monument South Entry	1	Total	10,000.00	10,000	15	6	0	10,000	1,667
Refurbishment Allowance - Monument South Lake Villages	2	Each	10,000.00	20,000	15	2	10,150	9,850	4,925
Refurbishment Allowance - Monument Southpark	1	Total	6,500.00	6,500	15	13	0	6,500	500
Refurbishment Allowance - Monument Southridge	2	Each	10,000.00	20,000	15	4	0	20,000	5,000
Refurbishment Allowance - Monument Southridge 13-15 & 17-19	2	Each	5,000.00	10,000	15	4	0	10,000	2,500

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Refurbishment Allowance - Monument The Bluffs	2	Each	5,000.00	10,000	15	13	0	10,000	769
Refurbishment Allowance - Monument The Crossings	2	Total	10,000.00	20,000	15	4	0	20,000	5,000
Refurbishment Allowance - Monument The Reserve	1	Total	7,500.00	7,500	15	13	0	7,500	577
Refurbishment Allowance - Monument The River Club	2	Each	10,000.00	20,000	15	4	0	20,000	5,000
Refurbishment Allowance - Monument Village Oaks	1	Total	6,500.00	6,500	15	13	0	6,500	500
Refurbishment Allowance - Monument Wild Oaks	1	Total	10,000.00	10,000	15	4	0	10,000	2,500
Site Column, Block & Stucco - North Entry	24	Each	290.00	6,960	40	29	0	6,960	240
Site Column, Brick - Main Entry (Side Parks)	65	Each	750.00	48,750	40	29	0	48,750	1,681
Site Column, Brick - WO Property Line	4	Each	750.00	3,000	40	29	0	3,000	103
Site Column, Brick, 6' - South Entry	4	Each	1,000.00	4,000	40	29	0	4,000	138
Site Column, Brick, 10' - South Entry	4	Each	3,000.00	12,000	40	29	0	12,000	414
Site Wall, Brick - Main Entry (Side Parks)	824	Sq Ft	23.02	18,969	40	29	0	18,969	654
Other Improvements									
Flag Pole, Tap Brushed Alum - Village Center	1	Each	3,514.00	3,514	26	15	0	3,514	234
Fountain, Architectural - Village Center	1	Each	22,884.00	22,884	30	19	0	22,884	1,204
Mail Box Enclosure Repair Allowance - CDD Property	1	Total	10,000.00	10,000	3	2	5,075	4,925	2,462
Retaining Wall, Stacked Stone - River Trail Dr	1,008	Sq Ft	31.70	31,954	30	19	0	31,954	1,682
Petanque Court									
Fence, VC Chain Link, 4' - Petanque VC	214	Ln Ft	10.97	2,348	22	11	0	2,348	213
Petanque Court Light Pole & Double Fixture - VC	1	Total	3,750.00	3,750	22	18	0	3,750	208
Pickleball Courts									
Pickleball Court Fencing, VC Chain Link - VC	1	Total	5,793.00	5,793	22	18	0	5,793	322
Pickleball Court Resurfacing, Asphalt - VC	4,437	Sq Ft	0.87	3,861	7	3	0	3,861	1,287
Shelter Fabric, Recover - VC Pickleball (4 Total)	200	Sq Ft	20.83	4,166	8	7	0	4,166	595
Shelter Frame, Replace - VC Pickleball (4 Total)	200	Sq Ft	17.77	3,555	16	15	0	3,555	237
Playground & Park Equipment									
Fence, Alum Picket, 5' - Playground CAC	108	Ln Ft	72.00	7,776	26	15	0	7,776	518
Fence, Alum Picket, 5' - Playground Wild Oaks	108	Ln Ft	72.00	7,776	26	15	0	7,776	518
Fence, PVC, 6' - Front Street Park	204	Ln Ft	38.55	7,865	15	4	0	7,865	1,966
Fence, VC Chain Link, 4' - Playground VC	225	Ln Ft	10.97	2,469	22	21	0	2,469	118
Fence, VC Chain Link, 4' - Wild Oaks Dog Park	485	Ln Ft	10.97	5,321	22	11	0	5,321	484
Park, Bench - Numerous Locations	85	Each	1,293.00	109,905	24	13	0	109,905	8,454
Park, Bicycle Rack - Numerous Locations	12	Each	350.00	4,200	24	13	0	4,200	323
Park, Picnic Table - Numerous Locations	9	Each	1,620.00	14,580	24	13	0	14,580	1,122
Park, Trash Can Holder - Numerous Locations	40	Each	386.00	15,440	24	13	0	15,440	1,188
Playground Structure, Coated Mtl - CAC	1	Total	40,000.00	40,000	20	9	0	40,000	4,444
Playground Structure, Coated Mtl - VC	1	Total	50,000.00	50,000	20	19	0	50,000	2,632
Playground Structure, Coated Mtl - Wild Oaks	1	Total	30,000.00	30,000	20	9	0	30,000	3,333
Shelter Fabric, Recover - VC Playground	60	Sq Ft	20.83	1,250	8	7	0	1,250	179
Shelter Fabric, Recover - Wild Oaks Park	260	Sq Ft	20.83	5,416	8	2	2,749	2,667	1,334
Shelter Frame, Replace - VC Playground	60	Sq Ft	17.77	1,067	16	15	0	1,067	71
Shelter Frame, Replace - Wild Oaks Park	260	Sq Ft	17.77	4,621	16	5	0	4,621	924
Soccer Goal & Net - Creekside Amenity Center	2	Each	3,315.00	6,630	12	2	3,365	3,265	1,632

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Pool Area - Creekside Amenity Center									
Fence, Alum Picket, 5' - CAC Pool Deck	353	Ln Ft	72.00	25,416	26	15	0	25,416	1,694
Fence, VC Chain Link, 6' - CAC Pool Equipment	137	Ln Ft	15.93	2,183	22	11	0	2,183	198
Pool Deck Brick Pavers - CAC	6,271	Sq Ft	6.88	43,145	30	19	0	43,145	2,271
Pool Equipment, Filtration System - CAC	1	Total	21,000.00	21,000	22	11	0	21,000	1,909
Pool Equipment, Handicap Lift - CAC	1	Each	9,346.00	9,346	10	4	0	9,346	2,336
Pool Equipment, Heat Pump - Main Pool CAC	4	Each	7,364.00	29,456	10	6	0	29,456	4,909
Pool Equipment, Heater, Gas - Main Pool CAC	1	Each	4,700.00	4,700	8	8	0	4,700	588
Pool Finish, Exposed Aggregate & Tile Trim - Kiddie Pool CAC	1	Total	3,800.00	3,800	10	6	0	3,800	633
Pool Finish, Exposed Aggregate & Tile Trim - Main Pool CAC	1	Total	45,421.00	45,421	10	6	0	45,421	7,570
Shelter Fabric, Recover - CAC Pool Deck	200	Sq Ft	20.83	4,166	8	2	2,114	2,052	1,026
Shelter Frame, Replace - CAC Pool Deck	200	Sq Ft	17.77	3,555	16	5	0	3,555	711
Spa Equipment, Filtration System - CAC	1	Total	10,200.00	10,200	22	11	0	10,200	927
Spa Equipment, Heater, Gas - CAC	1	Each	3,446.00	3,446	8	2	1,749	1,697	848
Spa Finish, Exposed Aggregate & Tile Trim - CAC	1	Total	6,438.00	6,438	10	10	0	6,438	644
Trellis, PT Wood - Clubhouse (CAC)	125	Sq Ft	72.19	9,024	15	4	0	9,024	2,256
Pool Area - Village Center									
Fence, Alum Picket, 5' - VC Pool Deck	228	Ln Ft	72.00	16,416	26	15	0	16,416	1,094
Fence, VC Chain Link, 6' - VC Pool Equipment	45	Ln Ft	15.93	717	22	11	0	717	65
Pool Deck Brick Pavers - VC	8,785	Sq Ft	6.88	60,441	30	19	0	60,441	3,181
Pool Equipment, Filtration System - VC	1	Total	21,000.00	21,000	22	11	0	21,000	1,909
Pool Equipment, Handicap Lift - VC	1	Each	9,346.00	9,346	10	4	0	9,346	2,336
Pool Equipment, Heat Pump - VC	4	Each	7,364.00	29,456	10	5	0	29,456	5,891
Pool Equipment, Heater, Gas - VC	1	Each	4,700.00	4,700	8	4	0	4,700	1,175
Pool Finish, Exposed Aggregate & Tile Trim - VC	1	Total	85,192.00	85,192	10	9	0	85,192	9,466
Spa Equipment, Filtration System - VC	1	Total	10,200.00	10,200	22	11	0	10,200	927
Spa Equipment, Heater, Gas - VC	1	Each	3,446.00	3,446	8	8	0	3,446	431
Spa Finish, Exposed Aggregate & Tile Trim - VC	1	Total	10,611.00	10,611	10	7	0	10,611	1,516
Trellis, PT Wood - VC Pool Area	1,050	Sq Ft	72.19	75,800	15	8	0	75,800	9,475
Signage									
Signage Allowance - Village Oaks Nature Trail	1	Total	1,500.00	1,500	15	4	0	1,500	375
Signage, HD Foam - Directional Sign	3	Each	1,200.00	3,600	12	2	1,827	1,773	886
Signage, Traffic Light - Egret Dr Golf Cart Crossing	1	Each	2,000.00	2,000	10	10	0	2,000	200
Site Lighting									
Light Bollard - CAC Common Areas	23	Each	1,094.00	25,162	20	9	0	25,162	2,796
Light Bollard - Main Entry	9	Each	1,094.00	9,846	20	18	0	9,846	547
Light Bollard - South Entry	2	Each	1,094.00	2,188	20	18	0	2,188	122
Light Bollard - The Crossings	4	Each	1,094.00	4,376	20	9	0	4,376	486
Light Fixture, Downtlight - Pier Front Street Park	12	Each	300.00	3,600	16	5	0	3,600	720
Light Fixture, Landscape Uplight, Basic - Main Entry	10	Each	436.00	4,360	15	14	0	4,360	311
Light Fixture, Landscape Uplight, Basic - South Entry	30	Each	436.00	13,080	15	14	0	13,080	934
Light Fixture, Landscape Uplight, Basic - The Crossings	10	Each	436.00	4,360	15	14	0	4,360	311
Light Fixture, Landscape Uplight, Basic - Village Center	8	Each	436.00	3,488	15	14	0	3,488	249

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Light Fixture, Landscape Uplight, Basic - Wild Oaks Entry	3	Each	436.00	1,308	15	14	0	1,308	93
Light Fixture, Landscape Uplight, Large - Main Entry	18	Each	523.00	9,414	15	14	0	9,414	672
Light Fixture, Landscape Uplight, Large - North Entry	4	Each	523.00	2,092	15	14	0	2,092	149
Light Fixture, Landscape Uplight, Large - South Entry	8	Each	523.00	4,184	15	14	0	4,184	299
Light Fixture, Landscape Uplight, Large - The Crossings	4	Each	523.00	2,092	15	14	0	2,092	149
Light Fixture, Landscape Uplight, Large - Wild Oaks Entry	24	Each	523.00	12,552	15	14	0	12,552	897
Light Fixture, Lantern - Columns South Entry	6	Each	500.00	3,000	16	5	0	3,000	600
Light Fixture, Sign Uplight - Monument CAC	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Creekside	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Fairways Edge	4	Each	436.00	1,744	15	14	0	1,744	125
Light Fixture, Sign Uplight - Monument Front Street	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Sign Uplight - Monument Golf Club	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Sign Uplight - Monument Heritage Oaks	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Sign Uplight - Monument Lake Haven	5	Each	436.00	2,180	15	14	0	2,180	156
Light Fixture, Sign Uplight - Monument Lakeside	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Linkside	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Linkside East	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Linkside West	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Main Entry	4	Each	436.00	1,744	15	14	0	1,744	125
Light Fixture, Sign Uplight - Monument Marsh Crossings	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument North Entry	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Sign Uplight - Monument North Park	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument North Park	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Osprey Lakes	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Osprey/RW/RE/SP	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Rivers Edge	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Riverwalk	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument South Entry	6	Each	436.00	2,616	15	14	0	2,616	187
Light Fixture, Sign Uplight - Monument South Lake Villages	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Sign Uplight - Monument Southpark	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Southridge	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Sign Uplight - Monument The Bluffs	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Sign Uplight - Monument The Reserve	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument The River Club	4	Each	436.00	1,744	15	14	0	1,744	125
Light Fixture, Sign Uplight - Monument Village Oaks	1	Each	436.00	436	15	14	0	436	31
Light Fixture, Sign Uplight - Monument Wild Oaks	4	Each	436.00	1,744	15	14	0	1,744	125
Light Fixture, Sign Uplight - The Crossings	2	Each	436.00	872	15	14	0	872	62
Light Fixture, Spotlight - Pier Dock Golf Club	22	Each	300.00	6,600	16	5	0	6,600	1,320
Light Pole & Double Fixture - CAC Pool Deck	1	Each	3,338.00	3,338	26	15	0	3,338	223
Light Pole & Fixture - CAC Pool Equipment	2	Each	2,671.00	5,342	26	15	0	5,342	356
Light Pole & Fixture - Creekside	18	Each	3,338.00	60,084	26	15	0	60,084	4,006
Light Pole & Fixture - Creekside Amenity Center	9	Each	3,338.00	30,042	26	15	0	30,042	2,003
Light Pole & Fixture - East Lake	12	Each	3,338.00	40,056	26	15	0	40,056	2,670

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Light Pole & Fixture - Fairways Edge	18	Each	3,338.00	60,084	26	15	0	60,084	4,006
Light Pole & Fixture - Front Street	85	Each	3,338.00	283,730	26	15	0	283,730	18,915
Light Pole & Fixture - Golf Course	6	Each	3,338.00	20,028	26	15	0	20,028	1,335
Light Pole & Fixture - Heritage Oaks	6	Each	3,338.00	20,028	26	15	0	20,028	1,335
Light Pole & Fixture - Hidden Lake	12	Each	3,338.00	40,056	26	15	0	40,056	2,670
Light Pole & Fixture - Lake Haven	23	Each	3,338.00	76,774	26	15	0	76,774	5,118
Light Pole & Fixture - Lakeside	4	Each	3,338.00	13,352	26	15	0	13,352	890
Light Pole & Fixture - Linkside	7	Each	3,338.00	23,366	26	15	0	23,366	1,558
Light Pole & Fixture - Linkside East	3	Each	3,338.00	10,014	26	15	0	10,014	668
Light Pole & Fixture - Marsh Crossings	8	Each	3,338.00	26,704	26	15	0	26,704	1,780
Light Pole & Fixture - North Park	37	Each	3,338.00	123,506	26	15	0	123,506	8,234
Light Pole & Fixture - Osprey Lakes	18	Each	3,338.00	60,084	26	15	0	60,084	4,006
Light Pole & Fixture - Pine Harbor	5	Each	3,338.00	16,690	26	15	0	16,690	1,113
Light Pole & Fixture - Rivers Edge	6	Each	3,338.00	20,028	26	15	0	20,028	1,335
Light Pole & Fixture - Riverview	4	Each	3,338.00	13,352	26	15	0	13,352	890
Light Pole & Fixture - Riverwalk	6	Each	3,338.00	20,028	26	15	0	20,028	1,335
Light Pole & Fixture - South Park	8	Each	3,338.00	26,704	26	15	0	26,704	1,780
Light Pole & Fixture - Southridge	3	Each	3,338.00	10,014	26	15	0	10,014	668
Light Pole & Fixture - The Bluffs	14	Each	3,338.00	46,732	26	15	0	46,732	3,115
Light Pole & Fixture - The Crossings	21	Each	3,338.00	70,098	26	15	0	70,098	4,673
Light Pole & Fixture - The Reserve	10	Each	3,338.00	33,380	26	15	0	33,380	2,225
Light Pole & Fixture - The River Club	22	Each	3,338.00	73,436	26	15	0	73,436	4,896
Light Pole & Fixture - Village Center North Parking Lot	14	Each	3,338.00	46,732	26	15	0	46,732	3,115
Light Pole & Fixture - Village Center South Parking Lot	4	Each	3,338.00	13,352	26	15	0	13,352	890
Light Pole & Fixture - Village Oaks	6	Each	3,338.00	20,028	26	15	0	20,028	1,335
Light Pole & Fixture - Waterside Parkway	59	Each	3,338.00	196,942	26	15	0	196,942	13,129
Light Pole & Fixture - Wild Oaks	56	Each	3,338.00	186,928	26	15	0	186,928	12,462
Light Pole & Fixture, Lantern - VC Pool Deck	4	Each	977.00	3,908	26	15	0	3,908	261
Tennis Facility									
Shelter Fabric, Recover - VC Tennis Courts (3 Total)	180	Sq Ft	20.83	3,750	8	2	1,903	1,847	924
Shelter Frame, Replace - VC Tennis Courts (3 Total)	180	Sq Ft	17.77	3,199	16	5	0	3,199	640
Tennis Court Fencing, VC Chain Link - VC Courts 1-4	1	Total	40,300.00	40,300	22	19	0	40,300	2,121
Tennis Court Fencing, VC Chain Link - VC Courts 5-7	1	Total	32,989.00	32,989	22	11	0	32,989	2,999
Tennis Court Light Pole & Double Fixture - VC Courts 1-4	4	Total	3,750.00	15,000	22	16	0	15,000	938
Tennis Court Light Pole & Double Fixture - VC Courts 5-6	2	Total	3,750.00	7,500	22	11	0	7,500	682
Tennis Court Light Pole & Single Fixture - VC Courts 1-4	8	Each	3,225.00	25,800	22	16	0	25,800	1,612
Tennis Court Light Pole & Single Fixture - VC Courts 5-7	8	Each	3,225.00	25,800	22	11	0	25,800	2,345
Tennis Court Resurfacing, Clay - VC Courts 1-7	7	Each	4,350.00	30,450	4	1	30,450	0	0
Tennis Court Windscreen, 10' - VC Courts 1-7	1,492	Ln Ft	9.11	13,593	4	2	6,898	6,695	3,348
Vehicular Bridges									
Bridge, Concrete - Montague St (Prorate \$/49yr RL)	3,720	Sq Ft	103.19	383,867	60	30	0	383,867	12,796
Bridge, Concrete - Wild Oaks Entry (Prorate \$/49yr RL)	4,000	Sq Ft	81.53	326,120	60	30	0	326,120	10,871
Bridge, Concrete - Willow Oak & Blue Oak (Prorate \$/49yr RL)	4,000	Sq Ft	81.53	326,120	60	30	0	326,120	10,871

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Bridge, Concrete - Willow Oak & Bluejack (Prorate \$/49yr RL)	4,000	Sq Ft	81.53	326,120	60	30	0	326,120	10,871
Bridge, Concrete - Willow Oak & Ditch 10 (Prorate \$/49yr RL)	4,000	Sq Ft	81.53	326,120	60	30	0	326,120	10,871
Fence, Alum Picket, 3.5' - Bridge Wild Oaks Entry	132	Ln Ft	51.84	6,843	26	15	0	6,843	456
Fence, Alum Picket, 4' - Bridge Willow Oak & Blue Oak	96	Ln Ft	60.00	5,760	26	15	0	5,760	384
Fence, Alum Picket, 4' - Bridge Willow Oak & Bluejack	96	Ln Ft	60.00	5,760	26	15	0	5,760	384
Fence, Alum Picket, 4' - Bridge Willow Oak & Ditch 10	108	Ln Ft	60.00	6,480	26	15	0	6,480	432
Guard Rail, Wood - Bridge Montague St	328	Ln Ft	37.72	12,373	20	9	0	12,373	1,375
Guard Rail, Wood - Bridge Willow Oak & Blue Oak	190	Ln Ft	37.72	7,167	20	9	0	7,167	796
Guard Rail, Wood - Bridge Willow Oak & Bluejack	190	Ln Ft	37.72	7,167	20	9	0	7,167	796
Guard Rail, Wood - Bridge Willow Oak & Ditch 10	210	Ln Ft	37.72	7,922	20	9	0	7,922	880
Guard Rail, Wood - Retaining Wall River Trail Dr	224	Ln Ft	37.72	8,450	20	9	0	8,450	939
Misc Site Improvements Total	289	Components		8,656,992	1-60	1-30	648,130	8,008,862	622,756

Furniture, Fixtures & Equipment

Creekside Amenity Center

Appliance Allowance - Clubhouse (CAC) Kitchen	1	Each	1,751.00	1,751	12	2	889	862	431
Electronics, Sound System - Clubhouse (CAC)	1	Total	18,164.00	18,164	12	2	9,218	8,946	4,473
Fitness, Cardio, Elliptical Cross-Trainer - CAC	2	Each	6,606.00	13,212	7	1	13,212	0	0
Fitness, Cardio, Recumbent Bike - CAC	2	Each	3,702.00	7,404	8	1	7,404	0	0
Fitness, Cardio, Treadmill - CAC	3	Each	5,401.00	16,203	6	1	16,203	0	0
Fitness, Weight Bench - CAC	2	Each	826.00	1,652	9	1	1,652	0	0
Fitness, Weight Machine, Ab Crunch - CAC	1	Each	3,859.00	3,859	18	7	0	3,859	551
Fitness, Weight Machine, Lat Pulldown/Mid Row - CAC	1	Each	3,079.00	3,079	18	7	0	3,079	440
Fitness, Weight Machine, Leg Extension/Leg Curl - CAC	1	Each	3,945.00	3,945	18	7	0	3,945	564
Fitness, Weight Machine, Multi-Press - CAC	1	Each	3,859.00	3,859	18	7	0	3,859	551
Fitness, Weight Machine, Toe Raise/Leg Press - CAC	1	Each	5,187.00	5,187	18	7	0	5,187	741
Fitness, Weight Machine, Tricep/Bicep - CAC	1	Each	3,079.00	3,079	18	7	0	3,079	440
Fitness, Weight Set, Dumbbells - CAC	1	Each	1,907.00	1,907	18	7	0	1,907	272
Furnishings/Decorating Allowance - Clubhouse (CAC)	1	Total	20,000.00	20,000	12	3	0	20,000	6,667
Furniture, Outdoor - Clubhouse/Tiki/Pool (CAC)	1	Total	20,327.00	20,327	8	3	0	20,327	6,776
Furniture, Outdoor, Composite Tbl/Chair - CAC Croquet	1	Total	9,047.00	9,047	12	6	0	9,047	1,508
Restaurant, Cooler, Keg, Portable - Tiki Bar (CAC)	1	Each	1,661.00	1,661	14	3	0	1,661	554
Restaurant, Exhaust Hood w/Fire Suppression - Tiki Bar (CAC)	1	Total	9,131.00	9,131	20	9	0	9,131	1,015
Restaurant, Hot Dog Cooker - Tiki Bar (CAC)	1	Each	1,827.00	1,827	15	4	0	1,827	457
Restaurant, Ice Machine - Tiki Bar (CAC)	1	Each	5,899.00	5,899	12	2	2,994	2,905	1,452
Restaurant, Microwave - Tiki Bar (CAC)	1	Each	1,806.00	1,806	12	2	917	889	444
Restaurant, Range, Griddle Top - Tiki Bar (CAC)	1	Each	3,131.00	3,131	8	2	1,589	1,542	771
Restaurant, Sink, 3-Compartment - Tiki Bar (CAC)	1	Each	2,524.00	2,524	30	19	0	2,524	133
Restaurant, Sink, Hand - Tiki Bar (CAC)	1	Each	581.00	581	30	19	0	581	31

Maintenance Equipment

Maint, Concrete Mixer	1	Each	3,667.00	3,667	10	7	0	3,667	524
Maint, Pressure Washer	1	Each	7,000.00	7,000	8	8	0	7,000	875

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Maint, Radio, Hand Held	1	Total	2,884.00	2,884	5	4	0	2,884	721
Maint, Utility Vehicle - Kawasaki Mule	1	Each	14,410.00	14,410	5	5	0	14,410	2,882
Maint, Utility Vehicle, Golf Cart - EZ GO	1	Each	3,457.00	3,457	7	2	1,754	1,703	852
Maint, Vehicle, Truck w/Boom Lift - Ford	1	Each	87,000.00	87,000	6	6	0	87,000	14,500
Miscellaneous Electronics									
Computer High Speed Scanner	1	Total	10,769.00	10,769	8	3	0	10,769	3,590
Computer Software - Community Access Data Solutions	1	Total	72,511.00	72,511	8	2	36,798	35,713	17,856
Computer Workstation, Point Of Sale - Activity Director VC	1	Each	2,046.00	2,046	4	1	2,046	0	0
Computer Workstation, Point Of Sale - Cafe Bar VC	2	Each	2,046.00	4,092	4	1	4,092	0	0
Electronics, Office, Copy Machine	1	Each	3,409.00	3,409	5	1	3,409	0	0
Electronics, WiFi - CDD Property	1	Total	45,000.00	45,000	10	5	0	45,000	9,000
Electronics, Wireless Microphone System	1	Total	18,340.56	18,341	12	7	0	18,341	2,620
Village Center									
Electronics, Sound System - Clubhouse (VC) Grand Haven	1	Total	18,164.00	18,164	12	7	0	18,164	2,595
Electronics, Sound System - Clubhouse (VC) Pool	1	Total	18,164.00	18,164	12	2	9,218	8,946	4,473
Electronics, TV Projector & Screen - Grand Haven Rm VC	1	Each	6,540.00	6,540	10	5	0	6,540	1,308
Fitness, Cardio, Elliptical Cross-Trainer - VC	3	Each	6,606.00	19,818	7	2	10,057	9,761	4,880
Fitness, Cardio, Recumbent Bike - VC	1	Each	3,702.00	3,702	8	6	0	3,702	617
Fitness, Cardio, Stationary Bike - VC	2	Each	3,413.00	6,826	8	2	3,464	3,362	1,681
Fitness, Cardio, Treadmill - VC	3	Each	5,401.00	16,203	6	2	8,223	7,980	3,990
Fitness, Weight Bench - VC	3	Each	826.00	2,478	9	1	2,478	0	0
Fitness, Weight Machine, Ab/Dip - VC	1	Each	1,711.00	1,711	18	1	1,711	0	0
Fitness, Weight Machine, Abdominal - VC	1	Each	3,859.00	3,859	18	1	3,859	0	0
Fitness, Weight Machine, Arm Curl - VC	1	Each	3,079.00	3,079	18	1	3,079	0	0
Fitness, Weight Machine, Arm Extension - VC	1	Each	3,079.00	3,079	18	1	3,079	0	0
Fitness, Weight Machine, Chest Press - VC	1	Each	3,859.00	3,859	18	1	3,859	0	0
Fitness, Weight Machine, Lat Pull-down - VC	1	Each	3,079.00	3,079	18	1	3,079	0	0
Fitness, Weight Machine, Leg Curl - VC	1	Each	3,945.00	3,945	18	1	3,945	0	0
Fitness, Weight Machine, Leg Extension - VC	1	Each	3,945.00	3,945	18	1	3,945	0	0
Fitness, Weight Machine, Multi-Hip - VC	1	Each	5,944.00	5,944	18	1	5,944	0	0
Fitness, Weight Machine, Pec Fly/Rear Delt - VC	1	Each	2,830.00	2,830	18	1	2,830	0	0
Fitness, Weight Machine, Seated Row - VC	1	Each	3,079.00	3,079	18	1	3,079	0	0
Fitness, Weight Set, Dumbbells - VC	1	Each	1,907.00	1,907	18	1	1,907	0	0
Furnishings Allowance - Grand Haven Rm VC	1	Total	20,000.00	20,000	15	2	10,150	9,850	4,925
Furnishings/Decorating Allowance - Cafe VC	1	Total	30,000.00	30,000	12	3	0	30,000	10,000
Furniture, Outdoor - Cafe VC	1	Total	24,000.00	24,000	12	1	24,000	0	0
Furniture, Outdoor - Pool Deck VC	1	Total	25,147.00	25,147	8	7	0	25,147	3,592
Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	1	Each	10,306.00	10,306	6	2	5,230	5,076	2,538
Restaurant, Cooler, 3 Door Reach-In - Cafe Bar VC	1	Each	6,103.00	6,103	14	10	0	6,103	610
Restaurant, Cooler, Keg - Cafe Bar VC	1	Each	5,438.00	5,438	14	4	0	5,438	1,360
Restaurant, Cooler, Under Counter 1 Door - Cafe Kitchen VC	1	Each	2,473.00	2,473	14	4	0	2,473	618
Restaurant, Cooler, Upright, 1 Door - Cafe Kitchen VC	2	Each	3,843.00	7,686	14	4	0	7,686	1,922
Restaurant, Cooler, Walk-In - Cafe Kitchen VC	2	Each	11,163.00	22,326	14	3	0	22,326	7,442

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life	Remg Life	9/30/19 Balance	Unfunded Balance	2019-20 Contribution
Restaurant, Dishwasher - Cafe Kitchen VC	1	Each	10,827.00	10,827	9	6	0	10,827	1,804
Restaurant, Exhaust Hood w/Fire Suppression - Cafe Kitchen VC	1	Total	18,261.00	18,261	20	2	9,267	8,994	4,497
Restaurant, Freezer, Upright, 1 Door - Cafe Kitchen VC	1	Each	3,843.00	3,843	14	4	0	3,843	961
Restaurant, Freezer, Upright, 2 Door - Cafe Kitchen VC	3	Each	5,787.00	17,361	14	2	8,810	8,551	4,276
Restaurant, Fryer - Cafe Kitchen VC	1	Each	3,821.00	3,821	10	5	0	3,821	764
Restaurant, Glass Washer - Cafe Bar VC	1	Each	4,638.00	4,638	12	2	2,354	2,284	1,142
Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	1	Each	2,627.00	2,627	18	2	1,333	1,294	647
Restaurant, Ice Machine - Cafe Kitchen VC	1	Each	5,899.00	5,899	12	2	2,994	2,905	1,452
Restaurant, Microwave - Cafe Kitchen VC	1	Each	1,806.00	1,806	12	2	917	889	444
Restaurant, Range, 6 Burner - Cafe Kitchen VC	1	Each	10,304.00	10,304	8	4	0	10,304	2,576
Restaurant, Range, Griddle Top - Cafe Kitchen VC	1	Each	6,262.00	6,262	8	2	3,178	3,084	1,542
Restaurant, Salamander - Cafe Kitchen VC	1	Each	3,924.00	3,924	8	2	1,991	1,933	966
Restaurant, Sink, 2-Compartment - Cafe Kitchen VC	1	Each	2,326.00	2,326	30	7	0	2,326	332
Restaurant, Sink, 3-Compartment - Cafe Kitchen VC	1	Each	2,524.00	2,524	30	7	0	2,524	361
Restaurant, Sink, Hand - Cafe Bar VC	2	Each	581.00	1,162	30	7	0	1,162	166
Furniture, Fixtures & Equipment Total	82	Components		815,096	4-30	1-19	246,157	568,939	156,172
Committed Disaster									
Committed Disaster	1	Total	500,000.00	500,000	30	5	0	500,000	100,000
Committed Disaster Total	1	Components		500,000	30	5	0	500,000	100,000
Grand Total	521	Components		16,464,428			1,596,261	14,868,167	1,930,575

Section 4

Pooled Cash Flow

This section of the report shows an alternate funding plan to that given in the previous section. While all of the same reserve components, costs and life expectancies used in the previous section are used here, the method of calculating the annual reserve contribution is based on a thirty year cash flow analysis.

This funding plan takes the total beginning year reserve balance in year one along with the projected annual reserve expenditures over a thirty year period, and through pooling of all of the reserve funds and creating one general reserve fund, arrives at an annual contribution amount so as to provide a positive cash flow and adequate reserve account balance over the next thirty years.

Unlike the straight line accounting plan used in the previous section, the numbers calculated in the thirty year cash flow plan factor in both interest and inflation as well as any annual contribution increases.

Cash Flow Plan Summary

No	Year	Beginning Year Balance	Annual Reserve Contribution	Annual Increase	Planned Special Assessments	Expenses	Inflation Rate	Earned Interest	Interest Rate	Ending Year Balance
1	2019-20	1,596,261	1,317,466	0.00%	0	938,801	3.00%	29,624	1.50%	2,004,550
2	2020-21	2,004,550	1,372,809	4.20%	0	1,421,943	3.00%	34,220	1.75%	1,989,636
3	2021-22	1,989,636	1,430,477	4.20%	0	1,334,048	3.00%	41,721	2.00%	2,127,786
4	2022-23	2,127,786	1,490,567	4.20%	0	1,237,602	3.00%	53,567	2.25%	2,434,318
5	2023-24	2,434,318	1,553,174	4.20%	0	1,938,712	3.00%	51,220	2.50%	2,100,000
6	2024-25	2,100,000	1,553,174	0.00%	0	458,159	3.00%	87,863	2.75%	3,282,878
7	2025-26	3,282,878	1,553,174	0.00%	0	880,956	3.00%	118,653	3.00%	4,073,749
8	2026-27	4,073,749	1,553,174	0.00%	0	296,741	3.00%	159,905	3.00%	5,490,087
9	2027-28	5,490,087	1,553,174	0.00%	0	974,274	3.00%	182,070	3.00%	6,251,057
10	2028-29	6,251,057	1,553,174	0.00%	0	468,214	3.00%	220,081	3.00%	7,556,098
11	2029-30	7,556,098	1,553,174	0.00%	0	559,058	3.00%	256,506	3.00%	8,806,720
12	2030-31	8,806,720	1,553,174	0.00%	0	742,348	3.00%	288,526	3.00%	9,906,072
13	2031-32	9,906,072	1,553,174	0.00%	0	1,014,478	3.00%	313,343	3.00%	10,758,111
14	2032-33	10,758,111	1,553,174	0.00%	0	1,378,558	3.00%	327,982	3.00%	11,260,709
15	2033-34	11,260,709	1,553,174	0.00%	0	3,858,839	3.00%	268,651	3.00%	9,223,695
16	2034-35	9,223,695	1,553,174	0.00%	0	1,568,802	3.00%	276,242	3.00%	9,484,309
17	2035-36	9,484,309	1,553,174	0.00%	0	780,222	3.00%	307,718	3.00%	10,564,979
18	2036-37	10,564,979	1,553,174	0.00%	0	683,118	3.00%	343,051	3.00%	11,778,086
19	2037-38	11,778,086	1,553,174	0.00%	0	1,921,657	3.00%	342,288	3.00%	11,751,891
20	2038-39	11,751,891	1,553,174	0.00%	0	2,456,370	3.00%	325,461	3.00%	11,174,156
21	2039-40	11,174,156	1,553,174	0.00%	0	667,911	3.00%	361,783	3.00%	12,421,202
22	2040-41	12,421,202	1,553,174	0.00%	0	1,815,610	3.00%	364,763	3.00%	12,523,529
23	2041-42	12,523,529	1,553,174	0.00%	0	2,992,218	3.00%	332,535	3.00%	11,417,020
24	2042-43	11,417,020	1,553,174	0.00%	0	2,346,631	3.00%	318,707	3.00%	10,942,270
25	2043-44	10,942,270	1,553,174	0.00%	0	3,215,828	3.00%	278,388	3.00%	9,558,004
26	2044-45	9,558,004	1,553,174	0.00%	0	1,821,992	3.00%	278,676	3.00%	9,567,862
27	2045-46	9,567,862	1,553,174	0.00%	0	798,715	3.00%	309,670	3.00%	10,631,991
28	2046-47	10,631,991	1,553,174	0.00%	0	749,194	3.00%	343,079	3.00%	11,779,050
29	2047-48	11,779,050	1,553,174	0.00%	0	5,470,615	3.00%	235,848	3.00%	8,097,457
30	2048-49	8,097,457	1,553,174	0.00%	0	4,869,009	3.00%	143,449	3.00%	4,925,071
Grand Total			45,993,843		0	49,660,623		6,995,590		

Cash Flow Plan Details

Category	Description	Cost
Year 1: 2019-20		
Painting & Waterproofing	Paint Exterior and Waterproof - South Gatehouse	1,167
Painting & Waterproofing	Paint Interior - Clubhouse (CAC)	6,716
Painting & Waterproofing	Paint Interior - Clubhouse (VC)	10,911
Painting & Waterproofing	Paint Light Pole/Fixture - CDD Property	48,495
Paving	Concrete Curbing Repair Allowance - CDD Property	30,000
Paving	Concrete Sidewalk Repair Allowance - CDD Property	25,000
Misc Building Components	Finish, Wall Covering - Clubhouse (CAC) Kitchen	2,444
Misc Building Components	Exterior Collumn ReplacementComponent - Clubhouse (VC)	30,000
Misc Building Components	Exterior Door, Frame & Trim - Clubhouse (VC)	45,000
Misc Building Components	Finish, Clg, 2x4 SAT - Clubhouse (VC) Gym	7,941
Misc Building Components	Finish, Mirror Wall Panels - Clubhouse (VC) Gym	5,110
Misc Building Components	Finish, Rubber Tile Floor - Clubhouse (VC) Gym	12,729
Misc Building Components	Finish, Tile Floor - Clubhouse (VC) Locker Rm's	19,240
Misc Building Components	Finish, Tile Walls - Clubhouse (VC) Locker Rm's	15,054
Misc Building Components	Restroom Renovation Allowance - Clubhouse (VC) Locker Rm's	171,000
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - VC	2,705
Misc Site Improvements	Basketball Court, Asphalt, Rebuild	20,021
Misc Site Improvements	Deck, Trex Deck & Railing - Gazebo Front Street Park	20,000
Misc Site Improvements	Pier Dock, Trex Deck & Railing	90,004
Misc Site Improvements	Pier Dock, Trex Deck & Railing - Fishing CAC	120,002
Misc Site Improvements	Debris Clean Up Allowance - Ditch 10	25,000
Misc Site Improvements	Landscape Allowance	85,000
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	30,450
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - CAC	13,212
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - CAC	7,404
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - CAC	16,203
Furniture, Fixtures & Equipment	Fitness, Weight Bench - CAC	1,652
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	2,046
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	4,092
Furniture, Fixtures & Equipment	Electronics, Office, Copy Machine	3,409
Furniture, Fixtures & Equipment	Fitness, Weight Bench - VC	2,478
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Ab/Dip - VC	1,711
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Abdominal - VC	3,859
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Arm Curl - VC	3,079
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Arm Extension - VC	3,079
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Chest Press - VC	3,859
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Lat Pulldown - VC	3,079
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Leg Curl - VC	3,945
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Leg Extension - VC	3,945
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Multi-Hip - VC	5,944
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Pec Fly/Rear Delt - VC	2,830
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Seated Row - VC	3,079

Category	Description	Cost
Furniture, Fixtures & Equipment	Fitness, Weight Set, Dumbbells - VC	1,907
Furniture, Fixtures & Equipment	Furniture, Outdoor - Cafe VC	24,000
Year 1 Total		938,801

Year 2: 2020-21

Roofs	Skylight, Prefab - Clubhouse (VC)	1,596
Painting & Waterproofing	Paint Exterior - Irrigation Pump House	1,382
Painting & Waterproofing	Paint Exterior - Pavilion South Entry (2 Total)	692
Painting & Waterproofing	Paint Exterior - Shed Maintenance	842
Painting & Waterproofing	Paint Exterior - Shed Maintenance w/Office	842
Painting & Waterproofing	Paint Exterior - Shed VC Tennis Storage	685
Painting & Waterproofing	Paint Exterior and Waterproof - North Gatehouse	9,316
Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2020)	399,748
Mechanical & Electrical	A/C Window Unit - Tiki Bar (CAC)	4,120
Mechanical & Electrical	A/C Window Unit - South Gatehouse	4,120
Mechanical & Electrical	Drinking Fountain, Outdoor - Clubhouse (VC)	1,422
Misc Building Components	Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	8,547
Misc Building Components	Patio Deck Finish, Acrylic Coating - Tiki Bar (CAC)	4,921
Misc Building Components	Finish, Clg, 2x2 SAT - Clubhouse (VC) Cafe	8,103
Misc Building Components	Finish, Clg, 2x4 SAT - Clubhouse (VC) Kitchen	4,881
Misc Building Components	Finish, Tile Floor - Clubhouse (VC) Cafe	17,072
Misc Building Components	Finish, Tile Floor - Clubhouse (VC) Kitchen	10,284
Misc Building Components	Finish, Vinyl Wall Panels - Clubhouse (VC) Kitchen	7,483
Misc Building Components	Patio Deck Finish, Pebble - Clubhouse (VC)	34,406
Misc Building Components	Renovation Allowance - Clubhouse (VC) Cafe Bar	29,909
Misc Site Improvements	Access Control, Card Reader - Main Gate	1,813
Misc Site Improvements	Access Control, Card Reader - North Gate	1,813
Misc Site Improvements	Access Control, Card Reader - South Gate	1,813
Misc Site Improvements	Access Control, Card Reader - Wild Oaks	1,813
Misc Site Improvements	Access Control, Enterphone Panel - North Gate	7,844
Misc Site Improvements	Access Control, Enterphone Panel - South Gate	7,844
Misc Site Improvements	Access Control, Gate Operator, Barrier - Main Gate	10,819
Misc Site Improvements	Access Control, Gate Operator, Barrier - North Gate	16,229
Misc Site Improvements	Access Control, Gate Operator, Barrier - South Gate	10,819
Misc Site Improvements	Access Control, Gate Operator, Swing - Wild Oaks	11,680
Misc Site Improvements	Basketball, Backboard with Pole - VC	2,807
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Blue Oak Ln	3,511
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	29,343
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	33,606
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	59,980
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Wild Oaks Park	28,841
Misc Site Improvements	Pier Dock, Wood Deck & Railing - Golf Club	23,084
Misc Site Improvements	Landscape Allowance	87,550
Misc Site Improvements	Stormwater Drainage Allowance	154,500

Category	Description	Cost
Misc Site Improvements	Refurbishment Allowance - Monument East Lake	7,725
Misc Site Improvements	Refurbishment Allowance - Monument Hidden Lake	6,695
Misc Site Improvements	Refurbishment Allowance - Monument Marsh Crossings	6,695
Misc Site Improvements	Refurbishment Allowance - Monument Osprey/RW/RE/SP	7,725
Misc Site Improvements	Refurbishment Allowance - Monument Pine Harbor	7,725
Misc Site Improvements	Refurbishment Allowance - Monument South Lake Villages	20,600
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	10,300
Misc Site Improvements	Shelter Fabric, Recover - Wild Oaks Park	5,578
Misc Site Improvements	Soccer Goal & Net - Creekside Amenity Center	6,829
Misc Site Improvements	Shelter Fabric, Recover - CAC Pool Deck	4,291
Misc Site Improvements	Spa Equipment, Heater, Gas - CAC	3,549
Misc Site Improvements	Signage, HD Foam - Directional Sign	3,708
Misc Site Improvements	Shelter Fabric, Recover - VC Tennis Courts (3 Total)	3,862
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	14,001
Furniture, Fixtures & Equipment	Appliance Allowance - Clubhouse (CAC) Kitchen	1,804
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (CAC)	18,709
Furniture, Fixtures & Equipment	Restaurant, Ice Machine - Tiki Bar (CAC)	6,076
Furniture, Fixtures & Equipment	Restaurant, Microwave - Tiki Bar (CAC)	1,860
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Tiki Bar (CAC)	3,225
Furniture, Fixtures & Equipment	Maint, Utility Vehicle, Golf Cart - EZ GO	3,561
Furniture, Fixtures & Equipment	Computer Software - Community Access Data Solutions	74,686
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (VC) Pool	18,709
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - VC	20,413
Furniture, Fixtures & Equipment	Fitness, Cardio, Stationary Bike - VC	7,031
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - VC	16,689
Furniture, Fixtures & Equipment	Furnishings Allowance - Grand Haven Rm VC	20,600
Furniture, Fixtures & Equipment	Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	10,615
Furniture, Fixtures & Equipment	Restaurant, Exhaust Hood w/Fire Suppression - Cafe Kitchen VC	18,809
Furniture, Fixtures & Equipment	Restaurant, Freezer, Upright, 2 Door - Cafe Kitchen VC	17,882
Furniture, Fixtures & Equipment	Restaurant, Glass Washer - Cafe Bar VC	4,777
Furniture, Fixtures & Equipment	Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	2,706
Furniture, Fixtures & Equipment	Restaurant, Ice Machine - Cafe Kitchen VC	6,076
Furniture, Fixtures & Equipment	Restaurant, Microwave - Cafe Kitchen VC	1,860
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Cafe Kitchen VC	6,450
Furniture, Fixtures & Equipment	Restaurant, Salamander - Cafe Kitchen VC	4,042
Year 2 Total		1,421,943

Year 3: 2021-22

Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2021)	1,081,815
Paving	Concrete Curbing Repair Allowance - CDD Property	31,827
Mechanical & Electrical	Drinking Fountain, Outdoor - Clubhouse (CAC)	1,465
Mechanical & Electrical	Drinking Fountain, Outdoor - Creekside Amenity Center	2,930
Mechanical & Electrical	Drinking Fountain, Outdoor - North Gatehouse	1,465
Mechanical & Electrical	Drinking Fountain, Outdoor - Village Center Amenities	8,791

Category	Description	Cost
Misc Site Improvements	Landscape Allowance	90,176
Misc Site Improvements	Pickleball Court Resurfacing, Asphalt - VC	4,096
Furniture, Fixtures & Equipment	Furnishings/Decorating Allowance - Clubhouse (CAC)	21,218
Furniture, Fixtures & Equipment	Furniture, Outdoor - Clubhouse/Tiki/Pool (CAC)	21,565
Furniture, Fixtures & Equipment	Restaurant, Cooler, Keg, Portable - Tiki Bar (CAC)	1,762
Furniture, Fixtures & Equipment	Computer High Speed Scanner	11,425
Furniture, Fixtures & Equipment	Furnishings/Decorating Allowance - Cafe VC	31,827
Furniture, Fixtures & Equipment	Restaurant, Cooler, Walk-In - Cafe Kitchen VC	23,686
Year 3 Total		1,334,048

