



**COMMUNITY DEVELOPMENT
DISTRICT**

December 17, 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

December 10, 2020

Board of Supervisors
Grand Haven Community Development District

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

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, December 17, 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. PUBLIC COMMENTS *(3-Minute Rule)*
4. BUSINESS ITEMS
 - A. Presentation: Celera IT Services Proposal [Jake Kirkland]
 - B. Discussion/Consideration: Pickleball Court Expansion Project
 - C. Discussion: CIP, Prioritization and Consideration of Approving Project Budget Amounts
 - D. January 7, 2021 Community Workshop Items *(for informational purposes only)*
 - o Continued Discussion: Parking Lot Expansion Concepts-Presented by the District Engineer
 - o Continued Discussion: Refining the Scope of the Amenity RFP
 - o Continued Discussion: Business Plan
 - Summary of Supervisors Goals
 - Open Items List
5. CONSENT AGENDA ITEMS
 - A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- Unaudited Financial Statements as of October 31, 2020
- B. APPROVAL OF MINUTES
- November 19, 2020 Regular Meeting
6. STAFF REPORTS
- A. District Engineer: *DRMP, Inc.* [David Sowell]
- B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]
- C. Operations Manager: [Barry Kloptosky]
- CIP
- D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]
7. SUPERVISORS' REQUESTS
8. NEXT COMMUNITY WORKSHOP DATE: January 7, 2021 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

9. ADJOURNMENT

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

Sincerely,



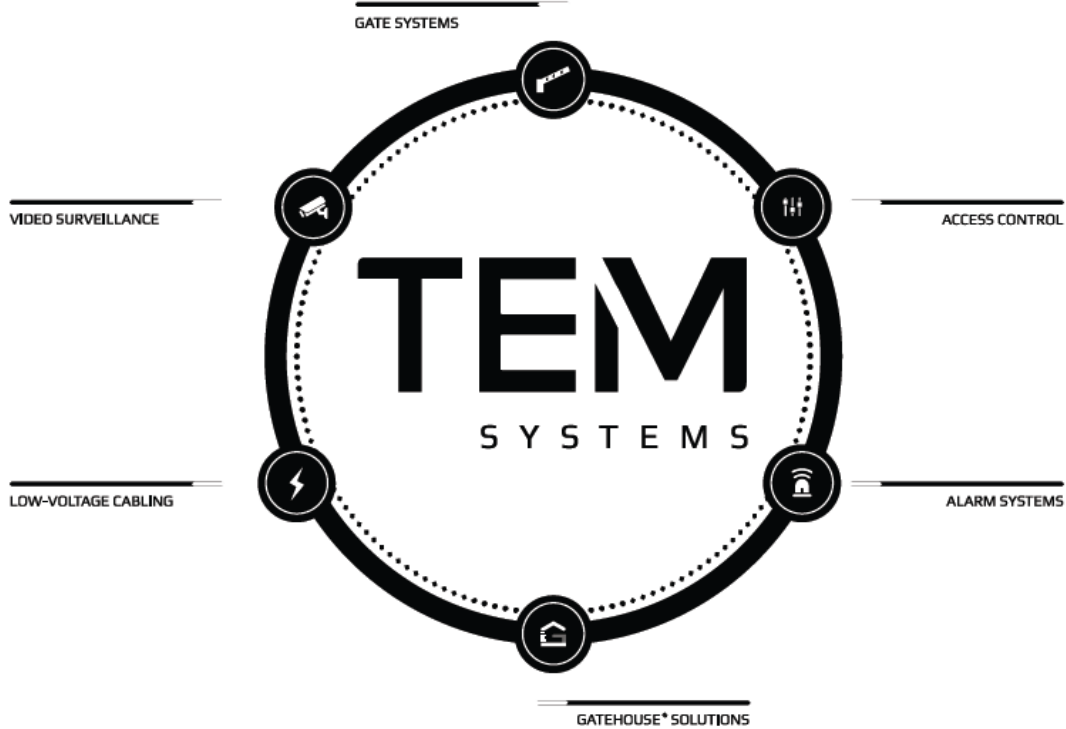
Howard McGaffney
District Manager

“Due to the ongoing health and safety concerns with COVID-19, the District has limited the indoor seating capacity in the Grand Haven Room. Notice is hereby given that the public may be required to sit outdoors to listen/participate at meetings, and all attendees are required to wear masks. The Regular Meetings are held in person at the Grand Haven Room. Community Workshops will continue to be held virtually, via Zoom.”



COMMUNITY DEVELOPMENT DISTRICT

4A



A Complete Resident and Visitor Management Software Package

12/9/2020

Grand Haven CDD

c/o Celera IT Services
Jake Kirkland
1 Hargrove Grade Ste 2D
Palm Coast, FL 32137

TEM Systems, Inc.
4747 N. Nob Hill Road, Suite 5 | Sunrise, FL 33351
C: 828.390.9666 | P: 954.577.6044 | E: sroether@temsistemas.com
temsistemas.com | gatehousesolutions.com
EG-13000211

COMPANY OVERVIEW

TEM Systems, Inc. has been providing *360 Degrees of Security Integration* throughout Florida since 1957. We are a family owned and operated company and in 2020 we celebrate our **63rd Year**, the only “Gate” company in Florida with that record. TEM Systems supports a diversified market including homeowners, homeowner associations, property management and owner associations, private companies, large corporations, hospitals, hotels, schools, universities and airports, as well as various governmental institutions. TEM Systems provides professional support and quality service in the following areas:

- Automated Gate Systems
- Access Control Systems
- Video Surveillance
- Low-Voltage Cabling
- Visitor Management Software

Our installation base consists of simple stand-alone applications to complete network solutions. Our Systems Consultants will help you design and implement the solution that will best meet not only your needs, but your budget. TEM Systems has 4 sales/service offices located in Ft. Lauderdale, Orlando, Tampa, and Naples as well as affiliates in North Carolina and South Carolina. We are ready NOW to provide you with the best possible solution to your needs and our support team is **qualified, trained, licensed and insured!**

The GateHouse® Solutions Visitor and Resident Management Software system has been in the market since 1999. Started as a remedy due to the lack of support from software companies, TEM built the software division with the belief, this type of solution would be in demand. Over time, the software product has grown from just a basic Visitor Management solution, to a complete Integrated solution. We continue to add modules and utilize technology, to meet the needs of our customers. The development of our Remote Guard Kiosk is a solution that has continued to expand with technology.

SYSTEM OVERVIEW

The GateHouse® Solutions Visitor and Resident Management Software Package is the leading software in managing visitor and resident access into properties secured by guards and concierge attendants. The software is designed to continue to operate even when network connectivity is lost so that residents and visitors are never inconvenienced with long lines and compromised security.

- The user-friendly Guard Workstation helps streamline visitor entry and resident gate access by accurately and efficiently processing requests and maintaining operational effectiveness of gated community security personnel.
- The simple and organized design of the Administrative Workstation allows administrators to efficiently control the community's database. The cloud-based platform offers the flexibility everyone is looking for.
- Your residents will have peace-of-mind that their information is secure and being utilized to proactively manage visitor access into their community.

SCOPE OF WORK

TEM proposes to install current Gatehouse® Visitor & Resident Management Software for Grand Haven. Site consists of the following:

One (1) Guardhouse which is manned 24/7. (Waterside Parkway - Middle)

SOFTWARE LICENSE

GateHouse® Cloud – One + Admin Cloud License Package (1 Guard & 3 Admin)

This package is a combination of the GateHouse® Cloud Administrator Workstation (up to 3 Users), which allows gives users the flexibility to log-in from anywhere, and the GateHouse® Local Guard Workstation, which has the databased stored on the local computer to ensure the guards can continue to operate in the event that network connection is lost. Up to 3 Admin Cloud Users and 1 Guard Workstation License. The Guard Workstation computers are to be used exclusively for GateHouse® Solutions software.

Workstation Computers provided by Customer

The customer will be providing the necessary computers for the Guard Workstation(s) and Administrative Workstation(s). All customer provided computers must meet the minimum requirements

**The customer provided server must meet the requirements as shown in the Appendix.*

**The guard workstation is to be used for the GateHouse® software only.*

SOFTWARE MODULES TO BE ADDED

The GateHouse® Solutions Visitor Management software's extensive collection of modules provides complete flexibility in configuring a system for any community's needs and can grow as your community grows. Below is a list of Software Modules that were requested to be included in the sales proposal.

GateHouse® Visitor Pass Module

Allows Security Guards users to print out a visitor pass with important information once the visitor is processed. Along with the community logo on the pass, our customers can choose to include the name of the visitor, name of the resident, expiration date of the pass, directions, and community rules. The visitor pass can also have a picture of the visitor (requires Driver's License Module). This pass can be placed on the dashboard of a visiting vehicle, so help roving guards easily identify vehicles of visitors. To help expedite the processing of a visitor, the gate system can be automatically opened when the visitor pass is printed.

GateHouse® Visitor E-Pass Module

In an effort to increase the speed of welcoming visitors into communities, the residents now have the ability to send a pass to their visitors via email prior to arriving on-site. The visitor can either present the email with the visitor pass on their smart phone or print it out on paper to present to the guard when they arrive. This reduces the amount of time spent by each visitor waiting for a pass to be printed. The residents will need to log-in to their Resident Web Portal and select this option when pre-authorizing a visitor. The E-Pass will also include a barcode that will be used by our Check-In Module. When the visitor arrives on-site, they will simply present their E-Pass on their phone and the security guard will use a wireless handheld scanner to scan the barcode to quickly check-in the visitor and open the gate. The E-Pass is especially useful on holiday weekends or special events when communities are overwhelmed with an influx of visitors at one time.

GateHouse® E-Mail Module

This module will provide the everyday convenience for residents to send an email to the GateHouse® system to notify the guard of visitor authorization, party lists, or special instructions. The software is able to recognize multiple e-mail addresses. A common POP3 email account is required for all residents to use when emailing their visitor authorizations. GateHouse® can set up an email address or the customer can provide an email address to be used.

GateHouse® Resident Badging Module

This module provides the necessary software and printer to print single or dual sided identification badges for residents and workers. Badges can be designed in a variety of formats, to distinguish between groups, etc. The use of the web camera is popular with capturing a headshot to be printed on badges in order to quickly verify that the correct individual using a badge to access restricted areas. Badges may be printed on proximity cards to be used to gain access at various peripheral locations to be added to this visitor control system. The cards may be maintained through the GateHouse® Solutions visitor tracking software. Customer to provide all hardware.

DoorKing Interface Module

This module gives the Administrator the ability to manage the resident phone numbers and pin codes used for the telephone entry unit within the GateHouse® Admin Workstation.

NOTE: All onsite services by others.

PROFESSIONAL SERVICES

Training

- One (1) two-hour training session on the Admin Workstation and Modules (remotely)
- Two (2) 60-minute training sessions on the Guard Workstation and Modules (remotely)

***On-site training can be provided at a supplemental fee.

Installation/Configuration

- The GateHouse® Solutions team will perform a Network Certification of the existing customer network to verify that the necessary infrastructure is in place to ensure the system operates effectively.
- The GateHouse® Solutions team will perform a Computer Certification on any customer provided computers to verify that the minimum requirements are met to ensure the system operated effectively. (see Appendix A for Minimum Computer Requirements)

SOFTWARE & EQUIPMENT BREAKDOWN

<u>Qty.</u>	<u>Model</u>	<u>Description</u>
1	GH-CLOUD-ONE	GateHouse® Cloud - One + Admin Cloud License Package
1	GH7-PASS	GateHouse® Visitor Pass Software Module
1	GH-TDPRINTERC	Thermal Direct Pass Printer w/Cutter
1	GH-RBTUL	GateHouse® Gate Relay
6	GH-TRP1000D	Continuous Thermal Receipt Paper. Approx. 1,000 4"x6" pass per roll
1	GH-EPASS	GateHouse® Visitor E-Pass Software Module
1	GH-EMAIL	GateHouse® Email Software Module

PRICING

Software Package Total, Excl. Tax \$14,225.12

Monthly SaaS Cloud Fee **\$ 455.00**

(Billing starts Month 13, after the Implementation Date)

This fee includes software support for the cloud-based software licenses and modules, the cloud hosting fee, and the automatic upgrades as they are released.

Price Includes: Equipment, Materials to Install, Freight and Handling

Terms: 50% Deposit with Order, Balance Net 30 Days upon system startup or beneficial use.