Year 4: 2022-23

Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (CAC)	10,638
Painting & Waterproofing	Paint Exterior and Waterproof - Main Gatehouse	1,245
Painting & Waterproofing	Paint Exterior and Waterproof - Tiki Bar (CAC)	2,394
Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2022)	839,857
Misc Building Components	Finish, Carpet - Clubhouse (CAC) Office/Conf/Game	4,936
Misc Building Components	Access Control, Monitor, Multi-Channel	13,054
Misc Building Components	Access Control, Recorder, Digital Video	35,614
Misc Site Improvements	Access Control, Card Reader - The Crossings	1,923
Misc Site Improvements	Fence, PVC, 6' Solid Panel - Croquet CAC	1,096
Misc Site Improvements	Landscape Allowance	92,882
Misc Site Improvements	Fence, PVC, 3.5' Picket - Main Entry (Side Parks)	11,753
Misc Site Improvements	Fence, PVC, 4' Picket - Directional Sign (x3)	728
Misc Site Improvements	Fence, PVC, 4' Picket - Waterside Parkway	5,817
Misc Site Improvements	Fence, PVC, 6' Solid Panel - Trash CAC	2,781
Misc Site Improvements	Fence, PVC, 6'-8' Solid Panel - VC Trash & Gen Set	3,898
Misc Site Improvements	Arbor, PVC - Main Entry (Side Parks)	1,421
Misc Site Improvements	Fence, PVC, Picket - Monument Front Street	2,302
Misc Site Improvements	Fence, PVC, Picket - Monument Linkside West	1,212
Misc Site Improvements	Refurbishment Allowance - Monument CAC	8,195
Misc Site Improvements	Refurbishment Allowance - Monument Golf Club	3,278
Misc Site Improvements	Refurbishment Allowance - Monument North Entry	21,855
Misc Site Improvements	Refurbishment Allowance - Monument Southridge	21,855
Misc Site Improvements	Refurbishment Allowance - Monument Southridge 13-15 & 17-19	10,927
Misc Site Improvements	Refurbishment Allowance - Monument The Crossings	21,855
Misc Site Improvements	Refurbishment Allowance - Monument The River Club	21,855
Misc Site Improvements	Refurbishment Allowance - Monument Wild Oaks	10,927
Misc Site Improvements	Fence, PVC, 6' - Front Street Park	8,594
Misc Site Improvements	Pool Equipment, Handicap Lift - CAC	10,213
Misc Site Improvements	Trellis, PT Wood - Clubhouse (CAC)	9,861
Misc Site Improvements	Pool Equipment, Handicap Lift - VC	10,213
Misc Site Improvements	Pool Equipment, Heater, Gas - VC	5,136
Misc Site Improvements	Signage Allowance - Village Oaks Nature Trail	1,639
Furniture, Fixtures & Equipment	Restaurant, Hot Dog Cooker - Tiki Bar (CAC)	1,996

Category	Description	Cost
Furniture, Fixtures & Equipment	Maint, Radio, Hand Held	3,151
Furniture, Fixtures & Equipment	Restaurant, Cooler, Keg - Cafe Bar VC	5,942
Furniture, Fixtures & Equipment	Restaurant, Cooler, Under Counter 1 Door - Cafe Kitchen VC	2,702
Furniture, Fixtures & Equipment	Restaurant, Cooler, Upright, 1 Door - Cafe Kitchen VC	8,399
Furniture, Fixtures & Equipment	Restaurant, Freezer, Upright, 1 Door - Cafe Kitchen VC	4,199
Furniture, Fixtures & Equipment	Restaurant, Range, 6 Burner - Cafe Kitchen VC	11,259
Year 4 Total		1,237,602

Year 5: 2023-24

Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2023)	922,869
Paving	Concrete Curbing Repair Allowance - CDD Property	33,765
Misc Building Components	Door, Metal Overhead - Tiki Bar (CAC)	7,704
Misc Building Components	Finish, Tile Floor - Clubhouse (CAC) Patio	33,155
Misc Building Components	Wood Siding/Trim Replacement - Main Gatehouse	5,610
Misc Building Components	Wood Siding/Trim Replacement - Shed Maintenance	4,940
Misc Building Components	Wood Siding/Trim Replacement - Shed Maintenance w/Office	4,940
Misc Building Components	Finish, Wood Floor - Clubhouse (VC) Grand Haven Rm	33,280
Misc Site Improvements	Access Control, Gate Operator, Swing - The Crossings	19,145
Misc Site Improvements	Gate, Alum Steel Picket, 14' x 6' - Wild Oaks	8,360
Misc Site Improvements	Gate, Alum Steel Picket, 18' x 6' - Wild Oaks	5,742
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - CAC	5,956
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - Wild Oaks	3,045
Misc Site Improvements	Landscape Allowance	95,668
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	11,255
Misc Site Improvements	Shelter Frame, Replace - Wild Oaks Park	5,201
Misc Site Improvements	Shelter Frame, Replace - CAC Pool Deck	4,000
Misc Site Improvements	Pool Equipment, Heat Pump - VC	33,153
Misc Site Improvements	Light Fixture, Downtlight - Pier Front Street Park	4,052
Misc Site Improvements	Light Fixture, Lantern - Columns South Entry	3,377
Misc Site Improvements	Light Fixture, Spotlight - Pier Dock Golf Club	7,428
Misc Site Improvements	Shelter Frame, Replace - VC Tennis Courts (3 Total)	3,603
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	34,272
Furniture, Fixtures & Equipment	Maint, Utility Vehicle - Kawasaki Mule	16,219
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	2,303
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	4,606
Furniture, Fixtures & Equipment	Electronics, WiFi - CDD Property	50,648
Furniture, Fixtures & Equipment	Electronics, TV Projector & Screen - Grand Haven Rm VC	7,361
Furniture, Fixtures & Equipment	Restaurant, Fryer - Cafe Kitchen VC	4,301
Committed Disaster	Committed Disaster	562,754
Year 5 Total		1,938,712

Category	Description	Cost
Year 6: 2024-25		
Paving	Concrete Sidewalk Repair Allowance - CDD Property	28,982
Misc Site Improvements	Croquet Court, Regrass Allowance - CAC	55,885
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Large Shelter	6,666
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Small Shelter (x4)	5,796
Misc Site Improvements	Landscape Allowance	98,538
Misc Site Improvements	Refurbishment Allowance - Monument Main Entry	11,593
Misc Site Improvements	Refurbishment Allowance - Monument South Entry	11,593
Misc Site Improvements	Pool Equipment, Heat Pump - Main Pool CAC	34,148
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - Kiddie Pool CAC	4,405
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - Main Pool CAC	52,655
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	15,758
Furniture, Fixtures & Equipment	Furniture, Outdoor, Composite Tbl/Chair - CAC Croquet	10,488
Furniture, Fixtures & Equipment	Maint, Vehicle, Truck w/Boom Lift - Ford	100,857
Furniture, Fixtures & Equipment	Electronics, Office, Copy Machine	3,952
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - VC	4,292
Furniture, Fixtures & Equipment	Restaurant, Dishwasher - Cafe Kitchen VC	12,551
Year 6 Total		458,159
Year 7: 2025-26		
Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (VC)	26,158
Painting & Waterproofing	Paint Light Pole/Fixture - CDD Property	57,906
Paving	Concrete Curbing Repair Allowance - CDD Property	35,822
Misc Building Components	Access Control, Camera	244,487
Misc Building Components	Finish, Carpet - Clubhouse (VC) Storage Room	2,722
Misc Site Improvements	Access Control, Gate Operator, Swing - Wild Oaks	6,770
Misc Site Improvements	Shelter Fabric, Recover - VC Bocce Large Shelter (x2)	13,232
Misc Site Improvements	Shelter Fabric, Recover - VC Bocce Small Shelter (x2)	1,493
Misc Site Improvements	Shelter Fabric, Recover - VC Croquet	1,493
Misc Site Improvements	Irrigation Pump/Motor, 50 Hp	56,861
Misc Site Improvements	Landscape Allowance	101,494
Misc Site Improvements	Stormwater Drainage Allowance	179,108
Misc Site Improvements	Shelter Fabric, Recover - VC Pickleball (4 Total)	4,977
Misc Site Improvements	Shelter Fabric, Recover - VC Playground	1,493
Misc Site Improvements	Spa Finish, Exposed Aggregate & Tile Trim - VC	12,670
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - CAC	19,347
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Ab Crunch - CAC	4,608
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Lat Pulldown/Mid Row - CAC	3,676
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Leg Extension/Leg Curl - CAC	4,711
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Multi-Press - CAC	4,608
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Toe Raise/Leg Press - CAC	6,194
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Tricep/Bicep - CAC	3,676
Furniture, Fixtures & Equipment	Fitness, Weight Set, Dumbbells - CAC	2,277

Category	Description	Cost
Furniture, Fixtures & Equipment	Maint, Concrete Mixer	4,379
Furniture, Fixtures & Equipment	Electronics, Wireless Microphone System	21,900
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (VC) Grand Haven	21,689
Furniture, Fixtures & Equipment	Furniture, Outdoor - Pool Deck VC	30,027
Furniture, Fixtures & Equipment	Restaurant, Sink, 2-Compartment - Cafe Kitchen VC	2,777
Furniture, Fixtures & Equipment	Restaurant, Sink, 3-Compartment - Cafe Kitchen VC	3,014
Furniture, Fixtures & Equipment	Restaurant, Sink, Hand - Cafe Bar VC	1,387
Year 7 Total		880,956

Year 8: 2026-27

Painting & Waterproofing	Paint Exterior and Waterproof - South Gatehouse	1,435
Mechanical & Electrical	A/C Air Handler Unit, 1.5 Ton - Shed Maintenance w/Office	2,438
Mechanical & Electrical	A/C Condensing Unit, 1.5 Ton - Shed Maintenance w/Office	2,633
Misc Site Improvements	Access Control, Enterphone Panel - The Crossings	9,367
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - VC	3,327
Misc Site Improvements	Landscape Allowance	104,539
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	12,299
Misc Site Improvements	Pool Equipment, Heater, Gas - Main Pool CAC	5,780
Misc Site Improvements	Spa Equipment, Heater, Gas - VC	4,238
Misc Site Improvements	Trellis, PT Wood - VC Pool Area	93,224
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - CAC	16,249
Furniture, Fixtures & Equipment	Maint, Pressure Washer	8,609
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - VC	19,928
Furniture, Fixtures & Equipment	Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	12,675
Year 8 Total		296,741

Year 9: 2027-28

Roofs	Roof, Architectural Shingle - Clubhouse (CAC)	48,826
Roofs	Roof, Architectural Shingle - North Gatehouse	3,329
Roofs	Roof, Architectural Shingle - Shed Maintenance	2,219
Roofs	Roof, Architectural Shingle - Shed Maintenance w/Office	2,219
Roofs	Roof, Architectural Shingle - Tiki Bar (CAC)	9,987
Painting & Waterproofing	Paint Exterior - Irrigation Pump House	1,700
Painting & Waterproofing	Paint Exterior - Pavilion South Entry (2 Total)	851
Painting & Waterproofing	Paint Exterior - Shed Maintenance	1,035
Painting & Waterproofing	Paint Exterior - Shed Maintenance w/Office	1,035
Painting & Waterproofing	Paint Exterior - Shed VC Tennis Storage	842
Painting & Waterproofing	Paint Exterior and Waterproof - North Gatehouse	11,458
Painting & Waterproofing	Paint Interior - Clubhouse (CAC)	8,508
Painting & Waterproofing	Paint Interior - Clubhouse (VC)	13,822
Paving	Asphalt Overlay, 1" Milled - Parking Lot CAC	35,122
Paving	Asphalt Overlay, 1" Milled - Parking Lot Golf (Shared)	150,499
Paving	Asphalt Overlay, 1" Milled - Parking Lot VAC South	28,177

Category	Description	Cost
Paving	Concrete Curbing Repair Allowance - CDD Property	38,003
Mechanical & Electrical	A/C Minisplit System - Clubhouse (VC)	9,336
Mechanical & Electrical	A/C Minisplit System - Clubhouse (VC)	9,336
Misc Building Components	Gutters & Downspouts - Clubhouse (CAC)	2,712
Misc Building Components	Gutters & Downspouts - Tiki Bar (CAC)	1,420
Misc Building Components	Finish, Tile Floor - Clubhouse (VC) Director Office	7,427
Misc Building Components	Renovation Allowance - Clubhouse (VC) Activity Director Office	7,227
Misc Building Components	Wood Siding/Trim Replacement - Shed VC Tennis Storage	4,522
Misc Site Improvements	Access Control, Enterphone Panel - Wild Oaks	9,648
Misc Site Improvements	Basketball, Backboard with Pole - CAC	4,839
Misc Site Improvements	Basketball, Backboard with Pole - Wild Oaks	2,420
Misc Site Improvements	Croquet Court, Regrass Allowance - VC	61,067
Misc Site Improvements	Landscape Allowance	107,675
Misc Site Improvements	Playground Structure, Coated Mtl - CAC	50,671
Misc Site Improvements	Playground Structure, Coated Mtl - Wild Oaks	38,003
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - VC	107,919
Misc Site Improvements	Light Bollard - CAC Common Areas	31,874
Misc Site Improvements	Light Bollard - The Crossings	5,543
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	38,573
Misc Site Improvements	Guard Rail, Wood - Bridge Montague St	15,674
Misc Site Improvements	Guard Rail, Wood - Bridge Willow Oak & Blue Oak	9,079
Misc Site Improvements	Guard Rail, Wood - Bridge Willow Oak & Bluejack	9,079
Misc Site Improvements	Guard Rail, Wood - Bridge Willow Oak & Ditch 10	10,035
Misc Site Improvements	Guard Rail, Wood - Retaining Wall River Trail Dr	10,704
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - CAC	9,379
Furniture, Fixtures & Equipment	Restaurant, Exhaust Hood w/Fire Suppression - Tiki Bar (CAC)	11,567
Furniture, Fixtures & Equipment	Maint, Radio, Hand Held	3,653
Furniture, Fixtures & Equipment	Maint, Utility Vehicle, Golf Cart - EZ GO	4,379
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	2,592
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	5,184
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - VC	25,105

Year 9 Total **974,274**

Year 10: 2028-29

Mechanical & Electrical	A/C Air Handler Unit, 7.5 Ton - Clubhouse (CAC)	9,131
Mechanical & Electrical	A/C Air Handler Unit, 1.5 Ton - Main Gatehouse	2,586
Mechanical & Electrical	A/C Air Handler Unit, 1.5 Ton - North Gatehouse	2,586
Mechanical & Electrical	A/C Condensing Unit, 1.5 Ton - Main Gatehouse	2,794
Mechanical & Electrical	A/C Condensing Unit, 1.5 Ton - North Gatehouse	2,794
Mechanical & Electrical	A/C Condensing Unit, 7.5 Ton - Clubhouse (CAC)	9,448
Mechanical & Electrical	Water Heater, Tankless - Clubhouse (VC)	9,324
Misc Site Improvements	Access Control, Card Reader - Main Gate	2,296
Misc Site Improvements	Access Control, Card Reader - North Gate	2,296
Misc Site Improvements	Access Control, Card Reader - South Gate	2,296

Category	Description	Cost
Misc Site Improvements	Access Control, Card Reader - Wild Oaks	2,296
Misc Site Improvements	Access Control, Gate Operator, Barrier - Main Gate	13,705
Misc Site Improvements	Access Control, Gate Operator, Barrier - North Gate	20,558
Misc Site Improvements	Access Control, Gate Operator, Barrier - South Gate	13,705
Misc Site Improvements	Access Control, Gate Operator, Swing - Wild Oaks	14,796
Misc Site Improvements	Lake Aerator	37,977
Misc Site Improvements	Landscape Allowance	110,906
Misc Site Improvements	Pickleball Court Resurfacing, Asphalt - VC	5,038
Misc Site Improvements	Shelter Fabric, Recover - Wild Oaks Park	7,067
Misc Site Improvements	Shelter Fabric, Recover - CAC Pool Deck	5,436
Misc Site Improvements	Spa Equipment, Heater, Gas - CAC	4,496
Misc Site Improvements	Spa Finish, Exposed Aggregate & Tile Trim - CAC	8,400
Misc Site Improvements	Signage, Traffic Light - Egret Dr Golf Cart Crossing	2,610
Misc Site Improvements	Shelter Fabric, Recover - VC Tennis Courts (3 Total)	4,893
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	17,736
Furniture, Fixtures & Equipment	Fitness, Weight Bench - CAC	2,155
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Tiki Bar (CAC)	4,085
Furniture, Fixtures & Equipment	Maint, Utility Vehicle - Kawasaki Mule	18,802
Furniture, Fixtures & Equipment	Computer Software - Community Access Data Solutions	94,610
Furniture, Fixtures & Equipment	Fitness, Cardio, Stationary Bike - VC	8,906
Furniture, Fixtures & Equipment	Fitness, Weight Bench - VC	3,233
Furniture, Fixtures & Equipment	Restaurant, Cooler, 3 Door Reach-In - Cafe Bar VC	7,963
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Cafe Kitchen VC	8,170
Furniture, Fixtures & Equipment	Restaurant, Salamander - Cafe Kitchen VC	5,120
Year 10 Total		468,214

Year 11: 2029-30

Roofs	Roof, Single Ply - Clubhouse (VC)	32,531
Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (CAC)	13,083
Painting & Waterproofing	Paint Exterior and Waterproof - Main Gatehouse	1,531
Painting & Waterproofing	Paint Exterior and Waterproof - Tiki Bar (CAC)	2,945
Paving	Concrete Curbing Repair Allowance - CDD Property	40,317
Paving	Concrete Sidewalk Repair Allowance - CDD Property	33,598
Mechanical & Electrical	Fire Alarm System - Clubhouse (CAC)	13,439
Misc Building Components	Gutters & Downspouts - Main Gatehouse	845
Misc Building Components	Finish, Rubber Tile Floor - Clubhouse (VC) Gym	17,107
Misc Site Improvements	Basketball Court Fencing, VC Chain Link - CAC	5,644
Misc Site Improvements	Basketball Court Fencing, VC Chain Link - VC	3,225
Misc Site Improvements	Debris Clean Up Allowance - Ditch 10	33,598
Misc Site Improvements	Landscape Allowance	114,233
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	13,439
Misc Site Improvements	Fence, VC Chain Link, 4' - Petanque VC	3,156
Misc Site Improvements	Fence, VC Chain Link, 4' - Wild Oaks Dog Park	7,151
Misc Site Improvements	Fence, VC Chain Link, 6' - CAC Pool Equipment	2,934

Category	Description	Cost
Misc Site Improvements	Pool Equipment, Filtration System - CAC	28,222
Misc Site Improvements	Spa Equipment, Filtration System - CAC	13,708
Misc Site Improvements	Fence, VC Chain Link, 6' - VC Pool Equipment	964
Misc Site Improvements	Pool Equipment, Filtration System - VC	28,222
Misc Site Improvements	Spa Equipment, Filtration System - VC	13,708
Misc Site Improvements	Tennis Court Fencing, VC Chain Link - VC Courts 5-7	44,334
Misc Site Improvements	Tennis Court Light Pole & Double Fixture - VC Courts 5-6	10,079
Misc Site Improvements	Tennis Court Light Pole & Single Fixture - VC Courts 5-7	34,673
Furniture, Fixtures & Equipment	Furniture, Outdoor - Clubhouse/Tiki/Pool (CAC)	27,318
Furniture, Fixtures & Equipment	Computer High Speed Scanner	14,473
Furniture, Fixtures & Equipment	Electronics, Office, Copy Machine	4,581
Year 11 Total		559,058

Year 12: 2030-31

Mechanical & Electrical	A/C Air Handler Unit, 3 Ton - Clubhouse (CAC)	3,726
Mechanical & Electrical	A/C Air Handler Unit, 5 Ton - Clubhouse (CAC)	6,348
Mechanical & Electrical	A/C Condensing Unit, 3 Ton - Clubhouse (CAC)	3,765
Mechanical & Electrical	A/C Condensing Unit, 5 Ton - Clubhouse (CAC)	6,430
Mechanical & Electrical	A/C Window Unit - Tiki Bar (CAC)	5,537
Mechanical & Electrical	Ceiling Fan - Clubhouse (CAC)	4,427
Mechanical & Electrical	A/C Window Unit - South Gatehouse	5,537
Mechanical & Electrical	A/C Air Handler Unit, 3 Ton - Clubhouse (VC)	3,726
Mechanical & Electrical	A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)	4,172
Mechanical & Electrical	A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)	4,172
Mechanical & Electrical	A/C Air Handler Unit, 5 Ton - Clubhouse (VC)	6,348
Mechanical & Electrical	A/C Air Handler Unit, 5 Ton - Clubhouse (VC)	6,348
Mechanical & Electrical	A/C Condensing Unit, 3 Ton - Clubhouse (VC)	3,765
Mechanical & Electrical	A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)	4,306
Mechanical & Electrical	A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)	4,306
Mechanical & Electrical	A/C Condensing Unit, 5 Ton - Clubhouse (VC)	6,430
Mechanical & Electrical	A/C Condensing Unit, 5 Ton - Clubhouse (VC)	6,430
Mechanical & Electrical	Ceiling Fan - Clubhouse (VC)	7,251
Misc Building Components	Finish, Carpet - Clubhouse (CAC) Office/Conf/Game	6,253
Misc Building Components	Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	11,486
Misc Building Components	Patio Deck Finish, Acrylic Coating - Tiki Bar (CAC)	6,614
Misc Building Components	Renovation Allowance - Main Gatehouse Interior	10,195
Misc Building Components	Access Control, Monitor, Multi-Channel	16,536
Misc Building Components	Access Control, Recorder, Digital Video	45,115
Misc Site Improvements	Access Control, Card Reader - The Crossings	2,436
Misc Site Improvements	Gate, Alum Steel Picket, 12' x 6' - The Crossings	9,485
Misc Site Improvements	Gate, Alum Steel Picket, 16' x 6' - The Crossings	5,649
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - CAC	7,325
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - Wild Oaks	3,744
Misc Site Improvements	Basketball Court, Asphalt, Rebuild	54,222

Category	Description	Cost
Misc Site Improvements	Basketball, Backboard with Pole - VC	3,772
Misc Site Improvements	Landscape Allowance	117,660
Misc Site Improvements	Stormwater Drainage Allowance	207,635
Misc Site Improvements	Pool Equipment, Heater, Gas - VC	6,506
Furniture, Fixtures & Equipment	Maint, Vehicle, Truck w/Boom Lift - Ford	120,428
Furniture, Fixtures & Equipment	Restaurant, Range, 6 Burner - Cafe Kitchen VC	14,263
Year 12 Total		742,348

Year 13: 2031-32

Roofs	Roof, Architectural Shingle - Shed VC Tennis Storage	1,873
Roofs	Roof, Metal Panel - Pier Dock Golf Club	9,873
Painting & Waterproofing	Paint Light Pole/Fixture - CDD Property	69,142
Paving	Concrete Curbing Repair Allowance - CDD Property	42,773
Misc Building Components	Built-In Cabinets & Counters - Clubhouse (CAC) Kitchen	12,607
Misc Building Components	Built-In Cabinets & Counters - Tiki Bar (CAC)	22,476
Misc Building Components	Finish, Clg, 2x4 SAT - Clubhouse (CAC) Gym	7,381
Misc Building Components	Finish, Clg, 2x4 SAT - Clubhouse (CAC) Kitchen	1,039
Misc Building Components	Finish, Clg, 2x4 SAT - Clubhouse (CAC) Office/Conference	4,215
Misc Building Components	Finish, Tile Floor - Clubhouse (CAC) Kitchen	2,187
Misc Building Components	Finish, Tile Floor - Clubhouse (CAC) Office	4,615
Misc Building Components	Finish, Tile Floor - Clubhouse (CAC) Restrooms	11,028
Misc Building Components	Finish, Tile Floor - Clubhouse (CAC) Social Room	17,553
Misc Building Components	Finish, Tile Walls - Clubhouse (CAC) Restrooms	23,113
Misc Building Components	Finish, Vinyl Tile - Clubhouse (CAC) Storage Room	682
Misc Building Components	Finish, Wall Covering - Clubhouse (CAC) Kitchen	3,485
Misc Building Components	Restroom Renovation Allowance - Clubhouse (CAC)	41,092
Misc Site Improvements	Access Control, Gate Operator, Swing - The Crossings	24,252
Misc Site Improvements	Shelter, Wood Frame - Pier Dock Golf Club	17,965
Misc Site Improvements	Landscape Allowance	121,190
Misc Site Improvements	Fence, Chain Link, 6' - Maintenance Re-Use Pond	45,483
Misc Site Improvements	Gate, Firewise - Numerous Locations	15,163
Misc Site Improvements	Refurbishment Allowance - Monument Creekside	7,129
Misc Site Improvements	Refurbishment Allowance - Monument Fairways Edge	21,386
Misc Site Improvements	Refurbishment Allowance - Monument Front Street	8,555
Misc Site Improvements	Refurbishment Allowance - Monument Heritage Oaks	14,258
Misc Site Improvements	Refurbishment Allowance - Monument Lake Haven	21,386
Misc Site Improvements	Refurbishment Allowance - Monument Lakeside	7,129
Misc Site Improvements	Refurbishment Allowance - Monument Linkside	10,693
Misc Site Improvements	Refurbishment Allowance - Monument Linkside East	10,693
Misc Site Improvements	Refurbishment Allowance - Monument Linkside West	10,693
Misc Site Improvements	Refurbishment Allowance - Monument North Park	28,515
Misc Site Improvements	Refurbishment Allowance - Monument North Park	7,129
Misc Site Improvements	Refurbishment Allowance - Monument Rivers Edge	9,267
Misc Site Improvements	Refurbishment Allowance - Monument Southpark	9,267

Category	Description	Cost
Misc Site Improvements	Refurbishment Allowance - Monument The Bluffs	14,258
Misc Site Improvements	Refurbishment Allowance - Monument The Reserve	10,693
Misc Site Improvements	Refurbishment Allowance - Monument Village Oaks	9,267
Misc Site Improvements	Park, Bench - Numerous Locations	156,698
Misc Site Improvements	Park, Bicycle Rack - Numerous Locations	5,988
Misc Site Improvements	Park, Picnic Table - Numerous Locations	20,788
Misc Site Improvements	Park, Trash Can Holder - Numerous Locations	22,014
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	43,414
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - CAC	23,102
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	2,917
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	5,834
Furniture, Fixtures & Equipment	Furniture, Outdoor - Cafe VC	34,218
Year 13 Total		1,014,478

Year 14: 2032-33

Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (VC)	32,171
Paving	Asphalt Overlay, 1" Milled - Parking Lot VAC North	74,766
Paving	Concrete Parking Lot Repair Allowance - Main Gatehouse	14,685
Paving	Concrete Roadway Repair Allowance - Southridge	14,685
Misc Site Improvements	Access Control, Enterphone Panel - North Gate	11,184
Misc Site Improvements	Access Control, Enterphone Panel - South Gate	11,184
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Blue Oak Ln	5,006
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	41,836
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	47,914
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	85,517
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Wild Oaks Park	41,120
Misc Site Improvements	Boardwalk, Wood Framing & Pilings - Blue Oak Ln	8,591
Misc Site Improvements	Boardwalk, Wood Framing & Pilings - Esplanade (Golf Club)	71,794
Misc Site Improvements	Boardwalk, Wood Framing & Pilings - Esplanade (Jasmine)	82,225
Misc Site Improvements	Boardwalk, Wood Framing & Pilings - Esplanade (Waterview)	146,756
Misc Site Improvements	Boardwalk, Wood Framing & Pilings - Wild Oaks Park	70,566
Misc Site Improvements	Pier Dock, Wood Deck & Railing - Golf Club	32,913
Misc Site Improvements	Pier Dock, Wood Framing & Pilings - Golf Club	77,079
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Large Shelter	8,444
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Small Shelter (x4)	7,343
Misc Site Improvements	Shelter Frame, Replace - Croquet CAC Large Shelter	7,203
Misc Site Improvements	Shelter Frame, Replace - Croquet CAC Small Shelter (x4)	6,263
Misc Site Improvements	Landscape Allowance	124,825
Misc Site Improvements	Refurbishment Allowance - Monument Osprey Lakes	11,014
Misc Site Improvements	Refurbishment Allowance - Monument Riverwalk	11,014
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	14,685
Misc Site Improvements	Soccer Goal & Net - Creekside Amenity Center	9,736
Misc Site Improvements	Pool Equipment, Handicap Lift - CAC	13,725
Misc Site Improvements	Pool Equipment, Handicap Lift - VC	13,725

Category	Description	Cost
Misc Site Improvements	Signage, HD Foam - Directional Sign	5,287
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - Main Entry	6,403
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - South Entry	19,208
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - The Crossings	6,403
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - Village Center	5,122
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - Wild Oaks Entry	1,921
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - Main Entry	13,825
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - North Entry	3,072
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - South Entry	6,144
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - The Crossings	3,072
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - Wild Oaks Entry	18,433
Misc Site Improvements	Light Fixture, Sign Uplight - Monument CAC	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Creekside	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Fairways Edge	2,561
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Front Street	1,281
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Golf Club	1,281
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Heritage Oaks	1,281
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Lake Haven	3,201
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Lakeside	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Linkside	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Linkside East	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Linkside West	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Main Entry	2,561
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Marsh Crossings	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument North Entry	1,281
Misc Site Improvements	Light Fixture, Sign Uplight - Monument North Park	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument North Park	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Osprey Lakes	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Osprey/RW/RE/SP	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Rivers Edge	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Riverwalk	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument South Entry	3,842
Misc Site Improvements	Light Fixture, Sign Uplight - Monument South Lake Villages	1,281
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Southpark	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Southridge	1,281
Misc Site Improvements	Light Fixture, Sign Uplight - Monument The Bluffs	1,281
Misc Site Improvements	Light Fixture, Sign Uplight - Monument The Reserve	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument The River Club	2,561
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Village Oaks	640
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Wild Oaks	2,561
Misc Site Improvements	Light Fixture, Sign Uplight - The Crossings	1,281
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	19,962
Furniture, Fixtures & Equipment	Appliance Allowance - Clubhouse (CAC) Kitchen	2,571
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (CAC)	26,674

Category	Description	Cost
Furniture, Fixtures & Equipment	Restaurant, Ice Machine - Tiki Bar (CAC)	8,663
Furniture, Fixtures & Equipment	Restaurant, Microwave - Tiki Bar (CAC)	2,652
Furniture, Fixtures & Equipment	Maint, Radio, Hand Held	4,235
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (VC) Pool	26,674
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - VC	5,437
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - VC	23,795
Furniture, Fixtures & Equipment	Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	15,135
Furniture, Fixtures & Equipment	Restaurant, Glass Washer - Cafe Bar VC	6,811
Furniture, Fixtures & Equipment	Restaurant, Ice Machine - Cafe Kitchen VC	8,663
Furniture, Fixtures & Equipment	Restaurant, Microwave - Cafe Kitchen VC	2,652
Year 14 Total		1,378,558

Year 15: 2033-34

Painting & Waterproofing	Paint Exterior and Waterproof - South Gatehouse	1,765
Paving	Concrete Curbing Repair Allowance - CDD Property	45,378
Misc Building Components	Access Control, Camera	309,709
Misc Building Components	Finish, Carpet - Clubhouse (VC) Storage Room	3,449
Misc Site Improvements	Access Control, Gate Operator, Swing - Wild Oaks	8,576
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - VC	4,092
Misc Site Improvements	Shelter Fabric, Recover - VC Bocce Large Shelter (x2)	16,763
Misc Site Improvements	Shelter Fabric, Recover - VC Bocce Small Shelter (x2)	1,891
Misc Site Improvements	Shelter Frame, Replace - VC Bocce Large Shelter (x2)	14,300
Misc Site Improvements	Shelter Frame, Replace - VC Bocce Small Shelter (x2)	1,614
Misc Site Improvements	Shelter Fabric, Recover - VC Croquet	1,891
Misc Site Improvements	Shelter Frame, Replace - VC Croquet	1,614
Misc Site Improvements	Irrigation Pump Station Control Panel	83,192
Misc Site Improvements	Irrigation Pump/Motor, 50 Hp	72,029
Misc Site Improvements	Landscape Allowance	128,570
Misc Site Improvements	Fence, Alum Picket - Columns South Entry	7,442
Misc Site Improvements	Fence, Alum Picket, 4' - WO Property Line	111,085
Misc Site Improvements	Fence, Alum Picket, 4'-5' - North Entry	36,738
Misc Site Improvements	Flag Pole, Tap Brushed Alum - Village Center	5,315
Misc Site Improvements	Shelter Fabric, Recover - VC Pickleball (4 Total)	6,304
Misc Site Improvements	Shelter Frame, Replace - VC Pickleball (4 Total)	5,379
Misc Site Improvements	Fence, Alum Picket, 5' - Playground CAC	11,762
Misc Site Improvements	Fence, Alum Picket, 5' - Playground Wild Oaks	11,762
Misc Site Improvements	Shelter Fabric, Recover - VC Playground	1,891
Misc Site Improvements	Shelter Frame, Replace - VC Playground	1,614
Misc Site Improvements	Fence, Alum Picket, 5' - CAC Pool Deck	38,444
Misc Site Improvements	Fence, Alum Picket, 5' - VC Pool Deck	24,831
Misc Site Improvements	Pool Equipment, Heat Pump - VC	44,555
Misc Site Improvements	Light Pole & Double Fixture - CAC Pool Deck	5,049
Misc Site Improvements	Light Pole & Fixture - CAC Pool Equipment	8,080
Misc Site Improvements	Light Pole & Fixture - Creekside	90,882

Category	Description	Cost
Misc Site Improvements	Light Pole & Fixture - Creekside Amenity Center	45,441
Misc Site Improvements	Light Pole & Fixture - East Lake	60,588
Misc Site Improvements	Light Pole & Fixture - Fairways Edge	90,882
Misc Site Improvements	Light Pole & Fixture - Front Street	429,167
Misc Site Improvements	Light Pole & Fixture - Golf Course	30,294
Misc Site Improvements	Light Pole & Fixture - Heritage Oaks	30,294
Misc Site Improvements	Light Pole & Fixture - Hidden Lake	60,588
Misc Site Improvements	Light Pole & Fixture - Lake Haven	116,128
Misc Site Improvements	Light Pole & Fixture - Lakeside	20,196
Misc Site Improvements	Light Pole & Fixture - Linkside	35,343
Misc Site Improvements	Light Pole & Fixture - Linkside East	15,147
Misc Site Improvements	Light Pole & Fixture - Marsh Crossings	40,392
Misc Site Improvements	Light Pole & Fixture - North Park	186,814
Misc Site Improvements	Light Pole & Fixture - Osprey Lakes	90,882
Misc Site Improvements	Light Pole & Fixture - Pine Harbor	25,245
Misc Site Improvements	Light Pole & Fixture - Rivers Edge	30,294
Misc Site Improvements	Light Pole & Fixture - Riverview	20,196
Misc Site Improvements	Light Pole & Fixture - Riverwalk	30,294
Misc Site Improvements	Light Pole & Fixture - South Park	40,392
Misc Site Improvements	Light Pole & Fixture - Southridge	15,147
Misc Site Improvements	Light Pole & Fixture - The Bluffs	70,686
Misc Site Improvements	Light Pole & Fixture - The Crossings	106,029
Misc Site Improvements	Light Pole & Fixture - The Reserve	50,490
Misc Site Improvements	Light Pole & Fixture - The River Club	111,078
Misc Site Improvements	Light Pole & Fixture - Village Center North Parking Lot	70,686
Misc Site Improvements	Light Pole & Fixture - Village Center South Parking Lot	20,196
Misc Site Improvements	Light Pole & Fixture - Village Oaks	30,294
Misc Site Improvements	Light Pole & Fixture - Waterside Parkway	297,892
Misc Site Improvements	Light Pole & Fixture - Wild Oaks	282,745
Misc Site Improvements	Light Pole & Fixture, Lantern - VC Pool Deck	5,911
Misc Site Improvements	Fence, Alum Picket, 3.5' - Bridge Wild Oaks Entry	10,351
Misc Site Improvements	Fence, Alum Picket, 4' - Bridge Willow Oak & Blue Oak	8,713
Misc Site Improvements	Fence, Alum Picket, 4' - Bridge Willow Oak & Bluejack	8,713
Misc Site Improvements	Fence, Alum Picket, 4' - Bridge Willow Oak & Ditch 10	9,802
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - CAC	19,984
Furniture, Fixtures & Equipment	Furnishings/Decorating Allowance - Clubhouse (CAC)	30,252
Furniture, Fixtures & Equipment	Maint, Utility Vehicle - Kawasaki Mule	21,796
Furniture, Fixtures & Equipment	Electronics, WiFi - CDD Property	68,067
Furniture, Fixtures & Equipment	Electronics, TV Projector & Screen - Grand Haven Rm VC	9,892
Furniture, Fixtures & Equipment	Furnishings/Decorating Allowance - Cafe VC	45,378
Furniture, Fixtures & Equipment	Furniture, Outdoor - Pool Deck VC	38,037
Furniture, Fixtures & Equipment	Restaurant, Dishwasher - Cafe Kitchen VC	16,377
Furniture, Fixtures & Equipment	Restaurant, Fryer - Cafe Kitchen VC	5,780
Year 15 Total		3,858,839

Category	Description	Cost
Year 16: 2034-35		
Roofs	Roof, Concrete Flat Tile - Clubhouse (VC)	205,318
Painting & Waterproofing	Paint Exterior - Irrigation Pump House	2,091
Painting & Waterproofing	Paint Exterior - Pavilion South Entry (2 Total)	1,047
Painting & Waterproofing	Paint Exterior - Shed Maintenance	1,273
Painting & Waterproofing	Paint Exterior - Shed Maintenance w/Office	1,273
Painting & Waterproofing	Paint Exterior - Shed VC Tennis Storage	1,036
Painting & Waterproofing	Paint Exterior and Waterproof - North Gatehouse	14,092
Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year Pre-2018)	337,900
Paving	Concrete Sidewalk Repair Allowance - CDD Property	38,949
Mechanical & Electrical	Drinking Fountain, Outdoor - Clubhouse (VC)	2,152
Misc Site Improvements	Deck, Trex Deck & Railing - Gazebo Front Street Park	31,159
Misc Site Improvements	Pier Dock, Trex Deck & Railing	140,223
Misc Site Improvements	Pier Dock, Trex Deck & Railing - Fishing CAC	186,959
Misc Site Improvements	Pier Dock, Wood Framing & Pilings - Fishing CAC	31,993
Misc Site Improvements	Pier Dock, Wood Framing & Pilings - Front Street Park	60,820
Misc Site Improvements	Shelter, Wood Frame - Gazebo Front Street Park	26,626
Misc Site Improvements	Croquet Court, Regrass Allowance - CAC	75,105
Misc Site Improvements	Landscape Allowance	132,427
Misc Site Improvements	Pool Equipment, Heat Pump - Main Pool CAC	45,891
Misc Site Improvements	Pool Equipment, Heater, Gas - Main Pool CAC	7,322
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - Kiddie Pool CAC	5,920
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - Main Pool CAC	70,764
Misc Site Improvements	Spa Equipment, Heater, Gas - VC	5,369
Misc Site Improvements	Tennis Court Light Pole & Double Fixture - VC Courts 1-4	23,370
Misc Site Improvements	Tennis Court Light Pole & Single Fixture - VC Courts 1-4	40,196
Furniture, Fixtures & Equipment	Maint, Pressure Washer	10,906
Furniture, Fixtures & Equipment	Maint, Utility Vehicle, Golf Cart - EZ GO	5,386
Furniture, Fixtures & Equipment	Electronics, Office, Copy Machine	5,311
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - VC	30,876
Furniture, Fixtures & Equipment	Restaurant, Freezer, Upright, 2 Door - Cafe Kitchen VC	27,048
Year 16 Total		1,568,802
Year 17: 2035-36		
Painting & Waterproofing	Paint Interior - Clubhouse (CAC)	10,777
Painting & Waterproofing	Paint Interior - Clubhouse (VC)	17,509
Paving	Asphalt Overlay, 1" Milled - Parking Lot CAC Expansion	20,933
Paving	Concrete Curbing Repair Allowance - CDD Property	48,141
Mechanical & Electrical	Drinking Fountain, Outdoor - Clubhouse (CAC)	2,216
Mechanical & Electrical	Drinking Fountain, Outdoor - Creekside Amenity Center	4,432
Mechanical & Electrical	Drinking Fountain, Outdoor - North Gatehouse	2,216
Mechanical & Electrical	Drinking Fountain, Outdoor - Village Center Amenities	13,297
Misc Building Components	Finish, Mirror Wall Panels - Clubhouse (VC) Gym	8,200

Category	Description	Cost
Misc Site Improvements	Landscape Allowance	136,400
Misc Site Improvements	Stormwater Drainage Allowance	240,706
Misc Site Improvements	Refurbishment Allowance - Monument East Lake	12,035
Misc Site Improvements	Refurbishment Allowance - Monument Hidden Lake	10,431
Misc Site Improvements	Refurbishment Allowance - Monument Marsh Crossings	10,431
Misc Site Improvements	Refurbishment Allowance - Monument Osprey/RW/RE/SP	12,035
Misc Site Improvements	Refurbishment Allowance - Monument Pine Harbor	12,035
Misc Site Improvements	Refurbishment Allowance - Monument South Lake Villages	32,094
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	16,047
Misc Site Improvements	Pickleball Court Resurfacing, Asphalt - VC	6,196
Misc Site Improvements	Spa Finish, Exposed Aggregate & Tile Trim - VC	17,028
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	48,863
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - CAC	11,881
Furniture, Fixtures & Equipment	Restaurant, Cooler, Keg, Portable - Tiki Bar (CAC)	2,665
Furniture, Fixtures & Equipment	Maint, Concrete Mixer	5,884
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	3,283
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	6,566
Furniture, Fixtures & Equipment	Furnishings Allowance - Grand Haven Rm VC	32,094
Furniture, Fixtures & Equipment	Restaurant, Cooler, Walk-In - Cafe Kitchen VC	35,827
Year 17 Total		780,222

Year 18: 2036-37

Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (CAC)	16,090
Painting & Waterproofing	Paint Exterior and Waterproof - Main Gatehouse	1,883
Painting & Waterproofing	Paint Exterior and Waterproof - Tiki Bar (CAC)	3,621
Misc Site Improvements	Access Control, Card Reader - Main Gate	2,909
Misc Site Improvements	Access Control, Card Reader - North Gate	2,909
Misc Site Improvements	Access Control, Card Reader - South Gate	2,909
Misc Site Improvements	Access Control, Card Reader - Wild Oaks	2,909
Misc Site Improvements	Access Control, Gate Operator, Barrier - Main Gate	17,362
Misc Site Improvements	Access Control, Gate Operator, Barrier - North Gate	26,042
Misc Site Improvements	Access Control, Gate Operator, Barrier - South Gate	17,362
Misc Site Improvements	Access Control, Gate Operator, Swing - Wild Oaks	18,743
Misc Site Improvements	Landscape Allowance	140,492
Misc Site Improvements	Petanque Court Light Pole & Double Fixture - VC	6,198
Misc Site Improvements	Pickleball Court Fencing, VC Chain Link - VC	9,575
Misc Site Improvements	Shelter Fabric, Recover - Wild Oaks Park	8,952
Misc Site Improvements	Shelter Fabric, Recover - CAC Pool Deck	6,886
Misc Site Improvements	Spa Equipment, Heater, Gas - CAC	5,696
Misc Site Improvements	Light Bollard - Main Entry	16,274
Misc Site Improvements	Light Bollard - South Entry	3,616
Misc Site Improvements	Shelter Fabric, Recover - VC Tennis Courts (3 Total)	6,198
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	22,467
Furniture, Fixtures & Equipment	Furniture, Outdoor, Composite Tbl/Chair - CAC Croquet	14,953

Category	Description	Cost
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Tiki Bar (CAC)	5,175
Furniture, Fixtures & Equipment	Maint, Vehicle, Truck w/Boom Lift - Ford	143,798
Furniture, Fixtures & Equipment	Computer Software - Community Access Data Solutions	119,850
Furniture, Fixtures & Equipment	Fitness, Cardio, Stationary Bike - VC	11,282
Furniture, Fixtures & Equipment	Restaurant, Cooler, Keg - Cafe Bar VC	8,988
Furniture, Fixtures & Equipment	Restaurant, Cooler, Under Counter 1 Door - Cafe Kitchen VC	4,087
Furniture, Fixtures & Equipment	Restaurant, Cooler, Upright, 1 Door - Cafe Kitchen VC	12,704
Furniture, Fixtures & Equipment	Restaurant, Freezer, Upright, 1 Door - Cafe Kitchen VC	6,352
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Cafe Kitchen VC	10,350
Furniture, Fixtures & Equipment	Restaurant, Salamander - Cafe Kitchen VC	6,486
Year 18 Total		683,118

Year 19: 2037-38

Painting & Waterproofing	Paint Light Pole/Fixture - CDD Property	82,559
Paving	Concrete Curbing Repair Allowance - CDD Property	51,073
Paving	Pavers, Interlocking - Front St & Montague Intersection	3,846
Paving	Pavers, Interlocking - Front St North Access (Esplanade)	33,516
Paving	Pavers, Interlocking - Front St South Access (Esplanade)	33,516
Paving	Pavers, Interlocking - Front Street Village Entry	6,983
Paving	Pavers, Interlocking - Main Entry Gatehouse	173,137
Paving	Pavers, Interlocking - Main Entry PVC Arbors (x2)	2,096
Paving	Pavers, Interlocking - Marsh Crossings Entry	7,681
Paving	Pavers, Interlocking - North Gatehouse	26,589
Paving	Pavers, Interlocking - South Entry	20,947
Paving	Pavers, Interlocking - The River Club Entry	11,427
Paving	Pavers, Interlocking - Village Center Entry	11,871
Paving	Pavers, Interlocking - Waterside Parkway (near lake)	38,026
Paving	Pavers, Interlocking - Waterside Parkway Golf Cart Crossing	5,587
Paving	Pavers, Interlocking - Wild Oaks Park	2,240
Mechanical & Electrical	A/C Minisplit System - Clubhouse (VC)	12,547
Mechanical & Electrical	A/C Minisplit System - Clubhouse (VC)	12,547
Misc Site Improvements	Basketball Court Fencing, VC Chain Link - Wild Oaks	3,575
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - CAC	9,009
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - Wild Oaks	4,605
Misc Site Improvements	Basketball Court, Asphalt, Rebuild	34,084
Misc Site Improvements	Basketball, Backboard with Pole - CAC	6,503
Misc Site Improvements	Basketball, Backboard with Pole - Wild Oaks	3,252
Misc Site Improvements	Bocce Courts, Clay - VC	29,816
Misc Site Improvements	Croquet Court, Regrass Allowance - VC	82,069
Misc Site Improvements	Fence, PVC, 6' Solid Panel - Croquet CAC	1,708
Misc Site Improvements	Landscape Allowance	144,707
Misc Site Improvements	Fence, PVC, 3.5' Picket - Main Entry (Side Parks)	18,311
Misc Site Improvements	Fence, PVC, 4' Picket - Directional Sign (x3)	1,134
Misc Site Improvements	Fence, PVC, 4' Picket - Waterside Parkway	9,062

Category	Description	Cost
Misc Site Improvements	Fence, PVC, 6' Solid Panel - Trash CAC	4,333
Misc Site Improvements	Fence, PVC, 6'-8' Solid Panel - VC Trash & Gen Set	6,073
Misc Site Improvements	Arbor, PVC - Main Entry (Side Parks)	2,213
Misc Site Improvements	Fence, PVC, Picket - Monument Front Street	3,587
Misc Site Improvements	Fence, PVC, Picket - Monument Linkside West	1,888
Misc Site Improvements	Refurbishment Allowance - Monument CAC	12,768
Misc Site Improvements	Refurbishment Allowance - Monument Golf Club	5,107
Misc Site Improvements	Refurbishment Allowance - Monument North Entry	34,049
Misc Site Improvements	Refurbishment Allowance - Monument Southridge	34,049
Misc Site Improvements	Refurbishment Allowance - Monument Southridge 13-15 & 17-19	17,024
Misc Site Improvements	Refurbishment Allowance - Monument The Crossings	34,049
Misc Site Improvements	Refurbishment Allowance - Monument The River Club	34,049
Misc Site Improvements	Refurbishment Allowance - Monument Wild Oaks	17,024
Misc Site Improvements	Fountain, Architectural - Village Center	38,958
Misc Site Improvements	Retaining Wall, Stacked Stone - River Trail Dr	54,400
Misc Site Improvements	Fence, PVC, 6' - Front Street Park	13,390
Misc Site Improvements	Playground Structure, Coated Mtl - VC	85,122
Misc Site Improvements	Pool Deck Brick Pavers - CAC	73,451
Misc Site Improvements	Trellis, PT Wood - Clubhouse (CAC)	15,363
Misc Site Improvements	Pool Deck Brick Pavers - VC	102,897
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - VC	145,034
Misc Site Improvements	Signage Allowance - Village Oaks Nature Trail	2,554
Misc Site Improvements	Tennis Court Fencing, VC Chain Link - VC Courts 1-4	68,608
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - CAC	27,585
Furniture, Fixtures & Equipment	Fitness, Weight Bench - CAC	2,812
Furniture, Fixtures & Equipment	Furniture, Outdoor - Clubhouse/Tiki/Pool (CAC)	34,605
Furniture, Fixtures & Equipment	Restaurant, Hot Dog Cooker - Tiki Bar (CAC)	3,110
Furniture, Fixtures & Equipment	Restaurant, Sink, 3-Compartment - Tiki Bar (CAC)	4,297
Furniture, Fixtures & Equipment	Restaurant, Sink, Hand - Tiki Bar (CAC)	989
Furniture, Fixtures & Equipment	Maint, Radio, Hand Held	4,910
Furniture, Fixtures & Equipment	Computer High Speed Scanner	18,333
Furniture, Fixtures & Equipment	Electronics, Wireless Microphone System	31,224
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (VC) Grand Haven	30,923
Furniture, Fixtures & Equipment	Fitness, Weight Bench - VC	4,219
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Ab/Dip - VC	2,913
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Abdominal - VC	6,570
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Arm Curl - VC	5,242
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Arm Extension - VC	5,242
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Chest Press - VC	6,570
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Lat Pulldown - VC	5,242
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Leg Curl - VC	6,716
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Leg Extension - VC	6,716
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Multi-Hip - VC	10,119
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Pec Fly/Rear Delt - VC	4,818

Category	Description	Cost
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Seated Row - VC	5,242
Furniture, Fixtures & Equipment	Fitness, Weight Set, Dumbbells - VC	3,247
Year 19 Total		1,921,657

Year 20: 2038-39

Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2018)	2,041,603
Mechanical & Electrical	A/C Air Handler Unit, 1.5 Ton - Shed Maintenance w/Office	3,475
Mechanical & Electrical	A/C Condensing Unit, 1.5 Ton - Shed Maintenance w/Office	3,754
Misc Building Components	Finish, Carpet - Clubhouse (CAC) Office/Conf/Game	7,921
Misc Building Components	Access Control, Monitor, Multi-Channel	20,947
Misc Building Components	Access Control, Recorder, Digital Video	57,150
Misc Building Components	Finish, Clg, 2x2 SAT - Clubhouse (VC) Grand Haven Rm	21,033
Misc Site Improvements	Access Control, Card Reader - The Crossings	3,086
Misc Site Improvements	Access Control, Enterphone Panel - The Crossings	13,355
Misc Site Improvements	Landscape Allowance	149,048
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	17,535
Misc Site Improvements	Spa Finish, Exposed Aggregate & Tile Trim - CAC	11,289
Misc Site Improvements	Pool Equipment, Heater, Gas - VC	8,241
Misc Site Improvements	Signage, Traffic Light - Egret Dr Golf Cart Crossing	3,507
Furniture, Fixtures & Equipment	Maint, Utility Vehicle - Kawasaki Mule	25,268
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - VC	28,412
Furniture, Fixtures & Equipment	Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	18,072
Furniture, Fixtures & Equipment	Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	4,606
Furniture, Fixtures & Equipment	Restaurant, Range, 6 Burner - Cafe Kitchen VC	18,068
Year 20 Total		2,456,370

Year 21: 2039-40

Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (VC)	39,566
Paving	Concrete Curbing Repair Allowance - CDD Property	54,183
Paving	Concrete Roadway Repair Allowance - Marlin Drive	22,515
Paving	Concrete Sidewalk Repair Allowance - CDD Property	45,153
Misc Building Components	Door, Metal Overhead - Tiki Bar (CAC)	12,363
Misc Building Components	Wood Siding/Trim Replacement - Main Gatehouse	9,002
Misc Building Components	Wood Siding/Trim Replacement - Shed Maintenance	7,927
Misc Building Components	Wood Siding/Trim Replacement - Shed Maintenance w/Office	7,927
Misc Building Components	Finish, Rubber Tile Floor - Clubhouse (VC) Gym	22,990
Misc Site Improvements	Access Control, Enterphone Panel - Wild Oaks	13,755
Misc Site Improvements	Access Control, Gate Operator, Swing - The Crossings	30,722
Misc Site Improvements	Gate, Alum Steel Picket, 14' x 6' - Wild Oaks	13,416
Misc Site Improvements	Gate, Alum Steel Picket, 18' x 6' - Wild Oaks	9,215
Misc Site Improvements	Bocce Court Light Pole & Single Fixture - VC	23,299
Misc Site Improvements	Debris Clean Up Allowance - Ditch 10	45,153
Misc Site Improvements	Landscape Allowance	153,519
Misc Site Improvements	Refurbishment Allowance - Monument Main Entry	18,061

Category	Description	Cost
Misc Site Improvements	Refurbishment Allowance - Monument South Entry	18,061
Misc Site Improvements	Fence, VC Chain Link, 4' - Playground VC	4,459
Misc Site Improvements	Shelter Frame, Replace - Wild Oaks Park	8,346
Misc Site Improvements	Shelter Frame, Replace - CAC Pool Deck	6,419
Misc Site Improvements	Light Fixture, Downtlight - Pier Front Street Park	6,502
Misc Site Improvements	Light Fixture, Lantern - Columns South Entry	5,418
Misc Site Improvements	Light Fixture, Spotlight - Pier Dock Golf Club	11,920
Misc Site Improvements	Shelter Frame, Replace - VC Tennis Courts (3 Total)	5,781
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	54,996
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	3,695
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	7,391
Furniture, Fixtures & Equipment	Electronics, Office, Copy Machine	6,157
Year 21 Total		667,911
Year 22: 2040-41		
Painting & Waterproofing	Paint Exterior and Waterproof - South Gatehouse	2,171
Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2020)	721,989
Mechanical & Electrical	A/C Air Handler Unit, 7.5 Ton - Clubhouse (CAC)	13,018
Mechanical & Electrical	A/C Window Unit - Tiki Bar (CAC)	7,441
Mechanical & Electrical	A/C Air Handler Unit, 1.5 Ton - Main Gatehouse	3,687
Mechanical & Electrical	A/C Air Handler Unit, 1.5 Ton - North Gatehouse	3,687
Mechanical & Electrical	A/C Condensing Unit, 1.5 Ton - Main Gatehouse	3,983
Mechanical & Electrical	A/C Condensing Unit, 1.5 Ton - North Gatehouse	3,983
Mechanical & Electrical	A/C Window Unit - South Gatehouse	7,441
Mechanical & Electrical	A/C Condensing Unit, 7.5 Ton - Clubhouse (CAC)	13,470
Mechanical & Electrical	Water Heater, Tankless - Clubhouse (VC)	13,294
Misc Building Components	Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	15,437
Misc Building Components	Patio Deck Finish, Acrylic Coating - Tiki Bar (CAC)	8,888
Misc Building Components	Gutters & Downspouts - Clubhouse (VC)	6,554
Misc Building Components	Patio Deck Finish, Pebble - Clubhouse (VC)	62,141
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - VC	5,032
Misc Site Improvements	Basketball Court, Asphalt, Rebuild	37,245
Misc Site Improvements	Basketball, Backboard with Pole - VC	5,069
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Large Shelter	10,697
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Small Shelter (x4)	9,301
Misc Site Improvements	Lake Aerator	54,146
Misc Site Improvements	Landscape Allowance	158,125
Misc Site Improvements	Liner Replacment Allowance - Irrigation Re-Use Pond	279,044
Misc Site Improvements	Stormwater Drainage Allowance	279,044
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	25,287
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - CAC	24,578
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - VC	6,887
Furniture, Fixtures & Equipment	Restaurant, Exhaust Hood w/Fire Suppression - Cafe Kitchen VC	33,971
Year 22 Total		1,815,610

Category	Description	Cost
Year 23: 2041-42		
Painting & Waterproofing	Paint Exterior - Irrigation Pump House	2,571
Painting & Waterproofing	Paint Exterior - Pavilion South Entry (2 Total)	1,288
Painting & Waterproofing	Paint Exterior - Shed Maintenance	1,565
Painting & Waterproofing	Paint Exterior - Shed Maintenance w/Office	1,565
Painting & Waterproofing	Paint Exterior - Shed VC Tennis Storage	1,274
Painting & Waterproofing	Paint Exterior and Waterproof - North Gatehouse	17,331
Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2021)	1,953,876
Paving	Concrete Curbing Repair Allowance - CDD Property	57,483
Misc Building Components	Access Control, Camera	392,330
Misc Building Components	Finish, Carpet - Clubhouse (VC) Storage Room	4,369
Misc Site Improvements	Access Control, Gate Operator, Swing - Wild Oaks	10,864
Misc Site Improvements	Shelter Fabric, Recover - VC Bocce Large Shelter (x2)	21,234
Misc Site Improvements	Shelter Fabric, Recover - VC Bocce Small Shelter (x2)	2,395
Misc Site Improvements	Shelter Fabric, Recover - VC Croquet	2,395
Misc Site Improvements	Irrigation Pump/Motor, 50 Hp	91,245
Misc Site Improvements	Landscape Allowance	162,869
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	19,161
Misc Site Improvements	Shelter Fabric, Recover - VC Pickleball (4 Total)	7,986
Misc Site Improvements	Shelter Fabric, Recover - VC Playground	2,395
Misc Site Improvements	Trellis, PT Wood - VC Pool Area	145,241
Furniture, Fixtures & Equipment	Maint, Utility Vehicle, Golf Cart - EZ GO	6,624
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - VC	37,973
Furniture, Fixtures & Equipment	Furniture, Outdoor - Pool Deck VC	48,184
Year 23 Total		2,992,218
Year 24: 2042-43		
Roofs	Roof, Metal Panel - Gazebo Front Street Park	19,134
Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2022)	1,516,874
Mechanical & Electrical	A/C Air Handler Unit, 3 Ton - Clubhouse (CAC)	5,313
Mechanical & Electrical	A/C Air Handler Unit, 5 Ton - Clubhouse (CAC)	9,051
Mechanical & Electrical	A/C Condensing Unit, 3 Ton - Clubhouse (CAC)	5,368
Mechanical & Electrical	A/C Condensing Unit, 5 Ton - Clubhouse (CAC)	9,167
Mechanical & Electrical	A/C Air Handler Unit, 3 Ton - Clubhouse (VC)	5,313
Mechanical & Electrical	A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)	5,948
Mechanical & Electrical	A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)	5,948
Mechanical & Electrical	A/C Air Handler Unit, 5 Ton - Clubhouse (VC)	9,051
Mechanical & Electrical	A/C Air Handler Unit, 5 Ton - Clubhouse (VC)	9,051
Mechanical & Electrical	A/C Condensing Unit, 3 Ton - Clubhouse (VC)	5,368
Mechanical & Electrical	A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)	6,140
Mechanical & Electrical	A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)	6,140
Mechanical & Electrical	A/C Condensing Unit, 5 Ton - Clubhouse (VC)	9,167
Mechanical & Electrical	A/C Condensing Unit, 5 Ton - Clubhouse (VC)	9,167

Category	Description	Cost
Mechanical & Electrical	Generator, Propane - Clubhouse (VC)	60,108
Misc Site Improvements	Irrigation System Allowance - Valves, Piping, & Skid	197,359
Misc Site Improvements	Landscape Allowance	167,755
Misc Site Improvements	Pickleball Court Resurfacing, Asphalt - VC	7,620
Misc Site Improvements	Pool Equipment, Handicap Lift - CAC	18,445
Misc Site Improvements	Pool Equipment, Heater, Gas - Main Pool CAC	9,276
Misc Site Improvements	Pool Equipment, Handicap Lift - VC	18,445
Misc Site Improvements	Spa Equipment, Heater, Gas - VC	6,801
Furniture, Fixtures & Equipment	Maint, Pressure Washer	13,815
Furniture, Fixtures & Equipment	Maint, Radio, Hand Held	5,692
Furniture, Fixtures & Equipment	Maint, Vehicle, Truck w/Boom Lift - Ford	171,702
Furniture, Fixtures & Equipment	Restaurant, Cooler, 3 Door Reach-In - Cafe Bar VC	12,045
Furniture, Fixtures & Equipment	Restaurant, Dishwasher - Cafe Kitchen VC	21,368
Year 24 Total		2,346,631

Year 25: 2043-44

Roofs	Roof, Metal Panel - Irrigation Pump House	19,708
Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (CAC)	19,789
Painting & Waterproofing	Paint Exterior and Waterproof - Main Gatehouse	2,315
Painting & Waterproofing	Paint Exterior and Waterproof - Tiki Bar (CAC)	4,454
Painting & Waterproofing	Paint Interior - Clubhouse (CAC)	13,652
Painting & Waterproofing	Paint Interior - Clubhouse (VC)	22,180
Painting & Waterproofing	Paint Light Pole/Fixture - CDD Property	98,580
Paving	Asphalt Overlay, 1" Milled - Roadway Project (Year 2023)	1,666,803
Paving	Concrete Curbing Repair Allowance - CDD Property	60,984
Paving	Pavers, Interlocking - Front Street Park	146,536
Misc Building Components	Finish, Wall Covering - Clubhouse (CAC) Kitchen	4,968
Misc Building Components	Railing, Alum Picket, 36" - Clubhouse (CAC)	16,994
Misc Building Components	Exterior, Aluminum Siding - Irrigation Pump House	41,743
Misc Building Components	Finish, Clg, 2x4 SAT - Clubhouse (VC) Gym	16,142
Misc Building Components	Finish, Tile Floor - Clubhouse (VC) Locker Rm's	39,111
Misc Building Components	Finish, Tile Walls - Clubhouse (VC) Locker Rm's	30,602
Misc Building Components	Finish, Wood Floor - Clubhouse (VC) Grand Haven Rm	60,108
Misc Building Components	Restroom Renovation Allowance - Clubhouse (VC) Locker Rm's	347,608
Misc Building Components	Wood Siding/Trim Replacement - Shed VC Tennis Storage	7,257
Misc Site Improvements	Landscape Allowance	172,787
Misc Site Improvements	Pool Equipment, Heat Pump - VC	59,878
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	61,899
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - CAC	15,051
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - CAC	32,937
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Ab Crunch - CAC	7,845
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Lat Pulldown/Mid Row - CAC	6,259
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Leg Extension/Leg Curl - CAC	8,019
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Multi-Press - CAC	7,845

Category	Description	Cost
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Toe Raise/Leg Press - CAC	10,544
Furniture, Fixtures & Equipment	Fitness, Weight Machine, Tricep/Bicep - CAC	6,259
Furniture, Fixtures & Equipment	Fitness, Weight Set, Dumbbells - CAC	3,877
Furniture, Fixtures & Equipment	Maint, Utility Vehicle - Kawasaki Mule	29,293
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	4,159
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	8,318
Furniture, Fixtures & Equipment	Electronics, WiFi - CDD Property	91,476
Furniture, Fixtures & Equipment	Electronics, TV Projector & Screen - Grand Haven Rm VC	13,294
Furniture, Fixtures & Equipment	Furniture, Outdoor - Cafe VC	48,787
Furniture, Fixtures & Equipment	Restaurant, Fryer - Cafe Kitchen VC	7,767
Year 25 Total		3,215,828

Year 26: 2044-45

Paving	Concrete Sidewalk Repair Allowance - CDD Property	52,344
Misc Building Components	Exterior Column ReplacementComponent - Clubhouse (VC)	62,813
Misc Building Components	Exterior Door, Frame & Trim - Clubhouse (VC)	94,220
Misc Building Components	Finish, Clg, 2x2 SAT - Clubhouse (VC) Cafe	16,472
Misc Building Components	Finish, Clg, 2x4 SAT - Clubhouse (VC) Kitchen	9,922
Misc Building Components	Finish, Tile Floor - Clubhouse (VC) Cafe	34,704
Misc Building Components	Finish, Tile Floor - Clubhouse (VC) Kitchen	20,904
Misc Building Components	Finish, Vinyl Wall Panels - Clubhouse (VC) Kitchen	15,211
Misc Building Components	Renovation Allowance - Clubhouse (VC) Cafe Bar	60,799
Misc Site Improvements	Access Control, Card Reader - Main Gate	3,685
Misc Site Improvements	Access Control, Card Reader - North Gate	3,685
Misc Site Improvements	Access Control, Card Reader - South Gate	3,685
Misc Site Improvements	Access Control, Card Reader - Wild Oaks	3,685
Misc Site Improvements	Access Control, Enterphone Panel - North Gate	15,946
Misc Site Improvements	Access Control, Enterphone Panel - South Gate	15,946
Misc Site Improvements	Access Control, Gate Operator, Barrier - Main Gate	21,993
Misc Site Improvements	Access Control, Gate Operator, Barrier - North Gate	32,990
Misc Site Improvements	Access Control, Gate Operator, Barrier - South Gate	21,993
Misc Site Improvements	Access Control, Gate Operator, Swing - Wild Oaks	23,743
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - CAC	11,080
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - Wild Oaks	5,664
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Blue Oak Ln	7,138
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	59,648
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	68,314
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	121,927
Misc Site Improvements	Boardwalk, Wood Deck & Railing - Wild Oaks Park	58,628
Misc Site Improvements	Pier Dock, Wood Deck & Railing - Golf Club	46,926
Misc Site Improvements	Croquet Court, Regrass Allowance - CAC	100,935
Misc Site Improvements	Landscape Allowance	177,971
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	20,938
Misc Site Improvements	Shelter Fabric, Recover - Wild Oaks Park	11,340

Category	Description	Cost
Misc Site Improvements	Soccer Goal & Net - Creekside Amenity Center	13,882
Misc Site Improvements	Pool Equipment, Heat Pump - Main Pool CAC	61,674
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - Kiddie Pool CAC	7,956
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - Main Pool CAC	95,101
Misc Site Improvements	Shelter Fabric, Recover - CAC Pool Deck	8,723
Misc Site Improvements	Spa Equipment, Heater, Gas - CAC	7,215
Misc Site Improvements	Signage, HD Foam - Directional Sign	7,538
Misc Site Improvements	Shelter Fabric, Recover - VC Tennis Courts (3 Total)	7,852
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	28,461
Furniture, Fixtures & Equipment	Appliance Allowance - Clubhouse (CAC) Kitchen	3,666
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (CAC)	38,031
Furniture, Fixtures & Equipment	Restaurant, Ice Machine - Tiki Bar (CAC)	12,351
Furniture, Fixtures & Equipment	Restaurant, Microwave - Tiki Bar (CAC)	3,781
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Tiki Bar (CAC)	6,556
Furniture, Fixtures & Equipment	Computer Software - Community Access Data Solutions	151,822
Furniture, Fixtures & Equipment	Electronics, Office, Copy Machine	7,138
Furniture, Fixtures & Equipment	Electronics, Sound System - Clubhouse (VC) Pool	38,031
Furniture, Fixtures & Equipment	Fitness, Cardio, Stationary Bike - VC	14,292
Furniture, Fixtures & Equipment	Fitness, Cardio, Treadmill - VC	33,925
Furniture, Fixtures & Equipment	Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	21,578
Furniture, Fixtures & Equipment	Restaurant, Glass Washer - Cafe Bar VC	9,711
Furniture, Fixtures & Equipment	Restaurant, Ice Machine - Cafe Kitchen VC	12,351
Furniture, Fixtures & Equipment	Restaurant, Microwave - Cafe Kitchen VC	3,781
Furniture, Fixtures & Equipment	Restaurant, Range, Griddle Top - Cafe Kitchen VC	13,111
Furniture, Fixtures & Equipment	Restaurant, Salamander - Cafe Kitchen VC	8,216

Year 26 Total **1,821,992**

Year 27: 2045-46

Roofs	Skylight, Prefab - Clubhouse (VC)	3,343
Paving	Concrete Curbing Repair Allowance - CDD Property	64,698
Mechanical & Electrical	Ceiling Fan - Clubhouse (CAC)	6,897
Mechanical & Electrical	Ceiling Fan - Clubhouse (VC)	11,296
Misc Site Improvements	Landscape Allowance	183,310
Misc Site Improvements	Stormwater Drainage Allowance	323,488
Misc Site Improvements	Spa Finish, Exposed Aggregate & Tile Trim - VC	22,884
Furniture, Fixtures & Equipment	Furnishings/Decorating Allowance - Clubhouse (CAC)	43,132
Furniture, Fixtures & Equipment	Furniture, Outdoor - Clubhouse/Tiki/Pool (CAC)	43,837
Furniture, Fixtures & Equipment	Maint, Concrete Mixer	7,908
Furniture, Fixtures & Equipment	Computer High Speed Scanner	23,224
Furniture, Fixtures & Equipment	Furnishings/Decorating Allowance - Cafe VC	64,698

Year 27 Total **798,715**

Category	Description	Cost
Year 28: 2046-47		
Painting & Waterproofing	Paint Exterior and Waterproof - Clubhouse (VC)	48,662
Paving	Pavers, Interlocking - Croquet CAC	19,972
Misc Building Components	Finish, Carpet - Clubhouse (CAC) Office/Conf/Game	10,034
Misc Building Components	Access Control, Monitor, Multi-Channel	26,535
Misc Building Components	Access Control, Recorder, Digital Video	72,396
Misc Site Improvements	Access Control, Card Reader - The Crossings	3,909
Misc Site Improvements	Gate, Alum Steel Picket, 12' x 6' - The Crossings	15,220
Misc Site Improvements	Gate, Alum Steel Picket, 16' x 6' - The Crossings	9,065
Misc Site Improvements	Landscape Allowance	188,809
Misc Site Improvements	Refurbishment Allowance - Monument Creekside	11,106
Misc Site Improvements	Refurbishment Allowance - Monument Fairways Edge	33,319
Misc Site Improvements	Refurbishment Allowance - Monument Front Street	13,328
Misc Site Improvements	Refurbishment Allowance - Monument Heritage Oaks	22,213
Misc Site Improvements	Refurbishment Allowance - Monument Lake Haven	33,319
Misc Site Improvements	Refurbishment Allowance - Monument Lakeside	11,106
Misc Site Improvements	Refurbishment Allowance - Monument Linkside	16,660
Misc Site Improvements	Refurbishment Allowance - Monument Linkside East	16,660
Misc Site Improvements	Refurbishment Allowance - Monument Linkside West	16,660
Misc Site Improvements	Refurbishment Allowance - Monument North Park	44,426
Misc Site Improvements	Refurbishment Allowance - Monument North Park	11,106
Misc Site Improvements	Refurbishment Allowance - Monument Rivers Edge	14,438
Misc Site Improvements	Refurbishment Allowance - Monument Southpark	14,438
Misc Site Improvements	Refurbishment Allowance - Monument The Bluffs	22,213
Misc Site Improvements	Refurbishment Allowance - Monument The Reserve	16,660
Misc Site Improvements	Refurbishment Allowance - Monument Village Oaks	14,438
Misc Site Improvements	Pool Equipment, Heater, Gas - VC	10,440
Furniture, Fixtures & Equipment	Fitness, Weight Bench - CAC	3,670
Furniture, Fixtures & Equipment	Fitness, Weight Bench - VC	5,504
Furniture, Fixtures & Equipment	Restaurant, Range, 6 Burner - Cafe Kitchen VC	22,888
Year 28 Total		749,194
Year 29: 2047-48		
Roofs	Roof, Architectural Shingle - Clubhouse (CAC)	88,186
Roofs	Roof, Architectural Shingle - North Gatehouse	6,013
Roofs	Roof, Architectural Shingle - Shed Maintenance	4,008
Roofs	Roof, Architectural Shingle - Shed Maintenance w/Office	4,008
Roofs	Roof, Architectural Shingle - Tiki Bar (CAC)	18,038
Painting & Waterproofing	Paint Exterior and Waterproof - South Gatehouse	2,670
Paving	Asphalt Overlay, 1" Milled - Parking Lot CAC	63,435
Paving	Asphalt Overlay, 1" Milled - Parking Lot Golf (Shared)	271,817
Paving	Asphalt Overlay, 1" Milled - Parking Lot VAC South	50,890
Paving	Concrete Curbing Repair Allowance - CDD Property	68,638

Category	Description	Cost
Mechanical & Electrical	A/C Minisplit System - Clubhouse (VC)	16,862
Mechanical & Electrical	A/C Minisplit System - Clubhouse (VC)	16,862
Misc Building Components	Finish, Tile Floor - Clubhouse (CAC) Patio	67,398
Misc Building Components	Gutters & Downspouts - Clubhouse (CAC)	4,898
Misc Building Components	Gutters & Downspouts - Tiki Bar (CAC)	2,565
Misc Site Improvements	Access Control, Gate Operator, Swing - The Crossings	38,918
Misc Site Improvements	Basketball Court Resurfacing, Asphalt Base - VC	6,189
Misc Site Improvements	Basketball, Backboard with Pole - CAC	8,740
Misc Site Improvements	Basketball, Backboard with Pole - Wild Oaks	4,370
Misc Site Improvements	Croquet Court, Regrass Allowance - VC	110,294
Misc Site Improvements	Bulkhead, Concrete & Stone - Fairways Edge (Lake #6)	1,012,107
Misc Site Improvements	Bulkhead, Concrete & Stone - Linkside & The Reserve (Lake #11)	2,285,956
Misc Site Improvements	Landscape Allowance	194,474
Misc Site Improvements	Refurbishment Allowance - Monument Osprey Lakes	17,159
Misc Site Improvements	Refurbishment Allowance - Monument Riverwalk	17,159
Misc Site Improvements	Site Column, Block & Stucco - North Entry	15,924
Misc Site Improvements	Site Column, Brick - Main Entry (Side Parks)	111,536
Misc Site Improvements	Site Column, Brick - WO Property Line	6,864
Misc Site Improvements	Site Column, Brick, 6' - South Entry	9,152
Misc Site Improvements	Site Column, Brick, 10' - South Entry	27,455
Misc Site Improvements	Site Wall, Brick - Main Entry (Side Parks)	43,400
Misc Site Improvements	Mail Box Enclosure Repair Allowance - CDD Property	22,879
Misc Site Improvements	Playground Structure, Coated Mtl - CAC	91,517
Misc Site Improvements	Playground Structure, Coated Mtl - Wild Oaks	68,638
Misc Site Improvements	Pool Finish, Exposed Aggregate & Tile Trim - VC	194,913
Misc Site Improvements	Light Bollard - CAC Common Areas	57,569
Misc Site Improvements	Light Bollard - The Crossings	10,012
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - Main Entry	9,975
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - South Entry	29,926
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - The Crossings	9,975
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - Village Center	7,980
Misc Site Improvements	Light Fixture, Landscape Uplight, Basic - Wild Oaks Entry	2,993
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - Main Entry	21,539
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - North Entry	4,786
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - South Entry	9,573
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - The Crossings	4,786
Misc Site Improvements	Light Fixture, Landscape Uplight, Large - Wild Oaks Entry	28,718
Misc Site Improvements	Light Fixture, Sign Uplight - Monument CAC	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Creekside	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Fairways Edge	3,990
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Front Street	1,995
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Golf Club	1,995
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Heritage Oaks	1,995
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Lake Haven	4,988

Category	Description	Cost
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Lakeside	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Linkside	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Linkside East	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Linkside West	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Main Entry	3,990
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Marsh Crossings	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument North Entry	1,995
Misc Site Improvements	Light Fixture, Sign Uplight - Monument North Park	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument North Park	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Osprey Lakes	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Osprey/RW/RE/SP	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Rivers Edge	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Riverwalk	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument South Entry	5,985
Misc Site Improvements	Light Fixture, Sign Uplight - Monument South Lake Villages	1,995
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Southpark	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Southridge	1,995
Misc Site Improvements	Light Fixture, Sign Uplight - Monument The Bluffs	1,995
Misc Site Improvements	Light Fixture, Sign Uplight - Monument The Reserve	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument The River Club	3,990
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Village Oaks	998
Misc Site Improvements	Light Fixture, Sign Uplight - Monument Wild Oaks	3,990
Misc Site Improvements	Light Fixture, Sign Uplight - The Crossings	1,995
Misc Site Improvements	Tennis Court Resurfacing, Clay - VC Courts 1-7	69,667
Misc Site Improvements	Guard Rail, Wood - Bridge Montague St	28,309
Misc Site Improvements	Guard Rail, Wood - Bridge Willow Oak & Blue Oak	16,398
Misc Site Improvements	Guard Rail, Wood - Bridge Willow Oak & Bluejack	16,398
Misc Site Improvements	Guard Rail, Wood - Bridge Willow Oak & Ditch 10	18,125
Misc Site Improvements	Guard Rail, Wood - Retaining Wall River Trail Dr	19,333
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - CAC	30,228
Furniture, Fixtures & Equipment	Restaurant, Exhaust Hood w/Fire Suppression - Tiki Bar (CAC)	20,891
Furniture, Fixtures & Equipment	Maint, Radio, Hand Held	6,598
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Activity Director VC	4,681
Furniture, Fixtures & Equipment	Computer Workstation, Point Of Sale - Cafe Bar VC	9,362
Year 29 Total		5,470,615

Year 30: 2048-49

Roofs	Roof, Metal Panel - Main Gatehouse	19,583
Roofs	Roof, Metal Panel - Pavilion South Entry (2 Total)	13,055
Roofs	Roof, Metal Panel - South Gatehouse	29,375
Painting & Waterproofing	Paint Exterior - Irrigation Pump House	3,163
Painting & Waterproofing	Paint Exterior - Pavilion South Entry (2 Total)	1,584
Painting & Waterproofing	Paint Exterior - Shed Maintenance	1,925
Painting & Waterproofing	Paint Exterior - Shed Maintenance w/Office	1,925

Category	Description	Cost
Painting & Waterproofing	Paint Exterior - Shed VC Tennis Storage	1,567
Painting & Waterproofing	Paint Exterior and Waterproof - North Gatehouse	21,315
Mechanical & Electrical	Drinking Fountain, Outdoor - Clubhouse (VC)	3,254
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Large Shelter	13,550
Misc Site Improvements	Shelter Fabric, Recover - Croquet CAC Small Shelter (x4)	11,783
Misc Site Improvements	Shelter Frame, Replace - Croquet CAC Large Shelter	11,559
Misc Site Improvements	Shelter Frame, Replace - Croquet CAC Small Shelter (x4)	10,051
Misc Site Improvements	Irrigation Pump Station Control Panel	129,611
Misc Site Improvements	Landscape Allowance	200,308
Misc Site Improvements	Spa Finish, Exposed Aggregate & Tile Trim - CAC	15,172
Misc Site Improvements	Signage, Traffic Light - Egret Dr Golf Cart Crossing	4,713
Misc Site Improvements	Tennis Court Windscreen, 10' - VC Courts 1-7	32,033
Misc Site Improvements	Bridge, Concrete - Montague St (Prorate \$/49yr RL)	904,607
Misc Site Improvements	Bridge, Concrete - Wild Oaks Entry (Prorate \$/49yr RL)	768,523
Misc Site Improvements	Bridge, Concrete - Willow Oak & Blue Oak (Prorate \$/49yr RL)	768,523
Misc Site Improvements	Bridge, Concrete - Willow Oak & Bluejack (Prorate \$/49yr RL)	768,523
Misc Site Improvements	Bridge, Concrete - Willow Oak & Ditch 10 (Prorate \$/49yr RL)	768,523
Furniture, Fixtures & Equipment	Furniture, Outdoor, Composite Tbl/Chair - CAC Croquet	21,320
Furniture, Fixtures & Equipment	Maint, Utility Vehicle - Kawasaki Mule	33,958
Furniture, Fixtures & Equipment	Maint, Utility Vehicle, Golf Cart - EZ GO	8,147
Furniture, Fixtures & Equipment	Maint, Vehicle, Truck w/Boom Lift - Ford	205,021
Furniture, Fixtures & Equipment	Fitness, Cardio, Elliptical Cross-Trainer - VC	46,702
Furniture, Fixtures & Equipment	Fitness, Cardio, Recumbent Bike - VC	8,724
Furniture, Fixtures & Equipment	Restaurant, Freezer, Upright, 2 Door - Cafe Kitchen VC	40,912
Year 30 Total		4,869,009

Section 5

Photographs

This section of the report includes various photographs of the property and were taken during the initial field inspection.



Entry Monument - North



Entry Features/Fence - North



Entry Lighting - North



Gatehouse - North



Vehicular Access - North



Pavers - North Entry



Entry Monument - CAC



Clubhouse - CAC



Clubhouse - CAC



Social Room - Clubhouse CAC



Gym - Clubhouse CAC



Swimming Pool - CAC



Spa - CAC



Kiddie Pool - CAC



Pool Deck Pavers - CAC



Fence - CAC Pool Deck



Shelter - CAC Pool Deck



Tiki Bar - CAC



Pool & Spa Equipment - CAC



Pool & Spa Heaters - CAC



Playground - CAC



Lighting - CAC



Park Bench & Trash - Typical



Soccer Field - CAC



Parking Lot - CAC



Lighting - CAC



Parking Lot - CAC



Parking Lot Expansion - CAC



Croquet Court - CAC



Shelter - CAC Croquet



Shelter - CAC Croquet



Vehicular Access - The Crossings



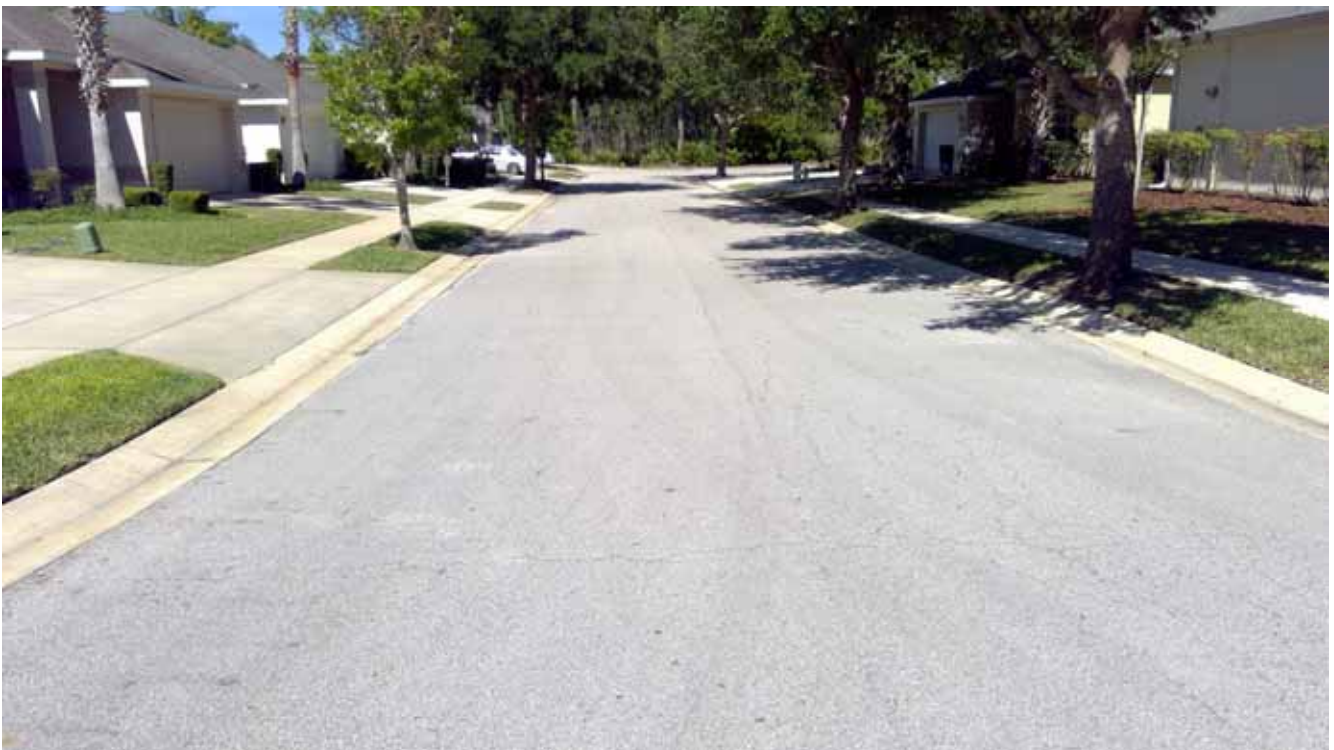
Entry Lighting - The Crossings



Lighting - The Crossings



Drainage



West Waterside Parkway



Mailbox Enclosure



Crossbar Way



Crosstie Court



Retention Pond - The Crossings



Firewise Gate



Clubhouse - Village Center



Covered Patio - Village Center



Clubhouse - Village Center



Clubhouse - Village Center



Stucco Delamination - VC



Covered Entry - Village Center



Pool & Spa Heaters - VC



Pool & Spa Equipment - VC



Café Dining - Clubhouse VC



Kitchen - Clubhouse VC



Activity Office - Clubhouse VC



Locker Room - Clubhouse VC



Gym - Clubhouse VC



Grand Haven Rm - Clubhouse VC



Water Heaters - Clubhouse VC



Swimming Pool - VC



Spa - VC



Pool Deck Pavers - VC



Fence - VC Pool Deck



Trellis - VC Pool Deck



Lighting - VC Pool Deck



Fountain - VC



Lighting - Clubhouse VC



Pavers - Clubhouse VC



Parking Lot - VC



Fence - Trash & Gen Set VC



Generator - Clubhouse VC



Tennis - VC



Shelter - Tennis VC



Basketball Court - VC



Parking Lot - VC



Fence - Petanque VC



Storage Shed - Tennis VC



Pickleball Court - VC



Shelter - Pickleball Court VC



Playground - VC



Bocce Ball Court - VC



Shelter - Bocce Ball Ct VC



Shelter - Bocce Ball Ct VC



Lighting - Bocce Ball Ct VC



Croquet Court - VC



Monument - The River Club



Monument - Golf Club



Pavers - The River Club Entry



Riverfront Drive



River Landing Drive



River Park Drive North



River Park Drive South



River Point Drive



Retention Pond - The River Club



Parking Lot - Golf Club



Pier - The River Club



Pier - The River Club



Boardwalk - The River Club



Lighting - Esplanade Walkway



Boardwalk - Jasmine Drive



Pier - Front Street Park



Pavers - Front Street Park



Gazebo - Front Street Park



Fence - Front Street Park



Pavers - Access to Esplanade



Boardwalk - Waterview Drive



Entry Monument - Main Entry



Pavers - Main Entry



Entry Features/Fence - Main



Pavers - Main Gatehouse



Gatehouse - Main Entry



Vehicular Access - Main Entry



Parking Lot - Main Gatehouse



Entry Monument - South Entry



Entry Feature - South Entry



Pavilion - South Entry



Entry Lighting - South



Pavers - South Entry



West Waterside Parkway



Gatehouse - South



Vehicular Access - South Entry



Monument - Southridge



Sandpine Drive



West Waterside Parkway



Directional PVC Sign



Monument - 13-15



Monument - 17-19



Roadway - Concrete



Monument - South Lake Villages



Waterside Parkway



PVC Fence - Waterside Parkway



Lighting - Waterside Parkway



Southlake Drive



Monument - Pine Harbor



Pineharbor Drive



Monument - East Lake



East Lake Drive



Monument - Hidden Lake



Concrete Sidewalk



Firewise Gate



Hidden Lake Way



Monument - Marsh Crossing



Pavers - Marsh Crossing



Grandview Drive



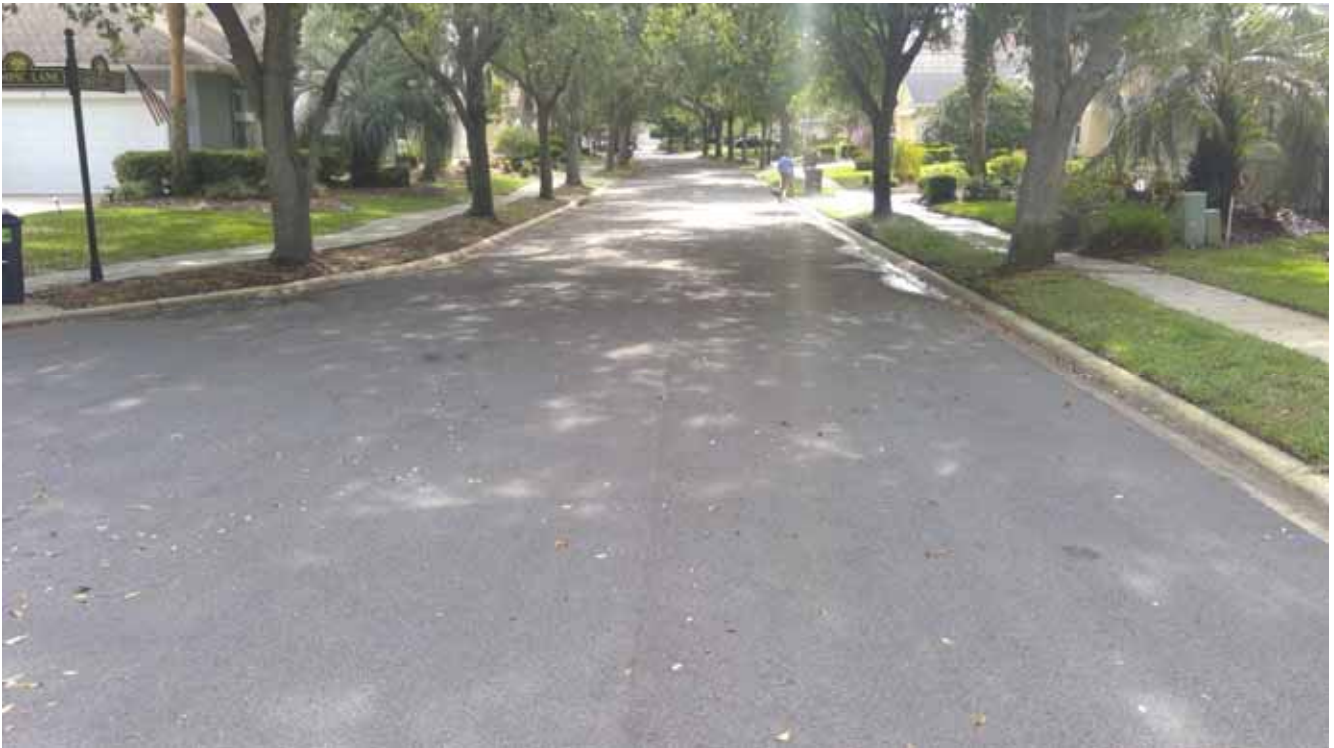
Drainage



Drainage



Mailbox Enclosure



Lakeview Lane



Waterside Parkway



Concrete Sidewalk



Lighting - Waterside Parkway



PVC Fence - Waterside Parkway



Monument - OL/RW/RE/SP



Egret Drive



Monument - Riverwalk Village



Jasmine Drive



Egret Drive



Drainage



Monument - Southpark Village



Riverbend Drive



Monument - Rivers Edge



River Trail Drive



Firewise Gate



Retaining Wall - River Trail Dr



Guard Rail - River Trail Drive



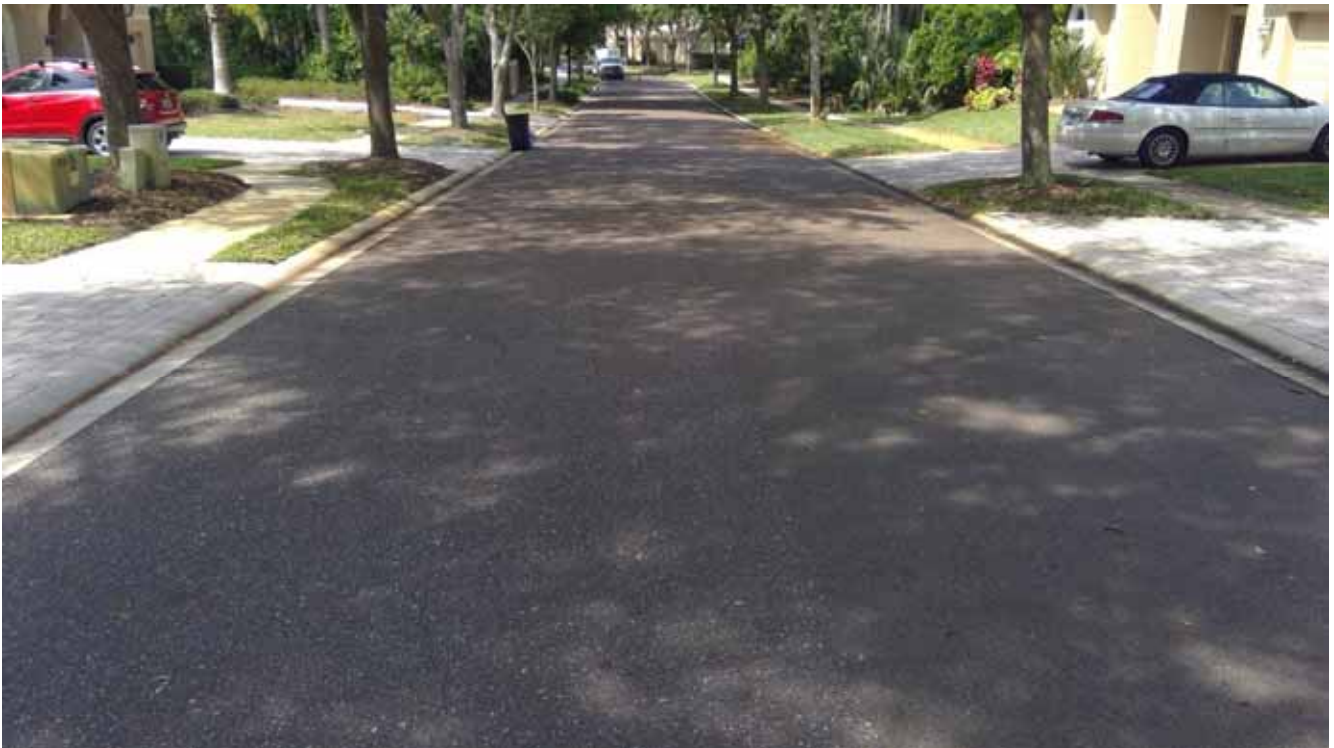
Lake Aerator



Lake Aerator



Monument - Village Oaks



Village View Drive



Monument - Village Oaks



Waterside Parkway



Monument - Linkside East



Tanglewood Court



Mailbox Enclosure



Monument - Linkside



Deerfield Court



Monument - The Reserve



Shinnecock Drive



Monument - Linkside West



Bulkhead - Linkside Lake



Monument - Fairways Edge



Augusta Trail



Curbing



Bulkhead - Fairways Edge



Drainage



Players Circle



Monument - Lake Haven



Ibis Court North



Ibis Court South



Pelican Court



Bulkhead - Lake Haven



Flamingo Court



Heron Court



Marlin Drive



Bulkhead - Lk Haven & Heritage Ok



Sandpiper Court



Bulkhead - Lake Haven



Waterside Parkway



Pump House Building



Irrigation Control Panel



Irrigation Pump/Motor



Fence - Irrigation Holding Pond



Irrigation Holding Pond



Storage Shed - Maintenance



Fishing Pier - CAC



Solar Panel - Lake Aerator



Pavers - Waterside Parkway



Monument - Front Street Village



Pavers - Front Street Village



Montague Street



Pavers - Montague Golf X'ing



Bridge - Montague



Lagare Street



Mailbox Enclosure



Drainage



Bulkhead - Front Street



Front Street



Pavers - Front Street & Montague



Monument - Heritage Oaks



Marshview Lane



Mailbox Enclosure



Lakeside Drive



Monument - North Park Village



North Village Parkway



North Park Circle



North Park Lane



Monument - The Bluffs



South Waterview Drive



North Waterview Drive



Drainage



Monument - Creekside



Creekside Drive



Monument - Wild Oaks



Entry Lighting - Wild Oaks



Culvert - Wild Oaks Entry



Fence & Columns - Wild Oaks Entry



Vehicular Access - Wild Oaks



Curbing



Willow Oak Way



Lighting - Wild Oaks



Shelter - Wild Oaks Park



Basketball Court - Wild Oaks



Fence - Wild Oaks Dog Park



Boardwalk - Wild Oaks Park



Playground - Wild Oaks Park



Bluejack Court



Native Oak Court



Concrete Sidewalk



Bridge - WOW & Bluejack Ct



Scarlet Oak Circle



Bridge - WOW & Blue Oak Ln



Boardwalk - Blue Oak Lane



Blue Oak Lane



Turkey Oak Lane



Willow Oak Way



Bridge - WOW & Ditch 10



Drainage



Ditch 10



COMMUNITY DEVELOPMENT DISTRICT

3 E I

**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.

EXHIBIT "A"

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT PALM COAST, FLORIDA POSITION SPECIFICATIONS

Position Title: Executive Administrative Assistant
Department: Field Operations
Report To: Field Operations' Manager or District Designee
Category: Non-Exempt

Job Description: Semi-skilled (to-advanced) in organization, planning, support, and administration functions. Duties include staffing, budgeting, administrative support, mail, bookkeeping, and/or other related functions. The administrative assistant(s) participates in the implementation and the enforcement of District policies and procedures.