Accept (Please Initial) _____

Warranty: Parts One Year

Software Support: One year GateHouse® Software Support

Delivery: Begin 2 to 4 weeks after receipt of signed proposal and deposit payment

Note: Price Effective for 90 days from date of proposal

SaaS Cloud Fee: Billing starts year 2 on the Anniversary of the Implementation Date and will be due at the beginning of each quarter thereafter. If payment is delinquent 60 days for any reason, access to all Cloud based software will be restricted and support for the entire GateHouse® Solutions system will be restricted until the open balance is paid in full. This fee includes software support for the cloud-based software licenses and modules, the cloud hosting fee, and the automatic upgrades as they are released.

Accept (Please Initial) _____

I, as the authorized purchaser, have read this proposal and understand what is being purchased. I agree that there are no verbal commitments, promises, etc., for additional products and/or services, and the only products and/or services being provided are listed on this proposal. I am aware that during the sales process, many products and/or services are discussed and only those listed in this proposal, are actually being purchased. I am also aware of the payment terms listed herein.

Accept (Please Initial) _____

Customer's Responsibility

- All Electrical and permitting.
- DSL or Cable modem connectivity at the Guard Workstation computer, Administrator Workstation computer, and/or Access Control Panel locations. Required to be a wired connection. Each DSL line needs a "Static" IP Address.
- Minimum requirement for existing computer for GateHouse® (see attached sheet if required)
- Installation of equipment on-site by others.

The above price includes supply of GateHouse® software, hardware as specified above, remote loading of software, and remote training, low voltage connections, as well as, system walk-thru and instruction..

This price **DOES NOT** include any onsite services, concrete, electrical labor and/or materials, additional insured and/or performance bonds, any responsibility for pavers, permits, phone lines or DSL, programming of customer data information into software, if required.

NOTE #1 ~ Electrical Considerations (if applicable): The electrical requirements exclude any **existing** code violations which as inspector may identify/flag and/or require repaired in order to sign off on TEM permit. Additionally, all existing conduit raceways being reused must be in reasonable condition and reusable. TEM will need to be reasonably assured that these conduits and wires are in satisfactory condition, before proceeding with installation.

NOTE #2 ~ Engineering Fees (if applicable): All though the current scope of work does not include/require engineering services and/or sealed drawings. TEM is capable of providing system engineering CAD drawings, as-builts, at an additional cost.

NOTE #3 ~ Progress Payments (if applicable): If the above project is delayed by the customer for any reason by more than 30 days from agreed upon delivery date. TEM may elect to invoice the customer for an additional 25% deposit. Payment is expected to be remitted within 15 days of billing. Failure to comply may result in delays in the installation.

NOTES:

TEM reserves the right to substitute any equipment that has been discontinued with models of equal or superior performance. Terms are 50% deposit with order. Balance due upon completion of order unless otherwise stated on this document. Account will be charges 1 1/2% per month after 30 days. Cancelled orders for stock products are subject to a 25% restocking fee. Special or custom orders are non-cancelable. If customer delays installation is by more than 45 days after scheduled installation date, equipment balance will be due and payable upon receipt of invoice. The aforesaid property is sold and delivered with the condition affixed that the title thereto shall remain in the seller until the purchase price thereof shall have been paid in full. If default shall be made in the payment of any of the aforesaid payments, notes or checks, given in purchase of said property, and shall continue for thirty days. All of said payments, notes or checks shall become due immediately and seller or its assigns shall have the right to retake said property, with or without process of law. The seller may resell said property, so retaken, at public or private sale, and upon such terms and in such manner as it may determine from the proceeds of any such sale, the seller shall deduct all expenses for retaking, repairing and reselling said property, including reasonable attorney's fee: and the balance shall be credited to the amount due on the aforesaid purchase money payment, notes or checks, any surplus shall be paid over the purchaser, and any deficiency shall be paid by him. There shall be no abatement in the purchase price because of damage or destruction of property by fire or otherwise. No representations have been made by the salesman not included herein. The purchaser agrees to pay the cost of collection and a reasonable attorney's fees on any part of said purchase price that may be collected by suit or by attorney after the same is past due. It is further understood and agreed that all covenants and agreements of this purchase shall be binding upon and applied to the heirs, executors, agents, legal representatives and assigns of the purchase. The above conditions of purchase and payment are hereby accepted. This order is not in effect until signed by TEM Management.

Thank you once again for your confidence in TEM systems and myself. If you have any questions or I can be of further assistance please do not hesitate to contact me.

Agreed To and Accepted By:
Client:
Title:

Agreed To and Accepted By:
Consultant: Scott R. Roether
Title: Vice President

Signature:

Signature:

TEM Management Acceptance: _____ Date: _____

Appendix A

Minimum Computer Hardware Requirements

Below are the minimum computer requirements to run the GateHouse® Solutions Resident and Visitor Management Software Package:

GUARD WORKSTATION COMPUTER

- **Processor: Intel I5 CPU or better (manufactured after 2014)**
- **Installed Memory (RAM): 8 GB RAM**
- **Disk Drive: 500 GB of free hard disk space**
- **System Type: Windows 10 Professional Edition (64-bit)**
- **Display Adapter/Monitor: Must support a minimum screen resolution of 1024x768 and 24-bit color**
- **Removable media for data backups (CD/DVD/USB Flash Drive, etc.)**
- **Ethernet port 100/1000 Network with Broadband Connectivity (wired connection required)**
- **Six (6) USB ports dedicated for GateHouse® Solutions peripheral devices**
Depending on the number of ports available on the computer, an external powered USB Hub may be required to meet this minimum # of USB ports
- **One (1) Empty PCI-E slot (only required for GateHouse® Video Capture Module)**
- **UPS Battery Back-up (not just a power strip)**
- **One (1) 9 Pin serial port or USB to serial adapter to control visitor gate operation.**

Computer Evaluation – GateHouse® team will perform an evaluation of all customer provided computers to determine the computer meets the minimum requirements stated above. If, in Gatehouse® opinion, the computer does not meet the requirements, GateHouse® has the right to not continue the installation until a computer that meets the minimum requirements is provided.

Set Up/Installation – It is the customer’s responsibility to ensure that the computer they are providing is fully set up/installed prior to the installation date. This includes all of the Windows Updates. Any time spent by the GateHouse® team setting up/installing a customer provided computer will be invoiced supplemental to this agreed upon sales order.

Requirements - The Guard Workstation computer is to be used exclusively for the GateHouse® Visitor Management software and GateHouse® Access Control software. No other applications should be loaded on the machines. Cell phones should not be plugged into any of the USB ports of the computers. For example – the computer is not a charging station for other devices and will cause problems. Any other use of this Guard Workstation computer could impact the software warranty. Any other use of the guard workstation computer may impact the warranty coverage of the software and peripheral devices.

Processing power - The difference between running GateHouse® on a faster computer and a slower computer is noticeable in screen updates (i.e. scrolling, editing and manipulating objects, etc.). Also, the time to scan a driver license could increase from the standard 2-3 seconds to 10 seconds or more.



COMMUNITY DEVELOPMENT DISTRICT

4C

Topic	Dr. Merrill	Marie Gaeta	Chip Howden	Kevin Foley	Michael Flanagan	Dr. Davidson	Ray Smith
Board Accountability, Code of Conduct, Meeting Efficiency	7,10		1	4,10	1,15	4	1
Budget, Debt and Assessments			3		4,5	1,2,3	
Staffing Levels, Staff Evaluations, Job Descriptions, Wages/Bonuses	3		6	3	2,14,17		2
Improve Communications	2		5				3
3-5 Year Capital Planning "Long Term"	4		4	1,5	3,16		
2-3 Year Capital Planning "Short Term" Sidewalks, Crosswalks, Speed Control, Parking and Amenity Expansion, Vehicle Speed Control	1			6,7	11,12	10,11,12	4,6
Health and Safety, Security	1				6	5	5
Landscape Management Plan, including Oak Tree Management	6			2,9	13		
External District Resources, Consultants, Intergovernmental Relations	5				8	7	8
Stormwater/Ponds Management Plan	8		7				7
Contractors Annual Review				8			
Update Technology / Access Control, Resident Directory, CRM					9,10	8,9	
Vehicle Speed Control							
Amenity Management RFP			2		18		
Other Funding Sources, Grants	9				7	6	

DR. MERRILL

1. Safety-

- A- during our Pandemic we must continue to protect our residents by adhering to the guidelines and action plans that have been set up by Dr. Davidson. As the pandemic evolves so must we with additional measures as needed.
- B- Street safety- as per Supervisor Foley Goal #7 – we need to develop and implement motorized vehicle safety strategies aimed a speed control particular as it affects pedestrians and bicyclists.
- C- Raised sidewalks and sidewalks slippery from algae remain a danger to our pedestrians and bicyclists. We need to create a system that identifies, tracks and corrects these issues.

2. Resident communication program

The Board needs to provide an outline of a resident communication program to the District Manager, to be implemented within a 3-month period.

This should have electronic, verbal and written components. It should encompass all aspects of information. As per Supervisor Howden Goal # 5: This will help residents understand availability and sources of services. Also, this will allow for understanding of rules governing operations, future plans, and GH CDD Board decisions, reducing time spent by staff and others responding to questions and providing staff more time to accomplish required tasks

3. Operations Manager

Per Goal # 3 of Supervisor Foley: Develop specific and measurable performance goals and accountabilities for OM the by 3/31/21.

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

4. Comprehensive long-term plan

Per Goal #1 of Supervisor Foley: The board will produce a comprehensive long-term plan consistent with our vision statement that shows annual assessments driven by OM budget projections together with CIP's to include reserve study and other projects approved by the board.

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

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

5. Consulting Pools

Continue to identify state or local organizations to provide free scientific based information on specific points of interest to the community. Example – ponds, oak trees. This pool should also include ad hoc resident groups with expertise in needed areas. These resident groups should provide scientific data on the given topic and not just opinion.

6. Oak Tree management plan

A consulting pool should be formed to study our oak tree issues (sidewalk and street damage) and complete a list of strategies and costs.

7. Increase efficiency of Board meetings and Work shops

Per Goal # 10 Supervisor Foley: Reduce board meeting times to 2 hours from the current 4+ norm. Achievement of the goal will be partly dependent on providing for fewer in-person AM & OM meetings and more written reports done in a template focused on contract and maintenance progress to plan.

DM will provide examples from other districts and suggestions to achieve this by 3/31/21. Achievement of this goal may reduce some costs but will also focus the BOS on policy matters and not management concerns. It will also serve to make board positions more attractive and make meetings more “resident friendly”.

8. Ponds

A consulting pool should be formed to investigate the problems and solutions for:

- A. Chronic superficial and deep algae blooms
- B. Bank erosion

9. Outside Funding

Per Dr. Davidson’s Goal # 6: Continue identification and pursuit of outside funding sources. Appoint Board Grant/Funding Liaison to County, City, and other outside funding sources.

10. Supervisor Accountability

As our communication with the residents improve so will our accountability. We should provide at the end of each year, both in electronic and written form a list and price of all projects accomplished along with our annual budget. It should also contain a list of projects put on hold and rationale behind such decision.

CHIP HOWDEN

- 1.** Shorten GH CDD Board meeting time on some agenda items.
Beginning with the January 2021 Board Meetings all Agenda packets will contain written reports and proposals with associated cost for all items on the Agenda and additional verbal reports will only be made in cases of significant changes, urgently needed information or in response to Board requests. This will allow the Board to make timely informed decisions and put more focus on in-depth future planning for the benefit of the District.
- 2.** Re-write, issue and evaluate responses for the RFP for Amenity services. Final action by the GH CDD Board at the Feb. 2021 Regular Board Meeting. This will allow all parties to agree on acceptable operations of the Amenities that provide high quality service to Grand Haven residents.
- 3.** Establish and institute a revision to the financial and budget reporting format for the GH CDD. District Manager to present to GH CDD Board at the March 2021 Regular Board Meeting. This will clearly identify funds budgeted, in process and finalized for operations and capital project and identify operational contributions to capital projects, facilitate Board decisions in current spending and future budgeting, providing better understanding by residents and Board control of finances.
- 4.** Approval of a 3-5 Year Capital Plan for GH CDD including current reserve study findings. Adoption by GH CDD Board at the May 2021 Regular Meeting. Will facilitate future budgeting and provide the current and potential future residents an understanding of the direction of the district.
- 5.** Implement a clearly defined Resident Communications Program defined by subject area and utilizing written, electronic and verbal messaging by all involved parties. Process will begin by Aug. 1 2021. This will help residents understand availability and sources of services. Also, this will allow for understanding of rules governing operations, future plans, and GH CDD Board decisions, reducing time spent by staff and others responding to questions and providing staff more time to accomplish required tasks.
- 6.** Determine appropriate staffing design for the District. Design and initial implementation approval By GH CDD Board at the Aug. 2021 Regular Board Meeting. This will identify internal staff needs verses contractual needs so appropriate planning, task assignment and budgeting can be accomplished. This will enhance stewardship.
- 7.** Identify timing and process needs for maintenance and, if needed, improvements to the Districts storm water control system. Complete report including timeline for action proposals with projected cost by District Engineer at a Dec. 2021 Board Meeting. This will identify protentional issues with possible silting, erosion, vegetation, aquatic life, etc. It will enumerate projects needed for continued proper operation, compliance, community aesthetics and quality of life and identify future financial planning needs.