- Performs a wide variety of administrative support duties, e.g., customer service tasks, relaying and resolving telephone and/or walk-up inquiries, scheduling calendar items and meetings, generating a variety of documents and correspondence, processing forms, performing data entry, and establishing and maintaining records.
- Provides administrative support to the Operations Manager and field office staff. Interacts with residents and guests in a friendly, courteous, and knowledgeable manner. Must be customer service oriented and interact respectfully in all circumstances. Responsible for updating resident community database. Coordinate, process and distribute community security gate access and/or photo ID cards for residents, guests, contractors, and employees.
- Provide residents and guests of the community with useful information about The Village Center and Clubhouse activities and events. Must be knowledgeable and assertive in the above-mentioned areas.
- Input all owner/tenant information from Property Information Forms into Microsoft CRM Resident Database to maintain current and accurate information. Create identification cards for all residents through the Microsoft CRM Resident Database.
- Accurately import and update Doorlocking Software to maintain the integrity of the entry gates security system. Activate and deactivate gate access cards and fobs. Issue gate access key card or fobs code and pad key to all residents and employees. Routinely receive and evaluate gate activity reports for all gates. Forward significant transaction results to appropriate department managers.
- Accurately maintain and update residents pre-approved guest lists for security gate entry.
- Assist in data compilation and production of the community information guide (directory).
- Receives and processes standard materials appropriate to assigned department, e.g., correspondence, memos, agendas, minutes, charts, permits, legal documents, orders, requisitions, reports, manuals.

- Performs a wide variety of assignments which may be confidential in nature; maintain data base, draft, edit, revise, and print letters, tables, reports, and other materials.
- Greets and directs visitors/customers, as and when appropriate; resolve routine administrative problems and answers inquires concerning activities and operations of department/division; maintenance log of inquires as required.
- Receives inquires and requests from the general public and business community, through friendly, professional customer service skills, ascertains the needs of the customer and provides appropriate assistance and information; respond to escalated customer service issues.
- Performs a range of staff and/or operational support activities; may serve as a liaison with departments on basic administrative and/or operational matters.
- Sorts, screens, and distributes incoming and outgoing mail; drafts or prepares responses to routine inquires; prepares photocopies and facsimiles and operates a variety of office equipment.
- Establishes, maintains, processes, and updates files, records, certificates, and/or other documents.
- Arranges meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules.
- Orders, stocks, and administers supplies.
- Performs standard, routine bookkeeping functions, which may involve general billing and cash receipt and accounting activities.
- Provides various departments (i.e., District, Accounting, Guard Gate, etc.) with updated community directory, email database and preferred guest lists.
- Operates with all guidelines, policies, standards, and constraints as established by District Management and/or Board of Supervisors.
- Performs all related administrative duties as directed by Field Operations Manager.

The functions as outlined herein are intended to be representative but are not necessarily descriptive of all tasks required. The omission of a function does not preclude management from assigning related duties not listed herein.

Knowledge, Skill and Abilities:

- Ability to understand and follow verbal and written instructions.
- Knowledge of business English, e.g., correspondence formats, spelling, punctuation, and grammar.
- Intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages, and decimals.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to plan, organize, and coordinate schedules and meetings.
- Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, report processing.

- Ability to generate routine correspondence, summaries and reports in a clear and concise manner; ability to compose correspondence, summaries and reports.
- Ability to establish and maintain effective records maintenance and file management systems; ability to update and maintain various records and files.
- Knowledge of pertinent federal, state, and local rules, regulations and regulatory standards applicable to employees and safety.
- Ability to carry out assignments with minimal instructions and the ability to work independently until the assignment is completed.
- Ability to perform duties with a professional and cooperative work ethic.
- Ability to work flexible hours necessary for the efficient operations of the department.
- Ability to climb, reach, bend, stoop, kneel, sit, and stand for extended periods of time; ability to lift up to 20 pounds.
- Ability to establish and maintain effective working relationships and communications with District management, supervisor, internal/external customers (the public), contractors and staff members.

Physical Requirements:

- While performing the essential functions of this job, the employee is required to stand, walk, use hands to fingers, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to 20 pounds and/or push and/or pull over 35 pounds.

Education, Experience and Training:

- High School Diploma or GED preferred.
- Requires 0-2 years of responsible experience in customer service and administrative support functions, which provides broad exposure and practical application of current office system technology and associated software support system; or an equivalent combination of education, training, and experience.
- Must have good organizational, computer and verbal skills.
- Ability to use logical and rational thoughts to resolve issues.
- Ability to perform basic mathematical skills, monitor and develop subordinates, visually monitors the operational areas, reads and writes member communications.

Licenses, Certifications or Registrations:

Must possess and maintain a valid Florida Driver's License.

All job descriptions are subject to revision and amendment.

I have received a copy of this job description and am fully aware of the expectations for this position.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____

The Grand Haven Community Development District is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

EXHIBIT "A"

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT PALM COAST, FLORIDA POSITION SPECIFICATIONS

Position Title: Administrative Assistant
Department: Field Operations
Report To: Field Operations' Manager or District Designee
Category: Non-Exempt

Job Description: Semi-skilled (to-advanced) in organization, planning, support, and administration functions. Duties include staffing, budgeting, administrative support, mail, bookkeeping, and/or other related functions. The administrative assistant(s) participates in the implementation and the enforcement of District policies and procedures.

- Performs a wide variety of administrative support duties, e.g., customer service tasks, relaying and resolving telephone and/or walk-up inquiries, scheduling calendar items and meetings, generating a variety of documents and correspondence, processing forms, performing data entry, and establishing and maintaining records.
- Provides administrative support to the Operations Manager and field office staff. Interacts with residents and guests in a friendly, courteous, and knowledgeable manner. Must be customer service oriented and interact respectfully in all circumstances. Responsible for updating resident community database. Coordinate, process and distribute community security gate access and/or photo ID cards for residents, guests, contractors, and employees.
- Provide residents and guests of the community with useful information about The Village Center and Clubhouse activities and events. Must be knowledgeable and assertive in the above-mentioned areas.
- Input all owner/tenant information from Property Information Forms into Microsoft CRM Resident Database to maintain current and accurate information. Create identification cards for all residents through the Microsoft CRM Resident Database.
- Accurately import and update Doorking Software to maintain the integrity of the entry gates security system. Activate and deactivate gate access cards and fobs. Issue gate access key card or fobs code and pad key to all residents and employees. Routinely receive and evaluate gate activity reports for all gates. Forward significant transaction results to appropriate department managers.
- Accurately maintain and update residents pre-approved guest lists for security gate entry.
- Assist in data compilation and production of the community information guide (directory).
- Receives and processes standard materials appropriate to assigned department,

e.g., correspondence, memos, agendas, minutes, charts, permits, legal documents, orders, requisitions, reports, manuals.

- Performs a wide variety of assignments which may be confidential in nature; maintain data base, draft, edit, revise, and print letters, tables, reports, and other materials.
- Greets and directs visitors/customers, as and when appropriate; resolve routine administrative problems and answers inquires concerning activities and operations of department/division; maintenance log of inquires as required.
- Receives inquires and requests from the general public and business community, through friendly, professional customer service skills, ascertains the needs of the customer and provides appropriate assistance and information; respond to escalated customer service issues.
- Performs a range of staff and/or operational support activities; may serve as a liaison with departments on basic administrative and/or operational matters.
- Sorts, screens, and distributes incoming and outgoing mail; drafts or prepares responses to routine inquires; prepares photocopies and facsimiles and operates a variety of office equipment.
- Establishes, maintains, processes, and updates files, records, certificates, and/or other documents.
- Arranges meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules.
- Orders, stocks, and administers supplies.
- Performs standard, routine bookkeeping functions, which may involve general billing and cash receipt and accounting activities.
- Provides various departments (i.e., District, Accounting, Guard Gate, etc,) with updated community directory, email database and preferred guest lists.
- Operates with all guidelines, policies, standards, and constraints as established by District Management and/or Board of Supervisors.
- Performs all related administrative duties as directed by Field Operations Manager.

The functions as outlined herein are intended to be representative but are not necessarily descriptive of all tasks required. The omission of a function does not preclude management from assigning related duties not listed herein.

Knowledge, Skill and Abilities:

- Ability to understand and follow verbal and written instructions.
- Knowledge of business English, e.g., correspondence formats, spelling, punctuation, and grammar.
- Intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages, and decimals.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.

- Ability to plan, organize, and coordinate schedules and meetings.
- Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, report processing.
- Ability to generate routine correspondence, summaries and reports in a clear and concise manner; ability to compose correspondence, summaries and reports.
- Ability to establish and maintain effective records maintenance and file management systems; ability to update and maintain various records and files.
- Knowledge of pertinent federal, state, and local rules, regulations and regulatory standards applicable to employees and safety.
- Ability to carry out assignments with minimal instructions and the ability to work independently until the assignment is completed.
- Ability to perform duties with a professional and cooperative work ethic.
- Ability to work flexible hours necessary for the efficient operations of the department.
- Ability to climb, reach, bend, stoop, kneel, sit, and stand for extended periods of time; ability to lift up to 20 pounds.
- Ability to establish and maintain effective working relationships and communications with District management, supervisor, internal/external customers (the public), contractors and staff members.

Physical Requirements:

- While performing the essential functions of this job, the employee is required to stand, walk, use hands to fingers, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to 20 pounds and/or push and/or pull over 35 pounds.

Education, Experience and Training:

- High School Diploma or GED preferred.
- Requires 0-2 years of responsible experience in customer service and administrative support functions, which provides broad exposure and practical application of current office system technology and associated software support system; or an equivalent combination of education, training, and experience.
- Must have good organizational, computer and verbal skills.
- Ability to use logical and rational thoughts to resolve issues.
- Ability to perform basic mathematical skills, monitor and develop subordinates, visually monitors the operational areas, reads and writes member communications.

Licenses, Certifications or Registrations:

Must possess and maintain a valid Florida Driver's License.

All job descriptions are subject to revision and amendment.

I have received a copy of this job description and am fully aware of the expectations for this position.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

The Grand Haven Community Development District is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

EXHIBIT "A"

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT PALM COAST, FLORIDA POSITION SPECIFICATIONS

Position Title: Field Maintenance Supervisor
Department: Field Operations
Report To: Operations' Manager or District Designee
Category: Exempt

Job Description: Provides supervision of field staff, suppliers and contractors and is responsible for ensuring that all work performed adheres to all prescribed established safety standards, building codes and regulatory requirements as applicable. Must plan and coordinate to ensure safe, productive and time efficient accomplishment of department operations. A wide degree of creativity and latitude is expected. This individual must rely on their experience and judgment to plan, coordinate and to complete projects. Must be able to perform a variety of complicated tasks.

- Supervise and/or perform maintenance and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, landscaping, custodial, pool maintenance, vehicle servicing, pressure washing, chemical cleaning, meter reading, gate repairs, or as assigned by the Field Operations' Manager.
- Identify and report any detected deterioration, repair and maintenance needs and submit recommendations for corrective measures.
- Supervise, train and evaluate field staff to ensure that safety procedures are followed on all projects. Interpret job assignments to staff under charge and assigns duties based on skill levels of staff; establishes and modifies work procedures to meet schedules.
- Plans and coordinates repairs and maintenance projects at various sites.
- Requisition's materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.
- Analyze and monitor productivity and work flow of field staff under charge; ensures adherence to established deadlines and maintenance and repair schedules.
- Maintain current knowledge of materials and equipment used. Operates a variety of construction equipment and tools; operates various standards hand-held manual, electrical, and gas powered tools and equipment; operates a variety of specialized trade specific tools and equipment. Oversees preventative maintenance and care of tools and equipment.
- Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions.
- Contacts residents in areas where services will be interrupted and communicates when services will be restored.
- Evaluates completed projects and repairs to ensure all work performed adheres to

established safety standards, building codes and regulations, and legal guidelines where applicable.

- Ability to function in all weather conditions and ability to respond to hazardous situations and direct mitigation efforts in emergencies.
- Performs related duties as directed.

The functions as outlined herein are intended to be representative but are not necessarily descriptive of all tasks required. The omission of a function does not preclude management from assigning related duties not listed herein.

Knowledge, Skill and Abilities:

- Knowledge of required work safety procedures. Ensures that work safety procedures are followed at all times.
- Ability to effectively supervise a staff comprised of entry and journey level staff engaged in carrying out maintenance, repair and construction work.
- Ability to understand and follow written and oral instructions; ability to read and write English; ability to clearly communicate information both verbally and in writing; ability to perform basic arithmetic; ability to read blueprints, diagrams, sketches and schedules.
- Must have computer skills and the ability to communicate via email. Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines. Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
- Must be organized with ability to complete and follow through on paperwork in a timely manner.
- Considerable knowledge of and ability to utilize materials, methods, equipment used and the necessary safety precautions required in general maintenance and repair work. Ability to operate manual and electric hand tools. Ability to operate vehicles and some light and heavy equipment.
- Considerable knowledge of current codes and regulatory standards.
- Ability to work independently and to carry out assignments with minimal instructions.
- Ability to climb, reach, bend, stoop, kneel, sit and stand for extended periods of time; ability to lift up to 50 pounds.
- Ability to work at heights up to 8 feet.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time.
- Ability to work flexible hours necessary for the efficient operations of the department.
- Ability to perform duties with a professional and cooperative work ethic.
- Ability to establish and maintain effective working relationships with management; ability to work cooperatively with employees, contractors, suppliers and the general public. Must be customer service oriented.

Physical Requirements:

- While performing the essential functions of this job, the employee is required to stand, walk, use hands to fingers, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to push and/or pull over 100 pounds.
- Ability to perform labor intensive work within difficult environmental conditions. While performing the essential functions of this position, the employee may be exposed to heat or cold temperatures, fumes or airborne particles and chemicals, work near moving mechanical parts and electrical or fuel operated facilities and equipment.

Education, Experience and Training:

- High School Diploma or GED required.
- Requires at least 5 years of progressive supervisory responsible with experience in community maintenance and repair or in a related area or an equivalent combination of education, training, and experience.
- Must possess a valid State of Florida Driver’s License.

Licenses, Certifications or Registrations:

Must possess and maintain a valid Florida Driver’s License. CDL preferred.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations for this position.

Employee’s Signature _____ Date _____

Supervisor’s Signature _____ Date _____

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EXHIBIT "A"

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
PALM COAST, FLORIDA
POSITION SPECIFICATIONS**

Position Title: General Field Maintenance Worker 2
Department: Field Operations
Report To: Field Operations' Manager or District Designee
Category: Non-Exempt

Job Description: Unskilled and limited semi-skilled manual work in the performance of laboring tasks and variety of maintenance and construction related work.

- Performs maintenance services and conduct minor repairs on buildings and equipment. Performs a variety of semi-skilled duties in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing, as assigned by Field/Operations Manager or Field Supervisor. Complies with established safety guidelines and procedures.

The functions as outlined herein are intended to be representative but are not necessarily descriptive of all tasks required. The omission of a function does not preclude management from assigning related duties not listed herein.

Knowledge, Skill and Abilities:

- Knowledgeable in the procedures required for work safety.
- Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
- Relies on instructions and pre-established guidelines to perform the functions of the job.
- Ability to understand and follow written and oral instructions.
- Ability to adhere to prescribed routines and practices.
- Considerable knowledge of and ability to utilize materials, methods and equipment used in general maintenance work.
- Ability to carry out assignments with minimal instructions.
- Ability to establish and maintain effective working relationships with supervisors.

- Ability to work independently to carry out assignments to completion.
- Ability to perform duties with a professional and cooperative work ethic.
- Ability to climb, reach, bend, stoop, kneel, sit and stand for extended periods of time; ability to lift up to 50 pounds.
- Ability to work at heights up to 8 feet.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time.
- Ability to work flexible hours necessary for the efficient operations of the department.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Physical Requirements:

- While performing the essential functions of this job, the employee is required to stand, walk, use hands to fingers, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to 50 pounds.
- While performing the essential functions of this job, the employee is occasionally required to push and/or pull over 100 pounds.
- While performing the essential functions of this position, the employee may be exposed to heat or cold temperatures, fumes or airborne particles, and chemicals, work near moving mechanical parts and electrical or fuel operated facilities and equipment.

Education, Experience and Training:

- High School Diploma or GED preferred.
- Requires 1-3 years of experience in the field or in a related area or an equivalent combination of education, training, and experience.
- Must possess a valid State of Florida Driver's License.

Licenses, Certifications or Registrations:

Must possess and maintain a valid Florida Driver's License. CDL preferred.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations for this position.

Employee's Signature

Date

The Grand Haven Community Development District is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.



COMMUNITY DEVELOPMENT DISTRICT

3E11

ADDENDUM #1

TO AGREEMENT FOR MANAGEMENT ADVISORY SERVICES

This Addendum to the Agreement for Management Advisory Services ("Addendum") is made as of June 16, 2011 between Wrathell, Hunt and Associates, LLC (WHA) and Grand Haven Community Development District ("District") and amends that certain Agreement between WHA and District bearing an effective date of October 1, 2009.

Whereas, WHA and District are parties to that certain contract executed on October 1, 2009 relating to management advisory services to be provided by WHA to the District; and

Whereas, the original contract remains in full force and effect between WHA and District who desire to modify and amend the contract to reflect changes in services which have occurred since the execution of the Agreement.

NOW, THEREFORE, in consideration of the mutual benefits to be realized by the parties upon the execution hereof and other good and valuable considerations, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. The foregoing recitals are true, correct and are hereby incorporated by reference as terms of this Addendum.
2. WHA and District acknowledge and agree that the Agreement is in full force and effect, subject to the amendments and modification set forth in this Addendum.
3. The Fee Schedule is hereby amended to include fees for Dissemination Agent Services at \$1,000 for bond series 2004A and 2008.

PASSED AND ADOPTED this 16th day of June, 2011.



Secretary/Assistant Secretary



Chair/Vice Chair



Wrathell, Hart, Hunt and Associates, LLC

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**AGREEMENT FOR MANAGEMENT SERVICES
Between
Grand Haven Community Development District
and
Wrathell, Hart, Hunt and Associates, LLC**

THIS AGREEMENT, made and entered into on this 1st day of **October, 2009** by and between the Grand Haven Community Development District, Flagler County, Florida, hereinafter referred to as "DISTRICT", and the firm of ***Wrathell, Hart, Hunt and Associates, LLC***, hereinafter referred to as "MANAGER", whose address is 6131 Lyons Road, Suite 100, Coconut Creek, Florida 33073.

WITNESSETH:

WHEREAS, the DISTRICT desires to employ the services of the MANAGER for the purpose of providing non-exclusive management, financial and accounting advisory services for the Grand Haven Community Development District, as required to meet the needs of the District during the contract period; and

WHEREAS, the MANAGER desires to assist the DISTRICT with such matters,

NOW, THEREFORE, in consideration of the mutual covenants and agreements expressed herein the parties agree as follows:

1. The DISTRICT hereby engages the MANAGER for the services and fees described in Exhibit A, attached hereto and incorporated by reference herein.
2. The DISTRICT agrees to compensate the MANAGER in accordance with the fee schedule set forth in Exhibit A, which amount shall be payable in equal monthly installments at the beginning of each month, and may be amended annually as evidenced by the budget approved by the Board. The total and cumulative amount of this contract shall not exceed the amount of funds annually budgeted for these services. In addition, the DISTRICT agrees to compensate MANAGER for reimbursable expenses incurred during the course of performance of this contract, including, but not limited to, out-of-pocket expenses for photocopies, postage and long distance telephone calls.



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3. Subject to the provisions for termination as set forth below, the term of this Agreement shall begin on **October 1, 2009**. The Agreement may be terminated as follows:
 - a) upon notice by the DISTRICT for "good cause", which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by MANAGER, unless Paragraph "C" of this section applies.
 - b) upon the dissolution or court-declared invalidity of the DISTRICT; or
 - c) by either party, for any reason, upon 60 days written notice provided; however, should this Agreement be terminated, MANAGER will take all reasonable and necessary actions to transfer all the books and records of the DISTRICT in his possession in an orderly fashion to the DISTRICT or its designee.
4. The MANAGER shall devote such time as is necessary to complete the duties and responsibilities assigned to the MANAGER under this Agreement.
5. The signature on this Agreement by the MANAGER shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in the Agreement are accurate, complete and current as of the date of this Agreement.
6. The MANAGER represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in the standard set forth in Section 112.311, Florida Statutes. The MANAGER further represents that no person having any interest shall be employed for said performance.
7. The MANAGER shall promptly notify the DISTRICT in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the MANAGER'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the MANAGER may undertake and request an opinion of the DISTRICT as to whether the association, interest or circumstance would, in the opinion of the DISTRICT, constitute a conflict of interest if entered into by the MANAGER. The DISTRICT agrees to notify the MANAGER of its opinion by certified mail within thirty (30) days of receipt of notification by the MANAGER. If, in the opinion of the DISTRICT, the prospective business association, interest or circumstance would not constitute a conflict of interest by the MANAGER, the DISTRICT shall so state in its opinion and the association, interest, or circumstance shall not be deemed in conflict of interest with respect to services provided to the DISTRICT by the MANAGER under the terms of this Contract. This Agreement



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does not prohibit the MANAGER from performing services for any other special purpose taxing DISTRICT, and such assignment shall not constitute a conflict of interest under this Agreement.

8. The MANAGER warrants and represents that all of its employees are treated equally during employment without regard to race, color, physical handicap, religion, sex, age or national origin.
9. The MANAGER hereby represents and warrants that it has and will continue to conduct its business activities in a professional manner and that all services shall be performed by skilled and competent personnel to the highest professional standards.
10. The DISTRICT acknowledges that the MANAGER is not an attorney and may not render legal advice or opinions. Although the MANAGER may participate in the accumulation of information necessary for use in documents required by the DISTRICT in order to finalize any particular matters, such information shall be verified by the DISTRICT as to its correctness; provided, however, that the DISTRICT shall not be required to verify the correctness of any information originated by the MANAGER or the correctness of any information originated by the MANAGER which the MANAGER has used to formulate its opinions and advice given to the DISTRICT.
11. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in **Flagler County**. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

12. All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the DISTRICT shall be mailed to:

Grand Haven Community Development District
6131 Lyons Road, Suite 100
Coconut Creek, Florida 33073



Wrathell, Hart, Hunt and Associates, LLC

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with a copy to:

District Counsel

Mr. Scott D. Clark

Clark & Albaugh, LLP

655 W. Morse Boulevard, Suite 212

Winter Park, Florida 32789

13. The foregoing terms and conditions constitute the entire Agreement between the parties hereto and any representation not contained herein shall be null and void and no force and effect. Further this Agreement may be amended only in writing upon mutual consent of the parties hereto.
14. No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties. This agreement shall be automatically renewable each Fiscal Year of the DISTRICT, unless otherwise terminated by either party. The DISTRICT will consider price adjustments each twelve (12) month period to compensate for market conditions and the anticipated type and amount of work to be performed during the next twelve (12) month period. Such evidence of price adjustments will be approved by the DISTRICT in its adopted Fiscal Year Budget.



Wrathell, Hart, Hunt and Associates, LLC

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IN WITNESS WHEREOF, the Board of Supervisors of the **Grand Haven Community Development District** has made and executed this Contract on behalf of the DISTRICT and the MANAGER have each, respectively, by an authorized person or agent, hereunder set their hands and seals on the date and year first above written.

Signed and Sealed
in the presence of:

BOARD OF SUPERVISORS GRAND
HAVEN COMMUNITY DEVELOPMENT
DISTRICT



Witness

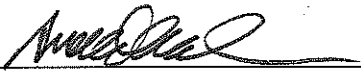
By: 

Chairman/Vice Chairman



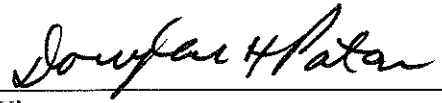
Witness

Approved as to Form and Sufficiency:

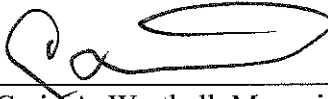


District Counsel

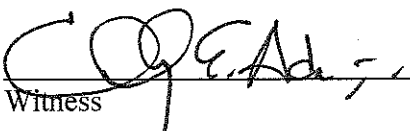
WRATHELL, HART, HUNT AND
ASSOCIATES, LLC



Witness



Craig A. Wrathell, Managing Partner



Witness



Wrathell, Hart, Hunt and Associates, LLC

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MANAGEMENT SERVICES

Wrathell, Hart, Hunt and Associates, LLC will perform all required Management functions of the District, which will include but not be limited to the following:

- Attend all meetings of the Board of Supervisors and provide the Board with meaningful dialogue of the issues before the Board for action.
- Identification of significant policies, including analysis of policy implementation with administrative and financial impact statement and effect on the District.
- Develop and train members of the Board of Supervisors in the requirements of Florida Laws, including, but not limited to, public officers and employees, and the conduct of District business.
- Preparation of the District's budget as more fully outlined in this proposal.
- Implementation of budget directives.
- Preparation of specifications and coordination for the following services:
 - Insurance: General Liability along with Directors and Officers Liability
 - Independent Auditor Services
 - Such other services as may be identified from time to time
- Provide all required annual disclosure information to the local government in the County in which the District resides:
 - Public Facilities Report
 - Designation of Registered Office and Registered Agent
 - Public Meeting Schedule
 - Assistance in the preparation of the Audited Financial Statements



- Ensure compliance with the following Florida Statutes:
 - Annual Financial Audit
 - Annual Financial Report
 - Public Depositor Report
 - Proposed Budget
 - District Map and Amendments
 - Public Facilities Report
 - Registered Agent and Registered Office
 - Regular Public Meeting Schedule Notice Requirements
- (The reporting requirements of Community Development Districts periodically change and *Wrathell, Hart, Hunt and Associates, LLC*, will insure that we update reporting requirements of the District as the legislature updates said reporting requirements.)
- Record all meetings of the District.
 - Provide Oath of Office and notary public for all newly elected members of the Board of Supervisors.
 - Coordinate and provide contract administration for any services provided to the District by outside vendors:
 - Develop Service Contracts for the delivery of services to the District, with the assistance of the District's General Counsel
 - Ensure that contract specifications are being met
 - Interface with residents and contractors to ensure that anticipated service levels are being provided
 - Prepare contract amendments and change orders as may be necessary
 - Ensure proper contractor billing is received



- If required, provide day-to-day management of in-house operations by performing the following:
 - Hire and train a highly qualified staff
 - Coordinate all personnel applications, benefits, and payroll and submit in an accurate and timely manner
 - Prepare and implement operating schedules
 - Prepare and implement operating policies
 - Interface with residents to ensure anticipated levels of service are being met
 - Implement internal purchasing policies
 - Prepare and bid services and commodities as necessary
- Coordinate with the residents to determine the services and levels of service to be provided as part of the District's budget preparations:
 - Identify new services
 - Identify expanded areas of existing services
 - Identify new levels of service
 - Provide budget recommendations based on findings

ADMINISTRATIVE SERVICES

Wrathell, Hart, Hunt & Associates, LLC, will perform all required Recording Secretary functions of the District, which will include but not be limited to the following:

- Prepare all Board agendas and coordinate receipt of sufficient material for Board of Supervisors to make informed policy decisions.
- Prepare and advertise all notices of meetings in an authorized newspaper of circulation in the County in which the District is located.



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- Record and transcribe all meetings of the Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s). The recording and verbatim transcription (edited for grammar) of meetings of the Board provide an essential link to maintaining a highly accurate public record. These minutes are maintained by *Wrathell, Hart, Hunt and Associates, LLC*, in perpetuity for the District and sent to the appropriate governmental agencies in accordance with Florida Law.
- Prepare budget resolution(s) approving the District Manager's budget and authorization to set public hearing.
- Prepare budget and assessment resolution(s) as required by Chapter 190, Florida Statutes.
- Maintain all other District public records, including agreements, contracts and resolutions in perpetuity for the District.
- Maintain District seal.
- Satisfy public records requests in a timely, professional and efficient manner.
- Prepare and coordinate applications/renewals for:
 - Federal Tax ID Number
 - Tax Exemption Certificate
- Assist District Management in preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.

ACCOUNTING SERVICES

Wrathell, Hart, Hunt and Associates, LLC, will perform all required financial accounting functions of the District, which will include but not be limited to the following:

- Prepare a budget that achieves maximum cost-to-benefit equity for approval.



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- Submit a preliminary budget to Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the Board of Supervisors at the District's advertised public hearing.
- Coordinate budget preparation with Board of Supervisors, Engineer, General Counsel and Collection Agent.
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services Bureau of Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes.
- Prepare Annual Financial Report for Units of Local Government and Distribute to the Florida Department of Financial Services.
- Prepare Public Depositor's Report and distribution to State Treasurer.
- Coordinate Annual Public Facilities Report and distribute to appropriate agencies.
- Administer purchase order system, periodic payment of invoices.
- Coordinate tax/assessment collection and miscellaneous receivables.
- Prepare required schedules for year-end audit as follows:
 - Prepare schedule of Bank Reconciliations
 - Prepare cash and Investment Confirmations for distribution to Authorized Public Depositories and Trustees for District Bond Issues
 - Prepare analysis of Accounts Receivable
 - Prepare schedule of Interfund Activities
 - Prepare schedule of Payables and Receivable to/from other Governments



- Prepare schedule of all Prepaid Expenses
- Prepare debt Confirmation Schedules and a request for Attorney Letters
- Prepare schedule of Accounts Payable
- Prepare schedule of Changes in Fund Balances
- Prepare schedule of Assessment Revenue compared to Budget
- Prepare schedule of Interest Income and provide Reasonableness Test
- Prepare schedule of Investments and Accrued Interest
- Prepare analysis of All Other Revenue
- Prepare analysis of Interest expenses and Calculate Accrued Interest Expense at Year End
- Prepare schedule of Operating Transfers
- Prepare schedule of Cash Receipts and Cash Disbursements
- Prepare analysis of Cost of Development and Capital Outlay
- Prepare analysis of Reserves and designated Fun Balances
- Prepare analysis of Retainages Payable
- Prepare Amortization and Depreciation Schedules
- Prepare Capital Asset Schedules
- Identify assets constructed by or donated to the District for maintenance



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FINANCIAL CONSULTING SERVICES – SPECIAL ASSESSMENT COLLECTION

Wrathell, Hart, Hunt and Associates, LLC, is proud to work with clients on all required special assessment billing functions for the District.

- Prepare and maintain a property database by using information obtained by local Property Appraisers secured roll.
- Review and compare information received from the Property Appraiser to prior years' roll, to ensure that the District roll is in compliance with the law and that *Wrathell, Hart, Hunt and Associates, LLC* has obtained all the pertinent information to prepare accurate assessments.
- Periodically update the database for all activity such as transfers of title, payments of annual assessment and prepayments of principal.
- Act as the primary contact to answer property owners' questions regarding special assessments, tax bills, etc. Provide pay-off information upon request to property owners.
- Upon adoption of the budget and assessments, coordinate with the Office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
- Act as primary contact to answer property owners' questions regarding the capital assessment.



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EXHIBIT A: FEE SCHEDULE

1.	District Management Services	\$30,000*
2.	Administrative Services	\$ 8,000
3.	Accounting Services	\$16,500
4.	Financial Consulting Services – Special Assessment Collection	\$ 7,500
TOTAL ANNUAL MANAGEMENT FEE		\$62,000

***NOTE:** *Wrathell, Hart, Hunt and Associates, LLC will implement its Management Fee beginning October 20, 2009, the official termination date of Rizzetta & Company, Incorporated.*

There will be no additional charge for District Manager/Operations Manager attending Board Meetings.

Out of Pocket Expenses: Wrathell, Hart, Hunt and Associates shall be reimbursed for **out-of-pocket expenses** incurred in the performance of the services defined herein (i.e. photocopies, postage, long distance telephone calls). WRATHELL, HART, HUNT AND ASSOCIATES will submit monthly invoices to District for work performed and payment shall become due and payable within fifteen (15) days of receipt.

Additional Services: Should WRATHELL, HART, HUNT AND ASSOCIATES be requested to provide additional functions on behalf of District, compensation for such services shall be in accordance with the terms mutually agreed to by the parties.

**CLARK &
ALBAUGH, LLP**
ATTORNEYS & COUNSELORS AT LAW

SCOTT D. CLARK
MITCHELL E. ALBAUGH †
655 W. Morse Boulevard, Suite 212
Winter Park, Florida 32789
Telephone 407-647-7600
Facsimile 407-647-7622

† BOARD CERTIFIED CONSTRUCTION LAWYER

June 26, 2008

Grand Haven Community Development District
2806 N. Fifth Street, Unit 403
St. Augustine, Florida 32084
Attn: Melissa Dobbins

Re: Proposal for legal services

Dear Sirs:

The undersigned hereby makes the following proposal to provide legal services to the Grand Haven Community Development District (hereinafter referred to as the "District"), and for its duly elected Board of Supervisors.

We understand that the District is a duly established Community Development District set up in accordance with the provisions of Chapter 190, Florida Statutes, for purposes of discharging the rights and duties under Chapter 190 for the Grand Haven Development.

The services which the undersigned would propose to provide to the District are inclusive of all legal services needed by the District, but shall specifically include the following:

1. All matters requested by you pertaining to formation and legal establishment of the District.
2. Attending the regular or special meetings of the Board of Supervisors established pursuant to FLA. STAT. §190.006, as well as such other meetings as the undersigned may be requested to attend.
3. Providing general representation on the day-to-day legal matters of the District. This would include being available for phone consultation or meetings on a regular basis.

4. Negotiation and drafting of agreements, contracts or other legal documents which may be necessary in the course of operation of the District.
5. Preparation of documentation necessary to establish or maintain the operation and legal authority of the District.
6. Preparation and drafting of opinions which may be requested by the District or its Board.
7. Bringing or defending any litigation, including court actions or actions before governmental or administrative agencies, as may be requested by the Board.
8. Representing the District in the issuance of bonds and related proceedings, other than as to tax, securities and other matters ordinarily handled by separate bond counsel.

The undersigned would propose to provide the above legal services on a split-fee scale. Matters which pertain to the general day-to-day operation and management of the District, and which are matters that would be billed to the general fund of the District, would be provided at an hourly rate of \$235.00 for attorneys and \$90.00 for paralegals or legal assistants. Matters which relate to District bond transactions, District litigation or capital facilities matters which are chargeable to the capital project budgets of the District would be charged at hourly rates of \$250.00 per hour for attorneys and \$90.00 for paralegals or legal assistants.

These rates may be changed from time to time upon mutual agreement. In addition to fees for services rendered on a time basis, the District shall reimburse the undersigned for actual out-of-pocket costs incurred in connection with the providing of legal services, such as courier and overnight delivery charges, court reporter or litigation related charges or travel expenses. However, we do not charge for routine postage, photocopies, facsimiles or long distance, unless the charges are significant. Significant charges would be something like a large copy job or multi-party long distance phone conference. We also would not charge travel expenses for in town travel or travel to your board meetings.

It is anticipated that most all of the services would be performed by Scott D. Clark. An attachment includes a statement of qualifications for Mr. Clark and the firm.

In the course of this representation, I have been involved in all aspects of the operation and funding of these districts. I have participated in the formation of districts, the expansion of district boundaries, numerous bond issues, numerous special assessment adoption programs and all other operational aspects of the district. I represent both developer-controlled and resident-controlled districts.

I have also been active in district litigation issues, such as actions to enforce unpaid special assessments, an action against a developer for construction defects and priority contests involving the validity of district assessments, and actions against contractors for non-conforming work.

Attached are my professional resume and a list of client references.

I would be happy to provide any other details necessary for you to consider this proposal.

CLARK & ALBAUGH, LLP

By: 
Scott D. Clark,
Managing Partner

SDC/gh

ACCEPTED by Grand Haven Community Development District effective as of July 1, 2008.

By: 

QUALIFICATIONS AND EXPERIENCE

A. Background:

Personnel:

Scott D. Clark, P.A., was formed in 2001 when Mr. Clark left his position as a named partner in Graham, Clark, Jones, Builder Pratt, & Marks, Winter Park, Florida. The firm became Clark & Albaugh, LLP on January 1, 2008. Initially, the firm's primary focus was on banking and transactional practices, including commercial litigation related to real property, banking and construction and development contracts and special district representation. Mr. Clark has continued in his governmental law practice as general counsel to a number of Community Development Districts. In this part of the practice, the firm represents special district governmental clients in regulatory matters, bond financings and infrastructure construction contracts and disputes. In the latter capacity, the firm has assisted in the resolution of contractor disputes and construction defect matters, both through litigation and alternative dispute resolution methods.

Mr. Clark has served as counsel to a number of Community Development Districts from 1993 until the present, including:

- Country Club of Mount Dora Community Development District (1993-present)
- Remington Community Development District (1994-present)
- ChampionsGate Community Development District (1998-present)
- Xentury City Community Development District (1998-present)
- Deer Island Community Development District (2001-present)
- Stoneybrook West Community Development District (2000-present)
- Villa Sol Community Development District (2001-present)
- Golden Lakes Community Development District (2007-present)
- Tern Bay Community Development District (Special Litigation Counsel, 2007-present).

Except for Deer Island, Golden Lakes and Tern Bay, Mr. Clark has served as counsel to each District since its inception. In three cases, he has served the District through full transition to resident control and remained as District Counsel afterwards. He was recently retained by Golden Lakes after transition from a Developer-controlled board.

In serving these Districts, Mr. Clark's experience has included a broad range of duties. The following list is not exhaustive, but illustrates this experience:

- Matters related to the formation of the District
- Hiring of bond counsel, engineers, financial advisors and other professionals.
- Bidding, negotiation and drafting of contracts for public improvements.
- Mediation or litigation of disputes with contractors.
- Bond validation proceedings.
- Bond closings and other financings.
- Expansion and contraction of District boundaries.
- Disputes and negotiations with local governments.
- Disputes with the developer.
- Handling of construction defect issues.
- Negotiation and drafting of agreements, easements and other documents relating to District infrastructure.
- Drafting and adoption of District Rules.
- Sunshine Law and Public Records issues
- Turnover of infrastructure to local government.
- Matters related to the termination of Districts
- Special assessment adoption, enforcement and litigation.

In construction litigation, the firm worked with outside counsel for the Country Club of Mount Dora Community Development District in its successful litigation against the developer, engineering consultant and several contractors arising from the failure of the stormwater system in that community.

Mr. Clark has also successfully litigated disputes regarding the application, priority and collection of special assessment financing programs. One such matter involved the foreclosure of assessments in the Deer Island Community Development District, Lake County, Florida. In this District, the bankruptcy of the original developer and inability of a subsequent developer to pay assessments and taxes led to a priority contest between tax deed purchasers and the District over its capital and maintenance assessments. This resulted in a default condition in the District's Bonds. After a favorable ruling from the trial court, he was able to negotiate settlements between the bondholder and the tax deed purchasers which paid off the bonds and caught up several years' delinquency in maintenance assessments.

In the Remington Community Development District, an assessment collection matter involved a dispute as to a charter school's claim of exemption from special assessments, which resulted in a favorable decision on appeal. (See *Remington Community Development District v. Education Foundation of Osceola, etc.*, 941 So. 2d 15 (Fla. 5th DCA 2006))

Mr. Clark has been hired by Tern Bay Community Development District as special counsel to pursue collection of assessment payments from the developer and handle certain construction litigation related to the developer's departure from the project.

In 2005, Mitchell E. Albaugh joined the firm. As a graduate of the University of Florida School of Building Construction (1974), Mr. Albaugh's career has included practical experience in almost every area associated with construction disputes, primarily involving public construction projects, affording him over 20 years of combined experience in construction estimating, construction claims analysis and expert consulting, on-site construction claims management on a municipally-owned \$1.8 billion power plant project, in-house/litigation representation of a general contractor, multi-million dollar highway construction claims litigation for the Florida Department of Transportation, and representation of architects, engineers and general contractors in claims litigation.

Business Philosophy:

The firm views the practice of law as the practice of a learned profession rather than the sale of legal services. We believe that contractual disputes are resolved or won through careful analysis and thorough preparation. In that regard, most all of the legal services provided by the firm are provided by attorneys with significant experience and skill levels. We do not believe that a client is well served when an attorney accepts an engagement and then assigns the work to inexperienced attorneys. Certainly there is a place for young attorneys to participate in these assignments, and the firm has a commitment to provide whatever staffing is necessary to efficiently handle an engagement. But we believe that seasoned attorneys should provide more than mere oversight, handling the day-to-day conduct of legal matters. To that end, the firm does not seek to gain public representation engagements by quoting low hourly rates for unseasoned attorneys.

RESUME OF SCOTT D. CLARK (PRINCIPAL)

PRACTICE AREAS: Real Property Law; Banking Law; Lender Liability Law; Condominium Law; Land Use Regulation; Community Development; Special District Bond Financing; Local Government Law; Business Entities; Real Estate Development; Property Rights; Complex Litigation.

ADMITTED: 1980, Florida and U.S. District Court, Middle District of Florida.

LAW SCHOOL: University of Florida, J.D., with honors, 1979. (Graduated second in class.)

COLLEGE: University of Florida, B.S., Journalism/Communication, with high honors, 1976. (Graduated first in class.)

MEMBER: Orange County Bar Association; The Florida Bar (Member, Sections: Real Property, Probate and Trust Law; Corporation, Banking and Business Law; Tax; Environmental and Land Use Law; Local Government Law; Condominium and Planned Development Committee). Member: Board of Directors, Home Builders Association of Mid-Florida, 1993-1996; Seminole County Advisory Committees on Concurrency, Impact Fees and Development; Board of Directors, Whitemark Homes, Inc., 2000- 2007; Advisory Board, Peoples First Community Bank, 2001-2005.

HONORS: Order of the Coif. Member, University of Florida Law Review, 1978-1979. Author: Note, "1979 Statutory Reform Partially Solves Usury Regulation Defects," 31 University of Florida Law Review 756, 1979.

EXPERIENCE:

- 1980-1981: Associate Attorney, Gray, Adams, Harris & Robinson, Orlando, Florida
- 1981-2001: Associate and Partner, Graham, Clark, Jones, Builder, Pratt & Marks, Winter Park, Florida
- 2001- present: Owner, Scott D. Clark, P.A., Winter Park, Florida; Managing Partner, Clark & Albaugh, LLP

RESUME OF MITCHELL E. ALBAUGH (PRINCIPAL)

PRACTICE AREAS: Construction Litigation; Complex Commercial Litigation; Board Certified in Construction Law.

ADMITTED: 1980, Florida; U.S. District Court, Middle District of Florida; 1989, U.S. District Court, Southern District of Florida.

LAW SCHOOL: University of Florida, J.D., 1979.

COLLEGE: University of Florida, B.B.C., Building Construction, 1974.

MEMBER: The Florida Bar.

HONORS: Instructor, Appellate Advocacy, 1978.

- EXPERIENCE:**
- 1980-1983: Assistant State Attorney, Hillsborough County, Tampa, Florida
 - 1983 - 1985: Construction Claims Consultant, Wagner • Hohns • Inglis, Inc., Tampa, Florida
 - 1985-1988: Construction Claims Manager, St. Johns River Power Park, Jacksonville, Florida
 - 1988-1989: Litigation Attorney, Bull & Mize, Orlando, Florida
 - 1989-1992: In-house Litigation Counsel, Matthews Corporation General Contractor, Tampa, Florida
 - 1992-2003: Solo practitioner, Mitchell E. Albaugh, P.A., Brandon, Florida
 - 2003-2005: Assistant General Counsel (highway construction litigation), Florida Department of Transportation, Tallahassee, Florida
 - 2005 – Present: Litigation Attorney, Scott D. Clark, P.A., Partner, Clark & Albaugh, LLP, Winter Park, Florida.

B. References:

Robert Foster (Chairman, Country Club of Mount Dora Community Development District); Telephone: (352) 383-9490; Fax: (352) 383-9490

Warren Bloom, Esq. (Greenberg, Traurig, P.A.); Telephone: (407) 420-1000; Fax: (407) 420-5909

George Flint, District Manager (Government Management Services, LLC); Telephone: (407) 841-5524; Fax: (407) 839-1526

Michael Williams, Esq.; Akerman Senterfitt, Telephone: (407) 423-4000; Fax: (407) 843-6610

Douglas J. Sealy, Brett Sealy, (Prager, Sealy & Co., LLC), Telephone: (407) 481-9182; Fax: (407) 849-1496

Gary L. Moyer, Moyer Management Group, Telephone: (321) 939-4301.

C. Licensed:

All lawyers employed by Clark & Albaugh, LLP are licensed to practice law in the State of Florida.

D. Assigned Person(s):

It is anticipated that most of the services rendered will be performed by Scott D. Clark. There may be instances in which litigation arises where Mitchell E. Albaugh would also become involved.

RETAINER AND FEE SCHEDULE

Legal Services are performed on an hourly basis. On occasion, services may be performed on a flat fee or "not to exceed" basis, upon mutual agreement between the Attorney and the Client.

Hourly rates are:

Scott D. Clark	\$235.00 general/ \$250.00 bond or litigation matters
Mitchell E. Albaugh	\$235.00 general/ \$250.00 litigation
Paralegal	\$ 90.00

Fees are subject to change upon prior written notice. It is not anticipated that fees would change more than once per year.

It is the firm's policy not to bill costs for the following routine services:

1. Long distance telephone calls (although conference calls arranged by a third party provider involving numerous participants are billed at cost)
2. Incoming or outgoing facsimile transmissions.
3. Routine computer legal research (not involving special library requests).
4. Automobile costs for local travel (which would include the Boards' meetings)
5. Postage for routine mailings. Postage is charged for parcel items and bulk or extensive mailings
6. Routine copy expenses, such as file copies or small copy jobs. Large copy jobs are charged at \$.25 per page or are outsourced at actual costs.

Other costs, such as costs associated with litigation, filing fees and similar charges paid to third parties are charged at actual cost. There is never a markup or administrative fee applied.

ENGINEERING AGREEMENT

WHEREAS, the Grand Haven Community Development District (“District”), a special-purpose unit of local government established and existing pursuant to Chapter 190, Florida Statutes, solicited for proposals from companies interested in serving as Engineer to the District in accordance with Sections 190.033 and 287.055, Florida Statutes; and

WHEREAS, DRMP, Inc., a Florida corporation (“Engineer”), submitted a proposal to serve as Engineer and provide engineering services to the District; and

WHEREAS, the District’s Board of Supervisors (“Board”) received a response only from the Engineer after two attempts to solicit qualifications, and ranked Engineer as its choice to meet its engineering needs and authorized negotiation of a contract pursuant to Section 287.055, Florida Statutes; and

WHEREAS, the District intends to employ Engineer to perform engineering, surveying, planning, landscaping, environmental management and permitting, financial and economic studies, and such other work as defined in separate work authorizations; and

WHEREAS, the Engineer shall serve as the District’s professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during the performance of these services.

NOW THEREFORE, in consideration of the mutual covenants herein contained and the acts and deeds to be performed by the parties, the receipt and sufficiency of which are hereby acknowledged, it is mutually covenanted and agreed as follows:

THIS AGREEMENT is effective as of December 15, 2016, and shall remain in effect until terminated under the terms contained herein.

ARTICLE 1: SCOPE OF SERVICES

The Engineer will provide general engineering services including, but not limited to, the following:

- Preparation of any necessary reports and applications.
- Attendance at meetings of the Board. For Regular Board meetings convened approximately once per month, Engineer agrees that it shall not charge hourly rates for time spent travelling to and from the meeting.
- Assisting in meeting with necessary parties to effectuate the issuance of bonds, special reports, feasibility studies and other tasks.
- Performance of any other duties related to the provision of infrastructure and services as requested by the Board.

The Engineer shall prepare, or cause to be prepared, or review construction drawings and specifications for the type of work as authorized by the Board. This may also include, but is not limited to, rendering assistance in the drafting of forms, proposals and contracts, issuance of certificates of construction and payment, assisting and/or supervising the bidding processes, and any other activity required by the Board.

The Engineer shall, when authorized by the Board, provide general services during the construction phase including, but not limited to, the following:

- Periodic visits to the site, or full-time construction management services, as directed by the Board.
- Processing of contractors' pay estimates and invoices.
- Final inspection and requested certificates for construction, including the final certification of construction.
- Consultation and advice during construction, including performing all roles and actions required of any construction contract between the District and any contractor(s) in which Engineer is named as the owner's representative or "Engineer."
- Any other activity related to construction as authorized by the Board.

With respect to maintenance of facilities, the Engineer shall render such services as authorized in writing by the Board.

In addition to the other provisions hereof, the Engineer agrees to comply with the "District Engineering Services Guidelines" attached hereto as Schedule A.

ARTICLE 2: METHOD OF AUTHORIZATION

Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a Work Authorization that shall include the scope of work, compensation, and special provisions or conditions specific to the service or project being authorized. Authorization of services or projects under the contract shall be at the sole option and discretion of the District.

ARTICLE 3: COMPENSATION

It is understood and agreed that the payment of compensation for services under this contract shall be stipulated in each Work Authorization. One of the following methods shall be utilized:

Lump-Sum Amount: The District and the Engineer shall mutually agree to a lump-sum amount for the services to be rendered payable in proportion of the work accomplished.

Hourly Personnel Rates: For services or projects where scope of services is not clearly defined, or recurring services or other projects where the District desires, the use of the hourly compensation rates in Schedule B (the "Fee Schedule") shall remain in effect. On the anniversary date of this Agreement, the parties may renegotiate the Fee Schedule.

ARTICLE 4:
REIMBURSABLE EXPENSES

Reimbursable expenses consist of actual expenditures (without markup or override) made by the Engineer, its employees, or its consultants in the interest of the project for the incidental items listed below or on the Fee Schedule:

Expenses of transportation when traveling in connection with a project, for expedited delivery fees, and fees paid for securing approval of authorities having jurisdiction over a project. All expenditures shall be made in accordance with Chapter 112, Florida Statutes, and with the District's travel policy.

Expenses incurred in the reproduction, postage and handling of drawings and specifications except those used for in-house purposes.

ARTICLE 5:
SPECIAL CONSULTANTS

Any special consultant to be retained by the Engineer shall be first approved in writing by the District. When a special consultant is retained by the Engineer to assist in the provision of services, such additional special services shall be paid for on a cost basis. Such services and fees shall be included in any Work Authorization.

ARTICLE 6:
ACCOUNTING RECORDS

Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. In addition, the Engineer acknowledges that the provisions of Article 14 of this Agreement may apply to these records.

ARTICLE 7:
REUSE OF DOCUMENTS

All documents including drawings and specifications furnished by the Engineer pursuant to this Agreement are instruments of service to be used by the District and upon delivery to the District shall become the property of the District. They are not intended or represented to be

suitable for reuse by others or for extensions of the work for which they were provided or on any other project. Any reuse by the District without specific written consent by the Engineer will be at the District's sole risk.

**ARTICLE 8:
ESTIMATE OF COST**

Since the Engineer has no control over the cost of labor, materials or equipment or over a contractor's methods of determining prices, or over competitive bidding or market conditions, his opinions of probable cost provided as a service hereunder are to be made on the basis of his experience and qualifications and represent his best judgment as a professional familiar with the construction industry, but the Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinion of probable costs prepared by it. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense or may direct that such work be accomplished through the Engineer. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and may justify additional fees.

**ARTICLE 9:
INDEPENDENT CONTRACTOR**

In all matters relating to this Agreement, the Engineer shall be acting as an independent contractor. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws, or Old Age Laws or otherwise. The Engineer agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity, the District, unless set forth differently herein.

**ARTICLE 10:
INSURANCE**

The Engineer shall, at its own expense, maintain insurance during the performance of its services under this Agreement, with limits of liability not less than the following:

Worker's Compensation	Statutory
General Liability	
<i>Bodily Injury (including contractual)</i>	\$1,000,000/\$2,000,000
<i>Property Damage (including contractual)</i>	\$1,000,000/\$2,000,000
Automobile Liability (if applicable)	Combined Single Limit \$1,000,000
<i>Bodily Injury</i>	

Property Damage

Professional Liability for Errors and Omissions

\$1,000,000.

The Engineer shall provide the District with a certificate evidencing compliance with the above terms and naming the District as an additional insured, except for worker's compensation and professional liability policies. The Engineer shall provide the District with thirty (30) days notice of cancellation of such insurance. At no time shall the Engineer be without insurance in the above amounts.

**ARTICLE 11:
CONTINGENT FEE**

The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

**ARTICLE 12:
AUDIT**

The Engineer agrees that the District or any of its duly authorized representatives shall, until the expiration of three years after expenditure of funds under this Agreement, have access to and the right to examine any books, documents, papers and records of the Engineer involving transactions related to the Agreement. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of all work under the Agreement.

**ARTICLE 13:
INDEMNIFICATION**

The Engineer agrees to indemnify and hold harmless the District, its officers, the District Manager and employees, of and from liabilities, claims, causes of action, demands, suits, or losses by any person, corporation or other entity arising from the negligent acts, errors or omissions of the Engineer or Engineer's agents or employees, in the performance of professional services under this Agreement. The Engineer agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability pursuant to Section 768.28, Florida Statutes, or any other Statute or law. Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

The District recognizes that the Engineer is entering into this Agreement during an ongoing enterprise and that the Engineer has had no involvement in any matters of the District including design or construction of the District's works. In consideration of the foregoing, the District agrees that it has no claim against Engineer and its officers, related directors, employees, agents, successors and assigns from any and all liabilities, claims, causes of action, demands, suits or losses by any person, corporation or other entity arising from the design, construction or any other matter associated with the District's works that have occurred prior to the date of this Agreement.

ARTICLE 14:
PUBLIC RECORDS

The Engineer agrees and understands that Chapter 119, Florida Statutes, may be applicable to documents prepared in connection with work provided to the District and agrees to cooperate with public record requests made thereunder. The Engineer shall allow access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes.

ARTICLE 15:
EMPLOYMENT VERIFICATION

The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

ARTICLE 16:
CONTROLLING LAW

The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. The venue/jurisdiction for any legal proceedings brought hereunder shall be brought in the courts of Flagler County, Florida.

ARTICLE 17:
WAIVER OF JURY TRIAL

The parties hereby knowingly, irrevocably, voluntarily and intentionally waive any rights to a trial by jury in respect to any action, proceeding or counterclaim based on this contract arising out of, under, or in connection with this contract or any document or instrument executed in connection with this contract, or any course of conduct, course of dealing, statements (whether verbal or written) or action of any party hereto. This provision is a material inducement for the parties entering into the subject agreement.

**ARTICLE 18:
ASSIGNMENT**

Neither the District nor the Engineer shall assign, sublet, or transfer their rights, duties, interest or obligations under this Agreement without the express written consent of the other. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants, as appropriate, pursuant to Article 5 herein.

**ARTICLE 19:
AMENDMENT**

Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing, which is executed by both of the parties hereto.

**ARTICLE 20:
TERMINATION**

The District may terminate this Agreement, in whole or in part, for failure of the Engineer to perform in accordance with the terms of this Agreement or for any reason, at the District's sole discretion, upon thirty (30) days written notice. The Engineer may terminate this Agreement for cause upon ninety (90) days written notice. At such time as the Engineer receives notification of the intent of the District to terminate the contract, the Engineer shall not perform any further services unless directed to do so by the Board in writing. In the event of any termination, Engineer will be paid for services actually rendered to the date of termination and all reimbursable expenses incurred to the date of termination.

**ARTICLE 21:
NOTICES**

Any notice provided by this Agreement to be served in writing upon either of the parties shall be deemed sufficient if delivered to an authorized representative of either of the parties, or if mailed, by registered or certified mail, return receipt requested, to the address of the party set forth below or to such other addresses as the parties hereto may designate in writing,. Such notice shall be effective from the date the same is deposited in the mail, registered or certified mail, return receipt requested, first class postage prepaid and addressed as follows:

if to Engineer:

DRMP, Inc.
941 Lake Baldwin Lane
Orlando, FL 32814
Attn: Larry Smith

if to District:

Grand Haven Community Development District
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431
Attn: District Manager

with copy to:

Clark & Albaugh, LLP
700 W. Morse Boulevard, Suite 101
Winter Park, Florida 32789
Attn: Scott D. Clark, Esq.

**ARTICLE 22:
RECOVERY OF COSTS AND FEES**

In the event either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the other party all fees and costs incurred including reasonable attorneys' fees and costs whether incurred prior to, during, or post litigation, appeal, or through alternative dispute resolution.

**ARTICLE 23:
OBJECTIVE CONSTRUCTION AND ACCEPTANCE**

This Agreement reflects the negotiated agreement of the parties, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement. Acceptance of this Agreement is indicated by the signature of the authorized representative of the District and the Engineer in the spaces provided below.

**ARTICLE 24:
SEVERABILITY**

Should any clause, paragraph or other part of this Agreement be held or declared void or illegal, for any reason, by any court having competent jurisdiction, all other clauses, paragraphs or parts of this Agreement shall nevertheless remain in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed the day and year first above written.

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

By: [Signature]
Name: DR STEPHEN J. DAUER
Title: CHAIRMAN (GTED)

DRMP, INC.
a Florida corporation

By: [Signature]
Name: Lawrence L. Smith, Jr
Title: Vice-President / Principal

SCHEDULE A

DISTRICT ENGINEERING GUIDELINES



District Engineering Services Guidelines

1. Only one (1) representative from the District Engineering firm shall attend each board meeting unless a special expert is required to be in attendance. *
2. The primary contact at Grand Haven is the Field Operations Manager.
3. The on-site engineer or technician must check in with the Field Operations Manager prior to performing any work within the District.
4. All information, reports exhibits, etc., are to be provided in digital format, whenever possible, to the District Manager at least seven (7) business days in advance of the scheduled board meeting to ensure adequate time for inclusion in the agenda package.

* Travel time may be charged by additional parties exceeding the one allowed representative.

SCHEDULE B SCHEDULE OF HOURLY RATES

► **DRMP, INC.**

Administrative/Office Support

Administrative Support I \$50.00
Administrative Support II \$60.00
Administrative Support III \$70.00
Administrative Support IV \$80.00
Senior Administrative Support \$115.00
Senior Administrative Supervisor \$120.00
Administrative Department Manager \$160.00
Reproduction Support \$60.00
Information Systems I \$95.00
Information Systems II \$105.00

Graphic Design

Graphic Designer I \$55.00
Graphic Designer II \$75.00
Graphic Designer III \$120.00

Technical Writing

Technical Writer I \$50.00
Technical Writer II \$65.00
Technical Writer III \$85.00

Public Relations

Public Relations I \$95.00

Engineering

Engineering Technician I \$50.00
Engineering Technician II \$60.00
Engineering Technician III \$65.00
Engineering Technician IV \$75.00
Engineering Technician V \$85.00
Engineering Technician VI \$100.00
Engineer I \$80.00
Engineer II \$85.00
Engineer III \$90.00
Engineer IV \$95.00
Engineer V (P.E.) \$105.00
Engineer VI (P.E.) \$115.00
Engineer VII (P.E.) \$125.00
Engineer VIII (P.E.) \$135.00
Chief Engineer I (P.E.) \$160.00
Chief Engineer II (P.E.) \$170.00

CEI

Inspector I \$45.00
Inspector II \$65.00
Inspector III \$75.00
Senior Inspector I \$80.00
Senior Inspector II \$90.00
Senior Inspector III \$95.00
Project Admin/CSS \$90.00
Inspection Manager \$135.00
Senior Project Administrator \$150.00
Resident Engineer \$200.00

GIS

GIS Technician \$55.00
GIS Analyst \$80.00

Expert Witness

Expert Witness Research \$145.00
Expert Witness Testimony \$250.00

Survey

2-Man Survey Crew \$130.00
3-Man Survey Crew \$150.00
4-Man Survey Crew \$195.00
5-Man Survey Crew \$230.00
1-Man Robotic/GPS Crew \$135.00
2-Man Robotic/GPS Crew \$150.00
Surveyor in Training / Technician I \$65.00
Surveyor in Training / Technician II \$75.00
Surveyor in Training / Technician III \$85.00
Surveyor in Training / Technician IV \$95.00
Surveyor in Training / Technician V \$100.00
Professional Surveyor & Mapper I \$105.00
Professional Surveyor & Mapper II \$115.00
Professional Surveyor & Mapper III \$135.00
Professional Surveyor & Mapper IV \$155.00
Professional Surveyor & Mapper V \$180.00

Subsurface Utility

1-Man Utility Designate/Locate Crew \$100.00
2-Man Utility Designate/Locate Crew \$140.00
3-Man Vacuum Excavation S.U.E. Crew \$205.00
4-Man Vacuum Excavation S.U.E. Crew \$240.00
SUE Project Manager \$135.00
Utility Locate Technician \$80.00

Planning

Planner I \$75.00

Designers

Designer I \$90.00
Designer II \$95.00
Designer III \$105.00
Designer IV \$115.00

Management

Project Manager I \$95.00
Project Manager II \$100.00
Project Manager III \$110.00
Senior Project Manager I \$135.00
Senior Project Manager II \$150.00
Senior Project Manager III \$170.00
Senior Project Manager IV \$200.00
Chief Project Manager I \$120.00
Chief Project Manager II \$130.00
Department Managers I \$170.00
Department Managers II \$210.00

Environmental

Environmental Scientist I \$65.00
Environmental Scientist II \$80.00
Environmental Scientist III \$95.00
Senior Ecologist \$120.00

Division Managers \$220.00
Principals \$275.00

► **BRAME HECK ARCHITECTS, INC.**

Architect/Officer:

William W. Brame - \$165.00
Michael P. Richmond - \$165.00
Registered Architects - \$160.00

Employees:

Graduate/Intern Architects - \$110.00
CAD Operators/BIM Technician - \$105.00
Clerical - \$ 55.00

LOCKLEAR CONSULTING:

Principal, P.G. \$150
Senior P.E. \$125
P.G. \$90
CAD \$75
Scientist \$80
CQA \$50
Admin \$35

**SECOND AMENDMENT TO MANAGEMENT SERVICE AGREEMENT
BETWEEN DISTRICT AND MANAGEMENT COMPANY**

THIS SECOND AMENDMENT ("Second Amendment") is entered into by and between Grand Haven Community Development District, a Florida community development district (the "District") and Amenity Management Group, Inc., a Florida profit corporation (the "Management Company").

A. District and Management Company entered into that certain Management Services Agreement dated March 1, 2014 (the "Agreement"), for the operation and management of the District's Amenity Centers, subject to the terms and conditions more particularly spelled out in the Agreement.

B. Capitalized terms not otherwise defined herein shall have the same meaning ascribed to them in the Agreement.

C. District and Management Company desire to amend the Agreement as more particularly described herein.

NOW, THEREFORE, for and in exchange of good and valuable consideration, receipt and sufficiency of which being here acknowledged, the parties do hereby agree as follows:

1. Recitals. The foregoing recitals are incorporated herein by reference as if they are set forth below,

2. Term of Agreement. Section 1 of the Agreement is hereby amended by replacing the current Section 1 with the following:

"1. Term of Agreement. This Agreement shall remain in effect for a term beginning on October 1, 2019 and ending on September 30, 2020. Notwithstanding the foregoing term, the parties may elect to treat this Agreement as a continuing contract by extending it on the same terms as are set forth herein for periods after the ending date."

3. Compensation. The terms of annual and monthly compensation are unchanged by this Second Amendment.

4. Ratification. Except as modified herein, the Agreement, as previously amended, remains unchanged and is in full force and effect. In the event of a conflict between the terms and provisions of this Second Amendment and the Agreement, as previously amended, the terms and provisions of this Second Amendment shall control and be given effect.

5. Execution. To facilitate execution, the parties hereto agree that this Second Amendment may be executed and telecopied to the other party, and that the executed telecopy shall be binding and enforceable as an original. This Second Amendment may be executed in as many counterparts as may be required, and it shall not be necessary that a signature of, or on behalf of, each party, or that the signatures of all persons required to bind any party, appear on

each counterpart; it shall be sufficient that the signature of, or on behalf of, each party, or that the signatures of the persons required to bind any party, appear on one or more of such counterparts. All counterparts shall collectively constitute a single agreement.

IN WITNESS WHEREOF, this Second Amendment is entered into as of the date the last of the parties shall execute this Second Amendment as set forth below.

“DISTRICT”

"MANAGEMENT COMPANY"

GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT

AMENITY MANAGEMENT GROUP,
INC.

By: *Howard McGaffney*
Name: *Howard McGaffney*
Title: *DISTRICT MANAGER*
Date: *9-30-2019*

By: *Roy C. Deary*
Name: *Roy C. Deary*
Title: *President*
Date: *09/30/19*

**FIRST AMENDMENT TO MANAGEMENT SERVICE AGREEMENT BETWEEN
DISTRICT AND MANAGEMENT COMPANY**

THIS FIRST AMENDMENT ("First Amendment") is entered into by and between Grand Haven Community Development District, a Florida community development district (the "District") and Amenity Management Group, Inc., a Florida corporation (the "Management Company").

A. District and Management Company entered into that certain Management Services Agreement dated March 1, 2014 (the "Agreement"), for the operation and management of the District's Amenity Centers, subject to the terms and conditions more particularly spelled out in the Agreement.

B. Capitalized terms not otherwise defined herein shall have the same meaning ascribed to them in the Agreement.

C. District and Management Company desire to amend the Agreement as more particularly described herein.

NOW, THEREFORE, for and in exchange of good and valuable consideration, receipt and sufficiency of which being here acknowledged, the parties do hereby agree as follows:

1. Recitals. The foregoing recitals are incorporated herein by reference as if they are set forth below,

2. Term of Agreement. Section 1 of the Agreement is hereby amended by replacing the current Section 1 with the following:

"1. Term of Agreement. This Agreement shall be in effect for a term beginning on October 1, 2016 and ending on September 30, 2018. Notwithstanding the foregoing term, the parties may elect to treat this Agreement as a continuing contract by extending it on the same terms as are set forth herein for periods after the ending date."

3. Compensation. Section 3 of the Agreement is hereby amended by replacing the current Section 3 with the following:

"3. Compensation of Management Company. For the term of this Agreement (October 1, 2016 through September 30, 2018), the Management Company shall receive a total management fee of One Million Seventy-eight Thousand Forty and No/100 Dollars (\$1,078,040.00 usd). This fee is based upon an annual fee of Five Hundred Thirty-nine Thousand Twenty and no/100 Dollars (\$539,020.00 usd), and shall include management of both the Village Center and the Creekside Athletic Center. The fee for the term shall be payable in twenty-four (24) equal monthly installments of \$44,918.33 each.

Subject to certain limitations contained herein, the Management Company shall also receive all receipts generated from food and beverage sales at the Village Center as well as all revenue derived from the operation of the Amenity Centers (except for revenue generated by annual/daily guest use fees, tennis ball machine, gate access devices [ID cards, fobs] and other special fees as mutually agreed to by the Management Company and the CDD, which shall all be paid to the CDD; see specifically Section 10 herein regarding recreation/instruction programs). For this consideration the Management Company shall provide management and operation of the Amenity Centers in accordance with the terms and conditions set forth herein. Changes may be proposed in the operation or level of service provided during the term of this Agreement and, if such changes are approved by the CDD and the Management Company, a corresponding and appropriate change in the annual management fee shall be made as agreed to by the CDD and the Management Company.”

4. Ratification. Except as modified herein, the Agreement remains unchanged and is in full force and effect. In the event of a conflict between the terms and provisions of this First Amendment and the Agreement, the terms and provisions of this First Amendment shall control and be given effect.

5. Execution. To facilitate execution, the parties hereto agree that this First Amendment may be executed and telecopied to the other party, and that the executed telecopy shall be binding and enforceable as an original. This First Amendment may be executed in as many counterparts as may be required, and it shall not be necessary that a signature of, or on behalf of, each party, or that the signatures of all persons required to bind any party, appear on each counterpart; it shall be sufficient that the signature of, or on behalf of, each party, or that the signatures of the persons required to bind any party, appear on one or more of such counterparts. All counterparts shall collectively constitute a single agreement.


IN WITNESS WHEREOF, this First Amendment is entered into as of the date the last of the parties shall execute this First Amendment as set forth below.


“DISTRICT”

“MANAGEMENT COMPANY”

GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT

AMENITY MANAGEMENT GROUP,
INC.

By: 
Name: DR. STEPHEN J. DAVIDSON
Title: CHAIRMAN, GH CDD BOS
Date: 11-2-16

By: 
Name: Roy C. Deary
Title: President
Date: 11-2-16

MANAGEMENT SERVICES AGREEMENT

THIS MANAGEMENT SERVICES AGREEMENT (the "Agreement"), is entered into as of March 1, 2014 (the "Effective Date"), by and between AMENITY MANAGEMENT GROUP, INC., whose address for purposes of this Agreement is 1021 Oak Street, Jacksonville, Florida 32204 (the "Management Company"), and the GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government organized and existing in accordance with Chapter 190, whose address for purposes of this Agreement is c/o Wrathell, Hunt and Associates, LLC., 6131 Lyons, Road, Suite 100, Coconut Creek, Florida 33073 ("CDD").

RECITALS

A. The CDD is a local unit of special purpose government created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended. The District was created on March 24, 1997 by Flagler County Ordinance #97-03.

B. The CDD owns certain amenity centers known as the "Village Center" and the "Creeside Athletic Club" located within the CDD, in Flagler County, Florida, together with certain buildings, furniture, fixtures, machinery, appliances, operating equipment, books, records and other personal property used in the operation of said amenity centers (herein collectively the "Amenity Centers").

C. The CDD desires the benefit of the experience and services of the Management Company in the operation and management of the Amenity Centers upon the terms and conditions set forth in this Agreement, and the Management Company is willing to accept such obligations pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the sum of One and 00/100 Dollars (\$1.00), each to the other paid, and other valuable considerations, the receipt and sufficiency of which is hereby acknowledged, and in further consideration of the mutual covenants and conditions contained herein and in the exhibits attached hereto to be performed by each of the parties hereto, the Parties hereby agree as follows:

1. Term of Agreement. This Agreement shall be in effect for a term beginning on March 1, 2014 and ending on September 30, 2016. Notwithstanding the foregoing term, the parties may elect to treat this Agreement as a continuing contract by extending it on the same terms as are set forth herein for periods after the ending date.

2. Acceptance of Management Responsibility. The CDD hereby retains the Management Company to manage and operate the Amenity Centers and to further render the services herein stated, and the Management Company hereby accepts such duties and shall discharge such duties all in accordance with the terms and conditions set forth in this Agreement.

3. Compensation of Management Company. For the first term of this Agreement (March 1, 2014 through September 30, 2014), the Management Company shall receive a total

management fee of Two Hundred Ninety-seven Thousand Eight Hundred Fifteen and no/100 Dollars (\$297,815.00). This fee is based upon an annual fee of Five Hundred Ten Thousand Five Hundred Forty and no/100 Dollars (\$510,540.00), which is being prorated over the initial term of the Agreement, and shall include management of both the Village Center and the Creekside Athletic Center. The fee for the initial term shall be payable in seven (7) equal monthly installments. For subsequent terms as shown below, the fee shall be paid in twelve (12) equal monthly installments. Subsequent to the initial term, Management Company shall be compensated with a management fee as follows:

Annual Term	Annual Fee	Monthly Fee
10/1/14 to 9/30/15	\$523,320.00	\$43,610.00
10/1/15 to 9/30/16	\$539,020.00	\$44,918.33

Subject to certain limitations contained herein, the Management Company shall also receive all receipts generated from food and beverage sales at the Village Center as well as all revenue derived from the operation of the Amenity Centers (except for revenue generated by annual/daily guest use fees, tennis ball machine, gate access devices [ID cards, fobs] and other special fees as mutually agreed to by the Management Company and the CDD, which shall all be paid to the CDD; see specifically Section 10 herein regarding recreation/instruction programs). For this consideration the Management Company shall provide management and operation of the Amenity Centers in accordance with the terms and conditions set forth herein. Changes may be proposed in the operation or level of service provided during the term of this Agreement and, if such changes are approved by the CDD and the Management Company, a corresponding and appropriate change in the annual management fee shall be made as agreed to by the CDD and the Management Company.

4. Standards of Operation and Management. The Management Company shall be directly responsible for the general management, operation, servicing and cleaning of the Amenity Centers as discussed more thoroughly below and as set forth on Management Company's response to the CDD's Request for Proposals No. GH-AM-13-01 attached hereto as Exhibit "A" (the "Proposal"). The Management Company shall, as part of its duties hereunder, participate in discussions with the CDD regarding, and provide professional input on, such subjects as budgeting, amenity facilities policies (both recommendations and enforcement) and safety/security issues. The Management Company shall maintain the Amenity Centers as a part of the CDD community and at all times in accordance with that of a high quality public community center and club. The Management Company acknowledges that residents of Grand Haven expect a high level of customer service and cleanliness. The Management Company agrees to acknowledge and abide by CDD input into the operation of the Amenity Centers, and further agrees to operate the Amenity Centers in accordance with all applicable provisions set forth in the CDD Amenity Facilities Policies adopted by the CDD, as amended from time to time. In the event that the Management Company, at any time during the term of this Agreement, fails to manage, operate, service or clean the Amenity Centers at an acceptable level and as set forth herein, the CDD shall have the right to give written notice to the Management Company, specifying those areas in which the Management Company is not meeting the standards of operation (i.e., facility conditions, employee training, failure to operate within the approved CDD Amenity Facilities Policies or other CDD rules and regulations). The Management Company shall have thirty (30) days from the receipt of said notice to cure such

failures in their entirety, or in the event that such failures cannot be reasonably cured within that period, a reasonable period shall be established, provided that the Management Company diligently commences and pursues to complete such cure. If such efforts are not made, this Agreement may be terminated at the sole discretion of the CDD. Notwithstanding anything contained herein to the contrary, the Management Company specifically acknowledges that the CDD Amenity Facilities Policies, as amended from time to time, shall be the controlling authority dictating the operation of the Amenity Centers with regard to matters that are addressed therein, and the Management Company agrees to abide by such policies.

5. Management Company Not Responsible for Maintenance, Repair or Capital Expense. Other than with respect to the maintenance and repair costs of the grills, fryers, hood exhaust systems, food coolers, food preparation and dishwashing equipment in the Waterside Café (the “Waterside Café Equipment”), the CDD, and not the Management Company, shall be solely responsible for the ongoing maintenance and repair of all improvements, structures, fixtures, equipment, major building systems, and carpet located on or about the Amenity Centers. The Management Company shall be responsible for the maintenance and repair of the Waterside Café Equipment at its sole cost and expense, subject to the exclusions set forth in Section V of the Proposal. However, the Management Company, while not responsible for repairing said improvements, structures, fixtures or equipment, shall be responsible for the ongoing management and servicing of the Amenity Centers facilities such as the swimming pool and tennis courts, etc., as discussed further below. Should the Management Company become aware of any necessary repair or maintenance that is the responsibility of the CDD, the Management Company shall promptly notify the CDD, in writing, of said repair or maintenance. Notwithstanding anything contained in this paragraph, the Management Company shall be solely responsible for any maintenance or repair of any improvement, fixture or equipment if said maintenance or repair is necessitated by an act or omission of the Management Company or its employees, agents or contractors. Although the Management Company shall not be responsible for the repair or replacement of any CDD improvements, fixtures or equipment (other than the regular servicing and cleaning of the Amenity Centers and their facilities), the Management Company may, in the event of an emergency, upon notification of the CDD Field Operations Manager, conduct repairs to prevent imminent danger to life or property, and the Management Company shall be promptly reimbursed by the CDD for such repairs. Emergency repairs may be conducted if such repair may be immediately necessary for the preservation and safety of the Amenity Centers or the occupants thereof, or as may be required to avoid the suspension of any necessary service to the Amenity Centers.

6. Specific Duties and Services of Management Company. The Management Company shall act as the manager of the Amenity Centers, including all facilities and activities related thereto, and the Management Company shall provide the CDD with the services customarily provided for in such instances, including but not limited to the following (collectively the “Services”):

(a) Custodial Services and Facility Servicing. The Management Company shall be responsible for all routine daily and/or weekly custodial services (as necessary) to maintain the Amenity Centers to the standards set forth herein. In addition, the Management Company shall be responsible for all daily and/or weekly cleaning and servicing, as appropriate,

of the tennis courts, pool and pool areas, spas, all leisure or athletic facilities and all other appurtenant facilities, including testing, brushing and skimming of the swimming pools and brushing, raking and lining of the tennis courts (as such cleaning and servicing activities are more fully set forth and further described in the Proposal). The Management Company shall cause all buildings, equipment, fixtures, appurtenances and grounds of said Amenity Centers, together with the tennis courts, pool and pool areas, all leisure or athletic facilities and all other appurtenant facilities, to be maintained and operated in a clean, tidy and safe condition acceptable to the CDD. The Management Company shall purchase, at its sole expense, all necessary and recommended inventory and supplies needed to carry out all of their responsibilities, duties and functions under this Agreement.

(b) Management Company Employees. The Management Company shall employ (either directly or through third party contractual relationship), hire, train and supervise all personnel reasonably necessary to operate the Amenity Centers, with employees' compensation, benefits, insurance and taxes to be paid by the Management Company. The Management Company shall have authority to hire, train and discharge all employees necessary for the operation of the Amenity Centers, and to fix their compensation; however, the Management Company shall not enter into any labor agreement on behalf of the CDD without the express written consent of the CDD. The Management Company will devise such employment documents as to insure proper operation, training and disclosure of information pertaining to the Amenity Centers' operations in accordance with existing CDD standards, rules and applicable law. At a minimum, the Management Company shall employ the personnel outlined in Section II of the Proposal in order to properly manage and operate the Amenity Centers, which includes without limitation, the following positions:

(i) Manager (herein referred to as the "Amenity Centers Manager") – full-time position to oversee and direct the Village Center and The Creekside Athletic Club, as well as all operations, services, programs, events and staff associated with the Amenity Centers.

(ii) Assistant Manager – full-time support position to the Amenity Centers Manager; may function as Café Manager.

(iii) Bookkeeper – part-time position to handle accounting and human resource needs at the Amenity Centers.

(iv) Office Administrators – will assist with administrative tasks at the Amenity Centers.

(v) Facilitators – main function is to facilitate usage and access of the Amenity Centers and to enforce rules and regulations.

(vi) Facilities Team Leader – full-time position that oversees the daily operations and maintenance duties of this Agreement and the Proposal.

(vii) Café Manager – a position that oversees the day to day operation of the café.

(viii) Any and all employees necessary, within the discretion of the Management Company, to operate the Village Center Café including, but not limited to, a chef, cook(s) and servers.

The Management Company will provide supervision and employees on site (in accordance with the schedule set forth in Exhibit “B” attached hereto and incorporated herein) during all operating hours for the Amenity Centers, which hours shall be set by the CDD (and are outlined in the attached Exhibit “B”). In addition, a representative of the Management Company, preferably the Amenity Manager, shall attend all CDD Board of Supervisors meetings and provide monthly “Amenity Manager’s Report” for said meetings.

(c) Operational Procedures. The Management Company shall develop and maintain an employee and operational procedures manual for operation of the Amenity Centers that shall be stored on site at the Village Center.

(d) Activities Programming. The Management Company shall offer a variety of social programs and activities that maximize the use of the Amenity Facilities in accordance with Section IV of the Proposal. The Management Company shall be entirely responsible for these events, including all aspects of design, organization, promotion and administration, as well as scheduling, registration, payment collection, staffing, etc.

(e) Operational Expenses Covered by Management Company. The following operational expenses and services shall be provided by the Management Company at each Amenity Center (unless otherwise indicated) at no additional charge to the CDD; the cost of such expenses and services are included in the annual management fee paid to the Management Company as set forth in paragraph 3 above.

- Employee wages and wage expenses
- Personnel training and uniforms
- Liability insurance
- Office supplies
- Locker room supplies and sanitation services
- Event promotions, copier, paper and usage (copier available only at Village Center)
- Food And Beverage License, bank and credit card expenses (bank and credit card expenses apply only to the Village Center)
- Tennis court servicing and cleaning
- Towel and linen service
- Pool cleaning and pool chemicals
- Indoor pest control
- Fire prevention and safety expenses
- Facility cleaning (including, but not limited to, tennis and bocce courts)
- Courtesy filtered water

- Coordination of CDD equipment and locker check-out.

Any remaining expenses not listed or contemplated in this Agreement or in the Proposal shall remain an expense of the CDD.

7. Additional Services/Operational Details. Without limiting the generality of the preceding Section 7, the Management Company agrees that the Services and Operational details set forth in the Proposal and Exhibit "C" attached hereto are incorporated into this Agreement by reference as though fully set forth herein and that Management Company agrees to and shall perform the same as part of their general duties hereunder.

8. Further Responsibilities of the Management Company.

(a) The Management Company will take such action as may be necessary to comply with any and all orders or requirements affecting the Amenity Centers by any governmental agency having jurisdiction over it, unless specifically instructed by the CDD that it intends to contest such orders or requirements and that the Management Company shall not comply with the same. The Management Company shall promptly notify the CDD of any such orders or requirements upon receipt of same.

(b) The terms, provisions and conditions of this Agreement shall be performed on behalf of the CDD and all specified obligations or expenses shall be paid by the Management Company.

(c) A meeting room at Grand Haven shall be made available to the CDD for Board meetings (on the dates so set by the Board) at no charge to the CDD. The meeting room shall also be made available, at no charge, as requested for homeowners' association meetings and various CDD workshops. Other use of the Grand Haven room shall be governed by the Grand Haven Community Development District Policies and Fees for All Amenity Centers.

9. Recreation/Instruction Programs. Section V of the Proposal is incorporated into this paragraph 10 with respect to the Management Company's duties and obligations with respect to recreation/instruction. Recreation/instruction programs (i.e., tennis, yoga, personal training, etc.) shall be reasonably priced with the objective of safely maximizing resident participation. The Management Company shall maintain all contractor agreements which shall include the instructor's proof of liability insurance.

10. Communications. Operational and policy directions to the Management Company and the Amenity Centers Manager, who is an employee of the Management Company, shall come exclusively from the CDD Board of Supervisors acting as a body and/or the Board's designated representatives (such as the CDD District Manager and CDD Operations Manager).

11. Insurance.

(a) The Management Company shall, at its own expense, secure all insurance policies, including employee insurance, necessary for the proper operation and preservation of the Amenity Centers and acceptable to the CDD. All insurance shall be issued by companies authorized to do business under the laws of the State of Florida, and must be acceptable to the CDD. The Management Company shall furnish certificates of insurance to the CDD prior to commencing work under this Agreement, naming the CDD as an additional insured, and the Management Company shall maintain such certificates in full force and effect. Each certificate shall clearly indicate that the Management Company has obtained insurance of the type, amount and classification as required for strict compliance with this paragraph, and there shall be no material change or cancellation of any insurance policy without thirty (30) days prior written notice to the CDD. Insurance coverages shall be as follows:

(i) Worker's Compensation: The Management Company shall provide worker's compensation coverage for all employees. The limits shall be the statutory limits for worker's compensation and Two Hundred Fifty Thousand and no/100 Dollars (\$250,000.00) for employer's liability.

(ii) Comprehensive General Liability: The Management Company shall provide coverage for all operations including, but not limited to, Contractual, Products and complete Operations and Personal Injury, in an amount of at least Two Million and no/100 Dollars (\$2,000,000.00) combined single limit.

(iii) Liquor Liability: The Management Company shall provide liquor liability insurance in an amount of not less than One Million and no/100 Dollars (\$1,000,000).

(iv) Other Insurance: The Management Company agrees to acquire and maintain such other insurance as may be reasonably required by the CDD during the term of this Agreement, including, without limitation, professional liability insurance.

In the event the Management Company retains subcontractors, the Management Company shall be responsible for assuring that all subcontractors carry insurance in the minimum amount set forth in this Paragraph 10(a).

(b) Acceptance by the CDD of any evidence of insurance submitted by the Management Company does not relieve or decrease in any manner the liability of the Management Company for performance of the services. The Management Company is responsible for any losses, claims or costs of any kind arising out of or related to the Services or this Agreement which the Management Company's insurance does not cover.

12. Licenses, Transfers. The Management Company, at its own expense, shall obtain all licenses and permits necessary to operate the Amenity Facilities, including a liquor/wine/beer license(s). All licenses will be obtained in the name of the Management Company, if possible. In the event that the Management Company is in default under this Agreement and/or this Agreement is terminated by the CDD or the Management Company, the Management Company agrees that it will transfer (to the maximum extent permitted by law, ordinance or other

governmental regulation) all permits and licenses, including, but not limited to, any liquor licenses which may be held by the Management Company for the Amenity Centers and the operation thereof to the CDD or, at the CDD's sole option, to the CDD's nominee.

13. Termination. This Agreement can be terminated by either party, with or without just cause, upon sixty (60) days' prior written notice to the other party. In the case of an event of default by the Management Company, the CDD may terminate this Agreement upon five (5) days' prior written notice.