KEVIN FOLEY

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

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

The benefit of this plan will be to provide some certainty to residents about needed assessments over the next 3 years and, at least directionally certain needs, for 7 years thereafter.
2. Develop and implement an oak tree management plan aimed at reducing the increasingly costly work to repair damage to CDD sidewalks, gutters and roads. A resident group will be formed to study the issue with tree experts, other community representatives and experienced contractors to complete a list of alternative strategies, costs and payment sources by 4/30/2021. A budget may be necessary to cover some costs of consultants. A supervisor will be assigned to the group. This will serve to finalize a long-term solution to this very real issue that has the potential to negatively affect real estate values.
3. Develop an OM organization plan aimed at providing sufficient human resources including additional management for completion of all scheduled maintenance (schedule needed) and emergency maintenance that may have become normal as assets continue to depreciate. OM and DM to provide a plan/request for resources with associated cost estimates by 3/31/21. This plan will show the board the anticipated costs of the first few years of the LT plan and give the board the ability to adjust the LT plan or proceed with the OM resource request.
4. Develop specific and measurable performance goals and accountabilities for OM and the board by 3/31/21. DM and OM will be tasked to develop a maintenance and project work schedule that is time sensitive, measurable and periodically provided to the board. Additionally, the DM will assign some specific and measurable accountabilities to the broader responsibilities in the annual evaluation. Board accountability will be to the residents and will be achieved by writing a letter to residents explaining our views and goals to be followed up by a YE self-assessment letter to the residents.
5. Develop a plan for parcel K; the only 1+ acre lot that could be developed into outdoor or indoor use. A resident group including one supervisor will engage to research the short- and long-term needs/desires of the community for such things as office and amenities that satisfy existing and longer-term needs for keeping GH competitive. A budget may be necessary for consulting costs. A target date for finalization will be established later as the complexity of this effort includes such things as rationalization of existing building use, office space, parking and amenities.
6. Develop a general plan including estimated cost to renovate and possibly expand the café. This may include also include an expansion of the kitchen with new equipment. OM and DM with the assistance of amenity management will put a proposal(s) together by 6/30/2021. This will provide a sorely needed 1st rehab to the café that is 20+ years old so that residents can enjoy a new setting and be served faster.

7. Develop and implement motorized vehicle safety strategies aimed at speed control particularly as it affects pedestrian and bicyclist safety. A resident group will consider alternatives and report back to the board by 3/31/20. This will greatly enhance the safety of pedestrians and bicyclists who have been threatened by car and truck drivers.
8. Establish an annual performance appraisal schedule for each major contractor that will address not only contract specifics but, in some cases, resident user feedback.
OM and DM will develop a written template of contract terms & responsibilities for board review by 4/30/2021. Contractors to be assessed will include amenity & café management, landscape, pond management, district management, horticulture, engineering and security. This new assessment process will provide identification of any weaknesses that should be addressed and corrected before having to resort to an RFP.
9. Develop a landscape project plan to cover a 5-year span showing needed and desired common area work that remediates some areas (vines, dead plant material etc.) and enhance other areas with attractive and economically viable low-maintenance plantings. OM and horticulturist to provide the plan by 6/30/21. This plan will be made part of the overall long-term plan and aimed at keeping GH fresh and attractive helping to maintain/increase real estate values.
10. Reduce board meeting times to 2 hours from the current 4+ norm. Achievement of the goal will be partly dependent on providing for fewer in-person AM & OM meetings and more written reports done in a template focused on contract and maintenance progress to plan. DM will provide examples from other districts and suggestions to achieve this by 3/31/21. Achievement of this goal may reduce some costs but will also focus the BOS on policy matters and not management concerns. It will also serve to make board positions more attractive and make meetings more “resident friendly”.

MICHAEL FLANAGAN

1. Set Board meeting rules to ensure meetings complete in 2 hours and enforce.
2. Update job descriptions for all employees. Include measurable goals and establish how achievement of goals drives bonus and pay.
3. Develop 3 year operational and improvement plan which requires no more than a 2-3% COLA yearly increase in assessments
Develop yearly budgets and related spending with focus on Operations, Maintenance and Repair. Establish and institute a revision to the financial and budget reporting format for the GH CDD.
4. Secure 51% resident approval for any new Special Assessments/Third Party Debt obligations.
5. Protect residents, staff by adhering to all infectious disease mitigation protocols by properly setting up and maintaining buildings and policies.
6. Continue identification and pursuit of outside funding sources. Engage community and establish Grant/Funding Liaison to County, City, and other outside funding sources.
7. Continue to identify organizations available to provide free scientific and unbiased expertise on District special projects/areas of concern. Reduce reliance on expensive "Paid consultants" with predetermined points of view (things to sell, etc.)
8. Update Gate Access Control Systems.
9. Develop legal online secure interactive resident updateable community information guide to include voluntary resident contact information directory.
10. Develop final plan and construct additional parking area at Village Center without altering green space and architectural integrity.
11. Develop safety plan for V.C./Waterside Parkway crosswalk safety. Engage community to lead.
12. Develop and implement an oak tree management plan.
13. Develop specific and measurable performance goals and accountabilities for OM and DM with a report format for the community to consume.
14. Board accountability will be reported to the residents through a semiannual letter to residents reviewing established goals and accomplishments.
15. Develop a plan for parcel K in concert with a community group.
16. Establish an annual performance appraisal schedule for each major contractor, DM, and OM that will address not only contract specifics but, in some cases, resident user feedback.
17. Re-write, issue and evaluate responses for the Amenity and Café services. Have new contracts in place by 4/1/2021.

DR. DAVIDSON

- 1. ASSESSMENTS:** Maintain no more than a 2-3% COLA yearly increase in assessments. DM and CDD Board will pledge to develop yearly budgets adhering to this goal. All residents of all GH Villages will hold BOS accountable to this pledge. Will increase desirability of community, enhances property values.
- 2. BUDGET FOR THE BENEFIT OF ALL:** Develop yearly budgets and related spending for the general benefit of all resident., Emphasis on Operations, Maintenance and Repair of aging infrastructure. All residents of all GH Villages will hold BOS accountable for equitable distribution of maintenance, repairs and projects. Will increase desirability of community, enhances property values.
- 3. NO SPECIAL ASSESSMENTS, BOND DEBT:** Eliminate any possibility of any new Special Assessments/Third Party Debt obligations for new "Special Interest" projects benefitting a limited number of residents. Will increase desirability of community, enhances property values.
- 4. CODE OF CONDUCT:** Conduct all interactions with other Board members, staff, and District contractors in a courteous, professional. and legal manner. All Supervisors pledge to and sign and updated GH CDD BOS Code of Conduct and to honor the State of Florida Sunshine Laws.
- 5. INFECTION CONTROL MITIGATION:** Protect residents, staff by adhering to all infectious disease mitigation protocols. Inspect, maintain and utilize all a/c air handler ventilation and hard surface disinfection equipment and supplies. Facilitators and staff to provide these services under direct supervision and quality control by Operations and Amenity Managers.
- 6. PURSUE OUTSIDE FUNDING SOURCES:** Continue identification and pursuit of outside funding sources. Appoint Board Grant/Funding Liaison to County, City, and other outside funding sources.
- 7. PURSUE AVAILABLE FREE CONSULTING SERVICES:** Continue to identify state/local organizations, universities and agencies (U of F, Coop. Ext., etc.) available to provide free scientific and unbiased expertise on District special projects/areas of concern. Reduce reliance on expensive "Paid consultants" with predetermined points of view (things to sell, etc.)
- 8. UPDATE ACCESS CONTROL SYSTEMS:** Update Gate Access Control Systems. Add new technologies to include secure cell phone activation of gates, communications with guards.
- 9. CREATE LEGALLY AUTHORIZED INTERACTIVE RESIDENT DATABASE:** Develop online secure but legal interactive resident community information guide to include voluntary and self-updateable resident contact information directory. DM, DC, AM to coordinate selection and implementation based on legal review and authorization by DC.
- 10. EXPAND VEHICULAR PARKING AT THE VILLAGE CENTER AMENITY COMPLEX:** Develop final plan and construct additional parking area at Village Center. OM, DE, HC, DC, AM to coordinate input to project. Relieves lack of parking for expanded amenity facilities at the V.C.
- 11. DEVELOP VILLAGE CENTER CROWWALK SAFETY PLAN:** Develop safety plan for V.C./Waterside Parkway crosswalk safety. Investigate pedestrian hand-held flags with bins on both sides of crosswalks. OM, DE, DC, Am to coordinate input to project.
- 12. DEVELOP NATIONALLY RECOGNIZED AUDUBON SOCIETY BIRDING TRAIL:** Develop Birding Trail for enjoyment of residents and National Audubon Society recognition. OM, HC, De and DC to develop and seek national Audubon Society recognition. Will increase desirability of community, enhance property values.

RAY SMITH

1. Efficient meetings:

- a. By December 21, 2020 the BOS will instruct the District Manager to moderate/run all CDD meetings and workshops for the following 12 months for the purpose of streamlining and focusing the meetings on CDD goals.

2. CDD staff organization and staffing levels

- a. The District Mgr. and the CDD Ops Mgr. will recommend GH CDD staff organizational structure and staffing levels required to meet CDD goals. Recommendations should be semi-annually given the significant changes possibly caused by other goals.

3. Resident communications program

- a. The BOS will provide by January 21, 2021 the conceptual framework and functional requirements for a resident communications program to the CDD Ops Mgr.
- b. The CDD Ops Mgr. will present to the BOS by March 4, 2021 a detailed implementation plan satisfying the defined framework and functionality along with a schedule and costs requesting approval to implement.

4. Long term facilities and service plan

- a. Using resident committees and/or outside consultants as needed, the BOS will conduct a resident opinion survey by March 31, 2021 to determine needs, wants, assessment expectations, mandatory Do's and Do not's etc.
- b. By May 20, 2021 BOS will formulate a conceptual long-term plan and distribute it to residents for feedback. By July 8, 2021 BOS will have revised the conceptual plan and will give it to the CDD Ops Mgr.
- c. Using outside A&E support the CDD Ops Mgr. will develop cost estimates to implement the plan by September 16, 2021.
- d. The District Manager will present to the BOS by October 21, 2021 a discounted cash flow analysis using the Reserve Model to estimate the plan's assessment impact.
- e. The BOS will distribute to residents by December 21, 2021 the revised plan with time line and assessment estimates for review and comment.

5. Perimeter security

- a. The District Manager will obtain agreement December 31, 2022 from Flagler County for GH CDD to obtain ownership or exclusive right to maintain and landscape the GH perimeter fence thus allow the CDD to continue an aesthetically pleasing exterior and provide security to residents in the future.

6. Social reinforcement of responsible driving. CDD has no police powers –be Inventive

- a. By June 17, 2021 the District Mgr. will arrange educational sessions for the CDD concerning alternative methods to lessen speeding on Waterside Parkway and other major thoroughfares within Grand Haven used in other communities and situations without policing authority.

7. Ponds

- a. By early 2022-3 BOS will declare Ponds a strategic issue and authorize: Formation of committees to investigate remedies for Chronic algae blooms, Bank erosion, Hard wall bank deterioration, Pond dredging – large financial cost.
- b. By mid-2022-3 the District Mgr., using GH residents and outside consultants, will arrange educational sessions for the CDD concerning alternative methods to address these issues.
- c. Prior to 2022-3 continue current policies – there is no current solution most of this.

8. Intergovernmental relationships

- a. The District Manager will establish strong personal working relationships with leaders and key staff members of local governing agencies such as Flagler County, City of Palm Coast and SJWMD. The District Manager will report status to the BOS semi-annually.