14. Notices. Any notice required or permitted to be given by the terms of this Agreement or under any applicable law by either party shall be in writing and shall be either hand delivered or sent by certified or registered mail, postage prepaid, return receipt requested. Such written notice shall be addressed to:

CDD: Grand Haven Community Development District
Attn: District Manager
6131 Lyons Road, Suite 100
Coconut Creek, Florida 33073

Management Company: Amenity Management Group, Inc.
Attn: _____
1021 Oak Street
Jacksonville, Florida 32204.

15. Indemnification. The Management Company agrees to indemnify, save harmless and defend the CDD, its officers, directors, board members, employees, agents, and assigns, from and against any and all liabilities, claims, penalties, forfeitures, suits, legal or administrative proceedings, demands, fines, punitive damages, losses, liabilities and interests, and any and all costs and expenses incident thereto (including costs of defense, settlement and reasonable attorneys' fees, which shall include fees incurred in any administrative, judicial or appellate proceeding) which the CDD, its officers, directors, board members, employees, agents, and assigns, may hereafter incur, become responsible for or pay out to the extent arising out of (i) the Management Company's breach of any term or provision of this Agreement, or (ii) any negligent or intentional act or omission of the Management Company, its agents, employees or subcontractors, in the performance of this Agreement.

16. Compliance with All Laws, Regulations, Rules and Policies. The Management Company recognizes that the Amenity Centers are public amenities and that their operation is subject to all applicable rules and statutes.

(a) At all times, the Management Company is expected to operate within all applicable laws and regulations, as well as the rules and policies of the CDD.

(b) The CDD is a local unit of special purpose government created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*. The Management Company agrees to comply with all applicable requirements

of the “Sunshine Law,” the “Public Records Law,” the Community Development Districts Law, and all other statutes and regulations applicable to the Management Company.

(c) The Management Company shall promptly comply with all rules, laws, regulations, policies and notices and shall not keep or accumulate any flammable, polluting, or hazardous materials or substances on the Premises except in quantities reasonably necessary to carry out its duties under this Agreement. The Management Company shall hold the CDD harmless from any fines, penalties, costs and damages resulting from the Management Company’s failure to do so. The Management Company shall immediately discontinue any activity which is in violation of law and shall remedy the same immediately; the Management Company shall be responsible for the payment of any associated fines or penalties. The Management Company shall bear all costs associated with compliance under the Americans with Disabilities Act or any other such state or federal legislation.

17. Order of Documentation. This Agreement supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to the subject hereof between the Parties. Any further agreements must be mutually agreed upon between the Parties in writing and signed by only authorized officers of the Parties.

18. Attorneys’ Fees. In the case of the failure of either party hereto to perform and comply with any of the terms, covenants or conditions hereof, and such terms, covenants or conditions, or damages for the breach of same, is enforced or collected by suit or arbitration or through an attorney at law, whether suit or arbitration or through an attorney at law, whether suit or arbitration is brought or not, the party so failing to perform and comply hereby agrees to pay the other party hereto a reasonable sum of money for attorneys’ fees, together with the costs, charges, and expenses of such collection or other enforcement of rights in any such litigation or arbitration.

19. Subordination. This Agreement shall be subordinate to any existing mortgage, and all amendments, future advances, modifications, and renewals thereunder, and all other mortgages, for so long as any such mortgage encumbers any portion of the Grand Haven Community Development District.

20. Covenants and Representations. The Management Company acknowledges that it has read and agrees to all terms and provisions and requirements of this Agreement. The Management Company acknowledges that it has received a copy of all current Rules and Amenity Facilities Polices of the CDD and understands and agrees to comply with same.

21. Governing Law and Jurisdiction. This Agreement shall be interpreted and enforced under the laws of the State of Florida. Any litigation arising under this Agreement shall be venued in the Circuit Court of Flagler County, Florida. **THE PARTIES WAIVE TRIAL BY JURY AND AGREE TO SUBMIT TO THE PERSONAL JURISDICTION AND VENUE OF A COURT IN FLAGLER COUNTY, FLORIDA.**

22. Independent Contractor Status. At all times hereunder, the Management Company shall undertake all duties, obligations, and responsibilities as an independent contractor, and not as an agent or representative of the CDD. It is further acknowledged that nothing herein shall be

deemed to create or establish a partnership or joint venture between the CDD and the Management Company. The Management Company has no authority to enter into any contracts or agreements, whether oral or written, on behalf of the CDD.

23. Waivers. No failure by either party to insist upon the strict performance of any covenant, duty, agreement or condition of this Agreement or to exercise any right or remedy upon a breach thereof shall constitute a waiver of any such breach or of such or any other covenant, agreement, term or condition. Any party hereto, by written notice executed by such party, may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation, or covenant of any other party hereto. No waiver shall affect or alter this Agreement, but each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof.

24. Captions. The captions for each paragraph of this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope or intent of this Agreement, or the intent of any provision hereof.

25. Successors and Assigns. The Management Company may not assign this Agreement or any of the rights and duties expressed herein except with the CDD's prior written consent which must have CDD Board approval.

26. Preparation of Agreement. The Management Company and the CDD have had equal input in the drafting of this Agreement and, in consideration thereof, the language used in this Agreement will be construed according to its fair and common meaning and will not be construed more stringently or liberally for either party.

27. Severability. If any provisions of this Agreement are held to be illegal or invalid, the other provisions shall remain in full force and effect.

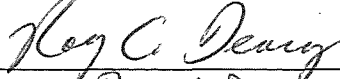
28. No Property Interest or Recordation. No property interest (real or personal) is conveyed hereby and neither party shall record this Agreement or any memorandum or notice thereof in the public records.

29. No Modification. No modification, waiver, amendment, discharge or change of this Agreement shall be valid unless the same is in writing and signed by the parties against which such enforcement is or may be sought. This instrument contains the entire agreement made between the parties and may not be modified orally or in any manner other than by an agreement in writing signed by all parties hereto or their respective successors in interest.

30. Time of the Essence. Time, and timely performance, is of the essence of this Agreement and of the covenants and provisions hereunder.

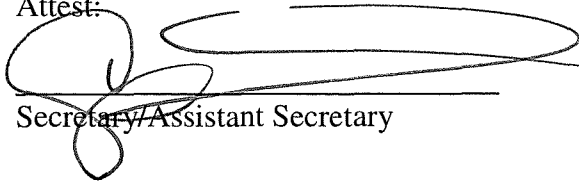
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on their behalf by duly authorized representatives, all as of the date first set forth above.

AMENITY MANAGEMENT GROUP, INC.

By: 
Name: Roy C. Deary
Title: Vice President

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

Attest:


Secretary/Assistant Secretary



Dr. Stephen Davidson
Chair, Board of Supervisors

EXHIBIT "A"

PROPOSAL

Proposal for Amenity Management Services (Scope of Services, Qualifications, and Licenses)

The RFP's Scope of Service is divided into eight (8) sections:

Section 5.1: General Overview.

Section 5.2: Operational Procedures.

Section 5.3 Maintenance Procedures.

Section 5.4: Food & Beverage Operation.

Section 5.5: Key Personnel.

Section 5.6: Personnel Conduct and Dress Code.

Section 5.7: Emergency Action Plan and Safety Program.

Section 5.8: Special Qualifications/Certifications, Licensing, & Insurance Requirements.



Section 5.1: General Overview

Amenity Management Group, Inc. ("AMG") shall operate the Village Center and Creekside Amenity Centers for the benefit of the Grand Haven Community Development District. AMG's management team shall serve the District in a professional manner, providing the numerous benefits of a first-class, turn-key operation of its amenity facilities.

The District's amenities include the Village Center and Creekside Amenity Centers, two Fitness Centers, two Swimming Pools and spas, seven tennis courts, a croquet court, and a full-service, pool-side restaurant. AMG shall operate these facilities on behalf of authorized users in a manner that maximizes the safe usage and enjoyment of the District's amenities. The Amenity Manager shall have oversight of certain, related sub-contractors, such as a Tennis Instructor.

Section 5.2: Operational Procedures

- a. The AMG on-site staff shall report directly to the District Manager and District Field Operations Manager. AMG's Amenity Manager shall uphold the adopted amenity

- policies, procedures, standards, and expectations of the District.
- b. AMG shall plan and carry out a variety of programs, events, and activities that maximize the use of the amenity centers. AMG shall handle these responsibilities, including the design, promotion and administration of these events, as well as program scheduling, registration, payment collection, staffing, etc. Programs shall be age-and-facility appropriate and may include offering occasional off-site activities. The District's special events budget shall be managed at the professional discretion of the Amenity Manager on behalf of the District, contingent upon the District Field Operations Manager's approval of these expenditures.**
 - c. All necessary documentation, receipts, and invoices for District expenditures shall be provided to the Field Operations Manager and submitted for approval for payment.**
 - d. The Amenity Manager shall, on behalf of the District, securely operate and pay for a "Constant Contact," e-blast account for community-wide communications, using it to promote all amenity activities, as well as provide District information as directed by the District Manager and/or Field Operations Manager.**
 - e. Collecting Fees: The Amenity Manager shall manage the issuance of Guest Passes and Grand Haven room rentals and security deposits, collecting such fees in accordance with the District's adopted policies and procedures. All fees shall be reported weekly and submitted to the District Manager's office according to its policy and procedures for handling of District funds.**
 - f. AMG shall monitor the use and condition of the facilities each day, and work with the District Manager to resolve any issues requiring attention on behalf of the residents.**
 - g. The Amenity Management team shall validate resident identification for authorized use of the amenity facilities through random or periodic scanning of the authorized users' Smart Amenity Access Card (SAAC) photo identification.**
 - h. AMG shall exhibit professional interaction and coordination with other community contractors, vendors and employees such as the District Manager, Field Operations Manager, landscape maintenance contractors, and security services as needed.**
 - i. AMG shall provide recommendations for amenity center budgeting, policies and procedures, safety and security, and improved daily operations of the facilities to the District Staff and the CDD Board of Supervisors (BOS). The Amenity Manager shall provide a standardized, monthly "Manager's Report" during the regular BOS meetings.**
 - j. All employees and/or independent contractors that provide recreational instruction at the facilities on a periodic or year-round basis are contracted and monitored by AMG. Such personnel shall offer their services at reasonable pricing for the sole purpose of the Grand Haven residents and their guests, according to the existing Amenity Policies and Procedures, subject to the Board's discretion.**
 - k. The Amenity Manager shall maintain all District amenity-contractor agreements, including proof of liability insurance as required by the District. All liability insurance policies shall name the "Grand Haven Community Development District" as an additional insured on AMG's certificate of liability insurance.**

Section 5.3: Maintenance Procedures

AMG shall provide the following services in order to maintain the amenity facilities:

5.3a: Pools and Spas:

1. Maintain Pools and Spas at the appropriate temperature ranges. (Pools: 81 – 84 degrees; Spas – 101 – 104 degrees.)
2. Test all chemicals in Pools; record levels of chemicals including chlorine, P.H.
3. Copies of written chemical readings shall be provided to the CDD upon request.
4. Adjust chemicals as needed in order to maintain proper levels.
5. Maintain proper water levels to keep chemicals in balance.
6. Perform checks for and treat any signs of algae growth or any other contamination.
7. Check and clean chemical feeders (if any) to ensure they are in working order.
8. Replace broken chemical feeder lines (if any) as needed.



9. Check flow meters and pressure gauges to ensure filters are clean and that proper flow and water turnover rate are occurring in accordance with regulations.
10. Clean and acid-wash filters as needed to ensure proper cleanliness.
11. Observe all pumps are working properly.
12. Drain Spas bi-monthly or as-needed according to usage.
13. Vacuum and skim daily, brushing as needed, and clean all scum gutters and tiles daily, or as needed.
14. Blow off all deck areas and adjoining sidewalks. Vacuum outdoor carpets as needed.
15. Communicate and coordinate all requests for needed chemicals (such as chlorine, acid, "Metal Out") with the CDD. Notify CDD if any supplies, parts or chemicals are needed.
16. Check and order cleaning supplies as needed.
17. Maintain pool equipment room/area and equipment in orderly condition.
18. Store all chemicals in the Pool Room or appropriate areas provided by the CDD.
19. Amenity Manager shall inform the District Field Operations Manager regarding:

When the pool and spa chemical controllers, flow meters, and/or gauges are not functioning within proper limits, as set by code; if pool and/or spa motor stops running or is malfunctioning; if there is a fecal matter incident or contamination; and/or if there are inclement weather conditions affecting the pool operation. The Amenity Manager shall re-open the pools and spas after appropriate actions have been taken, in compliance with relevant, governing statutes.



5.3b Tennis Courts

1. Perform daily court raking, weather permitting.
2. Repair and maintain clay and surface material as needed.
3. Remove green vegetation from the internal perimeter of the fence area, nets, net posts, and canopied islands.
4. Clean, sweep & maintain perimeter borders, troughs, drains, catch basins, and pavers.
5. Perform daily brushing of the courts, and line tape, surface material removed from under the tape edges (after raking/brushing the courts), weather permitting.
6. Perform preventative maintenance and removal of algae, including any mineral caking.



7. Replace nails and line tape, as needed, to maintain safe playing conditions.
8. Maintain net cable tensions and net height, including side panel, and anchor ropes/net tapes.
9. Check net straps and make adjustments as needed to ensure regulation height of nets.
10. Perform preventative maintenance of anchor boxes, retainer pins, ratchet pins, and release pins; lubricate as needed.
11. Inspect net post base and slope for cracks or damage (outside of the normal surface rust.) Adjust entrance gates and keep maintained.
12. Utilize available hydration systems, monitoring effective watering of all zones. Add chlorine tablets as needed to all tennis court float boxes.
13. Clean all filters once per week, or as needed.
14. Install and maintain windscreen ties as needed. Check perimeter fencing for proper connections.
15. Perform necessary maintenance of all equipment and keep locked in storage when not in use. (Tape line brushes shall be hung and stored on fencing for resident usage.)
16. The Amenity Manager shall notify the District Field Operations Manager of any replacement items or repairs needed for the courts and court equipment.
17. Clean off benches, water coolers, stands, etc. that are kept in the tennis area. (If items are kept on the court during the season, move them and groom the court surface formerly beneath them on a regular basis.) Clean adjacent walkways due to court material run-off or accumulation of dirt and debris.
18. Clean and maintain the tread blasters and catch basins as needed.
19. Pick up and remove trash; empty waste receptacles as needed.
20. Provide seven (7) tons of clay each fiscal year for the tennis courts.
21. The above duties apply to all other amenities, such as croquet, basketball, bocce, and shuffleboard facilities.

5.3c: Grounds/Facility Maintenance and Custodial Services:

1. Blow off sidewalks and parking lots in A.M. to clear dirt and debris.
2. Organize and wipe down pool chairs and tables as needed.
3. Skims if “wildlife” comes into pools, or as-needed.
4. Vacuum, Skim and Clean out gutters daily.
5. Cleans tiles as needed to maintain clean appearance.
6. Keep pool equipment door closed and locked at all times when unattended.
7. Cleaning of pool tiles and gutters, daily skimming and vacuuming of all pools and spas as needed, daily pool chemical readings.
8. Cleaning of fitness center.
9. Vacuuming carpeted areas in fitness centers and amenity centers.
10. Blowing off the sidewalks, pool deck areas, patios, and parking lots.
11. Wipe down fitness equipment daily.
12. Vacuuming carpet, treating of stained carpet areas,
13. Dusting vents, amenity center furniture, bases, shelves, picture frames, desks and tables,
14. Mopping all tile areas and base boards,
15. Cleaning all windows, ledges and blinds,
16. Cleaning and sanitizing all bathrooms including all toilet bases and behind toilets,

- counters, mirrors, shower stalls,
17. Re-stocking all soap dispensers and paper product dispensers.
 18. Keeping storage closets in an orderly condition.
 19. Schedule the professional deep-cleaning of all tiled and special flooring areas in the clubhouse, one (1) time per year. (District pays for this additional expense.)

5.3c: Included Operating Expenses

AMG's scope-of-service includes the costs associated with its staff payroll, personnel training, staff uniforms, janitorial service supplies, sanitizing supplies for the fitness center, supply filtered water, cups and water coolers, office supplies and postage, copier equipment supplies (including copier rental and usage), daily amenity facility cleaning, liability insurance, licenses, banking fees and credit card expenses. AMG shall provide its own pool cleaning equipment, including a pool vacuum.



5.3d: Excluded Operating Expenses

1. Any supply costs with regard to replacement parts of fixed or mechanical equipment of the amenity centers. Also excluded from AMG's obligations is repairing damage due to normal-wear-and-tear, natural disasters, abuse or misuse of the facility and equipment, or vandalism by others. All pool chemicals provided or used as needed to perform the contracted pool maintenance services shall be excluded from AMG's responsibilities, as the district pays for such chemicals.
2. Additional service labor required that is beyond the normal staffing hours used on behalf of the District's recovery from natural disasters or gale-force winds, or due to the reasons stated in #1 above, shall be billable with prior-District approval.
3. Overtime by AMG personnel shall not be billable by AMG to the District.
4. AMG shall not be required to cover the costs of resurfacing the either the District's pools or its Tennis Courts under this agreement.
5. All of the District's utility costs for operating its amenity facilities, as well as it costs for all needed pool chemicals, and its annual cleaning of its tiled, wood, and specialty flooring, are not the responsibility of AMG.
6. IT equipment maintenance and repair of office/café computers.



Daily Amenities Checklist



(Eagle Eye)

Purpose: To focus on daily objectives, in order to achieve the company's highest standards and exceed the expectations of those we serve.

Manager	Robert Ross	Today's Date	Thursday, December 12, 2013
Asst. Mgr.	Kevin Horan	Today's F&B Manager	Robert
Office Manager	Linda Swinford	Closing office	Linda
V.C. Opening	Kevin Horan	V.C. Closing FA	Bill Hilliard
C.S. Opening FA		C.S. Closing FA	Russ Smith
Café Opening Server		Café Closing Server	
Kitchen Opening	Stephen Winston	Kitchen Closing	

General Manager's Eagle Eye

Lead inspirationally and Serve Passionately	Celebrate employee's work anniversaries or birthdays
Conduct a "Morning Huddle" with Team Leaders on duty	Review Payroll, approve time off requests and schedules, overtime
Review yesterdays communications and Daily Facilities Tour	Review today's special events, activities and E-blasts, emails
Review yesterdays sales	Review today's scheduled maintenance and work orders
Review yesterdays invoices	Communicate with the Operations Manager
Validate today's deposits, financials and safe funds	Tour Creekside, Village Center, Crossings
Reconcile credit card purchases and reimbursable expenses	Tour the Grand Haven Room
Review and initial guest sign in log, facilitators comments	Tour the restaurant and conduct daily food safety inspection
Tour the Tennis Courts, greet players and check i.d.'s	Review customer comment cards, follow up with opportunities
Review amenity reservations	Review fitness center checklists
Validate bocce courts are hydrated	Review janitorial/restroom checklists
Tour Pools and Spas	Tour soccer field
Review pools and spas chemical readings and chemical usage logs	Tour basketball, volleyball, pickleball, shuffle board and horse shoes

Facility Team Leader's Eagle Eye

Check emails, review yesterdays Daily Facilities Tour	Tour with General Manager
Ensure today's scheduled maintenance, work orders and priorities are assigned and completed	Ensure Village Center, Creekside and The Crossings pools and spas checklists are completed and pool decks are clean.
Check in and Check out all oncoming and off going facilitators	Clean and inspect Village Center pool and spa filters
Ensure all fitness center and restroom checklists are completed	Clean and inspect Creekside pool and spa filters
Calls for repairs, log on page 2 of the Daily Facilities Tour	Clean The Crossings pool filters
Groom tennis courts	Inspect, brush and treat all pools and spas for algae, clean tiles
Inspect tennis courts for algae	Inspect all pool equipment is functioning properly and gauges working
Clean and inspect tennis court filters, add chlor-tabs	Validate resident i.d.'s and guest passes, log all violations
Pavers are brushed, windscreens and nets secure and proper height	Submit schedule for approval, no overtime

Office Team's Eagle Eye

Turn on all computers, printers and check emails	Order office supplies
Clock in Office POS	Clock out Office POS
8:00 a.m. Tennis/Amenity Reservations	
Print Daily, Weekly, Monthly Sales by Range Report, accordingly	Log all amenity passes issued, on page 2 of the Daily Facilities Tour
Reconcile all daily financials and money handling procedures	Ensure all contractors or vendors check in with Manager on Duty
Validate safe amounts, change order, make deposit	Validate all E-Blasts scheduled to go out to the community
Scan all invoices to Corporate, enter on excel tracking sheet	Submit payroll, time off requests, new hire packets accordingly

Food and Beverage Manager's Eagle Eye

Check emails, read yesterdays Daily Facilities Tour, POS are turned on	Validate Day Dots are utilized, discarded items logged on waste log
Validate all FOH and BOH cleaning checklists are completed	Inspect all food and beverage storage areas, back dock and dumpsters
Review Daily, Weekly, Monthly sales goals, update sales board	All chemicals are clearly marked and properly stored
Communicate today's goals with ALL team members	Ensure team members are in uniform and use good hygiene
Complete food and beverage, liquor and wine orders according to PAR	Complete Food Handling and safety training for all team members
Ensure safe and responsible alcohol consumption by guests	Ready for Health Inspection Today



Section 5.4: Food & Beverage Operation

ASG/Vesta (combined) currently has five (5) separate Food & Beverage operations in client-communities throughout Florida as well as near Asheville, North Carolina. Our experience includes handling various start-up duties, daily operating responsibilities, and project management for extensive renovations for these establishments. In total, our Food & Beverage annual sales as a division is approximately \$2,850,000, including community-wide, catered Special Events.



In addition to Grand Haven's *Waterside Café* shown above, the other four entities are:

- *The Bay Club at Westshore Yacht Club* is a full-service, waterfront restaurant and bar within a premier community of Tampa Bay. Vesta assumed turn-key operating responsibilities in 2012 and it now generates \$890,000 in annual Food & Beverage sales.



- *Kings Point Delray Beach*, which consists of the turn-key operation of the community's "East End Café and Bistro." This establishment generates over \$600,000 annually in sales. Vesta has operated the restaurant since June, 2011 and was the Project Manager for the complete renovation and expansion of the Bistro in 2011.



- Kings Point Sun City Center, which consists of the turn-key operation of two, separate community F & B establishments, beginning in 2007. Combined annual sales are over \$570,000 and we are currently the Project Manager for a \$400,000 renovation.



- The Robinson Pub at High Vista Country Club is a full-service restaurant and bar, with sales of over \$325,000, within a private community near Asheville, North Carolina. Vesta has owned and managed the club for over five years until selling it to the members in November, 2013. Vesta now manages the club and restaurant on behalf of the members.



5.4a: AMG shall continue to operate the *Waterside Café* according to the hours-of-operation published in this RFP; AMG shall also continue to offer a variety of services, including regular dinner specials, weekend and holiday-themed special events, poolside service as needed, and weekly “Happy Hour” events to meet the needs of the District. Pricing for such activities shall continue to be moderate and acceptable to the overall community.



5.4b: If necessary, AMG shall continue to offset any losses from its Food & Beverage operation from either the overall revenue from the management contract, or from the company as a whole. The District shall be held harmless and not responsible in the event of any operating losses.

5.4c: As noted previously, Special Events are an important aspect of the District’s Food & Beverage operation. AMG shall continue to utilize and manage the District’s Special Events budget in accordance with established policies and procedures, in order to augment the success of these events on behalf of the community.

5.4d: AMG shall be responsible for the maintenance and repair costs of the kitchen equipment, including the grills, fryers, hood exhaust system, food coolers, and food preparation/dishwashing equipment in the Café. The agreement excludes AMG from responsibility for the costs associated with the replacement of said equipment, except for damages caused by the negligence of AMG. The agreement also excludes AMG from responsibility for the costs associated with the Café’s AC system, any electrical service or wiring, as well as plumbing.

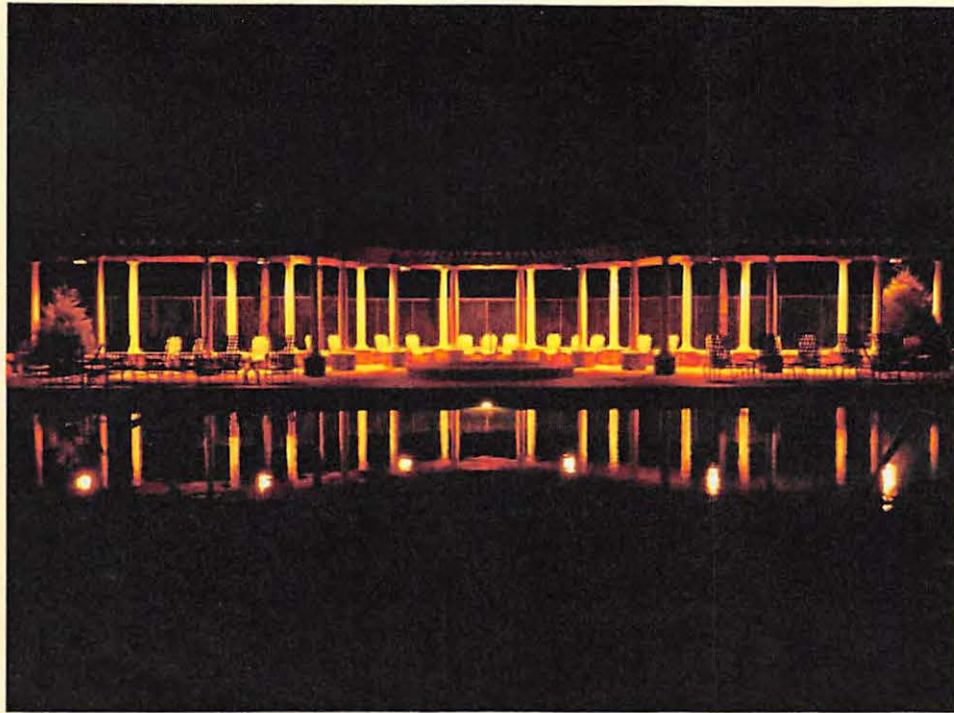
Income Statement

Vesta Property Services
Vesta Property Services (Consolidation Company) : Vesta Property Services, Inc. :
Amenity Services Group, Inc.
Income Statement
From Jan 2013 to Oct 2013

Financial Row	Amount
Ordinary Income/Expense	
Income	
45000 - Property Services Revenue	
45400 - Food & Beverage	
45401 - Alcoholic Beverage Sales	\$60,824.80
45402 - Food & Non-Alcoholic Beverage	\$170,702.69
45403 - Catering	\$15,626.93
45404 - Events	\$1,085.00
45405 - Management Fee from CDD	\$25,000.00
Total - 45400 - Food & Beverage	\$303,239.42
Total - 45000 - Property Services Revenue	\$303,239.42
49000 - Pass-Thru Revenue	
49020 - Pass-Thru - Reimbursed Expenses	\$9,919.30
Total - 49000 - Pass-Thru Revenue	\$9,919.30
Total - Income	\$313,158.72
Cost Of Sales	
50000 - Property Management Cost	
60010 - Property Management Personnel	
60011 - Salaries, Wages, and Benefits	\$8,799.67
Total - 60010 - Property Management Personnel	\$8,799.67
61000 - Other Property Management Costs	
61002 - Gasoline	\$85.54
61003 - Housekeeping/Janitorial	\$7,465.96
61010 - Repairs & Maintenance	\$4,604.72
61011 - Risk Management Expense	\$1,000.00
61012 - Uniforms	\$56.34
Total - 61000 - Other Property Management Costs	\$13,191.56
Total - 50000 - Property Management Cost	\$21,991.13
53000 - Property Services Cost	
63200 - Recreational Programs	
63205 - Special Events - Non billable	\$3,083.69
Total - 63200 - Recreational Programs	\$3,083.69
63400 - Food & Beverage	
63401 - Wages & Benefits - F&B	\$112,965.27
63402 - Beer, Wine & Liquor Purchases	\$31,890.97
63403 - Cafe Supplies	\$2,130.88
63404 - Food & Non-Alcoholic Beverages	\$92,105.33
63405 - Linens	\$1,328.84
Total - 63400 - Food & Beverage	\$240,421.29
63500 - Work-Request Cost	
63503 - Work Order Auto & Travel Expense	\$1,708.30
Total - 63500 - Work-Request Cost	\$1,708.30
Total - 53000 - Property Services Cost	\$248,191.28
59000 - Pass-Thru Cost	
59010 - Other	\$8,915.33
Total - 59000 - Pass-Thru Cost	\$8,915.33
Total - Cost Of Sales	\$276,087.74

Income Statement

Financial Row	Amount
Gross Profit	\$37,070.98
Expense	
61600 - Office Expense	
61602 - Office Equipment Leases	\$171.20
61603 - Postage & Delivery	\$37.80
61604 - Office Supplies & Misc.	\$367.23
Total - 61600 - Office Expense	\$576.23
63000 - Hardware/Software/Technology	\$1,578.25
70000 - Other Corporate Expenses	
70010 - Advertising - Marketing	\$432.76
70030 - Bank Fees	\$10,342.46
70040 - Cell Phone	\$548.69
70080 - Dues & Subscriptions	\$270.00
70110 - Licenses, Taxes & Permits	\$3,808.60
70120 - Miscellaneous Expense	(\$5.68)
70160 - Travel, Meals & Entertainment	
70152 - Meals & Entertainment	\$19.23
70153 - Mileage & Travel	\$308.69
Total - 70160 - Travel, Meals & Entertainment	\$328.22
Total - 70000 - Other Corporate Expenses	\$15,828.26
Total - Expense	\$17,980.73
Net Ordinary Income	\$19,090.25
Other Income and Expenses	
Other Income	
80001 - Gain/Loss on Sale of Asset	(\$341.48)
Total - Other Income	(\$341.48)
Other Expense	
90050 - Depreciation	\$1,893.65
Total - Other Expense	\$1,893.65
Net Other Income	(\$2,235.13)
Net Income	\$16,855.12



Waterside Café

Open Monday-Thursday 11am-9pm
Friday 11am-11pm
Saturday 11am-5pm

2001 Waterside Parkway, Palm Coast 32137
Phone: 386.447.0239

www.grandhavenamenity.com

Appetizers



Shrimp Cocktail

6 Jumbo poached shrimp with fresh citrus cocktail sauce

10

Chicken Quesadilla

Monterey Jack & cheddar, peppers, onions, bacon, cilantro in a jalapeno tortilla

10

Bleu Cheese Chips

Homemade chips, bleu cheese crumble sauce, scallions and bacon

10

Calamari Fries

Calamari strips encrusted with Panko served with a sriracha aioli sauce

9

Mediterranean Flatbread

Feta, pepperoncini, kalamata olives, onions, peppers, diced tomatoes and fresh basil

8

Buffalo Chicken Flatbread

Seasoned mozzarella, fried chicken, bleu cheese, onions and diced tomatoes

8

Waterside Wings

Our fresh cut chicken wings with your choice of sauce, celery and bleu cheese

Teriyaki Parmesan

Jack Daniels

Buffalo (hot, medium, mild)

Plain

10 wings 9 20 wings 19 30 wings 29

Children's Selections

For kids 12 and under

Served with choice of French fries or chips

Chicken Tenders

Grilled Cheese

Hot Dog

4

Salads

Most available in small or dinner size

Summer Bliss

Crisp Romaine, Bleu cheese, candied walnuts, raisins, tomatoes, onion and mandarin oranges with raspberry-walnut dressing

5/9

The Cobb

Lettuce, tomatoes, cucumber, red onion, chopped eggs, bacon, bleu cheese, roasted turkey and smoked ham

9

Greek

Lettuce, tomatoes, cucumbers, onion, roasted peppers, pepperoncini, Kalamata olives, feta cheese and Greek dressing

5/8

Asian

Romaine lettuce, tomato, cucumber, red onion, mandarin oranges, wonton strips sesame noodles and sesame ginger dressing

4/7

Caesar

Romaine lettuce, Caesar dressing, parmesan cheese and croutons

4/7

House

Fresh cut lettuce, tomato, cucumber, carrot, cheese and olive

3/7

Make your salad a meal with these delicious additions

Grilled Chicken 3 Blackened Tilapia 5 Grilled Shrimp 6
Atlantic Salmon 6 Crab Cake 5

Our Homemade Soups

French Onion, Chili with cheese and Soup Du Jour

Bowl 5 Cup 3

Half Sandwich and Soup

Choice of half tuna salad, chicken salad, ham or turkey sandwich with lettuce and tomato

Choice of white, wheat or rye bread

Choose cup of chili, French onion or soup du jour

Served with chips

7

Sandwiches and Wraps

Served with French fries, coleslaw or potato salad
Substitute onion rings, sweet potato fries or a side salad 1

Shrimp Po' Boy

Lightly breaded and fried shrimp, lettuce, tomato and remoulade
11

Tilapia Sandwich

Blackened Tilapia, lettuce, tomato, onion, remoulade on grilled garlic bread
10

Philly Cheese Steak

Shaved rib-eye, sautéed onions and peppers topped with provolone and American cheese
9

Alpine Chicken

Grilled marinated breast of chicken, apple smoked bacon, Swiss and pesto aioli on a Kaiser roll
9

Crab Cake Sandwich

Lump crabmeat tossed in our house blend of herbs and spice, pan-seared with ginger-lime aioli on a Kaiser roll
9

Reuben

Grilled Corned Beef or Turkey, sauerkraut, Swiss cheese, 1000 Island Dressing on rye
9

The Café Club

Smoked ham, turkey, bacon, American cheese, lettuce and tomato
9

BLT

Apple-wood bacon, lettuce, tomato and mayo on white, wheat or rye
8

Ultimate Grilled Cheese

American, provolone, Swiss, cheddar, encrusted parmesan cheese, bacon and tomato
7

Deli Wrap 8

Tuna salad, chicken salad, ham or turkey with lettuce and tomato in a tomato-basil tortilla

Chicken Caesar Wrap 9

Grilled chicken, romaine, Caesar dressing and parmesan in a garlic & herb tortilla

Buffalo Chicken Wrap 9

Lightly breaded buffalo chicken, bleu cheese, lettuce, tomato, onion in a garlic & herb tortilla

Veggie Wrap 9

Sautéed onion, pepper, mushroom, provolone, lettuce and tomato in a tomato-basil tortilla

Fish Taco Wrap 9

Blackened tilapia, coleslaw, cheddar cheese and tomato in a jalapeno tortilla

Burgers and Entrees

Waterside Burgers

Grilled 8oz Angus patties on a Kaiser roll with lettuce, tomato, onion and pickle
Served with choice of French fries, coleslaw or potato salad
Substitute onion rings, sweet potato fries or a side salad 1

Burger 8 Cheeseburger 9

American, Swiss, Cheddar or Provolone

Blue Moon 10

Melted gorgonzola topped with fried Vidalia onions

Au Cheval 10

American cheese, apple-wood bacon, fried egg, dijonnaise and pickle

Southwestern 10

Sautéed onions, peppers, jalapenos and cheddar-jack cheese

Patty Melt 10

Grilled onions, Swiss cheese and our special sauce on rye

Mushroom Swiss 10

Sautéed mushrooms and Swiss cheese

Bacon Bacon 10

Apple-wood bacon and American cheese

Bayou Surf-n-Turf 11

Topped with sautéed shrimp, apple-wood bacon, caramelized onions and Swiss

Café Entrees

~Available after 5pm~

Served with soup or salad and Chef's choice vegetable and starch unless noted

Steak Bruschetta

8oz char-grilled top sirloin, tomato-basil salsa topped with gorgonzola

16

Waterside Shrimp

Broiled or fried jumbo shrimp, citrus cocktail sauce, coleslaw and French fries

13

Atlantic Salmon

8oz pan seared Atlantic salmon with mango chutney, herbed rice and Chef's vegetable

14

Chicken Pomodoro Boursin

Grilled breast of chicken, mushroom, garlic, tomatoes and herb cream sauce over pasta

13

*Consuming raw or uncooked meats, poultry, seafood, shellfish or eggs
may increase your risk of foodborne illness.

THE BAY CLUB MENU

APPETIZERS

♥ **Edamame**.....\$5

(17 grams protein, 16 grams carbohydrates)

Steamed soybean pods in olive oil and sea salt.

♥ **Eggplant Fries**.....\$7

Skinless eggplant, battered and fried, to a golden brown seasoned and tossed with parmesan cheese and served with a garlic aioli sauce.

♥ **Lebanese Trio**.....\$9

A trio of freshly made garlic lemon, basil pesto, and red pepper hummus, served with housemade tabouleh and cucumber tzatziki, served with warm pita points.

♥ **Protein Fix**.....\$8

(40 grams protein, 2 grams carbohydrates)

Herb-crusted, six ounce grilled chicken breast served with zesty tomato salsa

♥ **Bay Club Chicken Wings**.....\$11

Ten jumbo wings tossed in your choice of Sweet Baby Ray's® BBQ sauce or traditional wing sauce, accompanied by bleu cheese or ranch dressing and celery.

♥ **Alhi Tuna**.....\$11

(20 grams protein, 4 grams carbohydrates)

Sushi grade tuna crusted in sesame seeds and seared, served with wakame salad, garnished with ginger-tataki sauce and wasabi mosh

♥ **Grilled Lamb Loin chops**.....\$14

Ponte New Zealand lamb rack (four bones) rubbed in Rocky Mountain® seasoning grilled and served with a mint-cilantro onion sauce.

♥ **Steak Sliders**.....\$10

Twin mesquite marinated grilled shoulder steak topped with fried onion straws and a Texas sauce served on a pretzel bun.

♥ **Surf & Turf Sliders**.....\$11

A combination of our steak slider and a crab cake slider, each served on a pretzel bun.

♥ **Hidden Valley Sliders**.....\$6

Twin Valley sliders made with Hartford beef, ranch spices, topped with American cheese and bayou sauce.

♥ **Balsamic Marinated Vegetable Pizza**.....\$8

Balsamic marinated red & green peppers, artichoke hearts, mushrooms, onions, olives, broccoli and garlic with Italian herbs and mascarpone cheese.

♥ **Shrimp Scampi Florentine Pizza**.....\$10

Sauteed garlic shrimp over baby spinach with diced tomatoes layered with five cheeses on a stone baked pizza crust.

SOUPS & SALADS

♥ **Lobster Bisque**.....\$8

A blend of lobster broth, cream, sherry and lobster meat, served in a bread bowl.

♥ **Soup D' Jour Soup**.....\$4

Chef's choice of homemade soup

♥ **Bay Club Salad or Caesar**.....\$4

Fresh greens, tomato, cucumber, onions and shredded cheese.

♥ **The Cobb**.....\$13

Grilled chicken breast, apple wood bacon, bleu cheese, tomatoes, chopped egg, avocado and cheddar cheese over iceberg lettuce, served with a salsa ranch dressing.

♥ **Gladius Salad**.....\$17

Grilled swordfish laid on a bed of frisee and baby spinach topped with fresh seasonal berries and chevre goat cheese. Drizzled with chef's special Key West Blueberry vinaigrette.

♥ **Half Caesar**.....\$8

Fresh romaine hearts, Tuscan croutons, parmesan reggiano cheese and an avocado-caesar dressing.

♥ **Grilled Chicken**.....\$13

♥ **Mahi**.....\$16

♥ **4 oz. Beef Shoulder**.....\$14

♥ **Arugula & Romano Salad**.....\$8

Baby arugula, fresh Romano cheese, grilled granny smith apple slices and toasted walnuts served with maple cherry vinaigrette.

♥ **Grilled Chicken**.....\$13

(40 grams protein, 4 grams carbohydrates)

♥ **Grilled Salmon**.....\$14

(30 grams protein, 7 grams carbohydrates)

♥ **Chicken Quinoa Salad**.....\$13

Grilled chicken tossed in a mixture of red quinoa, rainbow couscous and arugula with cranberry-pecan vinaigrette.

♥ **More Healthy Options**

A 20% service charge is included on all checks for your convenience.

ASK YOUR SERVER ABOUT OUR DAILY SPECIALS.

WEDNESDAY NIGHT IS ITALIAN NIGHT!

THURSDAY NIGHT IS PRIME RIB NIGHT!

SANDWICHES AND WRAPS

All Sandwiches, Wraps & Burgers are served with choice of fries, coleslaw, fresh fruit or a side salad

Bistro Wrap.....\$11

Honey-wheat tortilla wrap stuffed with housemade chicken salad, lettuce, grapes, pecans and cran-raisins.

Mahi Tacos.....\$15

Mahi Mahi, grilled or blackened, rolled in a flour tortilla with shredded lettuce, diced tomatoes and fontina cheese drizzled with a cilantro-dill aioli.

Tandoori Chicken Wrap.....\$11

Honey-wheat tortilla wrap stuffed with grilled Tandoori chicken, tabouleh, eggplant batons and curry aioli.

Chicken Flatbread Gyro.....\$12

Marinated grilled chicken served with lettuce, diced tomatoes, shaved red onions and crumbled feta cheese topped with a dollop of cucumber tzatziki sauce all folded into a grilled flat bread.

Bay Club Tilapia.....\$11

Grilled, blackened or fried with lettuce, tomato onion, pickle and lemon-caper aioli, served on a toasted challah roll.

Chicken Portabella Ciabatta.....\$12

Balsamic marinated chicken breast grilled with portabella mushrooms and roasted red peppers topped with smoked gouda

Open Face Braciolo.....\$15

Tender grilled steak served over a ragout of sauté mushrooms, spinach, sundried tomato, and boursin cheese. All smothered with a sambuca-fennel tomato sauce on tomato asiago focaccia

Reuben Burger.....\$11

Slow cooked corned beef served with sauerkraut, swiss cheese and 1000 island dressing and whole grain mustard piled high on a pretzel bun.

Pastrami Pretzel Sandwich.....\$11

Grilled pastrami with sauté onions, swiss cheese and whole grain mustard served on a pretzel bun.

BURGERS

The 806 Burger.....\$12

Black Angus beef, bacon, herb aioli and fried onion ring.

The Turrialba Burger.....\$12

Grilled eight-ounce burger or chicken breast, melted bleu cheese lava sauce and fried onion straws.

♥Buffalo Burger.....\$18

(36 grams protein, 0 grams carbohydrates)
85% lean ground Bison grilled to order.

♥Turkey Burger.....\$11

(27 grams protein, 5.33 grams carbohydrates)
100% White meat, herb seasoned and grilled to perfection.

♥Malibu Veggie Burger.....\$13

(10 grams protein, 42 grams carbohydrates)
All natural organic twin patties made with broccoli, corn, and bell peppers, onion and oats, with additional soy protein that round out the perfect vegetarian burger.

Burger Toppings.....\$1

Sautéed onion or mushrooms, banana peppers, jalapeños, smoked bacon or fried onion straws.

ALL BURGERS ARE SERVED WITH LETTUCE,
TOMATO, ONION AND PICKLE.

DESSERTS

Fried Ice cream.....\$5.50

Chocolate Molten Lava Cake....\$9

Charlie Brown Ice cream Pie....\$7

Banana Split Pie.....\$7

KIDS MENU

CHICKEN & CHEESE QUESADILLA

CRISPY CHICKEN TENDERS

JUNIOR 806 BURGER

CHEESE OR PEPPERONI PIZZA

POPCORN SHRIMP

MAC-N-CHEESE

EACH SELECTION INCLUDES CHOICE OF

FRIES OR FRUIT, SOFT DRINK AND A SCOOP
OF CHOCOLATE, STRAWBERRY OR

VANILLA ICE CREAM

\$ 10

Consuming raw or uncooked meats, poultry, seafood, shellfish or eggs may increase the consumer's risk of food-borne illness.

♥ Heart Healthy Options

A 20% service charge is included on all checks for your convenience.

TRY A SPECIALITY TROPICAL
DRINK FROM THE BAR

ALL BEVERAGES ARE LISTED ON THE BACK OF
THE MENU BEER, WINE AND COCKTAILS!



Bistro Specials Menu

All entrees come with choice of Cesar salad or our mixed greens and your choice of dressing.

Teriyaki Glazed Swordfish..... \$19.00

Grilled swordfish with a ginger teriyaki glaze resting on a bed of soba noodles and wasabi sesame seeds served with sauté Swiss chard.

Pair with a glass of Kim Crawford Sauvignon Blanc

NY Strip Steak.....\$17.00

Mesquite rubbed 12oz NY strip steak grilled with a smokey chipotle butter and housemade onion straws.

Pair with a glass of Pinot Noir, A by Acacia, California

Bayou Stuffed Chicken.....\$18.00

Chicken breast stuffed with crawfish tail meat, spinach, red peppers and fontina cheese then topped with panko breadcrumbs and baked. Finished with a Creole sauce.

Pair with a glass of California "Conundrum"

Polynesian Mahi.....\$20.00

Mahi Mahi stuffed with seasoned crabmeat and crusted in Macadamia nuts, then baked and finished with a lobster cream sauce.

Pair with a glass of StoneCap Riesling

Jager Pork Lollipop..... \$18.00

8oz center cut pork chop grilled and topped with an exotic mushroom jager glaze.

Pair with a glass of Acacia Pinot Noir

THE ABOVE ENTREES COME WITH A CHOICE OF TWO ACCOMPANIMENTS

Beef Osso Bucco.....\$32.00

Bone in Beef Osso Bucco slow braised in natural juices and served with a wild mushroom risotto.

Pair with a glass of Justin Cabernet Sauvignon

Montego Rigatoni.....\$16.00

Jerk seasoned chicken breast , sauté then tossed with Tasso ham, fresh spinach and tomatoes served in a pepper jack cream sauce.

Pair with a glass of Francis Ford Coppola Chardonnay

4 Sea Linguine..... \$19.00

Shrimp, scallops, mussels and clams with fresh tomatoes, asparagus, garlic, basil and citrus sea salt tossed in a white wine beurre blanc.

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Pair with a glass of Louis Bernard Rose

Bay Club Specials Menu

Thank you for dining with us at the Bay Club!

Flounder Florentine..... \$17

Flounder fillet stuffed with baby spinach, fresh crabmeat and herbs, baked and then topped with a scallop supreme sauce.

Pair with a glass of Santa Margherita Pinot Grigio for \$ 11 or BTL \$ 42

8oz NY Strip Steak.....\$21

8oz NY choice strip steak fired grilled and topped with sauté mushrooms.

Pair with a glass of Cardinal Zinfandel for \$ 7²⁵ or BTL \$ 29

Chicken Marsala.....\$17

Sautéed chicken breast coated with a mushroom marsala cream sauce.

Pair with a glass of J Lohr, Chardonnay for \$ 9 or BTL \$ 36

BBQ'd Asian Salmon.....\$18

Grilled glazed salmon with a housemade asian bbq sauce of teriyaki, sesame oil, fresh ginger and bbq seasonings. Served over a bed of cinnamon sweet potato fries.

Pair with a glass of Pacific Rim Reisling for \$ 8 or BTL \$ 32

Fillet Locusta.....\$23

Twin beef tenderloin medallions grilled to your liking and topped with a lobster-scampi sauce.

Pair with a glass of Shooting Star Pinot Noir for \$ 9⁵ or BTL \$ 38

THE ABOVE ENTREES ARE SERVED WITH A CHOICE OF 2 SIDES

Smokey Mac & Blackened Chicken.....\$17

Blackened chicken tossed in a smoked Gouda-roasted red pepper –Florentine formage sauce with cavatappi pasta.

Pair with a glass of Cuvee' Jean Louis Brut CHAMPAGNE for \$ 7or BTL \$ 28

Fusilli Chicken Pasta..... \$17

Saute' chicken breast with garlic, grape tomatoes, arugula and pine nuts in a basil pesto sauce.

Pair with a glass of Dashwood Sauvignon blanc for \$ 8 or BTL \$ 32

Asian Orange Pork Stir-Fry.....\$ 17

Battered and fried pork tenderloin tossed in a ginger orange cream sauce with a medley of fresh vegetables served over a bed of jasmine rice.

Pair with a glass of Evolution, Sauvignon/ Riesling blend for \$ 10 or BTL \$ 40

HIP NAUTIC

BEVERAGES

- COFFEE**.....\$2.50
REGULAR OR DECAF
- SODA**.....\$2.50
COKE, DIET COKE, COKE ZERO,
SPRITE, ORANGE FANTA,
MINUTE MAID LEMONAIDE.
- ICED TEA**.....\$2.50
GOLDEN PEAK SWEET TEA,
UNSWEET TEA, ICED GREEN TEA &
RASPBERRY TEA.
- FIJI WATER**.....\$3.50
- RED BULL**.....\$3.50

BEER

- DOMESTICS**.....\$4.50
BUDWEISER, BUD LIGHT, MILLER LITE,
COORS LITE, MICHELOB ULTRA &
SEIRRA NEVADA. (16OZ. ALUM CAN)
- IMPORTS**.....\$4.50
GUINNESS CORONA, AMSTEL
LIGHT, HEINIKEN (CORONA LIGHT ON DRAFT)
- DRAFT**.....\$MARKET
Draft beer changes monthly.

CHECK WINE LIST FOR CURRENT SELECTIONS

HOUSE WINES

- Cuvee' Jean Louis, Brut, France.....6...24
- Chardonnay, Tilia, Argentina.....6...24
- White Zinfandel, Beringer, California,6...24
- Pinot Grigio, Ecco Domani, Italy.....6...24
- Sauvignon Blanc, Dashwood, Marlborough, NZ.....6...24
- Riesling, Stone Cap, Columbia Valley, WA.....6...24
- Cabernet Sauvignon, Tilia Mendoza, Argentina,6...24
- Merlot, Blackstone, California.....7...28
- Pinot Noir, Bouchard, Aine' & Fils, France.....6...24
- Shiraz, Yalumba, Australia.....6...24

A 20% service charge is included on all checks for your convenience.



SIGNATURE COCKTAILS

TOAST THE SUNSET.....\$ 9

This vibrant blend of Cruzan Orange rum, Cruzan Coconut rum and Myers Dark rum mixed with tropical juices creating the color of The Westshore sunset with one heck of a kick!

SUNSET MARGARITA.....\$ 10

A delicious blend of Patron Silver tequila, Cointreau, muddled strawberries, Lime juice and sour mix. Perfect for relaxing on the pool deck or in the adult pool!

GREEN REEF.....\$ 8

Beware the sharks! We combine Cruzan Coconut rum, Midori, pineapple juice and a splash of sprite to make a tropical and fruity drink.

BAY CLUB HYPNOTIC MARTINI.....\$ 9

The color of this martini is the color of Miami South Beach waves. Smirnoff Citrus vodka, Island Blue Pucker and a hint of sour mix.

THE 806 MOJITO.....\$ 8

We keep this classic "CLASSIC". Cruzan Silver rum, house made simple syrup, muddled lime and mint finished with a splash of club soda.

APPLE-PEAR MOJITO.....\$ 9

Our spin on the classic. Made with Cruzan Citrus rum, Bacardi Apple rum, pineapple juice, mint and sprite.

FROZEN COSMO.....\$ 8

A classic Cosmo with an icy twist! Smirnoff Citrus vodka, triple sec, lime juice and cranberry juice.

TRY OUR NEW REFRESHING
WINE COSMO SLUSHIES!!!

White Cosmo Slushie \$7

WHITE WINE, PEACH SCHNAPPS, BANANA LIQUOR,
PINEAPPLE JUICE AND A SPLASH OF SPRITE.

Red Cosmo Slushie \$7

RED WINE, BLACKBERRY BRANDY,
WATERMELON PUCKER, OJ, PINEAPPLE JUICE
AND A SPLASH OF GRENADINE.

THE BAY CLUB

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at Westshore Yacht Club

A Vesta



The Robinson Pub at High Vista Country Club

Featuring Farm To Table Fresh Local Ingredients

828-891-8635, Reservations or Take Out

This Week's Dinner Menu

Appetizers

NEW! BadaBing Shrimp tossed in our homemade Buffalo Ranch Dressing.....**\$8.95**

Blackened Chicken Quesadilla.....**\$8.95**

NEW! Asian Wonton Wrapped Shrimp.....**\$9.25**

NEW! Mini Crabcake Balls with Remoulade Sauce.....**\$8.50**

Buffalo Chicken Wings with Ranch or Blue Cheese (gf).....**\$8.95**

Homemade Potato Pub Chips (gf).....**\$4.50**

Dinner Entrees Served with Choice of Two Sides

Grilled Rib Eye Steak with port wine garlic butter and onion haystack (gf) 16.95

Potato Encrusted Grouper topped with tomato, mushroom, and caper butter (gf) 15.95

Roasted Quarter Chicken with broccoli and rice pilaf (gf) 12.95

Served with your choice of TWO sides:

Homemade Soup

House Garden or Caesar Salad

Fruit Salad or Coleslaw

Southern Style Green Beans

Sautéed Daily Vegetable

Fries or Sweet Potato Fries

Garden Rice Pilaf or Smashed Potatoes

Squash Casserole

Collard Greens

ADDITIONAL ENTREES AVAILABLE

Robinson Pub Goat Cheese Salad (gf) Pecan crusted goat cheese, baby spinach, raspberry vinaigrette, honey mustard, dried cranberries, fried potato haystack. **8.95** Add - Chicken 3.95, Salmon or Shrimp 5.95

Chicken Tenders OR Grilled Boneless Chicken Breast (gf) with your choice of two sides above. **10.95**

Fish and Chips- Beer battered and fried or broiled (gf) cod fillet strips served with homemade chips, coleslaw and tartar sauce. **14.50**

Kids Menu \$4.95: Hot Dog, Grilled Cheese, Chicken Tenders, Cheese Quesadilla

ASK YOUR SERVER WHAT WE HAVE FOR DESSERT!!!

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Vegetarian Option-Delight Soy Protein Substitute Available In Place Of Any Protein
gf = gluten-free

Section 5.5: Key Personnel

5.5a: AMG shall oversee the daily operations of the amenity facilities, including its staffing. This responsibility includes recruiting, hiring, training, overseeing, developing, and evaluating AMG's personnel. AMG shall be responsible for all insurance payments (including workman's compensation), payroll taxes, and the provision of staff benefits. The staff shall consist of:

1. **Amenity Manager:** This person oversees the daily operations, event planning, and all amenity staffing, hiring and orientation of AMG employees.
2. **Assistant Manager:** This full-time position provides added oversight in coordination with or in the absence of the Manager and may also function as the *Café Manager*.
3. **Bookkeeper:** This position shall support the accounting and financial reporting compliance needs per this contract. Duties include accurate accounting of daily sales by auditing the Point of Sale (POS) system; responding to billing inquiries; collecting and auditing vendor invoices; posting all payables; processing invoices for payment; producing financial reports; reconciling statements; tracking and reconciling petty cash and operating accounts; handling payroll records; auditing inventory records; tracking cost of goods sold; and administering appropriate employee programs.
4. **Office Manager:** A full-time employee shall administer and manage the duties within The Village Center office such as personnel scheduling; resident reservations; inventories; responding to resident inquiries and needs; preparation of event schedules and coordination of daily activities; and communication via e-blast of same. This person shall possess outstanding computer and customer service skills.
5. **Administrative Assistant(s):** This position supports the overall Village Center office functions and amenity management responsibilities as directed by the Amenity Manager, Assistant Manager, and/or Office Manager. This person shall possess exceptional administrative, computer, and customer service skills.
6. **Facilitators:** This position ensures proper access to and usage of both amenity centers by authorized Grand Haven residents and their guests. It also entails monitoring the facilities, serving resident-users of the facilities in the appropriate manner, and properly enforcing all District facility-usage policies. Daily tasks include friendly greeting of residents and guests; random checking of I.D.'s and/or Amenity Passes; routine restroom checks; and setting up recreational activities/facilities.
7. **Café Manager:** This position oversees the day-to-day operation of the Waterside Café. Responsibilities include: ensuring an inviting atmosphere for all patrons; creating and adjusting the menu (see sample menu enclosed); scheduling of staff based upon business needs; ordering and conducting inventory; creating and monitoring daily and weekly cleaning checklists; and ensuring all relevant health codes are followed. The Café Manager shall be certified in a Manager's "Food Handling and Safety Course."

8. Cooks and Servers: These positions shall be staffed based upon the business needs of the District's Food & Beverage operation. A minimum of one (1) cook and one (1) server shall staff all shifts; more may be provided based upon the demands of the operation. Duties include: providing a courteous and inviting atmosphere for residents and their guests; poolside service as needed; and cleaning the café front-of-house and back-of-house areas, storage areas, and food service equipment.



Section 5.6: Personnel Conduct and Dress Code

AMG personnel shall maintain appropriate decorum and discipline within its on-site management and staff. All AMG staff shall be appropriately attired for work and shall wear uniforms which include the Grand Haven logo on all staff shirts, as approved by the District.

Section 5.7: Emergency Action Plan and Safety Program

AMG shall develop and deploy as needed an appropriate Emergency Action Plan (“EAP”) and Safety Program for the district’s operation of its Clubhouse Amenity Center. The EAP shall include details relevant to natural disaster precautions, preparations, and response.

The Safety Program shall include, at minimum, appropriate safety policies, rules, procedures, and training. Procedures for periodically monitoring and reinforcing necessary safety programs and protocol, and record-keeping, shall be included. AMG shall comply with all relevant local, state and federal regulations, rules, and orders, as they relate to occupational safety and health, as well as the safe operation of the district’s amenity facilities.

Section 5.8: Special Qualifications/Certifications, Licensing, & Insurance Requirements

5.8a: Qualifications/Certifications:

1. AMG shall have at least one (1) person qualified as a Certified Pool Operator (“CPO”) or Aquatics Facility Operator (“AFO”).
2. A Manager shall possess a valid Manager’s Food Safety certification (see enclosed.)
3. All AMG staff shall be certified in CPR and AED-use per the direction of the district.
4. All Food & Beverage providers utilized by AMG shall be reputable and known in the industry.
5. There shall be at least one (1) person on staff that has been professionally trained by a reputable company in the upkeep and maintenance of the District’s clay tennis courts and hydration system.
6. All AMG staff shall be certified in CPR and AED use, per the direction of the District.

Note: Consideration should be made by the District to accommodate reasonable flexibility of on-site staffing during the necessary certification and training of the amenities staff.

5.8b: Licensing Requirements:

1. AMG is currently licensed in the State of Florida and its sister company, Amenity Food & Beverage, Inc., carries the necessary food, alcohol, and catering licenses (see enclosed) to accommodate the District’s entire Food & Beverage operation.
2. AMG shall successfully manage and pass all health-and-safety inspections by local authorities of contracted responsibilities under AMG’s control.

5.8c: Insurance:

1. AMG shall carry general liability coverage of at least \$2,000,000, and name the District as an additional insured under this policy (see enclosed certificates.) AMG’s sub-contracted program instructors shall conform to the District’s insurance requirements. Finally, AMG shall provide proof of required insurance requirements upon request by the District.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/17/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

(IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).)

PRODUCER Commercial Lines - 800-868-8834 Wells Fargo Insurance Services USA, Inc. 6100 Fairview Road Charlotte, NC 28210	CONTACT NAME: PHONE (A/C No. Ext): 868-572-2412 FAX (A/C No.): ext. 67618 E-MAIL ADDRESS: certs@sol.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Strategic Outsourcing, Inc. PO Box 241448 Charlotte, NC 28224	INSURER A: Hartford Fire Insurance Company 18682	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 6986765** **REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	22WNG30001	03/01/2013	03/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Workers' Compensation Coverage is limited to employees leased to Vesta Property Services, Inc. by Strategic Outsourcing, Inc.

CERTIFICATE HOLDER Grand Haven C.D.D. WHA, LLC 6131 Lyons Road, Ste. 100 Coconut Creek, FL 32073	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**FLORIDA
RESTAURANT
& LODGING
ASSOCIATION**

SAFE STAFF®

Florida Department of
**Business
Professional
Regulation**

DBPR-CONTRACTED FOOD SAFETY PROVIDER

DBPR Approved Program Provider No. 1752486

ROBERT ROSS

FOODHANDLER NAME

6-7-1953

DATE OF BIRTH

has successfully completed the SafeStaff®
Foodhandler Training Program

WATERSIDE CAFE

BUSINESS NAME

6-1-2013

DATE OF TRAINING

6-1-2016

EXPIRES (ADD 3 YEARS TO DATE OF TRAINING)

SafeStaff® is a registered trademark.

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Bernie Schmitt

TRAINER'S NAME

357

TRAINER'S CFPM
CERTIFICATE NUMBER

EXHIBIT "C"

Service and Operational Details

A. Services: In addition to any and all duties of the Management Company set forth in the main body of this Agreement, management of the existing Amenity Centers also includes the following six (6) categories and specified duties:

1. Resident Operations

- a. **Customer Service:** Respond to any and all resident questions regarding the operation of the Amenity Centers during regular hours:
6:00 a.m. – 8:30 p.m., 7 days a week (or as otherwise mutually agreed to between the CDD and the Management Company)
- b. **Website:** Maintain current information regarding the Amenity Centers on Management Company's website
- c. **Surveys:** Periodically create and conduct surveys of the CDD residents to gather information relating to the Amenity Centers, but only upon the prior review and approval by the CDD.

2. Security Operations

- a. Secure the Amenity Centers in the event of threatening weather or other dangerous conditions
- b. Enforce all provisions, rules and regulations of the current CDD Amenity Facilities Policies (the "Policies"), including performing disciplinary actions such as issuing verbal and written warnings, suspensions and expulsions (in accordance with the Policies)
- c. Check Smart Amenity Access photo ID cards of patrons in accordance with the Policies

3. Athletic and Social Activities Management

- a. Advertise public athletic and social events; maintain event scheduling book
- b. Check-out CDD athletic equipment and lockers using Smart Amenity Access photo ID cards (in accordance with the Policies)
- c. Conduct any necessary ticket sales for CDD authorized events
- d. Publish a monthly activity calendar

4. Café and Banquet Operation

- a. Current café activities and hours shall be as agreed to by the CDD and the Management Company
- b. Management Company shall, as needed, facilitate banquets for both scheduled public events and private resident events

- c. Food service for banquets will be provided by the Management Company, either directly or via an outside caterer authorized by the Management Company
- d. Management Company agrees to:
 - (1) Evaluate additional meals and hours of operation that the residents are interested in having available and consider implementation if it is cost effective
 - (2) Price all food services and products to be competitive with comparable local providers

5. Facilities Servicing and Cleaning

- a. Management Company will provide cleaning and servicing for all of the following amenities/facilities and associated equipment located at either of the Amenity Centers:
 - (1) Buildings/Facilities:
 - Café
 - Fitness Centers
 - Locker Rooms
 - Grand Haven Room
 - Office
 - Storage Areas
 - (2) Pools and Spas
 - (3) Tennis Courts
 - (4) Croquet Court equipment
 - (5) Bocce Court
 - (6) Shuffleboard Court
 - (7) Horseshoe Pit equipment
 - (8) Basketball Courts
 - (9) Tot Lots
 - (10) Volleyball Court equipment
 - (11) Soccer Field equipment
 - (12) Parking lot areas at Amenity Centers
- b. Swimming Pool Maintenance shall consist of the following activities to be performed by the Management Company:
 - (1) Check pool water quality and complete equivalent to *DH Form 921 3/98 Swimming Pool Report*, as required by chapter 64E-9.004(13), FAC, per site visit
 - (2) Conduct necessary tests for proper pool chemicals as required to maintain water quality levels within requirements of Chapter 64E-9.004(d)
 - (3) Operate filtration and recirculation systems, backwashing as needed. Clean all strainers. Maintain pool at proper water level and maintain filtration rates. Check valves, as well as other components, for leaks and maintain in proper condition.

- (4) Manually skim, brush and vacuum pools as necessary.
 - (5) Advise the CDD of any necessary repairs, cleaning, or replacement items required due to normal "wear and tear", "acts of God" or vandalism.
- c. Janitorial Services shall consist of the following activities to be performed by the Management Company:
- (1) Maintain the general appearance of all indoor spaces by vacuuming carpet, dusting, mopping all tile areas, cleaning windows and bathrooms and cleaning tiled areas
 - (2) In addition to vacuuming, maintain carpet by treating stained areas
 - (3) Bathroom cleaning includes cleaning all toilets, bases behind toilets, counters, mirrors and shower stalls. Soap dispensers shall be cleaned and filled when necessary. Paper product dispensers shall be restocked as necessary.
 - (4) Dusting includes window ledges, vents, furniture bases, shelves, picture frames and tables.
 - (5) Cleaning of tiled areas includes dust mopping, damp mopping and cleaning baseboards.
 - (6) Storage areas shall be kept in an orderly condition. Equipment and cleaning supplies shall be properly stored.

NOTE: Special treatment of stains, foam removal, algae treatment, etc. shall be billed separately. All janitorial supplies such as paper products, soap, etc. are included in the fee paid to the Management Company. All areas or facilities requiring general landscape maintenance are maintained by the CDD through contracted landscape service providers.

6. **Inventory:** CDD will provide the most recent inventory records to the Management Company. A current inventory shall be taken at the time the Management Company begins its services under this Agreement. The Management Company shall update that record with the current location, condition, or disposition of all equipment, and shall continue maintaining an accurate inventory throughout the term of this Agreement. New equipment will be marked "Amenity Centers" and will be added to the inventory.

B. Miscellaneous

1. The Grand Haven name and logo (if available) should appear on promotional material, food and beverage advertisements and café menus.
2. Employee uniforms will refer to the Grand Haven name and will indicate the employee's name on a name tag.

**SECTION 6
EVALUATION CRITERIA**

**Request for Proposals
AMENITY MANAGEMENT SERVICES**

For the benefit of the respondents, the Board of Supervisors will utilize the criteria below during the selection process. The criteria are ordered from most important to least important in descending order.

Personnel Qualifications
Amenity Management Experience
Proposal Presentation
Price
Prior Food and Beverage Experience

Proposer	Notes

Board Member's Signature _____

SECTION 7: BASIC ORGANIZATION INFORMATION
(to be completed by proposer)

DATE SUBMITTED December 19, 2013

1. Proposer Amenity Management Group, Inc.
Company Name

- an Individual
- a Limited Liability Company
- a Limited Liability Partnership
- a Partnership
- a Corporation
- a Subsidiary Corporation

2. Proposer's Address

Street Address 1021 Oak Street

P.O. Box (if any) _____

City Jacksonville State FL Zip Code 32204

Telephone: (904)355-1831 Fax (904)355-1832

1st Contact Name Ray C. Deary Title Vice President

2nd Contact Name Joe Montagna Title General Manager

3. Parent Company Name (if applicable) Vesta Property Services, Inc.

4. Parent Company Address (if different):

Street Address - same as above

P.O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax _____

1st Contact Name Frank Surface Title Chairman & C.E.O.

2nd Contact Name Mike Hyman Title President

5. List the location of the Proposer's office which would perform District work.

Street Address - same as above

P.O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax _____

1st Contact Name Roy Deary Title Vice President

2nd Contact Name Liezel Mecke Title Assistant Controller

6. If the Proposer is a corporation, is it incorporated in the State of Florida?
Yes () No ()

6.1 Does the Proposer have a Federal Employer Identification number (FEIN)?
Yes () No () FEIN: 205894512

If no, please explain _____

6.2 Is the Company in good standing with the Florida Secretary of State, Division of Corporations? Yes (X) No ()

If no, please explain _____

Date incorporated Nov. 16, 2006 Charter No. P06000144477

Is the applicant registered with the State of Florida? Yes (X) No ()

6.3 If Proposer is not a Florida corporation, provide the following: N/A

State in which the Proposer is organized: _____

Is the Proposer in good standing with that State? Yes () No ()

If no, please explain _____

Date Proposer was organized: _____

Is the Proposer registered as a foreign corporation with the State of Florida?
Yes () No ()

If no, please explain _____

7. If the Proposer is a partnership (including a limited partnership or limited liability partnership) or limited liability company, is it organized in the State of Florida? *N/A*
Yes () proceed to Question 7.1 No () proceed to Question 7.2

7.1 If yes, is the Proposer registered with the Florida Department of State, Division of Corporations? Yes () No ()

If no, please explain _____

Is the Proposer in good standing with the State of Florida? Yes () No ()

If no, please explain _____

Date Proposer was organized: _____

7.2 If no, provide the following:

State in which the Proposer is organized: _____

Is the Proposer in good standing with that State? Yes () No ()

If no, please explain _____

Date Proposer was organized: _____

Is the Proposer registered as a foreign partnership or limited company with the State of Florida? Yes () No ()

If no, please explain _____

8. Does the Proposer hold any registrations or licenses with the State of Florida, applicable to the contract? Yes (X) No ()

8.1 If yes, provide the following information and attach one (1) photocopy of each listed license (attach additional sheets if necessary):

Type of registration *(1) Seating Food Service (2) Retailer of Alcoholic Beverages (3) Caterer*

License No. _____ Expiration Date _____

Qualifying individual *Roy C. Deary* Title *Vice President*
(1) SEA2800528 - June 1, 2014 (2) BEV2800804 - March 31, 2014 (3) BEV2800824 - March 31, 2014

List company(s) currently qualified under this license _____
Amenity Food & Beverage, Inc.

8.2 Does the Proposer hold any registrations or licenses, applicable to the contract?
Yes No () (attach additional sheets if necessary)

If yes, please list and provide a photocopy of each listed license or registration:

Duval County, Tax Collector, City of Jacksonville
Business License

9. List the Proposer's total annual dollar value of work completed for each of the last three (3) years.

2010 \$3,100,000 2011 \$3,085,000 2012 \$3,100,000

10. List the Proposer's total annual dollar value of work completed, to date, for 2013.

2013 \$3,040,000 (Jan. 1 - Nov. 30, 2013)

11. What are the Proposer's current insurance limits? (Provide a copy of applicant's Certificate of Insurance). An example of an insurance certificate is attached hereto as Exhibit A.

General Liability	<u>\$ 2,000,000</u>
Automobile Liability	<u>\$ 1,000,000 (\$2m. for General Aggregate)</u>
Workers Compensation	<u>\$ 1,000,000</u>
Expiration Date	<u>(see enclosed certificates)</u>

12. Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past two (2) years? Yes () No (attach additional sheets if necessary)

If yes, please describe each violation, fine, and resolution: _____

12.1 What is the Proposer's current worker compensation rating? _____

12.2 Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two (2) years? Yes () No (attach additional sheets if necessary)

If yes, please describe each incident _____

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Grand Haven Community Development District, or its authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or regarding the ability, standing and general reputation of the applicant.

Amenity Management Group, Inc
Name of Proposer

By: Roy C. Deary

This 19 day of December, 2013

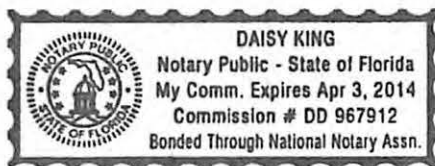
Roy C. Deary, Vice President
[Print name and title]

(Apply Corporate Seal, if filing as a corporation)

State of Florida

County of Duval

The foregoing instrument was acknowledged before me this 19th day of December, 2013 by Roy C. Deary, of Amenity Management Group who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.



[Signature]
Signature of Notary taking acknowledgment

State of Florida

Department of State

I certify from the records of this office that AMENITY MANAGEMENT GROUP, INC. is a corporation organized under the laws of the State of Florida, filed on November 16, 2006, effective November 16, 2006.

The document number of this corporation is P06000144477.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on January 28, 2013, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixteenth day of December,
2013*



Ken DeFina
Secretary of State

Authentication ID: CU9142543585

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>



Detail by Entity Name

Florida Profit Corporation

AMENITY MANAGEMENT GROUP, INC.

Filing Information

Document Number	P06000144477
FEI/EIN Number	205894512
Date Filed	11/16/2006
State	FL
Status	ACTIVE
Effective Date	11/16/2006

Principal Address

1021 OAK STREET
JACKSONVILLE, FL 32204

Changed: 03/31/2012

Mailing Address

1021 OAK STREET
JACKSONVILLE, FL 32204

Changed: 03/31/2012

Registered Agent Name & Address

SANTA ROSA ISLAND COMPANY
1021 OAK STREET
JACKSONVILLE, FL 32204

Name Changed: 02/11/2011

Address Changed: 02/11/2011

Officer/Director Detail

Name & Address

Title DP

HYMAN, MICHAEL D
1021 OAK STREET
JACKSONVILLE, FL 32204

Title DVP

Detail by Entity Name

SURFACE, DAVID K
1021 OAK STREET
JACKSONVILLE, FL 32204

Title D

ARMSTRONG, DANIEL P
1021 OAK STREET
JACKSONVILLE, FL 32204

Title VPST

ARMSTRONG, DANIEL P
1021 OAK STREET
JACKSONVILLE, FL 32204

Title VP

DEARY, ROY C
1021 OAK STREET
JACKSONVILLE, FL 32204

Annual Reports

Report Year	Filed Date
2011	02/11/2011
2012	03/31/2012
2013	01/28/2013

Document Images

01/28/2013 -- ANNUAL REPORT	View image in PDF format
03/31/2012 -- ANNUAL REPORT	View image in PDF format
02/11/2011 -- ANNUAL REPORT	View image in PDF format
03/23/2010 -- ANNUAL REPORT	View image in PDF format
03/24/2009 -- ANNUAL REPORT	View image in PDF format
02/06/2008 -- ANNUAL REPORT	View image in PDF format
02/09/2007 -- ANNUAL REPORT	View image in PDF format
11/16/2006 -- Domestic Profit	View image in PDF format

**Electronic Articles of Incorporation
For**

**P06000144477
FILED
November 16, 2006
Sec. Of State
jshivers**

AMENITY MANAGEMENT GROUP, INC.

The undersigned incorporator, for the purpose of forming a Florida profit corporation, hereby adopts the following Articles of Incorporation:

Article I

The name of the corporation is:

AMENITY MANAGEMENT GROUP, INC.

Article II

The principal place of business address:

**12620-3 BEACH BLVD
SUITE 332
JACKSONVILLE, FL. 32246**

The mailing address of the corporation is:

**12620-3 BEACH BLVD
SUITE 332
JACKSONVILLE, FL. 32246**

Article III

The purpose for which this corporation is organized is:

ANY AND ALL LAWFUL BUSINESS.

Article IV

The number of shares the corporation is authorized to issue is:

100

Article V

The name and Florida street address of the registered agent is:

**ROY C DEARY
12321 BLUE STREAM DRIVE
JACKSONVILLE, FL. 32224**

I certify that I am familiar with and accept the responsibilities of registered agent.

P06000144477
FILED
November 16, 2006
Sec. Of State
jshivers

Registered Agent Signature: ROY C. DEARY

Article VI

The name and address of the incorporator is:

KIM K. HUBBARD, CPA
3730 BEACH BLVD

JACKSONVILLE, FLORIDA 32207

Incorporator Signature: KIM K. HUBBARD

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: DP
ROY C DEARY
12321 BLUE STREAM DRIVE
JACKSONVILLE, FL. 32224

Title: DST
DAVID S WUNDER
12620-3 BEACH BLVD., SUITE 332
JACKSONVILLE, FL. 32246

Article VIII

The effective date for this corporation shall be:

11/16/2006



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DIVISION OF HOTELS AND RESTAURANTS
1940 NORTH MONROE STREET
NORTHWOOD CENTRE
TALLAHASSEE FL 32399-1015**

850-487-1395

**AMENITY FOOD & BEVERAGE INC
THE VILLAGE CENTER CAFE
1021 OAK STREET
JACKSONVILLE FL 32204**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

SEA2800528 ISSUED: 05/28/2013

**SEATING FOOD SERVICE (2010)
AMENITY FOOD & BEVERAGE INC
THE VILLAGE CENTER CAFE**

IS LICENSED under the provisions of Ch.509 FS.
Expiration date : JUN 1, 2014 L1305280000179



VIVA FLORIDA

The Department of State is leading the commemoration of Florida's 500th anniversary in 2013. For more information, please go to www.VivaFlorida.org.

DETACH HERE

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF HOTELS AND RESTAURANTS**

LICENSE NUMBER	
SEA2800528	NBR. OF SEATS: 182

The SEATING FOOD SERVICE (2010)
Named below IS LICENSED
Under the provisions of Chapter 509 FS.
Expiration date: JUN 1, 2014



NON-TRANSFERABLE

**AMENITY FOOD & BEVERAGE INC
THE VILLAGE CENTER CAFE
2000 WATERSIDE PKWY
PALM COAST FL 32137**



VIVA FLORIDA



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DIV OF ALCOHOLIC BEVERAGES & TOBACCO
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783**

850.487.1395

**AMENITY FOOD & BEVERAGE INC
VILLAGE CENTER CAFE (THE)
1021 OAK ST
JACKSONVILLE FL 32204**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

BEV2800804 ISSUED: 03/26/2013

**RETAILER OF ALCOHOLIC BEVERAGES
AMENITY FOOD & BEVERAGE INC
VILLAGE CENTER CAFE (THE)
CONSUMPTION ON PREMISES ONLY**

IS LICENSED under the provisions of Ch.561 FS.
Expiration date: MAR 31, 2014 L1303260003722



The Department of State is leading the commemoration of Florida's 500th anniversary in 2013. For more information, please go to www.VivaFlorida.org.

DETACH HERE

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIV OF ALCOHOLIC BEVERAGES & TOBACCO**

LICENSE NUMBER	SERIES	TYPE
BEV2800804	5COP	SRX

The RETAILER OF ALCOHOLIC BEVERAGES
Named below IS LICENSED
Under the provisions of Chapter 561 FS.
Expiration date: MAR 31, 2014
CONSUMPTION ON PREMISES ONLY



CANNOT MOVE FROM
THIS LOCATION

**AMENITY FOOD & BEVERAGE INC
VILLAGE CENTER CAFE (THE)
2000 WATER SIDE PARKWAY
CITY PALM COAST FL 32137**

Page 72



**RICK SCOTT
GOVERNOR**

ISSUED: 03/26/2013 SEQ# L1303260003722
DISPLAY AS REQUIRED BY LAW

**KEN LAWSON
SECRETARY**



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DIV OF ALCOHOLIC BEVERAGES & TOBACCO
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783**

850.487.1395

**AMENITY FOOD & BEVERAGE INC
VILLAGE CENTER CAFE (THE)
1021 OAK ST
JACKSONVILLE FL 32204**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

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**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BEV2800824 ISSUED: 03/26/2013

**CATERER
AMENITY FOOD & BEVERAGE INC
VILLAGE CENTER CAFE (THE)
CONSUMPTION ON PREMISES ONLY**

IS LICENSED under the provisions of Ch. 565 FS.
Expiration date : MAR 31, 2014 L1303260003723



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DETACH HERE

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIV OF ALCOHOLIC BEVERAGES & TOBACCO**

LICENSE NUMBER	SERIES
BEV2800824	13CT

The CATERER
Named below IS LICENSED
Under the provisions of Chapter 565 FS.
Expiration date: MAR 31, 2014
CONSUMPTION ON PREMISES ONLY



**AMENITY FOOD & BEVERAGE INC
VILLAGE CENTER CAFE (THE)
2000 WATER-SIDE PARKWAY
PALM COAST FL 32137**





2012-2013 BUSINESS TAX RECEIPT

CITY OF JACKSONVILLE/DUVAL COUNTY
MICHAEL CORRIGAN, TAX COLLECTOR

231 E FORSYTH STREET ROOM 130 JACKSONVILLE, FL 32202-3370

PHONE: (904) 630-1916 option 3 FAX: (904) 630-1432

WEBSITE: www.coj.net/tc

Note - A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business.
This receipt is furnished pursuant to chapter 770-772 City ordinance codes.

AMENITY SERVICES GROUP INC
ROY C DEARY
11555 CENTRAL PY
STE 404
JACKSONVILLE, FL 32224-2695

ACCOUNT NUMBER:	985940000		
LOCATION ADDRESS:	11555 CENTRAL PY STE 404 JACKSONVILLE, FL 32224-2695		
DESCRIPTION:	SCHOOL- BUS, VOC, DRIV, NOT SPEC		
COUNTY RECEIPT DESC:	SCHOOL- BUS, VOC, DRIV, NOT SPEC	COUNTY TAX:	30.00
MUNICIPAL RECEIPT DESC:	MC 772.330	MUNICIPAL TAX:	150.00
		TOTAL TAX PAID:	180.00

VALID FROM September 1, 2012 TO September 30, 2013

ATTENTION

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESS MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. Nor does it exempt the receipt holder from any other license or permit required by law. This is not a certification of the licensee's qualifications.

Michael L. Corrigan J.

TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

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PAID-3432691.0001-0001 M01 09/18/2012 180.00

SECTION 8: MANAGEMENT SERVICES AGREEMENT FORM

MANAGEMENT SERVICES AGREEMENT

THIS MANAGEMENT SERVICES AGREEMENT (the "Agreement"), is entered into this day, _____, 201__ (the "Effective Date"), by and between _____, whose address for purposes of this Agreement is _____ (the "Management Company"), and the **GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government organized and existing in accordance with Chapter 190, whose address for purposes of this Agreement is c/o Wrathell, Hunt and Associates, LLC., 6131 Lyons, Road, Suite 100, Coconut Creek, Florida 33073 ("CDD").

RECITALS

A. The CDD is a local unit of special purpose government created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended. The District was created on March 24, 1997 by Flagler County Ordinance #97-03.

B. The CDD owns certain amenity centers known as the "Village Center" and the "Creekside Athletic Club" located within the CDD, in Flagler County, Florida, together with certain buildings, furniture, fixtures, machinery, appliances, operating equipment, books, records and other personal property used in the operation of said amenity centers (herein collectively the "Amenity Centers").

C. The CDD desires the benefit of the experience and services of the Management Company in the operation and management of the Amenity Centers upon the terms and conditions set forth in this Agreement, and the Management Company is willing to accept such obligations pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the sum of One and 00/100 Dollars (\$1.00), each to the other paid, and other valuable considerations, the receipt and sufficiency of which is hereby acknowledged, and in further consideration of the mutual covenants and conditions contained herein and in the exhibits attached hereto to be performed by each of the parties hereto, the Parties hereby agree as follows:

1. Term of Agreement. This Agreement shall be in effect for a term beginning on March 1, 2014 and ending on September 30, 2014. Notwithstanding the foregoing term, the parties may elect to treat this Agreement as a continuing contract by extending it on the same terms as are set forth herein for periods after the ending date.

2. Acceptance of Management Responsibility. The CDD hereby retains the Management Company to manage and operate the Amenity Centers and to further render the services herein stated, and the Management Company hereby accepts such duties and shall discharge such duties all in accordance with the terms and conditions set forth in this Agreement.

3. Compensation of Management Company. For the first term of this Agreement (March 1, 2014 through September 30, 2014), the Management Company shall receive a total

management fee of \$ _____. This fee is based upon an annual fee of \$ _____, which is being prorated over the initial term of the Agreement, and shall include management of both the Village Center and the Creekside Athletic Center. The fee shall be payable in seven (7) equal monthly installments. Subject to certain limitations contained herein, the Management Company shall also receive all receipts generated from food and beverage sales at the Village Center as well as all revenue derived from the operation of the Amenity Centers (except for revenue generated by annual/daily guest use fees, tennis ball machine, gate access devices [ID cards, fobs] and other special fees as mutually agreed to by the Management Company and the CDD, which shall all be paid to the CDD; see specifically Section 10 herein regarding recreation/instruction programs). For this consideration the Management Company shall provide management and operation of the Amenity Centers in accordance with the terms and conditions set forth herein. Changes may be proposed in the operation or level of service provided during the term of this Agreement and, if such changes are approved by the CDD and the Management Company, a corresponding and appropriate change in the annual management fee shall be made as agreed to by the CDD and the Management Company.

4. Standards of Operation and Management. The Management Company shall be directly responsible for the general management, operation, servicing and cleaning of the Amenity Centers as discussed more thoroughly below and as set forth on Management Company's response to the CDD's Request for Proposals No. GH-AM-13-01 attached hereto as Exhibit "A" (the "Proposal"). The Management Company shall, as part of its duties hereunder, participate in discussions with the CDD regarding, and provide professional input on, such subjects as budgeting, amenity facilities policies (both recommendations and enforcement) and safety/security issues. The Management Company shall maintain the Amenity Centers as a part of the CDD community and at all times in accordance with that of a high quality public community center and club. The Management Company acknowledges that residents of Grand Haven expect a high level of customer service and cleanliness. The Management Company agrees to acknowledge and abide by CDD input into the operation of the Amenity Centers, and further agrees to operate the Amenity Centers in accordance with all applicable provisions set forth in the CDD Amenity Facilities Policies adopted by the CDD, as amended from time to time. In the event that the Management Company, at any time during the term of this Agreement, fails to manage, operate, service or clean the Amenity Centers at an acceptable level and as set forth herein, the CDD shall have the right to give written notice to the Management Company, specifying those areas in which the Management Company is not meeting the standards of operation (i.e., facility conditions, employee training, failure to operate within the approved CDD Amenity Facilities Policies or other CDD rules and regulations). The Management Company shall have thirty (30) days from the receipt of said notice to cure such failures in their entirety, or in the event that such failures cannot be reasonably cured within that period, a reasonable period shall be established, provided that the Management Company diligently commences and pursues to complete such cure. If such efforts are not made, this Agreement may be terminated at the sole discretion of the CDD. Notwithstanding anything contained herein to the contrary, the Management Company specifically acknowledges that the CDD Amenity Facilities Policies, as amended from time to time, shall be the controlling authority dictating the operation of the Amenity Centers with regard to matters that are addressed therein, and the Management Company agrees to abide by such policies.

5. **Management Company Not Responsible for Maintenance, Repair or Capital Expense.** Other than with respect to the maintenance and repair costs of the grills, fryers, hood exhaust systems, food coolers, food preparation and dishwashing equipment in the Waterside Café (the “Waterside Café Equipment”), the CDD, and not the Management Company, shall be solely responsible for the ongoing maintenance and repair of all improvements, structures, fixtures, equipment, major building systems, and carpet located on or about the Amenity Centers. The Management Company shall be responsible for the maintenance and repair of the Waterside Cafe Equipment at its sole cost and expense, subject to the exclusions set forth in Section V of the Proposal. However, the Management Company, while not responsible for repairing said improvements, structures, fixtures or equipment, shall be responsible for the ongoing management and servicing of the Amenity Centers facilities such as the swimming pool and tennis courts, etc., as discussed further below. Should the Management Company become aware of any necessary repair or maintenance that is the responsibility of the CDD, the Management Company shall promptly notify the CDD, in writing, of said repair or maintenance. Notwithstanding anything contained in this paragraph, the Management Company shall be solely responsible for any maintenance or repair of any improvement, fixture or equipment if said maintenance or repair is necessitated by an act or omission of the Management Company or its employees, agents or contractors. Although the Management Company shall not be responsible for the repair or replacement of any CDD improvements, fixtures or equipment (other than the regular servicing and cleaning of the Amenity Centers and their facilities), the Management Company may, in the event of an emergency, upon notification of the CDD Field Operations Manager, conduct repairs to prevent imminent danger to life or property, and the Management Company shall be promptly reimbursed by the CDD for such repairs. Emergency repairs may be conducted if such repair may be immediately necessary for the preservation and safety of the Amenity Centers or the occupants thereof, or as may be required to avoid the suspension of any necessary service to the Amenity Centers.

6. **Specific Duties and Services of Management Company.** The Management Company shall act as the manager of the Amenity Centers, including all facilities and activities related thereto, and the Management Company shall provide the CDD with the services customarily provided for in such instances, including but not limited to the following (collectively the “Services”):

(a) **Custodial Services and Facility Servicing.** The Management Company shall be responsible for all routine daily and/or weekly custodial services (as necessary) to maintain the Amenity Centers to the standards set forth herein. In addition, the Management Company shall be responsible for all daily and/or weekly cleaning and servicing, as appropriate, of the tennis courts, pool and pool areas, spas, all leisure or athletic facilities and all other appurtenant facilities, including testing, brushing and skimming of the swimming pools and brushing, raking and lining of the tennis courts (as such cleaning and servicing activities are more fully set forth and further described on Exhibit “C” and in Section III of the Proposal). The Management Company shall cause all buildings, equipment, fixtures appurtenances and grounds of said Amenity Centers, together with the tennis courts, pool and pool areas, all leisure or athletic facilities and all other appurtenant facilities, to be maintained and operated in a clean, tidy and safe

condition acceptable to the CDD. The Management Company shall purchase, at their sole expense, all necessary and recommended inventory and supplies needed to carry out all of their responsibilities, duties and functions under this Agreement.

(b) Management Company Employees. The Management Company shall employ (either directly or through third party contractual relationship), hire, train and supervise all personnel reasonably necessary to operate the Amenity Centers, with employees' compensation, benefits, insurance and taxes to be paid by the Management Company. The Management Company shall have authority to hire, train and discharge all employees necessary for the operation of the Amenity Centers, and to fix their compensation; however, the Management Company shall not enter into any labor agreement on behalf of the CDD without the express written consent of the CDD. The Management Company will devise such employment documents as to insure proper operation, training and disclosure of information pertaining to the Amenity Centers' operations in accordance with existing CDD standards, rules and applicable law. At a minimum, the Management Company shall employ the personnel outlined in Section II of the Proposal in order to properly manage and operate the Amenity Centers, which includes without limitation, the following positions:

- (i) **Manager (herein referred to as the "Amenity Centers Manager")** – full-time position to oversee and direct the Village Center and The Creekside Athletic Club, as well as all operations, services, programs, events and staff associated with the Amenity Centers.
- (ii) **Assistant Manager** – full-time support position to the Amenity Centers Manager. May function as Café Manager.
- (iii) **Bookkeeper** – part-time position to handle accounting and human resource needs at the Amenity Centers.
- (iv) **Office Administrators** – will assist with administrative tasks at the Amenity Centers.
- (v) **Facilitators** – main function is to facilitate usage and access of the Amenity Centers and to enforce rules and regulations.
- (vi) **Facilities Team Leader** – full-time position that oversees the daily operations and maintenance duties of this Agreement and the Proposal.
- (vii) **Café Manager** – a position that oversees the day to day operation of the café.
- (viii) **Any and all employees necessary, within the discretion of the Management Company, to operate the Village Center Café including, but not limited to, a chef, cook(s) and servers.**

The Management Company will provide supervision and employees on site (in accordance with the schedule set forth in Exhibit "B" attached hereto and incorporated herein) during all operating hours for the Amenity Centers, which hours shall be set by the CDD (and are outlined in the attached Exhibit "B"). In addition, a representative of the Management Company, preferably the Amenity Manager, shall attend all CDD Board of Supervisors meetings and provide monthly "Amenity Manager's Report" for said meetings.

(c) Operational Procedures. The Management Company shall develop and maintain an employee and operational procedures manual for operation of the Amenity Centers that shall be stored on site at the Village Center.

(d) Activities Programming. The Management Company shall offer a variety of social programs and activities that maximize the use of the Amenity Facilities in accordance with Section IV of the Proposal. The Management Company shall be entirely responsible for these events, including all aspects of design, organization, promotion and administration, as well as scheduling, registration, payment collection, staffing, etc.

(e) Operational Expenses Covered by Management Company. The following operational expenses and services shall be provided by the Management Company at each Amenity Center (unless otherwise indicated) at no additional charge to the CDD; the cost of such expenses and services are included in the annual management fee paid to the Management Company as set forth in paragraph 3 above.

- Employee wages and wage expenses
- Personnel training and uniforms
- Liability insurance
- Office supplies
- Locker room supplies and sanitation services
- Event promotions, copier, paper and usage (copier available only at Village Center)
- Food And Beverage License, bank and credit card expenses (bank and credit card expenses apply only to the Village Center)
- Tennis court servicing and cleaning
- Towel and linen service
- Pool cleaning and pool chemicals
- Indoor pest control
- Fire prevention and safety expenses
- Facility cleaning (including, but not limited to, tennis and bocce courts)
- Courtesy filtered water
- Coordination of CDD equipment and locker check-out

Any remaining expenses not listed or contemplated in this Agreement or in the Proposal shall remain an expense of the CDD.