COMMUNITY DEVELOPMENT DISTRICT

5A

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

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

	<u>Major Funds</u>	Total
	<u>General</u>	<u>Governmental Funds</u>
ASSETS		
Operating account		
SunTrust - operating acct	\$1,271,064	\$ 1,271,064
SunTrust - petty cash	3,910	3,910
Investments		
Stonegate Bank	1,248	1,248
Finemark	249,015	249,015
Finemark - ICS	1,671,615	1,671,615
Centennial Bank	256,057	256,057
Intracoastal Bank	258,849	258,849
Iberia - (MMKT)	49,088	49,088
SBA -161601A	6,975	6,975
Undeposited funds	1,858	1,858
Due from other	444	444
Accounts receivable (rev deferred)	58,897	58,897
Deposits	110	110
Assessments receivable	27,670	27,670
Total assets	<u>\$3,856,800</u>	<u>\$ 3,856,800</u>
LIABILITIES		
Liabilities:		
Accounts payable	\$ 117,444	\$ 117,444
Retainage payable	3,453	3,453
Due to other entity	36	36
Total liabilities	<u>120,933</u>	<u>120,933</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	56,637	56,637
Total deferred inflows of resources	<u>56,637</u>	<u>56,637</u>
FUND BALANCES		
Committed		
Disaster	981,211	981,211
Future capital projects	940,000	940,000
Assigned		
3 months working capital	890,833	890,833
Unassigned	867,186	867,186
Total fund balances	<u>3,679,230</u>	<u>3,679,230</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$3,856,800</u>	 <u>\$ 3,856,800</u>

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

	Current Month	Year To Date	Adopted Budget	% of Budget
REVENUES				
Assessment levy: net of allowable discounts	\$ -	\$ -	\$ 4,322,319	0%
Reuse water	-	-	21,000	0%
Gate & amenity guest	-	-	8,000	0%
Tennis fees	-	-	3,000	0%
Room rentals	-	-	2,000	0%
Interest and miscellaneous	148	148	5,500	3%
Total revenues	<u>148</u>	<u>148</u>	<u>4,361,819</u>	0%
EXPENDITURES				
Administrative				
Legislative				
Supervisors - regular meetings	-	-	12,000	0%
Supervisors - workshops	-	-	10,000	0%
Financial & administrative				
District management	3,260	3,260	39,127	8%
Administrative services	868	868	10,413	8%
Accounting services	1,790	1,790	21,478	8%
Assessment roll preparation	790	790	9,478	8%
Auditing services	-	-	11,300	0%
Legal - general counsel	-	-	92,000	0%
Engineer	-	-	30,000	0%
Insurance	11,531	11,531	11,896	97%
Legal advertising	-	-	3,500	0%
Bank fees	121	121	1,500	8%
Dues, licenses & fees	175	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	210	210	210	100%
Communications: e-blast	-	-	500	0%
Music licensing	2,000	2,000	3,350	60%
IT support	1,786	1,786	18,000	10%
Property taxes	-	-	3,000	0%
Postage	132	132	3,000	4%
Office supplies	449	449	500	90%
Tax collector	-	-	90,048	0%
Total administrative	<u>23,112</u>	<u>23,112</u>	<u>373,275</u>	6%

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

	Current Month	Year To Date	Adopted Budget	% of Budget
Field operations				
Electric utility services				
Electric services - #12316, 65378, 85596	68	68	4,300	2%
Electric- Village Center - #18308	-	-	31,500	0%
Electric - Creekside - #87064, 70333	-	-	21,500	0%
Street lights	196	196	20,000	1%
Propane - spas/café	748	748	38,750	2%
Garbage - amenity facilities	1,020	1,020	11,000	9%
Water/sewer	-	-		
Water services	-	-	98,750	0%
Water - Village Center	-	-	13,500	0%
Water - Creekside	-	-	10,000	0%
Pump house shared facility	-	-	15,500	0%
Aquatic contract	-	-	44,615	0%
Aquatic contract: lake watch	-	-	4,076	0%
Aquatic contract: aeration maintenance	-	-	4,000	0%
Lakebank spraying	-	-	6,128	0%
Hurricane clean-up	-	-	20,000	0%
Insurance: property	66,449	66,449	65,117	102%
Insurance: auto general liability	1,980	1,980	2,000	99%
Insurance: flood	3,450	3,450	4,700	73%
Property maintenance				
Horticultural consultant	-	-	9,600	0%
Landscape enhancement	18,130	18,130	112,220	16%
Landscape repairs & replacement	-	-	20,000	0%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	-	-	20,000	0%
Landscape maintenance contract services	-	-	574,328	0%
Landscape maintenance: croquet	-	-	50,800	0%
Oak tree pruning	-	-	35,000	0%
Optional 3rd flower rotation	-	-	20,000	0%
Irrigation repairs & replacement	82	82	20,000	0%
Street light maintenance	1,112	1,112	15,000	7%
Lift truck repairs & maintenance	22	22	5,000	0%
Holiday lights	-	-	9,000	0%
Staff support and amenity operations				
Payroll	27,465	27,465	520,345	5%
Merit pay/bonus	-	-	20,000	0%
Payroll taxes	2,107	2,107	67,905	3%
Health insurance	2,981	2,981	65,000	5%
Insurance: workers' compensation	23,607	23,607	26,500	89%
Payroll services	260	260	4,100	6%
Mileage reimb: operations manager	-	-	2,750	0%
Car allowance: staff	-	-	6,000	0%
Amenity Management Group, Inc.	39,769	39,769	479,000	8%

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

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	5,149	5,149	73,000	7%
Amenity A/C maintenance and service	-	-	3,750	0%
Fitness equipment service	-	-	7,500	0%
Amenity cable/internet	1,391	1,391	14,500	10%
Office supplies: field operations	2,092	2,092	12,000	17%
Village center telephone, fax	375	375	10,000	4%
Creekside telephone & fax	375	375	10,000	4%
Pool/spa permits	-	-	875	0%
Pool chemicals	-	-	13,176	0%
Pest control	40	40	3,050	1%
Amenity maintenance	25,776	25,776	110,000	23%
Community maintenance	14,015	14,015	110,000	13%
CERT operations	66	66	500	13%
Repairs & maintenance: projects				
Fire & security system	348	348	3,350	10%
Security operations				
Security staffing contract services	15,136	15,136	198,373	8%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	459	459	21,000	2%
Gate communication devices	-	-	20,000	0%
Gate operating supplies	702	702	22,000	3%
Special events	-	-	10,000	0%
Miscellaneous contingency	152	152	4,000	4%
Total field operations	<u>255,522</u>	<u>255,522</u>	<u>3,190,058</u>	8%
Infrastructure reinvestment				
Capital improvements				
General infrastructure replacement/repair	33,135	33,135	1,027,702	3%
Total infrastructure reinvestment	<u>33,135</u>	<u>33,135</u>	<u>1,027,702</u>	3%
Total expenditures	<u>311,769</u>	<u>311,769</u>	<u>4,591,035</u>	7%
Excess/(deficiency) of revenues over/(under) expenditures	(311,621)	(311,621)	(229,216)	
Fund balance - beginning (unaudited)	<u>3,990,851</u>	<u>3,990,851</u>	<u>3,327,233</u>	
Fund balance - ending (projected)				
Committed				
Disaster	981,211	981,211	981,211	
Future capital projects	940,000	940,000	940,000	
Assigned				
3 months working capital	890,833	890,833	890,833	
Unassigned	867,186	867,186	285,973	
Fund balance - ending	<u>\$ 3,679,230</u>	<u>\$ 3,679,230</u>	<u>\$ 3,098,017</u>	

Grand Haven Community Development District
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	CBP	10/06/2020	BRIGHT HOUSE NETWORKS, LLC	101.002 · Suntrust #8388 - Operating Acct		-104.28
Bill	032153701092120	09/30/2020		572.716 · Amenity Cable/Internet	-104.28	104.28
TOTAL					-104.28	104.28
Bill Pmt -Check	CBP	10/06/2020	SPRINT	101.002 · Suntrust #8388 - Operating Acct		-579.04
Bill	757386291 092320	09/30/2020		572.785 · Community Maintenance	-579.04	579.04
TOTAL					-579.04	579.04
Bill Pmt -Check	CBP	10/09/2020	AT & T	101.002 · Suntrust #8388 - Operating Acct		-867.06
Bill	386-445-2376 092220	09/30/2020		529.103 · Gate Communication Devices	-705.92	705.92
Bill	386-445-7774 092220	09/30/2020		529.103 · Gate Communication Devices	-161.14	161.14
TOTAL					-867.06	867.06
Bill Pmt -Check	CBP	10/21/2020	AT & T	101.002 · Suntrust #8388 - Operating Acct		-175.12
Bill	386-446-0940 100120	09/30/2020		572.708 · Creekside Telephone & Fax	-175.12	175.12
TOTAL					-175.12	175.12
Bill Pmt -Check	CBP	10/21/2020	BRIGHT HOUSE NETWORKS, LLC	101.002 · Suntrust #8388 - Operating Acct		-980.55
Bill	032851101100220	10/14/2020		572.716 · Amenity Cable/Internet	-214.00	214.00
Bill	032640301100220	10/14/2020		572.716 · Amenity Cable/Internet	-419.78	419.78
Bill	032796901100220	10/14/2020		572.716 · Amenity Cable/Internet	-346.77	346.77
TOTAL					-980.55	980.55
Bill Pmt -Check	CBP	10/25/2020	AT & T	101.002 · Suntrust #8388 - Operating Acct		-978.46
Bill	386-447-0244 100820	09/30/2020		572.708 · Creekside Telephone & Fax	-462.57	462.57
Bill	386-447-3959 100820	09/30/2020		529.103 · Gate Communication Devices	-168.67	168.67
Bill	386-447-0206 100820	09/30/2020		529.103 · Gate Communication Devices	-163.17	163.17
Bill	386-447-8191 100820	09/30/2020		529.103 · Gate Communication Devices	-184.05	184.05
TOTAL					-978.46	978.46
Bill Pmt -Check	CBP	10/25/2020	AT&T MOBILITY	101.002 · Suntrust #8388 - Operating Acct		-209.50

Grand Haven Community Development District
Check Detail
 October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	287262215603X1014202	10/21/2020		572.707 · Village Ctr Telephone & Fax	-104.75	104.75
				572.708 · Creekside Telephone & Fax	-104.75	104.75
TOTAL					-209.50	209.50
Bill Pmt -Check	CBP	10/25/2020	BRIGHT HOUSE NETWORKS, LLC	101.002 · Suntrust #8388 - Operating Acct		-306.22
Bill	032153401100720	10/21/2020		572.716 · Amenity Cable/Internet	-176.96	176.96
Bill	032153501101820	10/21/2020		572.716 · Amenity Cable/Internet	-129.26	129.26
TOTAL					-306.22	306.22
Check	DD	10/09/2020	KENNETH BROKAW	101.002 · Suntrust #8388 - Operating Acct		-1,076.44
				572.910 · Payroll Expense	-1,076.44	1,076.44
TOTAL					-1,076.44	1,076.44
Check	DD	10/09/2020	KENNETH BROKAW	101.002 · Suntrust #8388 - Operating Acct		-52.00
				572.910 · Payroll Expense	-52.00	52.00
TOTAL					-52.00	52.00
Check	DD	10/09/2020	DONNA CONFORTI	101.002 · Suntrust #8388 - Operating Acct		-1,236.73
				572.910 · Payroll Expense	-1,236.73	1,236.73
TOTAL					-1,236.73	1,236.73
Check	DD	10/09/2020	MARC ICHART	101.002 · Suntrust #8388 - Operating Acct		-1,983.89
				572.910 · Payroll Expense	-1,983.89	1,983.89
TOTAL					-1,983.89	1,983.89
Check	DD	10/09/2020	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-2,970.95
				572.910 · Payroll Expense	-2,970.95	2,970.95
TOTAL					-2,970.95	2,970.95
Check	DD	10/09/2020	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-569.96

Grand Haven Community Development District
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				572.910 · Payroll Expense	-569.96	569.96
TOTAL					-569.96	569.96
Check	DD	10/09/2020	BRYON LENHART	101.002 · Suntrust #8388 - Operating Acct		-1,304.06
				572.910 · Payroll Expense	-1,304.06	1,304.06
TOTAL					-1,304.06	1,304.06
Check	DD	10/09/2020	VANESSA STEPNIAK	101.002 · Suntrust #8388 - Operating Acct		-1,329.84
				572.910 · Payroll Expense	-1,329.84	1,329.84
TOTAL					-1,329.84	1,329.84
Check	DD	10/09/2020	JEREMEY D. WILSON	101.002 · Suntrust #8388 - Operating Acct		-1,325.02
				572.910 · Payroll Expense	-1,325.02	1,325.02
TOTAL					-1,325.02	1,325.02
Check	DD	10/23/2020	KENNETH BROKAW	101.002 · Suntrust #8388 - Operating Acct		-983.01
				572.910 · Payroll Expense	-983.01	983.01
TOTAL					-983.01	983.01
Check	DD	10/23/2020	DONNA CONFORTI	101.002 · Suntrust #8388 - Operating Acct		-1,236.73
				572.910 · Payroll Expense	-1,236.73	1,236.73
TOTAL					-1,236.73	1,236.73
Check	DD	10/23/2020	MARC ICHART	101.002 · Suntrust #8388 - Operating Acct		-1,987.67
				572.910 · Payroll Expense	-1,987.67	1,987.67
TOTAL					-1,987.67	1,987.67
Check	DD	10/23/2020	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-2,968.26
				572.910 · Payroll Expense	-2,968.26	2,968.26
TOTAL					-2,968.26	2,968.26

Grand Haven Community Development District
Check Detail
 October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	10/23/2020	BRYON LENHART	101.002 · Suntrust #8388 - Operating Acct		-1,281.71
				572.910 · Payroll Expense	-1,281.71	1,281.71
TOTAL					-1,281.71	1,281.71
Check	DD	10/23/2020	JOSEPH A. OSBORNE	101.002 · Suntrust #8388 - Operating Acct		-633.20
				572.910 · Payroll Expense	-633.20	633.20
TOTAL					-633.20	633.20
Check	DD	10/23/2020	VANESSA STEPNIAK	101.002 · Suntrust #8388 - Operating Acct		-1,354.78
				572.910 · Payroll Expense	-1,354.78	1,354.78
TOTAL					-1,354.78	1,354.78
Check	DD	10/23/2020	JEREMEY D. WILSON	101.002 · Suntrust #8388 - Operating Acct		-1,391.07
				572.910 · Payroll Expense	-1,391.07	1,391.07
TOTAL					-1,391.07	1,391.07
Bill Pmt -Check	12298	10/06/2020	ACF STANDBY SYSTEMS	101.002 · Suntrust #8388 - Operating Acct		-300.00
Bill	023S-129117-1	09/30/2020		572.780 · Amenity Maintenance	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	12299	10/06/2020	AMERIGAS	101.002 · Suntrust #8388 - Operating Acct		-267.16
Bill	3109881775 073120	09/30/2020		532.306 · Propane Services - Spas/Cafe	-267.16	267.16
TOTAL					-267.16	267.16
Bill Pmt -Check	12300	10/06/2020	CELERA IT SERVICES, INC.	101.002 · Suntrust #8388 - Operating Acct		-35.37
Bill	8838	09/30/2020		519.952 · IT support	-35.37	35.37
TOTAL					-35.37	35.37
Bill Pmt -Check	12301	10/06/2020	CLASS A PRINTING	101.002 · Suntrust #8388 - Operating Acct		-915.00
Bill	21298	09/30/2020		572.702 · Oper Mgr - Office Supplies	-915.00	915.00

Grand Haven Community Development District
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-915.00	915.00
Bill Pmt -Check	12302	10/06/2020	GUARD ONE PROTECTIVE SERVICES	101.002 · Suntrust #8388 - Operating Acct		-7,568.00
Bill	93388	09/30/2020		529.306 · Access Control Contract	-7,568.00	7,568.00
TOTAL					-7,568.00	7,568.00
Bill Pmt -Check	12303	10/06/2020	HOME DEPOT CREDIT SERVICES	101.002 · Suntrust #8388 - Operating Acct		-334.45
Bill	5015372	09/30/2020		572.780 · Amenity Maintenance	-166.50	166.50
Bill	2011235	09/30/2020		572.785 · Community Maintenance	-94.23	94.23
Bill	H6363-128836	09/30/2020		572.780 · Amenity Maintenance	-73.72	73.72
TOTAL					-334.45	334.45
Bill Pmt -Check	12304	10/06/2020	LOWE'S HOME CENTERS, LLC.	101.002 · Suntrust #8388 - Operating Acct		-3,711.73
Bill	910918	09/30/2020		541.613 · Street/Decorative Light Maint	-6.64	6.64
Bill	970543	09/30/2020		572.780 · Amenity Maintenance	-627.56	627.56
Bill	984610	09/30/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-2,420.22	2,420.22
Bill	88697925	09/30/2020		572.780 · Amenity Maintenance	-118.91	118.91
			Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-18.96	18.96
Bill	23432408	09/30/2020	Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-64.49	64.49
			Village Center Bathroom Renovation	539.612 · Gen Infrastructr replace/repair	-64.66	64.66
Bill	9793679	09/30/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-33.60	33.60
Bill	23867300	09/30/2020		572.785 · Community Maintenance	-18.99	18.99
Bill	14627874	09/30/2020		572.780 · Amenity Maintenance	-33.71	33.71
				572.780 · Amenity Maintenance	-303.99	303.99
TOTAL					-3,711.73	3,711.73
Bill Pmt -Check	12305	10/06/2020	MID FLORIDA DIRECTIONAL DRILLING, LLC.	101.002 · Suntrust #8388 - Operating Acct		-3,000.00
Bill	1380	09/30/2020		572.785 · Community Maintenance	-3,000.00	3,000.00
TOTAL					-3,000.00	3,000.00
Bill Pmt -Check	12306	10/06/2020	SANTOPADRE & SONS, INC.	101.002 · Suntrust #8388 - Operating Acct		-20,705.75
Bill	622	09/30/2020		539.610 · Sidewalk Repairs & Replacement	-6,727.50	6,727.50
Bill	623	09/30/2020		539.610 · Sidewalk Repairs & Replacement	-6,353.75	6,353.75

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	625	09/30/2020		539.610 · Sidewalk Repairs & Replacement	-7,624.50	7,624.50
TOTAL					-20,705.75	20,705.75
Bill Pmt -Check	12307	10/06/2020	AMERIGAS	101.002 · Suntrust #8388 - Operating Acct		-244.60
Bill	3111697460 091620	09/30/2020		532.306 · Propane Services - Spas/Cafe	-244.60	244.60
TOTAL					-244.60	244.60
Bill Pmt -Check	12308	10/07/2020	FPL	101.002 · Suntrust #8388 - Operating Acct		-260.21
Bill	77367-05133 091820	09/30/2020		531.307 · Street Lights	-15.11	15.11
Bill	76404-37286 091820	09/30/2020		531.307 · Street Lights	-18.51	18.51
Bill	72722-70245 091820	09/30/2020		531.307 · Street Lights	-17.08	17.08
Bill	16866-58285 091820	09/30/2020		531.307 · Street Lights	-57.16	57.16
Bill	24131-28287 091820	09/30/2020		531.307 · Street Lights	-16.89	16.89
Bill	37829-63213 091820	09/30/2020		531.307 · Street Lights	-16.81	16.81
Bill	52774-87285 091820	09/30/2020		531.307 · Street Lights	-15.93	15.93
Bill	54366-71209 091820	09/30/2020		531.307 · Street Lights	-11.98	11.98
Bill	56830-70071 091820	09/30/2020		531.307 · Street Lights	-16.36	16.36
Bill	94837-67167 092820	09/30/2020		531.307 · Street Lights	-74.38	74.38
TOTAL					-260.21	260.21
Bill Pmt -Check	12309	10/09/2020	ALL ABOUT GROUT, LLC.	101.002 · Suntrust #8388 - Operating Acct		-3,209.00
Bill	4	09/30/2020	Village Center Bathroom Renovation	539.612 · Gen Infrastructr replace/repair	-3,059.00	3,059.00
Bill	5	09/30/2020	Village Center Bathroom Renovation	539.612 · Gen Infrastructr replace/repair	-150.00	150.00
TOTAL					-3,209.00	3,209.00
Bill Pmt -Check	12310	10/09/2020	AMENITY MANAGEMENT GROUP, INC.	101.002 · Suntrust #8388 - Operating Acct		-44,918.33
Bill	374155	10/07/2020		572.305 · Mgmt Cont - Vill Ctr, Cafe,Cree	-39,768.75	39,768.75
				572.911 · AMO - Tennis & Pool	-5,149.58	5,149.58
TOTAL					-44,918.33	44,918.33
Bill Pmt -Check	12311	10/09/2020	AMERIGAS	101.002 · Suntrust #8388 - Operating Acct		-303.50
Bill	3111957553 092420	09/30/2020		532.306 · Propane Services - Spas/Cafe	-303.50	303.50
TOTAL					-303.50	303.50

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12312	10/09/2020	BARRY, KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-192.05
Bill	093020	09/30/2020		572.304 · Operations Mgr- Mileage	-192.05	192.05
TOTAL					-192.05	192.05
Bill Pmt -Check	12313	10/09/2020	BRYON C. LENHART	101.002 · Suntrust #8388 - Operating Acct		-166.67
Bill	093020	09/30/2020		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67
Bill Pmt -Check	12314	10/09/2020	CELERA IT SERVICES, INC.	101.002 · Suntrust #8388 - Operating Acct		-1,416.00
Bill	8852	10/07/2020		519.952 · IT support	-1,416.00	1,416.00
TOTAL					-1,416.00	1,416.00
Bill Pmt -Check	12315	10/09/2020	CITY OF PALM COAST	101.002 · Suntrust #8388 - Operating Acct		-9,734.43
Bill	14219697	09/30/2020		536.304 · Utility - Village Center	-706.10	706.10
Bill	14219759	09/30/2020		536.309 · Utility - Creekside	-348.11	348.11
Bill	14221534	09/30/2020		536.301 · Utility Services	-216.41	216.41
Bill	14217207	09/30/2020		536.301 · Utility Services	-4,120.20	4,120.20
Bill	14221768	09/30/2020		536.301 · Utility Services	-516.21	516.21
Bill	14219740	09/30/2020		536.301 · Utility Services	-19.58	19.58
Bill	14219741	09/30/2020		536.301 · Utility Services	-16.50	16.50
Bill	14219742	09/30/2020		536.301 · Utility Services	-18.55	18.55
Bill	14219744	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219750	09/30/2020		536.301 · Utility Services	-16.56	16.56
Bill	14219751	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219754	09/30/2020		536.301 · Utility Services	-25.49	25.49
Bill	14220149	09/30/2020		536.301 · Utility Services	-30.16	30.16
Bill	14220150	09/30/2020		536.301 · Utility Services	-20.23	20.23
Bill	14219692	09/30/2020		536.301 · Utility Services	-18.61	18.61
Bill	14219693	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219694	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219698	09/30/2020		536.301 · Utility Services	-38.99	38.99
Bill	14219699	09/30/2020		536.301 · Utility Services	-72.52	72.52
Bill	14219701	09/30/2020		536.301 · Utility Services	-21.25	21.25

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	14219702	09/30/2020		536.301 · Utility Services	-83.48	83.48
Bill	14219703	09/30/2020		536.301 · Utility Services	-47.98	47.98
Bill	14219704	09/30/2020		536.301 · Utility Services	-45.25	45.25
Bill	14219705	09/30/2020		536.301 · Utility Services	-15.31	15.31
Bill	14219706	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219707	09/30/2020		536.301 · Utility Services	-23.25	23.25
Bill	14219708	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219709	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219710	09/30/2020		536.301 · Utility Services	-19.26	19.26
Bill	14219711	09/30/2020		536.301 · Utility Services	-34.11	34.11
Bill	14219712	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219714	09/30/2020		536.301 · Utility Services	-17.37	17.37
Bill	14219715	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219716	09/30/2020		536.301 · Utility Services	-14.88	14.88
Bill	14219717	09/30/2020		536.301 · Utility Services	-15.58	15.58
Bill	14219718	09/30/2020		536.301 · Utility Services	-13.53	13.53
Bill	14219720	09/30/2020		536.301 · Utility Services	-9.05	9.05
Bill	14219721	09/30/2020		536.301 · Utility Services	-92.43	92.43
Bill	14219724	09/30/2020		536.301 · Utility Services	-19.15	19.15
Bill	14220340	09/30/2020		536.301 · Utility Services	-7.09	7.09
Bill	14220693	09/30/2020		536.301 · Utility Services	-9.32	9.32
Bill	14220451	09/30/2020		536.301 · Utility Services	-7.09	7.09
Bill	14220452	09/30/2020		536.301 · Utility Services	-7.09	7.09
Bill	14220453	09/30/2020		536.301 · Utility Services	-7.09	7.09
Bill	14220454	09/30/2020		536.301 · Utility Services	-7.09	7.09
Bill	14220455	09/30/2020		536.301 · Utility Services	-523.21	523.21
Bill	14220456	09/30/2020		536.301 · Utility Services	-569.72	569.72
Bill	14220119	09/30/2020		536.301 · Utility Services	-520.02	520.02
Bill	14221535	09/30/2020		536.301 · Utility Services	-240.70	240.70
Bill	14221790	09/30/2020		536.301 · Utility Services	-438.73	438.73
Bill	14221791	09/30/2020		536.301 · Utility Services	-659.73	659.73
TOTAL					-9,734.43	9,734.43
Bill Pmt -Check	12316	10/09/2020	CLARK & ALBAUGH, LLP	101.002 · Suntrust #8388 - Operating Acct		-7,250.55
Bill	17176	09/30/2020		514.007 · District Counsel	-7,250.55	7,250.55
TOTAL					-7,250.55	7,250.55