7. Additional Services/Operational Details. Without limiting the generality of the preceding Section 7, the Management Company agrees that the Services and Operational details set forth in Section III and IV of the Proposal and Exhibit "C" attached hereto are incorporated into this Agreement by reference as though fully set forth herein and that Management Company agrees to and shall perform the same as part of their general duties hereunder.

8. Further Responsibilities of the Management Company.

(a) The Management Company will take such action as may be necessary to comply with any and all orders or requirements affecting the Amenity Centers by any governmental agency having jurisdiction over it, unless specifically instructed by the CDD that it intends to contest such orders or requirements and that the Management Company shall not comply with the same. The Management Company shall promptly notify the CDD of any such orders or requirements upon receipt of same.

(b) The terms, provisions and conditions of this Agreement shall be performed on behalf of the CDD and all specified obligations or expenses shall be paid by the Management Company.

(c) A meeting room at Grand Haven shall be made available to the CDD for Board meetings (on the dates so set by the Board) at no charge to the CDD. The meeting room shall also be made available, at no charge, as requested for homeowners' association meetings and various CDD workshops. Other use of the Grand Haven room shall be governed by the Grand Haven Community Development District Policies and Fees for All Amenity Centers.

9. Recreation/Instruction Programs. Section V of the Proposal is incorporated into this paragraph 10 with respect to the Management Company's duties and obligations with respect to the recreation/instruction. Recreation/instruction programs (i.e. tennis, yoga, personal training, etc.) shall be reasonably priced with the objective of safely maximizing resident participation. The Management Company shall maintain all contractor agreements which shall include the instructor's proof of liability insurance.

10. Communications. Operational and policy directions to the Management Company and the Amenity Centers Manager, who is an employee of the Management Company, shall come exclusively from the CDD Board of Supervisors acting as a body and/or the Board's designated representatives (such as the CDD District Manager and CDD Operations Manager).

11. Insurance.

(a) The Management Company shall, at its own expense, secure all insurance policies, including employee insurance, necessary for the proper operation and preservation of the Amenity Centers and acceptable to the CDD. All insurance

shall be issued by companies authorized to do business under the laws of the State of Florida, and must be acceptable to the CDD. The Management Company shall furnish certificates of insurance to the CDD prior to commencing work under this Agreement, naming the CDD as an additional insured, and the Management Company shall maintain such certificates in full force and effect. Each certificate shall clearly indicate that the Management Company has obtained insurance of the type, amount and classification as required for strict compliance with this paragraph, and there shall be no material change or cancellation of any insurance policy without thirty (30) days prior written notice to the CDD. Insurance coverages shall be as follows:

(i) **Worker's Compensation:** the Management Company shall provide worker's compensation coverage for all employees. The limits shall be the statutory limits for worker's compensation and \$250,000 for employer's liability.

(ii) **Comprehensive General Liability:** the Management Company shall provide coverage for all operations including, but not limited to, Contractual, Products and complete Operations and Personal Injury, in an amount of at least \$2,000,000 combined single limit.

(iii) **Liquor Liability:** the Management Company shall provide liquor liability insurance in an amount of not less than \$1,000,000.

(iv) **Other Insurance:** the Management Company agrees to acquire and maintain such other insurance as may be reasonably required by the CDD during the term of this Agreement, including, without limitation, professional liability insurance..

In the event the Management Company retains subcontractors, the Management Company shall be responsible for assuring that all subcontractors carry insurance in the minimum amount set forth in this Paragraph 10(a).

(b) Acceptance by the CDD of any evidence of insurance submitted by the Management Company does not relieve or decrease in any manner the liability of the Management Company for performance of the services. The Management Company is responsible for any losses, claims or costs of any kind arising out of or related to the Services or this Agreement which the Management Company's insurance does not cover.

12. **Licenses, Transfers.** The Management Company, at its own expense, shall obtain all licenses and permits necessary to operate the Amenity Facilities, including a liquor/wine/beer license(s). All licenses will be obtained in the name of the Management Company, if possible. In the event that the Management Company is in default under this Agreement and/or this Agreement is terminated by the CDD or the Management Company, the Management Company agrees that it will transfer (to the maximum extent permitted by law, ordinance or other

governmental regulation) all permits and licenses, including but not limited to any liquor licenses which may be held by the Management Company for the Amenity Centers and the operation thereof to the CDD or, at the CDD's sole option, to the CDD's nominee.

13. **Termination.** This Agreement can be terminated by either party, with or without just cause, upon sixty (60) days' prior written notice to the other party. In the case of an event of default by the Management Company, the CDD may terminate this Agreement upon five days' prior written notice.

14. **Notices.** Any notice required or permitted to be given by the terms of this Agreement or under any applicable law by either party shall be in writing and shall be either hand delivered or sent by certified or registered mail, postage prepaid, return receipt requested. Such written notice shall be addressed to:

CDD: Grand Haven Community Development District
Attention: District Manager
6131 Lyons Road, Suite 100
Coconut Creek, Florida 33073

Management Company:

15. **Indemnification.** The Management Company agrees to indemnify, save harmless and defend the CDD, its officers, directors, board members, employees, agents, and assigns, from and against any and all liabilities, claims, penalties, forfeitures, suits, legal or administrative proceedings, demands, fines, punitive damages, losses, liabilities and interests, and any and all costs and expenses incident thereto (including costs of defense, settlement and reasonable attorneys' fees, which shall include fees incurred in any administrative, judicial or appellate proceeding) which the CDD, its officers, directors, board members, employees, agents, and assigns, may hereafter incur, become responsible for or pay out to the extent arising out of (i) the Management Company's breach of any term or provision of this Agreement, or (ii) any negligent or intentional act or omission of the Management Company, its agents, employees or subcontractors, in the performance of this Agreement.

16. **Compliance with All Laws, Regulations, Rules and Policies.** The Management Company recognizes that the Amenity Centers are public amenities and that their operation is subject to all applicable rules and statutes.

(a) At all times, the Management Company is expected to operate within all applicable laws and regulations, as well as the rules and policies of the CDD.

(b) The CDD is a local unit of special purpose government created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*. The Management Company agrees to comply with all applicable requirements of the "Sunshine Law," the "Public Records Law," the Community Development Districts Law, and all other statutes and regulations applicable to the Management Company.

(c) The Management Company shall promptly comply with all rules, laws, regulations, policies and notices and shall not keep or accumulate any flammable, polluting, or hazardous materials or substances on the Premises except in quantities reasonably necessary to carry out its duties under this Agreement. The Management Company shall hold the CDD harmless from any fines, penalties, costs and damages resulting from the Management Company's failure to do so. The Management Company shall immediately discontinue any activity which is in violation of law and shall remedy the same immediately; the Management Company shall be responsible for the payment of any associated fines or penalties. The Management Company shall bear all costs associated with compliance under the Americans with Disabilities Act or any other such state or federal legislation.

17. Order of Documentation. This Agreement supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to the subject hereof between the Parties. Any further agreements must be mutually agreed upon between the Parties in writing and signed by only authorized officers of the Parties.

18. Attorneys' Fees. In the case of the failure of either party hereto to perform and comply with any of the terms, covenants or conditions hereof, and such terms, covenants or conditions, or damages for the breach of same, is enforced or collected by suit or arbitration or through an attorney at law, whether suit or arbitration or through an attorney at law, whether suit or arbitration is brought or not, the party so failing to perform and comply hereby agrees to pay the other party hereto a reasonable sum of money for attorneys' fees, together with the costs, charges, and expenses of such collection or other enforcement of rights in any such litigation or arbitration.

19. Subordination. This Agreement shall be subordinate to any existing mortgage, and all amendments, future advances, modifications, and renewals thereunder, and all other mortgages, for so long as any such mortgage encumbers any portion of the Grand Haven Community Development District.

20. Covenants and Representations. The Management Company acknowledges that it has read and agrees to all terms and provisions and requirements of this Agreement. The Management Company acknowledges that it has received a copy of all current Rules and Amenity Facilities Polices of the CDD and understands and agrees to comply with same.

21. Governing Law and Jurisdiction. This Agreement shall be interpreted and enforced under the laws of the State of Florida. Any litigation arising under this Agreement shall be venued in the Circuit Court of Flagler County, Florida. **THE PARTIES WAIVE TRIAL BY JURY AND AGREE TO SUBMIT TO THE PERSONAL JURISDICTION AND VENUE OF A COURT IN FLAGLER COUNTY, FLORIDA.**

22. Independent Contractor Status. At all times hereunder, the Management Company shall undertake all duties, obligations, and responsibilities as an independent contractor, and not as an agent or representative of the CDD. It is further acknowledged that nothing herein shall be deemed to create or establish a partnership or joint venture between the CDD and the Management

Company. The Management Company has no authority to enter into any contracts or agreements, whether oral or written, on behalf of the CDD.

23. Waivers. No failure by either party to insist upon the strict performance of any covenant, duty, agreement or condition of this Agreement or to exercise any right or remedy upon a breach thereof shall constitute a waiver of any such breach or of such or any other covenant, agreement, term or condition. Any party hereto, by written notice executed by such party, may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation, or covenant of any other party hereto. No waiver shall affect or alter this Agreement, but each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof.

24. Captions. The captions for each paragraph of this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope or intent of this Agreement, or the intent of any provision hereof.

25. Successors and Assigns. The Management Company may not assign this Agreement or any of the rights and duties expressed herein except with the CDD's prior written consent which must have CDD Board approval.

26. Preparation of Agreement. The Management Company and the CDD have had equal input in the drafting of this Agreement and, in consideration thereof, the language used in this Agreement will be construed according to its fair and common meaning and will not be construed more stringently or liberally for either party.

27. Severability. If any provisions of this Agreement are held to be illegal or invalid, the other provisions shall remain in full force and effect.

28. No Property Interest or Recordation. No property interest (real or personal) is conveyed hereby and neither party shall record this Agreement or any memorandum or notice thereof in the public records.

29. No Modification. No modification, waiver, amendment, discharge or change of this Agreement shall be valid unless the same is in writing and signed by the parties against which such enforcement is or may be sought. This instrument contains the entire agreement made between the parties and may not be modified orally or in any manner other than by an agreement in writing signed by all parties hereto or their respective successors in interest.

30. Time of the Essence. Time, and timely performance, is of the essence of this Agreement and of the covenants and provisions hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on their behalf by duly authorized representatives, all as of the date first set forth above.

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Attest:

Secretary/Assistant Secretary

**Dr. Stephen Davidson
Chair, Board of Supervisors**

WITNESSES:

Print: _____

By: _____

Print: _____

Print: _____

Title: _____

SECTION 9: AFFIDAVIT OF NON-COLLUSION

STATE OF Florida
COUNTY OF Duval

I Roy C. Deary, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a Vice President at the firm of Amenity Management Group, and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

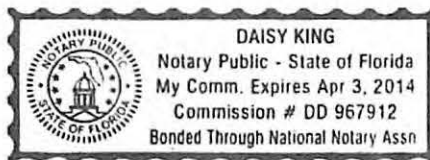
Dated this 19th day of December, 2013.

Roy C. Deary
Signature by authorized representative of Proposer

State of Florida
County of Duval

The foregoing instrument was acknowledged before me this 19th day of December, 2013, by Roy C. Deary, of the Amenity Management Group, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

[Signature]
Signature of Notary taking acknowledgment



SECTION 10: ACKNOWLEDGMENT OF RECEIPT AND PROPOSAL SIGNATURE FORM

This Proposal for AMENITY MANAGEMENT SERVICES has been submitted on this 19th day of December, 2013 by Amenity Management Group, Inc [company] whose business address is 1021 Oak Street
Jacksonville, FL 32204
_____ telephone number is (904) 355-1831 and fax number is (904) 355-1832.

The undersigned acknowledges, by the below execution of this proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees, through submission of this proposal, to honor all pricing information sixty (60) days from the date of the proposal opening, and if awarded the contract on the basis of this Proposal to enter into and execute the services contract in substantially the form included in the proposal documents.

Proposer understands that inclusion of false, deceptive or fraudulent statements on this proposal constitutes fraud; and, that the District considers such action on the part of the proposer to constitute good cause for denial, suspension or revocation of a proposal for work for the Grand Haven Community Development District.

Furthermore, the undersigned acknowledges receipt of the following addenda, the provisions of which have been included in this Request for Proposal.

- Addendum No.: 1 dated December 13, 2013
- Addendum No.: _____ dated _____
- Addendum No.: _____ dated _____
- Addendum No.: _____ dated _____
- Addendum No.: _____ dated _____

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Grand Haven Community Development District, or their authorized agents, deemed necessary to verify the statements made in this proposal or attachments hereto, or regarding the ability, standing and general reputation of the proposer.

Amenity Management Group, Inc.
Name of Organization

By: Roy C. Deary

This 19th day of December, 2013

Roy C. Deary, Vice President
Print Name and Title

(Apply Corporate Seal if filing as a Corporation)

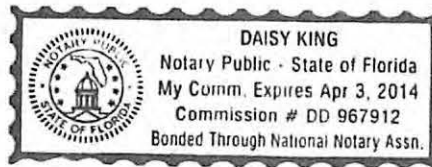
State of Incorporation: Florida

State of Florida

County of Duval

The foregoing instrument was acknowledged before me this 19th day of December, 2013, by Roy C. Deary of Amenity Management Group, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

[Signature]
Signature of Notary taking acknowledgment





Community Development District
REQUEST FOR PROPOSALS: SECURITY SERVICES
ADDENDUM 1

TO: Potential Proposers
FROM: Craig Wrathell, District Manager
DATE: December 13, 2013
SUBJECT: Request for Proposals for Amenity Management Services – Addendum 1

Addendum 1 includes the following:

1. Answers to questions posed by potential proposers.
-

Q1. What is the potential transition time between the existing amenity management company and new amenity management company?

- A4. If a company that is bidding on the Amenity contract feels the need to make arrangements for some transition time, in an effort to create a smooth transition, prior to the exit of the existing amenity management company, that company should include that as a suggestion in their bid.

Q2. Does the CDD own the Amenity Center software?

- A5. The CDD owns all of the computer equipment and software at the Amenity Centers, as well as the information on the software.

Q3. Would it be possible for me to come down and tour the cafe to include kitchen area? If necessary, we can come when the cafe is closed.

- A6. Due to restrictions set forth in the health code, it is my opinion that it would not be appropriate to conduct tours through the café kitchen.

SECTION 11: PRICING FORM

PROPOSER SHALL COMMIT TO AN HOURLY RATE FOR HURRICANE/EMERGENCY CLEANUP SITUATIONS IN THE EVENT THAT ONE OCCURS DURING THE CONTRACTUAL PERIOD. THIS HOURLY RATE IS OUTSIDE OF THE ANNUAL AMENITY MANAGEMENT FEE AND OVERALL PROPOSAL PRICE.

\$ 20.00 per hour for hurricane emergency cleanup

Please provide an annual total for the AMENITY MANAGEMENT PROPOSAL, as outlined in the scope for the period from March 1, 2014 to September 30, 2014.

\$ 297,815.00 Total [March 1, 2014 to September 30, 2014]

Please provide a monthly total for above contract term: \$ 42,545.00 Monthly Total

Please provide an annual total for the AMENITY MANAGEMENT PROPOSAL, as outlined in the scope for the second twelve (12)-month period, October 1, 2014 to September 30, 2015.

\$ 523,320.00 Annual Total [YEAR 2: October 1, 2014 to September 30, 2015]

Please provide a monthly total for Year 2: \$ 43,610.00 Monthly Total

Please provide an annual total for the AMENITY MANAGEMENT PROPOSAL, as outlined in the scope for the third twelve (12)-month period, October 1, 2015 to September 30, 2016.

\$ 539,020.00 Annual Total [YEAR 3: October 1, 2015 to September 30, 2016]

Please provide a monthly total for Year 3: \$ 44,918.33 Monthly Total

The District reserves the right to adjust the staffing and hours of operation as needed.

Grand Haven Horticultural Consultant Proposal

The following is an overall review of the services I can provide to Grand Haven along with the fees charged for the services.

Services Offered

1. Conduct an overall audit of the community within this audit I will give a detailed breakdown report of the community section by section. The report will give in detail an explanation of the problem areas with in the community. This audit will give the community a background of where the problem areas are located and what the order of importance for renovation work should be. There will also be recommendations for replacement plants and the reasons I recommend these plants for the areas the report highlights. The audit will be presented to the CDD or Governing Board with an explanation as to the findings. Fee for this service will be \$1200.00
2. With the audit I recommend a scheduled meeting with the Landscape Company to review problems found in the audit and go over details to correct problems in the landscape. My purpose of the meeting is to work with the landscape company and create a good working relationship which is productive to Grand Haven. The fee for these meetings would be paid on an hourly basis at the rate of \$50.00.

From this point on there are several way to proceed. One way is a monthly audit of the landscape at Grand Haven to review how the landscape company is performing. The service could include the entire landscape or half of the community each month. This service would include a meeting with the CDD or Governing board to review the results of the audit and would also include a written report presented to the board. Fees for half the community would be \$400.00 per month and the entire community \$700.00 per month these fees are based on a yearly contract with Grand Haven.

Services for Grand Haven can also be scheduled by appointment at the hourly rate of \$50.00 per hour. This type of service would be used for meetings, review of plans or contracts or could be tailored to the community needs. I would also use these meetings to walk the Landscape Company around the community to review areas within the landscape.

Contract and Bid Review

1. Each bid would run about one hour and a half to review the fine print and details in the bid in an average bid. The fee for reviewing a bid would be \$60.00 per bid.
2. Two bids \$120.00, three bids \$180.00.
3. Report to the CDD or Governing Board.

Grand Haven like Ocean Hammock is a community that was developed in phases by a combination of builders over a period of time. This presents a problem in that the community doesn't reflect a common theme and therefore presents itself as a community that has a landscape that portrays confusion. I would recommend that we come together to create a common theme for the community one that would represent the entire community. In doing so the landscape would act as a uniting factor to pull the community together so that each section would carry some unifying theme to reduce the confusion. This is accomplished by using certain plants or a combination of plants that would move from one section to another creating a flow within the landscape. Repeated use of a common theme will marry the community together and create an elegant clean landscape.

Developers tend to over plant a landscape to portray a mature community this is beautiful in the beginning, but as time goes by the plants that were planted too close together suffer and decline. As a landscape ages it will develop problem areas and these problem areas will need renovation and upgrading. Most landscape plants have a life expectancy and if not maintained properly they decline faster. My job is to review the landscape plants and the overall design of the landscape and make recommendation as to what needs to be removed along with suggesting plants that are hardy, have the cultural requirements that reflect the Grand Haven climate and conditions for growing within the Grand Haven community.

I specialize in Landscape renovations, what this means is that it will be my job to recommend plants that will live with less water, fertilizer and portray the overall theme of Florida Friendly Landscape. A Florida Friendly landscape would make Grand Haven a green community, but most importantly the community would be beautiful and will give the visitor an image of beautiful Florida living along with being sustainable to the community. My goal is to bring the landscape to a level where Grand Haven reduces its water and fertilizer usage from 30 to 50% which will result in a large savings to the homeowners in the community.

Along with a more Green Landscape I feel there is a huge amount of money that can be saved in the community by making simple changes in the care and choice of plants we use in the landscape. I feel we need to continue the Fire wise theme in the community and we also need to create a vine program to help reduce the threat of wildfires within the community.

The community should have a BMP paper for the community to help maintain the continuity for landscape care as the community grows and as Landscape Company's change. This is an important part in creating a plan that continues over time. It also keeps Landscape Companies on the same page for community care.



COMMUNITY DEVELOPMENT DISTRICT

4A

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2020**

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2020**

	<u>Major Funds</u>	Total
	General	Governmental Funds
	<u> </u>	<u> </u>
ASSETS		
Operating account		
SunTrust - operating acct	\$1,545,050	\$ 1,545,050
SunTrust - petty cash	7,230	7,230
Investments		
Stonegate Bank	1,253	1,253
Finemark	249,031	249,031
Finemark - ICS	1,671,542	1,671,542
Centennial Bank	256,024	256,024
Intracoastal Bank	258,806	258,806
Iberia - (MMKT)	49,087	49,087
SBA -161601A	6,974	6,974
Undeposited funds	12,741	12,741
Due from other	1,903	1,903
Accounts receivable (rev deferred)	59,219	59,219
Deposits	110	110
Prepaid expense	107,017	107,017
Total assets	<u>\$ 4,225,987</u>	<u>\$ 4,225,987</u>
LIABILITIES		
Liabilities:		
Accounts payable	\$ 208,302	\$ 208,302
Retainage payable	3,453	3,453
Due to other entity	36	36
Total liabilities	<u>211,791</u>	<u>211,791</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	53,260	53,260
Total deferred inflows of resources	<u>53,260</u>	<u>53,260</u>
FUND BALANCES		
Committed		
Disaster	690,235	690,235
Assigned		
3 months working capital	836,831	836,831
Unassigned	2,433,870	2,433,870
Total fund balances	<u>3,960,936</u>	<u>3,960,936</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$ 4,225,987</u>	 <u>\$ 4,225,987</u>

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 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	15,156	26,798	21,000	128%
Gate & amenity guest	2,684	12,503	8,000	156%
Tennis fees	64	1,993	3,000	66%
Room rentals	-	1,150	2,000	58%
Interest and miscellaneous	3,341	23,676	5,500	430%
State reimbursement - hurricane	-	290,976	-	N/A
Grant	9,500	9,500	-	N/A
Total revenues	<u>30,745</u>	<u>4,621,412</u>	<u>4,278,343</u>	108%
EXPENDITURES				
Administrative				
Legislative				
Supervisors - regular meetings	-	11,200	12,000	93%
Supervisors - workshops	1,000	6,200	10,000	62%
Financial & administrative				
District management	3,166	37,987	37,987	100%
Administrative services	842	10,110	10,110	100%
Accounting services	1,738	20,852	20,852	100%
Assessment roll preparation	767	9,202	9,202	100%
Auditing services	-	11,300	11,300	100%
Arbitrage	-	750	2,400	31%
Legal - general counsel	22,401	116,262	92,000	126%
Engineer	5,238	13,165	30,000	44%
Insurance	-	10,482	11,896	88%
Legal advertising	598	3,528	3,500	101%
Bank fees	133	1,438	1,500	96%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	705	705	1,800	39%
ADA website compliance	-	199	200	100%
Communications: e-blast	-	459	500	92%
Music licensing	-	3,321	3,300	101%
IT support	2,051	20,621	18,000	115%
Property taxes	-	-	3,000	0%
Postage	419	1,685	3,000	56%
Office supplies	335	646	500	129%
Tax collector	-	85,096	88,309	96%
Contingencies	1,026	1,819	-	N/A
Total administrative	<u>40,419</u>	<u>367,202</u>	<u>371,531</u>	99%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 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	607	5,147	4,300	120%
Electric- Village Center - #18308	2,473	22,689	31,500	72%
Electric - Creekside - #87064, 70333	3,118	17,919	21,500	83%
Street lights	4,053	20,320	20,000	102%
Propane - spas/café	1,650	25,135	38,750	65%
Garbage - amenity facilities	1,020	12,323	11,000	112%
Water/sewer				
Water services	19,917	132,639	98,750	134%
Water - Village Center	1,435	12,301	13,500	91%
Water - Creekside	785	6,285	10,000	63%
Pump house shared facility	1,130	39,219	15,500	253%
Aquatic contract	8,316	48,781	44,615	109%
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	1,600	10,000	9,600	104%
Landscape enhancement	2,800	147,541	112,220	131%
Landscape repairs & replacement	1,000	17,695	20,000	88%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	33,756	47,671	20,000	238%
Landscape maintenance contract services	95,538	548,503	531,420	103%
Landscape maintenance: croquet	5,267	31,600	31,600	100%
Oak tree pruning	-	-	35,000	0%
Optional 3rd flower rotation	-	17,550	20,000	88%
Irrigation repairs & replacement	6,227	33,523	20,000	168%
Street light maintenance	7	2,447	15,000	16%
Lift truck repairs & maintenance	100	1,551	5,000	31%
Holiday lights	-	8,427	9,000	94%
Staff support and amenity operations				
Payroll	36,280	381,818	478,146	80%
Merit pay/bonus	-	18,026	15,000	120%
Payroll taxes	2,708	30,986	62,398	50%
Health insurance	-	50,156	56,500	89%
Insurance: workers' compensation	-	26,002	24,000	108%
Payroll services	264	3,708	3,700	100%
Mileage reimb: operations manager	374	2,493	2,750	91%
Car allowance: staff	1,187	6,142	5,000	123%
Amenity Management Group, Inc.	39,769	456,221	477,225	96%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	5,149	60,541	61,795	98%
Amenity A/C maintenance and service	1,250	2,235	3,750	60%
Fitness equipment service	120	3,559	7,500	47%
Amenity cable/internet	1,346	14,800	14,500	102%
Office supplies: field operations	2,077	17,642	11,000	160%
Village center telephone, fax	375	4,435	10,000	44%
Creekside telephone & fax	1,650	10,850	10,000	109%
Pool/spa permits	-	875	875	100%
Pool chemicals	2,392	14,332	13,176	109%
Pest control	1,304	2,904	3,050	95%
Amenity maintenance	43,764	147,527	90,000	164%
Community maintenance	7,766	110,674	90,000	123%
CERT operations	-	478	500	96%
Repairs & maintenance: projects				
Fire & security system	259	3,940	3,350	118%
Security operations				
Security staffing contract services	22,815	181,906	186,000	98%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	4,630	13,348	21,000	64%
Gate communication devices	5,037	21,735	20,000	109%
Gate operating supplies	2,916	15,040	22,000	68%
Special events	-	3,282	10,000	33%
Miscellaneous contingency	563	3,797	4,000	95%
Total field operations	<u>374,794</u>	<u>2,894,244</u>	<u>2,975,791</u>	97%
Infrastructure reinvestment				
Capital improvements				
General infrastructure replacement/repair	173,166	771,081	1,181,681	65%
Total infrastructure reinvestment	<u>173,166</u>	<u>771,081</u>	<u>1,181,681</u>	65%
Total expenditures	<u>588,379</u>	<u>4,032,527</u>	<u>4,529,003</u>	89%
Excess/(deficiency) of revenues over/(under) expenditures	(557,634)	588,885	(250,660)	
Fund balance - beginning (unaudited)	<u>4,518,570</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	2,433,870	2,433,870	1,042,350	
Fund balance - ending	<u>\$ 3,960,936</u>	<u>\$ 3,960,936</u>	<u>\$ 2,569,416</u>	



COMMUNITY DEVELOPMENT DISTRICT

4B

DRAFT
MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on Thursday, October 29, 2020 at 10:00 a.m., via Zoom, at <https://zoom.us/j/2043596216>, and 1-929-205-6099, Meeting ID 204 359 6216, for both.

Present, 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
Robert Ross	Vesta/AMG

Residents present, were:

Michael Flanagan	Denise Gallo	David Paukovich	Lisa Mrakovcic
Donna McGevena	Ron Merlo	Kathleen Fuss	Dr. Merrill Stass-Isern
Vic Natiello	Tom Byrne	Other Residents	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:08 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.

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

43 **SECOND ORDER OF BUSINESS**

PLEDGE OF ALLEGIANCE

44

45 All present recited the Pledge of Allegiance.

46

47 **THIRD ORDER OF BUSINESS**

CONSENT AGENDA ITEMS

48

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

- 50 • Unaudited Financial Statements as of August 31, 2020

51 **B. APPROVAL OF MINUTES**

52 **I. August 6, 2020 Virtual Community Workshop**

53 **II. August 20, 2020 Virtual Public Meeting**

54 **III. September 3, 2020 Virtual Regular Meeting and Public Hearings**

55 **IV. September 17, 2020 Virtual Community Workshop**

56 Mr. McGaffney requested that minor and/or grammatical changes to the minutes be
57 emailed to Management.

58

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

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63

64 **FOURTH ORDER OF BUSINESS**

BUSINESS ITEMS

65

66 **A. Discussion: Online Resident Directory**

67 Mr. Reuben discussed the new Amenity website, www.GrandHavenAmenity.com, and
 68 the option for an online resident directory that residents could update themselves. Discussion
 69 ensued regarding features and processes of the online directory, public records requests,
 70 Americans with Disabilities Act (ADA) compliance, posting the Amenity Rules and Policies on the
 71 Amenity website, CDD ownership and security of the Directory, staff access and assistance.

72 Mr. Reuben stated that users would be required to opt-in to the Directory. He would
 73 work with District Counsel to develop a prompt on the website advising that the directory and
 74 all information is public record.

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On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, authorizing Staff to work with Vesta to develop the Online Resident Directory and procedures and upload the Amenity Rules and Procedures to the Amenity website, authorizing Staff to draft an Addendum to the Agreement with Vesta and authorizing the Chair or Vice Chair to execute, was approved.

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- **Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]**

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

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Ms. O’Lear thanked the Board on behalf of the Move to Music group and stated the fundraiser was held responsibly with regard to social distancing, the previous year’s level of fundraising was matched and much goodwill was felt. Discussion ensued regarding the Phase 3 restrictions, additional requests from small book clubs and for meet and greet events, existing Rules and Policies, continued closure of indoor areas, enforcement of mask and social distancing requirements and holiday events.

92

Mr. McGaffney summarized as follows:

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94

➤ During Phase 3, Vesta would continue managing outdoor fitness activities for groups of up to 30.

95
96

➤ No further restrictions would be relaxed, including the restrictions for outdoor social gatherings.

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➤ While holiday decorating would be permitted in the Grand Haven Room, no other holiday events would be permitted, including social gatherings for New Year’s Eve, the toy drive and the choral performance.

100

➤ Staff would continue to monitor advisories and make adjustments as necessary.

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On MOTION by Supervisor Gaeta and seconded by Supervisor Howden, with all in favor, the Phase 3 Plan allowing outdoor group fitness for groups of up to 30 participants, with reservations required and managed by Vesta, was approved.

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- **Operations Manager: [Barry Kloptosky]**

108

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

109

Mr. Kloptosky discussed the following:

110

➤ Additional surveys commenced this week. The District Engineer may have the results for discussion at the November meeting.

111

112 ➤ Village Center Breezeway Ceilings and Column Replacement: The project was well
113 underway; completion was not anticipated until mid-December.

114 Discussion ensued regarding moving the Christmas tree to the Grand Haven Room. Staff
115 would decorate for both Christmas and Hanukkah.

116 ➤ Village Center Fitness Center: The upgrades were completed and an e-blast would be
117 sent advising that the fitness center would reopen; additional electrical issues contributed to
118 the delay. The fitness center would be disinfected and sanitized prior to opening. A proposal
119 was signed for floor replacement, which would require closure for one day. Contractors would
120 be advised that they must be checked for fever before reporting to work at the District.

121 ➤ Village Center Office Remodel: Renovations were nearly complete with the exception of
122 paint touchups and cleaning. Exterior doors were delayed due to supply-chain issues. The
123 office was expected to open within the next week and a half.

124 ➤ Front Street Gazebo and Pier and Golf Club Pier Repairs: The repairs were progressing
125 nicely; additional structural issues that were identified were corrected, which extended
126 completion time. Missing railings in barricaded areas would be replaced and barricades
127 monitored. Walkthroughs were scheduled and e-blasts would be sent regarding reopenings.

128 ➤ Sidewalk Repairs: After months of difficulty obtaining quotes, three contractors were
129 engaged to complete the necessary repairs on Waterside Parkway and in The Crossings.
130 Contractors have been difficult to attract and costs for sidewalk repair and replacement were
131 greatly inflated due to demand and COVID-19. Grinding sidewalks was not recommended as it
132 does not correct the root issue; the current solution, in which roots are removed and pinned
133 with rebar, has been used successfully for 12 years.

134 ➤ Mailbox Repairs: Several messages were left with contractors; however, no calls were
135 returned. In-house staff can replace locks with Board approval.

136 Supervisor Howden voiced his opinion that residents should bear the cost for lock and
137 key replacements. Discussion ensued regarding costs for parts, labor, repair of leaking mailbox
138 kiosks and the budget. Mr. McGaffney stated a sub-account could be created for tracking costs.
139 Discussion ensued regarding charging residents a nominal fee for key and lock replacement.
140 This item would be discussed at a future meeting and approved by Resolution.

141 ➤ Field maintenance workers Joseph Osborne and Edward Wyant were hired. A summary
142 of recommended future staffing needs was submitted for future discussion.

143 Discussion ensued regarding the need to obtain updated proposals for the croquet court
144 expansion and increasing costs due to COVID-19. Mr. McGaffney stated that contractor prices
145 were rising due to supply and demand and recommended including a contingency amount, as it
146 was difficult to get contractors to honor costs that were quoted before COVID-19.

147

148 **On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with**
149 **all in favor, directing Staff to investigate and obtain proposals for the croquet**
150 **court expansion, including the survey and permitting, was approved.**

151

152

153 Supervisor Foley asked Mr. Kloptosky who maintained the paths in Wild Oaks. Mr.
154 Kloptosky stated the paths were included in the VerdeGo contract and Ms. Leister had advised
155 that the paths were re-graded and sprayed for mildew and would be treated monthly.
156 Supervisor Foley felt that e-blasts should be utilized to inform residents about ongoing projects.
157 Mr. Kloptosky stated office staff would be trained in that regard.

158 ▪ **District Manager: Wrathell, Hunt and Associates, LLC [Howard McGaffney]**

159 **This item, previously Item 7E, was presented out of order.**

160 Mr. McGaffney discussed merit bonuses historically given to CDD staff at Thanksgiving
161 and requested approval to increase the bonus structure, within the approved amounts, in
162 recognition of their efforts during the recent months.

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

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

165 Mr. Clark's memorandum regarding notable legislation affecting CDDs was included for
166 informational purposes. He reviewed the District's rule against political signs on CDD property
167 and stated that, during the times when the precinct is open, this rule would be pre-empted, as
168 long as participants take their signs with them when the polls close at 7:00 p.m.

169 Supervisors Davidson and Smith were presented with plaques in recognition of their
170 service to the District and CDD Board. Each read the sentiments on their plaque and thanked
171 the rest of the Board Members and Staff.

172 **The meeting recessed at 12:20 p.m., and reconvened at 12:30 p.m.**

173 ▪ **NEXT WORKSHOP DATE: November 5, 2020 at 10:00 A.M.**

174 **This item, previously the Sixth Order of Business, was presented out of order.**

175 ○ **QUORUM CHECK**

176 Supervisors Davidson, Smith and Gaeta stated they would not attend the November 5,
177 2020 workshop in person if a physical quorum was required.

178

179 **On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with**
180 **all in favor, cancellation of the November 5, 2020 Meeting, was approved.**

181

182

183 Mr. McGaffney stated that new Board Members would be sworn in at the November 19,
184 2020 meeting.

185 **B. Presentation: Report of Chairman, 13 Years - Lessons Learned**

186 Supervisor Davidson stated that an audio recording of his presentation would be
187 available for those wishing to review it in the future; that hard copies could be provided to
188 prospective new Board Members. Referring to the presentation in the agenda, Supervisor
189 Davidson discussed previous Board projects, cost-saving measures and archived resources
190 including reports, forms, committee reports and lake reports. He discussed the Lake Watch
191 program, stormwater management, landscape, infrastructure and maintenance, pond and
192 water flow management and the St. Johns Water Management District (SJWMD) Permit. He
193 discussed the Horticultural Consultant, the Grand Haven CDD Symposium held in 2015, tree
194 management in common areas, Interlocal Agreements, FEMA and CARES Act grants, pond
195 management resources and reports, hurricane debris removal, safety and security, COVID-19
196 mitigation, wildfire mitigation and maps. Supervisor Davidson felt that the items he discussed
197 represented only a minuscule amount of what was accomplished in the District over the past
198 thirteen years. He stated that he enjoyed it all and thanked the Board for the recognition.

199 Supervisor Gaeta stated she enjoyed working with Supervisor Davidson and observed
200 that his efforts with the Firewise Program for wildfire mitigation previously resulted in the
201 District receiving well over \$750,000 worth of services at no cost to the District.

202 Supervisor Smith had the following comments:

203 "We owe Steve a great deal of thanks. He failed retirement even better than I
204 did. I came here in 2001 when there were only 300 houses and my wife said,
205 "You keep volunteering for these things." but never did I take so much
206 responsibility for the Advisory Committee, which I chaired, for the Homeowners
207 Association that I worked on for six years, or for the CDD that I worked on for the
208 last eight or nine years. Steve got so far into this that he did things, I've sat on

209 ten different Boards of Directors and they're part-time jobs, you come in, you
210 give advice and let staff manage it but Steve stepped over the line there, he
211 brought his own expertise in, he spent many more hours than I would have
212 frankly, and his results are remarkable. Did I agree with every project he did?
213 Looking back at the voting record I probably voted against his proposals more
214 times than anybody else on the Board but I am a maverick that way.
215 Nonetheless, when you look at the bottom line, he did a whole bunch of really
216 great things. But, now, we hand over to the new folks coming in this year and
217 they have to figure out what to do with this. I was a corporate gypsy, I went
218 around, job after job, fixing problems, and, when I got to a new place I would
219 ask, "Why didn't they solve this problem?" Well it is because Steve and people
220 like him were solving a whole bunch of problems you do not see now. But, to
221 the new people coming to the Board, I say this, you have enough problems to
222 solve that we did not solve. You do not see them because we solved them. My
223 input to you is, talk to the people leaving now, when there is a question give us a
224 call, we will be more than happy to help. I think you have two systemic issues to
225 address for the new Board; one is meeting process and one is organization of
226 CDD staff because you are going to come in and pick up where we left off. You
227 are going to do the long-range plan that never got done under this Board. We
228 did some good stuff, we put together a document that shows everything we own
229 but we did not put out that long-range vision. You are going to do that and that
230 is going to give you a whole bunch of input. It is also going to change Barry's
231 organization and, if you do not change that organization, that plan will not work.
232 So, I congratulate Steve. If you wanted to talk about all the good
233 accomplishments we did not have time. Steve, I've enjoyed working with you on
234 this Board."

235 Supervisor Davidson had the following comments:

236 "Ray, likewise, it's been great, for me it's been 13 years and I think it's time for
237 others to take over. I used to have boundless energy and my boundless energy
238 now is for going to the beach and being with my wife and taking it easy again."

239 Mr. McGaffney thanked Supervisors Davidson and Smith for their contributions and
240 support and thanked them on behalf of Mr. Wrathell and Wrathell, Hunt and Associates.

241 Supervisors Gaeta, Foley and Howden thanked Supervisors Davidson and Smith for their
242 contributions to the Board and celebrated their achievements and their time working together.

243 Mr. Clark and Mr. Kloptosky thanked Supervisors Davidson and Smith for their service to
244 the Board and wished them well in their future endeavors.

245 **C. Discussion: Board of Supervisors Code of Conduct**

246 **D. Discussion: CDD Organizational Structure**

247 **I. Organizational Chart**

248 **II. Job Descriptions/Scope of Services**

249 **E. Discussion: Meeting Agenda, Meeting Efficiency and Structure**

250 **F. Discussion: Goal Setting**

251 Items 4C, 4D, 4E and 4F were deferred.

252

253 **FIFTH ORDER OF BUSINESS**

OPEN ITEMS

254

255 This item was not addressed.

256

257 **SIXTH ORDER OF BUSINESS**

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

258

259

260 **o QUORUM CHECK**

261 This item was presented following Item 4A.

262

263 **SEVENTH ORDER OF BUSINESS**

STAFF REPORTS

264

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

266 There was no report.

267 **B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]**

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

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

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

271 Items 7B, 7C, 7D and 7E were presented following Item 4A.

272

273 **EIGHTH ORDER OF BUSINESS**

PUBLIC COMMENTS (3-Minute Rule)

274

275 This item was presented following the Ninth Order of Business.

276 **NINTH ORDER OF BUSINESS****SUPERVISORS' REQUESTS**

277

278 Supervisor Smith discussed the organizational chart and organizational structure for the
279 benefit of the incoming Board Members.

280 **▪ PUBLIC COMMENTS (3-Minute Rule)**281 **This item, previously the Eighth Order of Business, was presented out of order.**

282 Resident Denise Gallo thanked Supervisors Davidson and Smith for their service.

283 Resident David Paukovich stated that, after listening to the accomplishments, he hoped
284 he could live up to that standard, should he join the Board.

285 Resident Michael Flanagan thanked Supervisors Davidson and Smith for all they have
286 done to make Grand Haven all that it is. He asked for clarification of changes to the reservation
287 policy for activities. Supervisor Davidson stated that the reservations procedure was
288 temporarily overridden and reduced to one day in advance for ease and precision of contact
289 tracing.

290 Resident Lisa Mrakovcic thanked Supervisors Davidson and Smith and discussed their
291 many contributions.

292 Resident Kathleen Fuss thanked the Supervisors for their efforts and for keeping Grand
293 Haven grand.

294 Resident Vic Natiello, having worked with them through the Master Association since
295 2006, thanked Supervisors Davidson and Smith for their service and contributions to the
296 community.

297 Resident Tom Byrne thanked the Board for their confidence in him as host for the Meet
298 the Candidates Night and expressed his opinion that the transition would be a smooth one.

299

300 **TENTH ORDER OF BUSINESS****ADJOURNMENT**

301

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

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304

305 **On MOTION by Supervisor Smith and seconded by Supervisor Davidson, with**
306 **all in favor, the meeting adjourned at approximately 2:30 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

5

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	Virtual Regular Meeting	10:00 AM
October 29, 2020	Virtual 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 CANCELED	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



COMMUNITY DEVELOPMENT DISTRICT

6D

GRAND HAVEN MEETING ATTORNEY REPORT LIST (11/19/20)

1. In Person Meeting Guidance

The attached memorandum is intended to discuss certain issues that relate to the return to in-person meetings.

2. New Board Discussion

The agenda includes certain discussion topics for new board members and the board as a whole. I will have some discussion content during those portions and, of course, will be available as a resource to board members.



CLARK & ALBAUGH, LLP

M E M O R A N D U M

From: Clark & Albaugh, LLP
To: Grand Haven Community Development District
Date: November 12, 2020
Subject: Return to In-person Meetings

As most of you know, Governor DeSantis' suspension of the in-person quorum requirement for local government meetings and hearings expired at 12:01 a.m. on November 1, 2020. As a result, a meeting at which official actions are taken must be attended by a quorum of at least three supervisors present in the room where the meeting occurs. Additionally, the Sunshine Law requires public access to that meeting. There is no exception which permits public participation to be restricted only to electronic means. This situation has resulted in a number of questions being raised about the conduct of such meetings. I will try to address the most common ones here.

1. **Will social distancing be required?** To the extent that any state or local authority has issued guidance for social distancing, the CDD should set up the room in a manner that facilitates that. Therein lies the challenge. To the extent that attendance at the meeting exceeds that which can be handled through a socially distanced seating arrangement, the CDD should make arrangements for overflow crowd space, such as on an adjacent outdoor space or in another room. The meeting should be broadcast to that location.

2. **Should face masks be required?** This is one of the most common and controversial questions. There is no specific guidance in the law on this issue, but I provide the following recommendation. The CDD should advertise the meeting with

an encouragement that face masks should be worn and include a reference to any local ordinances or orders that require or encourage that practice. The more difficult question posed has been whether an individual who does not wear a face mask can be excluded from the meeting. For several reasons, I do not recommend such an action. First, a CDD is a governmental entity which exercises certain enumerated powers. Governmental actions which are directed toward the health, safety and welfare, sometimes referred to as the “police powers,” are reserved to the general purpose governments, those being state, county and municipal governments. Put simply, the CDD lacks power to be an enforcement agency of health-related laws or orders. Second, When the Governor issued Executive Order 20-244, it contained a restriction on the ability to enforce “fines or penalties” associated with COVID-19 orders. Exclusion from a public meeting might be considered a penalty. Third, while the CDD has some flexibility to impose rules on persons using the facilities that it owns, these rules take a back seat to the statutory requirements of the Sunshine Law. The Sunshine Law ensures the ability of persons to attend public meetings and participate in them. This concept is illustrated in the case of *Ribaya v. Board of Trustees of the City Pension Fund for Firefighters and Police Officers*, 162 So. 3d 348 (Fla. 2nd DCA 2015). In *Ribaya*, a board subject to the Sunshine Law had removed a retired firefighter from a public meeting for alleged misconduct and then banned him from attending such meetings for 90 days as a penalty. The District Court considered the propriety of the ban but also addressed the question of whether the board's actions violated the Sunshine Law. The opinion suggests that measures taken by a government entity subject to the Sunshine Law to exclude persons from attendance and participation in public meetings may invalidate actions taken by the entity at that public meeting.

We are clearly sailing in uncharted waters during the current emergency, but I do not find that the CDD has legal authority to exclude persons from meetings based upon a face mask mandate.

3. **Are virtual meetings possible?** In my first memorandum on this subject I discussed the fact that in-person quorum requirements are a result of attorney general opinions which interpret meeting statutes to require a meeting to occur in a physical location. Based upon this, the opinions require a quorum of a board be physically present and audience participation be permitted in a physical location. Other attorney general opinions, however, suggest that these rules would not apply to a workshop meeting where no official action is being taken. *See* AGO 2001-66, AGO 2008-65 and AGO 2002-32. These authorities all suggest that a workshop or other discussion meeting can take place through communications media technology so long as no official actions are taken and the public entity otherwise

complies with the Sunshine Law. This would require that notice and public participation be allowed in the same manner that we have previously conducted virtual meetings, that minutes be taken and that public comment be allowed. Based upon these authorities, the CDD could, if it chose to do so, continue to conduct workshop meetings in the manner that it has previously conducted virtual meetings.