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12317	10/09/2020	DEPARTMENT OF ECONOMIC OPPORTUNITY	101.002 · Suntrust #8388 - Operating Acct		-175.00
Bill	82271	10/07/2020		519.540 · Annual District Filing Fee	-175.00	175.00
TOTAL					-175.00	175.00
Bill Pmt -Check	12318	10/09/2020	FEDEX	101.002 · Suntrust #8388 - Operating Acct		-140.41
Bill	7-135-72787	09/30/2020		519.410 · Postage	-140.41	140.41
TOTAL					-140.41	140.41
Bill Pmt -Check	12319	10/09/2020	FONALITY	101.002 · Suntrust #8388 - Operating Acct		-540.19
Bill	IN-US1137726	10/07/2020		572.708 · Creekside Telephone & Fax 572.707 · Village Ctr Telephone & Fax	-270.09 -270.10	270.09 270.10
TOTAL					-540.19	540.19
Bill Pmt -Check	12320	10/09/2020	FPL	101.002 · Suntrust #8388 - Operating Acct		-4,274.55
Bill	96687-18308 092820	09/30/2020		531.304 · Utility - Village Center	-2,472.56	2,472.56
Bill	75081-99150 092820	09/30/2020		531.307 · Street Lights	-13.58	13.58
Bill	70187-87064 092820	09/30/2020		531.309 · Utility - Creekside	-932.39	932.39
Bill	69630-56590 092820	09/30/2020		531.307 · Street Lights	-15.38	15.38
Bill	61848-75257 092820	09/30/2020		531.307 · Street Lights	-14.03	14.03
Bill	46892-40333 092820	09/30/2020		531.307 · Street Lights	-9.33	9.33
Bill	23753-67154 092820	09/30/2020		531.301 · Utility Services	-84.78	84.78
Bill	32277-12316 092820	09/30/2020		531.301 · Utility Services	-44.51	44.51
Bill	19787-21338 092820	09/30/2020		531.307 · Street Lights	-34.84	34.84
Bill	12154-81233 092820	09/30/2020		531.307 · Street Lights	-24.61	24.61
Bill	05037-89539 092820	09/30/2020		531.307 · Street Lights	-20.48	20.48
Bill	04372-49345 092820	09/30/2020		531.307 · Street Lights	-25.51	25.51
Bill	02759-70333 092820	09/30/2020		531.309 · Utility - Creekside	-582.55	582.55
TOTAL					-4,274.55	4,274.55
Bill Pmt -Check	12321	10/09/2020	JEREMEY WILSON	101.002 · Suntrust #8388 - Operating Acct		-166.67
Bill	093020	09/30/2020		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12322	10/09/2020	KEN BROKAW	101.002 · Suntrust #8388 - Operating Acct		-125.00
Bill	093020	09/30/2020		572.315 · Mileage Reimb- Maint Worker 1	-125.00	125.00
TOTAL					-125.00	125.00
Bill Pmt -Check	12323	10/09/2020	LOUISE LEISTER	101.002 · Suntrust #8388 - Operating Acct		-800.00
Bill	0133	09/30/2020		539.600 · Horticultural Expense	-800.00	800.00
TOTAL					-800.00	800.00
Bill Pmt -Check	12324	10/09/2020	LOWE'S HOME CENTERS, LLC.	101.002 · Suntrust #8388 - Operating Acct		-224.03
Bill	2403498	09/30/2020		572.785 · Community Maintenance	-15.16	15.16
Bill	2970969	09/30/2020	Village Center Bathroom Renovation	539.612 · Gen Infrastructr replace/repair	-14.56	14.56
			Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-194.31	194.31
TOTAL					-224.03	224.03
Bill Pmt -Check	12325	10/09/2020	MARC A. ICHART	101.002 · Suntrust #8388 - Operating Acct		-270.83
Bill	093020	09/30/2020		572.315 · Mileage Reimb- Maint Worker 1	-270.83	270.83
TOTAL					-270.83	270.83
Bill Pmt -Check	12326	10/09/2020	NEWS JOURNAL CORPORATION	101.002 · Suntrust #8388 - Operating Acct		-530.55
Bill	0002367346	09/30/2020		513.801 · Legal Advertising	-530.55	530.55
TOTAL					-530.55	530.55
Bill Pmt -Check	12327	10/09/2020	NEXSTAR ELECTRICAL CONTRACTORS, LLC.	101.002 · Suntrust #8388 - Operating Acct		-320.00
Bill	0093960	09/30/2020	Village Center Bathroom Renovation	539.612 · Gen Infrastructr replace/repair	-320.00	320.00
TOTAL					-320.00	320.00
Bill Pmt -Check	12328	10/09/2020	PAUL CULVER CONSTRUCTION CO., INC.	101.002 · Suntrust #8388 - Operating Acct		-31,078.35
Bill	093020	09/30/2020	Village Center Ceiling and Columns	539.612 · Gen Infrastructr replace/repair	-31,078.35	31,078.35
TOTAL					-31,078.35	31,078.35
Bill Pmt -Check	12329	10/09/2020	POOLSURE	101.002 · Suntrust #8388 - Operating Acct		-1,196.28

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	111295590371	09/30/2020		572.744 · Pools Chemicals	-1,196.28	1,196.28
TOTAL					-1,196.28	1,196.28
Bill Pmt -Check	12330	10/09/2020	PRECISION LAND GRADING, INC.	101.002 · Suntrust #8388 - Operating Acct		-2,633.33
Bill	378	09/30/2020		539.606 · Landscape Maintenance - Croquet	-2,633.33	2,633.33
TOTAL					-2,633.33	2,633.33
Bill Pmt -Check	12331	10/09/2020	SOLITUDE LAKE MANAGEMENT	101.002 · Suntrust #8388 - Operating Acct		-4,158.00
Bill	PI-A00467957	09/30/2020		538.602 · Aquatic Contract	-333.00	333.00
Bill	PI-A00467956	09/30/2020		538.602 · Aquatic Contract	-3,825.00	3,825.00
TOTAL					-4,158.00	4,158.00
Bill Pmt -Check	12332	10/09/2020	SUNSHINE STATE HEATING & AIR CONDITIONING	101.002 · Suntrust #8388 - Operating Acct		-1,250.00
Bill	8898	09/30/2020		572.714 · Amenity A/C Maint Service	-1,250.00	1,250.00
TOTAL					-1,250.00	1,250.00
Bill Pmt -Check	12333	10/09/2020	TUI TOTAL SOLUTIONS	101.002 · Suntrust #8388 - Operating Acct		-15.00
Bill	AR20397	09/30/2020		572.702 · Oper Mgr - Office Supplies	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	12334	10/09/2020	VERDEGO, LLC	101.002 · Suntrust #8388 - Operating Acct		-52,078.63
Bill	3540	09/30/2020		539.604 · Landscape Maintenance - Contrac	-47,769.13	47,769.13
Bill	3700	09/30/2020		539.609 · Irrigation Repairs & Maint	-787.90	787.90
Bill	3677	09/30/2020		539.609 · Irrigation Repairs & Maint	-424.60	424.60
Bill	3696	09/30/2020		539.609 · Irrigation Repairs & Maint	-3,097.00	3,097.00
TOTAL					-52,078.63	52,078.63
Bill Pmt -Check	12335	10/09/2020	WASTE MANAGEMENT OF ORMOND BEACH	101.002 · Suntrust #8388 - Operating Acct		-1,019.87
Bill	8506399-0146-9	10/07/2020		534.305 · Garbage - Recreation Facility	-743.10	743.10
Bill	8506773-0146-5	10/07/2020		534.305 · Garbage - Recreation Facility	-276.77	276.77
TOTAL					-1,019.87	1,019.87

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12336	10/09/2020	WRATHELL, HUNT & ASSOCIATES, LLC	101.002 · Suntrust #8388 - Operating Acct		-6,708.00
Bill	2019-1556	10/07/2020		513.100 · District Management	-3,260.58	3,260.58
				513.101 · Administrative Services	-867.75	867.75
				513.201 · Accounting Services	-1,789.83	1,789.83
				513.310 · Assessment Roll Preparation	-789.84	789.84
TOTAL					<u>-6,708.00</u>	<u>6,708.00</u>
Bill Pmt -Check	12337	10/09/2020	YELLOWSTONE LANDSCAPE PROFESSIONALS	101.002 · Suntrust #8388 - Operating Acct		-6,000.00
Bill	PC 99163	05/06/2020		539.604 · Landscape Maintenance - Contrac	-6,000.00	44,236.78
TOTAL					<u>-6,000.00</u>	<u>44,236.78</u>
Bill Pmt -Check	12338	10/21/2020	A & A LOCK, INC.	101.002 · Suntrust #8388 - Operating Acct		-793.40
Bill	103521	10/14/2020		572.780 · Amenity Maintenance	-793.40	793.40
TOTAL					<u>-793.40</u>	<u>793.40</u>
Bill Pmt -Check	12339	10/21/2020	ADA SITE COMPLIANCE, LLC.	101.002 · Suntrust #8388 - Operating Acct		-210.00
Bill	1348	10/14/2020		513.907 · ADA Website Compliance	-210.00	210.00
TOTAL					<u>-210.00</u>	<u>210.00</u>
Bill Pmt -Check	12340	10/21/2020	ALARMPRO, INC.	101.002 · Suntrust #8388 - Operating Acct		-348.00
Bill	101420A	10/14/2020		572.907 · Fire & Security System	-204.00	204.00
Bill	101420B	10/14/2020		572.907 · Fire & Security System	-144.00	144.00
TOTAL					<u>-348.00</u>	<u>348.00</u>
Bill Pmt -Check	12341	10/21/2020	AMERIGAS	101.002 · Suntrust #8388 - Operating Acct		-350.92
Bill	3112035130 092620	09/30/2020		532.306 · Propane Services - Spas/Cafe	-350.92	350.92
TOTAL					<u>-350.92</u>	<u>350.92</u>
Bill Pmt -Check	12342	10/21/2020	BMI	101.002 · Suntrust #8388 - Operating Acct		-1,999.80
Bill	38431383	10/14/2020		519.955 · Music Licensing	-1,999.80	1,999.80

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,999.80	1,999.80
Bill Pmt -Check	12343	10/21/2020	CITY ELECTRIC SUPPLY INC.	101.002 · Suntrust #8388 - Operating Acct		-553.44
Bill	PMC/193475	09/30/2020		572.785 · Community Maintenance	-553.44	553.44
TOTAL					-553.44	553.44
Bill Pmt -Check	12344	10/21/2020	COMMUNITY CONTROLS	101.002 · Suntrust #8388 - Operating Acct		-1,130.80
Bill	AAAO508515	09/30/2020		529.103 · Gate Communication Devices	-1,130.80	1,130.80
TOTAL					-1,130.80	1,130.80
Bill Pmt -Check	12345	10/21/2020	FPL	101.002 · Suntrust #8388 - Operating Acct		-1,507.20
Bill	79833-72397 093020	09/30/2020		531.301 · Utility Services	-261.12	261.12
				531.307 · Street Lights	-1,246.08	1,246.08
TOTAL					-1,507.20	1,507.20
Bill Pmt -Check	12346	10/21/2020	GATE STORE, INC.	101.002 · Suntrust #8388 - Operating Acct		-1,056.83
Bill	15806	09/30/2020		529.700 · Guard & Gate Facility Maint	-936.83	936.83
Bill	15863	10/14/2020		529.700 · Guard & Gate Facility Maint	-120.00	120.00
TOTAL					-1,056.83	1,056.83
Bill Pmt -Check	12347	10/21/2020	GRAPHIC SIGN DESIGN OF CENTRAL FL, LLC.	101.002 · Suntrust #8388 - Operating Acct		-35.00
Bill	12976	10/14/2020		572.702 · Oper Mgr - Office Supplies	-35.00	35.00
TOTAL					-35.00	35.00
Bill Pmt -Check	12348	10/21/2020	GUARD ONE PROTECTIVE SERVICES	101.002 · Suntrust #8388 - Operating Acct		-7,568.00
Bill	94184	10/14/2020		529.306 · Access Control Contract	-7,568.00	7,568.00
TOTAL					-7,568.00	7,568.00
Bill Pmt -Check	12349	10/21/2020	HOME DEPOT CREDIT SERVICES	101.002 · Suntrust #8388 - Operating Acct		-854.62
Bill	197327	09/30/2020		572.785 · Community Maintenance	-82.80	100.00
Bill	197731B	09/30/2020		572.785 · Community Maintenance	-220.85	220.85

Grand Haven Community Development District
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	197731A	09/30/2020		572.785 · Community Maintenance	-100.00	100.00
Bill	197490B	09/30/2020		572.785 · Community Maintenance	-179.00	179.00
Bill	197490A	09/30/2020		572.785 · Community Maintenance	-100.00	100.00
Bill	8040933	10/14/2020		572.785 · Community Maintenance	-171.97	171.97
TOTAL					-854.62	871.82
Bill Pmt -Check	12350	10/21/2020	LOWE'S HOME CENTERS, LLC.	101.002 · Suntrust #8388 - Operating Acct		-744.49
Bill	923591	09/30/2020	Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-0.01	0.01
Bill	2403395	09/30/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-296.40	296.40
			Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-122.83	122.83
Bill	88556588	10/14/2020		572.780 · Amenity Maintenance	-37.96	37.96
				572.785 · Community Maintenance	-83.00	83.00
TOTAL					-744.49	744.49
Bill Pmt -Check	12351	10/21/2020	OAKLEY WOODS CROQUET	101.002 · Suntrust #8388 - Operating Acct		-663.82
Bill	V132385	10/14/2020		572.780 · Amenity Maintenance	-663.82	663.82
TOTAL					-663.82	663.82
Bill Pmt -Check	12352	10/21/2020	SUNSHINE STATE HEATING & AIR CONDITIONING	101.002 · Suntrust #8388 - Operating Acct		-80.00
Bill	9133	10/14/2020		572.780 · Amenity Maintenance	-80.00	80.00
TOTAL					-80.00	80.00
Bill Pmt -Check	12353	10/21/2020	VECTOR SECURITY INC.	101.002 · Suntrust #8388 - Operating Acct		-86.95
Bill	66681325	10/14/2020		572.780 · Amenity Maintenance	-86.95	86.95
TOTAL					-86.95	86.95
Bill Pmt -Check	12354	10/21/2020	VERDEGO, LLC	101.002 · Suntrust #8388 - Operating Acct		-536.00
Bill	3751	09/30/2020		539.609 · Irrigation Repairs & Maint	-536.00	536.00
TOTAL					-536.00	536.00
Bill Pmt -Check	12355	10/21/2020	WEBWATCHDOGS	101.002 · Suntrust #8388 - Operating Acct		-300.00

Grand Haven Community Development District
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	6442	10/14/2020		572.780 · Amenity Maintenance	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	12356	10/21/2020	STEPHEN, DAVIDSON - REIMBURSEMENTS	101.002 · Suntrust #8388 - Operating Acct		-85.20
Bill	WEB000035270	09/30/2020	COVID Supplies	539.612 · Gen Infrastructr replace/repair	-85.20	85.20
TOTAL					-85.20	85.20
Bill Pmt -Check	12357	10/25/2020	AMENITY MANAGEMENT GROUP, INC.	101.002 · Suntrust #8388 - Operating Acct		-187.64
Bill	GH-10-05--R	09/30/2020		572.780 · Amenity Maintenance	-187.64	187.64
TOTAL					-187.64	187.64
Bill Pmt -Check	12358	10/25/2020	AQUACAL AUTOPILOT 2007	101.002 · Suntrust #8388 - Operating Acct		-99.00
Bill	0000353891	10/21/2020		572.780 · Amenity Maintenance	-99.00	99.00
TOTAL					-99.00	99.00
Bill Pmt -Check	12359	10/25/2020	BUG-GUARD SERVICES INC.	101.002 · Suntrust #8388 - Operating Acct		-40.00
Bill	192014	10/21/2020		572.765 · Termite Bonds	-20.00	20.00
Bill	192015	10/21/2020		572.765 · Termite Bonds	-20.00	20.00
TOTAL					-40.00	40.00
Bill Pmt -Check	12360	10/25/2020	CELERA IT SERVICES, INC.	101.002 · Suntrust #8388 - Operating Acct		-2,143.76
Bill	8877	10/21/2020		519.952 · IT support	-370.00	370.00
Bill	8875	10/21/2020		572.702 · Oper Mgr - Office Supplies	-1,773.76	1,773.76
TOTAL					-2,143.76	2,143.76
Bill Pmt -Check	12361	10/25/2020	DOORKING, INC.	101.002 · Suntrust #8388 - Operating Acct		-28.95
Bill	1519191	10/21/2020		529.736 · Gate Operating Supplies	-28.95	28.95
TOTAL					-28.95	28.95
Bill Pmt -Check	12362	10/25/2020	FEDEX	101.002 · Suntrust #8388 - Operating Acct		-15.75
Bill	7-149-50229	10/21/2020		519.410 · Postage	-15.75	15.75

Grand Haven Community Development District
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-15.75	15.75
Bill Pmt -Check	12363	10/25/2020	FLORIDA STYLE TRIM, INC.	101.002 · Suntrust #8388 - Operating Acct		-96.19
Bill	50103	10/21/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-96.19	96.19
TOTAL					-96.19	96.19
Bill Pmt -Check	12364	10/25/2020	GATE STORE, INC.	101.002 · Suntrust #8388 - Operating Acct		-620.07
Bill	15920	10/21/2020		529.736 · Gate Operating Supplies	-620.07	620.07
TOTAL					-620.07	620.07
Bill Pmt -Check	12365	10/25/2020	HOME DEPOT CREDIT SERVICES	101.002 · Suntrust #8388 - Operating Acct		-107.19
Bill	0012593	10/21/2020		572.780 · Amenity Maintenance	-52.22	52.22
				572.785 · Community Maintenance	-51.41	51.41
				572.702 · Oper Mgr - Office Supplies	-3.56	3.56
TOTAL					-107.19	107.19
Bill Pmt -Check	12366	10/25/2020	LOWE'S HOME CENTERS, LLC.	101.002 · Suntrust #8388 - Operating Acct		-265.62
Bill	88613945	10/21/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-48.05	48.05
Bill	9699367	10/21/2020		572.780 · Amenity Maintenance	-14.89	14.89
				572.702 · Oper Mgr - Office Supplies	-9.75	9.75
			Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-192.93	192.93
TOTAL					-265.62	265.62
Bill Pmt -Check	12367	10/25/2020	NEXSTAR ELECTRICAL CONTRACTORS, LLC.	101.002 · Suntrust #8388 - Operating Acct		-985.00
Bill	0093967	10/21/2020		541.613 · Street/Decorative Light Maint	-985.00	985.00
TOTAL					-985.00	985.00
Bill Pmt -Check	12368	10/25/2020	VERDEGO, LLC	101.002 · Suntrust #8388 - Operating Acct		-9,952.40
Bill	3823	10/21/2020		539.609 · Irrigation Repairs & Maint	-82.40	82.40
Bill	3842	10/21/2020		539.607 · Landscape Enhancement	-6,095.00	6,095.00
Bill	3820	10/21/2020		539.607 · Landscape Enhancement	-3,775.00	3,775.00
TOTAL					-9,952.40	9,952.40

Grand Haven Community Development District
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12369	10/25/2020	WEBSTAUANTSTORE	101.002 · Suntrust #8388 - Operating Acct		-3,863.00
Bill	58041399	10/21/2020		572.780 · Amenity Maintenance	-3,863.00	3,863.00
TOTAL					-3,863.00	3,863.00
Bill Pmt -Check	12370	10/25/2020	WEBWATCHDOGS	101.002 · Suntrust #8388 - Operating Acct		-424.00
Bill	6305	09/30/2020		572.780 · Amenity Maintenance	-99.00	99.00
				529.700 · Guard & Gate Facility Maint	-150.00	150.00
Bill	6471	10/21/2020		529.700 · Guard & Gate Facility Maint	-175.00	175.00
TOTAL					-424.00	424.00
Grand Total						\$ 360,364.04



COMMUNITY DEVELOPMENT DISTRICT

5B

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, 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.

Present were:

Chip Howden	Chair
Kevin Foley	Vice Chair
Marie Gaeta	Assistant Secretary
Dr. Merrill Stass-Isern	Assistant Secretary
Michael Flanagan	Assistant Secretary

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky (via telephone)	Operations Manager
Sue O'Lear	Vesta/AMG
Robert Ross	Vesta/AMG
Joe Zilligan	President, Croquet Club

Residents present, were:

Lisa Mrakovic	Tom Byrne	Other Residents
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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. Members of the public were attending via telephone.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

40 **THIRD ORDER OF BUSINESS****BUSINESS ITEMS**

41

- 42 **A. Administration of Oath of Office to Newly Elected Supervisors, Dr. Merrill Stass-Isern,**
43 **[SEAT 2] and Michael Flanagan [SEAT 4] (*the following to be provided in a separate***
44 ***package*)**

45 Mr. McGaffney, a Notary of the State of Florida and duly authorized, administered the
46 Oath of Office to Dr. Stass-Isern and Mr. Flanagan.

47 Mr. Clark discussed the following items provided and responded to questions:

- 48 **I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and**
49 **Employees**

- 50 **II. Membership, Obligations and Responsibilities**

- 51 **III. Financial Disclosure Forms**

- 52 **a. Form 1: Statement of Financial Interests**

- 53 **b. Form 1X: Amendment to Form 1, Statement of Financial Interests**

- 54 **c. Form 1F: Final Statement of Financial Interests**

- 55 **IV. Form 8B: Memorandum of Voting Conflict**

56 Mr. Clark discussed the public records law and the District Manager's role as the
57 custodian of public records and respondent to public records requests. Supervisor Gaeta asked
58 if workshops could be conducted via Zoom. Mr. Clark replied affirmatively and discussed the
59 requirements and limitations of workshops, including that no official decisions would be made,
60 publication of a notice, recording of minutes and providing public access via a medium, such as
61 Zoom. Supervisor Gaeta stated that she received an email indicating that the HOA would be
62 conducting all meetings virtually. Mr. Clark stated that different rules apply to private
63 associations, such as an HOA. Discussion ensued regarding public records requests, the
64 recommendation that Supervisors use a dedicated email address and separate files for District
65 matters, whether to have printed agendas and management of contracts and agreements.

- 66 **B. Consideration: Board of Supervisors Code of Conduct**

67 Mr. McGaffney presented the Code of Conduct and responded to questions. Discussion
68 ensued regarding the history, tone and objectives of the Code. This item would be discussed at
69 the next workshop.

70 **C. Consideration: Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary,**
 71 **Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Grand Haven**
 72 **Community Development District, and Providing for an Effective Date**

73 Mr. McGaffney presented Resolution 2021-01. Supervisors Foley, Gaeta, Stass-Isern,
 74 Howden and Flanagan each discussed their thoughts, vision and mission statements, goals for
 75 the District and the desired attributes for the Chair.

76 Supervisor Gaeta nominated Supervisor Howden as Chair.

77 Supervisor Stass-Isern nominated Supervisor Foley as Chair.

78

79 **On MOTION by Supervisor Gaeta and seconded by Supervisor Flanagan, with**
 80 **Supervisors Gaeta, Flanagan and Howden in favor and Supervisors Foley and**
 81 **Stass-Isern dissenting, appointing Supervisor Howden as Chair, was approved.**
 82 **[Motion passed 3-2]**

83

84 Supervisor Flanagan nominated Supervisor Foley as Vice Chair.

85 Supervisor Gaeta nominated herself as Vice Chair.

86

87 **On MOTION by Supervisor Flanagan and seconded by Supervisor Stass-Isern,**
 88 **with Supervisors Flanagan, Howden, Foley and Stass-Isern in favor and**
 89 **Supervisor Gaeta dissenting, appointing Supervisor Foley as Vice Chair, was**
 90 **approved. [Motion passed 4-1]**

91

92

93 Mr. McGaffney stated the slate of officers would be as follows:

- | | | |
|-----|---------------------|-------------------------|
| 94 | Chair | Chip Howden |
| 95 | Vice Chair | Kevin Foley |
| 96 | Secretary | Craig Wrathell |
| 97 | Assistant Secretary | Marie Gaeta |
| 98 | Assistant Secretary | Dr. Merrill Stass-Isern |
| 99 | Assistant Secretary | Michael Flanagan |
| 100 | Assistant Secretary | Howard McGaffney |
| 101 | Treasurer | Craig Wrathell |
| 102 | Assistant Treasurer | Jeff Pinder |

103 **On MOTION by Supervisor Gaeta and seconded by Supervisor Foley, Resolution**
104 **2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a**
105 **Treasurer and an Assistant Treasurer of the Grand Haven Community**
106 **Development District, as nominated, and Providing for an Effective Date, was**
107 **adopted.**
108

109 Supervisors Howden and Foley made brief remarks regarding their visions for the Board.

110 **D. Discussion: Fiscal Year 2021 Objectives**

111 **I. Budget Process**

112 Mr. McGaffney provided an overview of the budget process including long-term and
113 future planning, the Capital Improvement Plan (CIP), the Reserve Study, budget deadlines and
114 projects spanning multiple fiscal years. Discussion ensued regarding use of fund balance, Public
115 Hearings, the budget approval process and the use of subaccounts. Supervisor Howden stated
116 he would like the Board to generate a list of priorities at a future workshop. The Reserve Study,
117 use of fund balance, capital planning, financing, public participation in meetings and budget
118 deadlines were discussed. Supervisor Foley suggested that each Supervisor review the goals
119 identified at the October meeting prior to the next workshop. Discussion ensued regarding the
120 planning process, disaster recovery and budget deadlines. Mr. Clark discussed the need to have
121 the fiscal year budget in a nearly final form, each year, by June 15, given the noticing
122 requirements for mass mailings and advertisements, in the event of an assessment increase.

123 **II. Meeting Agenda, Meeting Efficiency and Structure**

124 Supervisor Foley voiced his opinion that the agendas should be largely driven by the
125 Board's goals, with a focus on policy issues and not management issues, which should be left to
126 Staff. Discussion ensued regarding the need to address resident requests, reprioritization,
127 wants versus needs and the protocols and goals for business meetings versus workshops. The
128 Supervisors agreed to email their suggestions to Mr. McGaffney for discussion at the workshop.

129 **The meeting recessed at 12:32 p.m. and reconvened at 12:42 p.m.**

130 **III. Reserve Study**

131 Mr. McGaffney discussed use of the Reserve Study as a tool for determining the useful
132 life of major infrastructure and for developing the CIP. The CIP, operational expenses, reliability
133 of the Reserve Study data, exclusion of operational items and incorporating Staff and

134 contractor input were discussed. The Reserve Study and the CIP would be added to the next
135 workshop agenda.

136 **IV. Open Items**

137 Mr. McGaffney discussed how the Open Items list was historically used as a reminder
138 list and as a means of recording future topics and/or issues for discussion. Discussion
139 commenced regarding whether to keep the list as an agenda item, how best to use the list and
140 the items listed. This item would be included in an upcoming workshop agenda.

141 **V. RFP for Amenity Management Services**

142 Mr. McGaffney stated that Vesta was continuing, on a month-to-month basis, while the
143 Board worked to prepare another Request for Proposals (RFP) for Amenity Management
144 Services. Discussion ensued regarding whether to request bids for the Café and Amenity
145 Management Services together or separately and whether to continue with Vesta on a month-
146 to-month basis. Mr. McGaffney would forward the RFP to the Supervisors for their input. This
147 item would be discussed at an upcoming workshop.

148 **E. Discussion: Role/Scope of Services**

149 **I. District Staff**

150 **II. District Consultants**

151 This item was deferred to the January workshop.

152 Mr. McGaffney stated that, due to space limitations and audio issues, the Board needed
153 to consider whether to hold workshops via Zoom.

154

155 **On MOTION by Supervisor Howden and seconded by Supervisor Stass-Isern,**
156 **with all in favor, conducting workshops via a virtual format, until further**
157 **notice, was approved.**

158

159

160 **Mr. Clark left the meeting at approximately 2:25 p.m.**

161 **F. Consideration: Croquet Proposals (*to be provided under separate cover*)**

162 Mr. Kloptosky stated that he verified that the proposals for the croquet court expansion
163 did not increase since originally quoted. He discussed the proposals and the costs included in
164 the \$124,630 budgeted, including construction, court maintenance and the purchase of

165 equipment. Discussion ensued regarding equipment, court lighting and a concrete ball stop
166 wall. Supervisor Flanagan wanted additional proposals and he would like the Board to consider
167 artificial turf. Mr. Kloptosky stated he tried numerous times to locate additional qualified
168 contractors willing to do such a small job but with no success. Discussion ensued regarding
169 artificial turf versus real turf, grass court maintenance costs, repurposing the Creekside croquet
170 court, the Croquet Club, availability of the amenity to all residents and whether intramural play
171 with outside clubs is permitted.

172 Supervisor Gaeta stated the Croquet Club was self-sustaining and offered free lessons to
173 residents. Supervisor Flanagan stated he disagreed with the Croquet Club policy, which
174 requires specific attire.

175 Mr. McGaffney discussed the Croquet Club and stated, as the sport increased in
176 popularity, more court space was needed. The requirement that public funds be spent for a
177 public purpose was accommodated through the reservations process to schedule court time for
178 both the Croquet Club and individual players, similar to tennis.

179 Supervisor Gaeta recalled that the CDD developed a schedule for both playing time and
180 court maintenance. Discussion ensued regarding the reservation systems for tennis and
181 croquet.

182 Mr. Joe Zilligan, President of the Croquet Club, stated that members researched and
183 decided against artificial turf because it gets too hot in the summer. He discussed the Club and
184 organization of competitions to accommodate players of different levels. The schedule
185 developed allowed residents to play on a first come, first served basis, with very little
186 participation. He suggested utilizing a reservations system for the proposed new, full-sized
187 courts and keeping the Creekside courts available for players on a first come, first served basis.
188 The Croquet Club held tournaments in October and November. Three clinics a week were
189 offered to help players improve their game and introductory sessions were offered twice a
190 year. The Croquet Club has not hosted an invitational tournament at Grand Haven in five years
191 due to the condition of the courts, with the exception of several recent Golf Croquet
192 tournaments at which guests paid \$10 each. Approximately 25 players traveled to play

193 competitively, nine new players just joined the club and approximately nine players left in the
194 previous year.

195 Supervisor Gaeta asked if residents played croquet amongst themselves. Mr. Zilligan
196 replied yes, residents could play singles or doubles games. Supervisor Gaeta asked if the courts
197 were used to utilize skills learned at lessons and for residents to play amongst themselves. Mr.
198 Zilligan replied yes.

199 Mr. McGaffney asked Mr. Zilligan to explain, as President of the Croquet Club, why an
200 additional court was needed. Mr. Zilligan stated that full-size croquet courts are 105' long by
201 84' wide; however, Grand Haven's courts are less than two-thirds that size. Two full-size courts
202 are needed to play real croquet and suggested that utilizing some or all of the Creekside courts,
203 on a first come, first served basis, would reduce wear and tear and allow more availability for
204 croquet players in the community.

205 Mr. McGaffney asked if more players want to play than available time and space, on any
206 given day. Mr. Zilligan responded affirmatively.

207 Supervisor Gaeta asked Mr. Zilligan to describe the CDD's past efforts to hire a
208 contractor. Mr. Zilligan stated that Mr. Kloptosky was best equipped to address that matter, as
209 he was looking for contractors; however, it was difficult, due to the relatively small size of the
210 project. Past attempts to obtain service from the private golf club were unsuccessful.

211 Mr. Kloptosky stated he had searched locally for years without success due to the very
212 small pool of contractors for this small, specialized project. A proposal received from a non-
213 local contractor was rejected because the company was not willing to perform maintenance.
214 Multiple maintenance companies have proven unsatisfactory because too many players using
215 the courts led to poor conditions. He recommended expanding the size of the amenity to
216 accommodate demand.

217 Supervisor Howden expressed his understanding that artificial turf was not acceptable
218 to the players and he recognized the need for regulation sized courts. He supported the
219 proposal to build two courts with the budgeted project, as discussed.

220 Supervisor Stass-Isern supported proceeding with the one-time construction cost,
221 considering repurposing the Creekside court and improving the reservations system.

222 Mr. McGaffney stated the Board needs to revisit the reservations system, policy and
223 availability for amenity use of the courts.

224 Supervisor Gaeta expressed her support for the proposal and discussed the reasons.

225 Supervisor Foley expressed his support for the proposal.

226 Supervisor Flanagan stated he did not support the proposal and discussed the reasons.

227 Supervisor Flanagan felt that new equipment would lead to new maintenance costs. Discussion

228 ensued regarding monthly maintenance costs for all croquet courts compared to ongoing pool

229 and tennis court maintenance, repairs and resurfacing.

230

231 **On MOTION by Supervisor Gaeta and seconded by Supervisor Foley, with**
232 **Supervisors Howden, Gaeta, Foley and Stass-Isern in favor and Supervisor**
233 **Flanagan dissenting, the Croquet Court Expansion Project, in a not-to-exceed**
234 **amount of \$124,630, was approved. [Motion passed 4-1]**

235

236

237 **FOURTH ORDER OF BUSINESS**

CONSENT AGENDA ITEMS

238

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

- 240 • **Unaudited Financial Statements as of September 30, 2020**

241 Supervisor Gaeta asked why the "Amenity maintenance" expense line item was at

242 164%. Mr. McGaffney stated he would review the expense and advise accordingly.

243 **B. APPROVAL OF MINUTES**

- 244 • **October 29, 2020 Regular Meeting**

245 Mr. McGaffney requested that items requiring follow up be included in the minutes.

246

247 **On MOTION by Supervisor Gaeta and seconded by Supervisor Stass-Isern, with**
248 **all in favor, the Consent Agenda Items, subject to Management follow up on**
249 **the "Amenity maintenance" line item in the Unaudited Financial Statements,**
250 **were accepted and approved.**

251

252

253 **FIFTH ORDER OF BUSINESS**

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

254

255

- 256 ○ **QUORUM CHECK**

257 All Supervisors confirmed their attendance at the December 3, 2020 workshop, which
258 would be held via Zoom. Discussion ensued regarding topics to be discussed at the workshop.

259 **Supervisor Stass-Isern left the meeting at 4:11 p.m., and returned at 4:15 p.m.**

260

261 **SIXTH ORDER OF BUSINESS**

STAFF REPORTS

262

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

264 Mr. McGaffney stated the District Engineer received the surveys and an Executive
265 Summary would be provided at the next workshop.

266 **B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]**

267 Supervisor Stass-Isern stated that she was advised by Mr. Ross that outdoor chairs and
268 heaters were purchased.

269 **Supervisor Foley left the meeting at 4:24 p.m., and returned at 4:28 p.m.**

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

271 Mr. Kloptosky presented the Operations Manager's Report and responded to questions.
272 He discussed the following:

273 ➤ Grand Haven Mailbox Lock Replacement: In-house staff would begin replacing locks and
274 keys. The cost was \$10 per lock and \$2 per key for a total cost of approximately \$15 per
275 replacement of lock and keys.

276 Mr. McGaffney asked Mr. Kloptosky to keep a log of repairs and costs. District Counsel
277 would coordinate the rate adoption process at a future meeting.

278 ➤ Criminal Mischief in Wild Oaks: Lights were out due to a hazardous vandalism incident
279 involving live wires. Lights were shut off immediately and a box will not be installed until the
280 new box is received. Permitting, an electrician and inspection were required before Florida
281 Power & Light (FPL) will restore power. An e-blast would be sent to residents.

282 Supervisor Flanagan asked if servicing mailbox enclosures was included on a
283 maintenance schedule. Mr. Kloptosky replied affirmatively and stated that he would share the
284 maintenance schedules with Board Members.

285 ➤ Curb and Gutter Repairs: The 2021 CIP included \$60,000 for these repairs. A proposal
286 was obtained from S.E. Cline Construction to repair nine locations, at a cost of \$33,198.

287 Supervisor Foley asked if the \$60,000 budgeted was underestimating the amount
288 needed for the fiscal year. Mr. Kloptosky anticipated that the curb and gutter repairs line item
289 would exceed the budgeted amount due to ongoing sidewalk issues and water retention.

290 Supervisor Gaeta asked if there was an audit of sidewalk repairs throughout the CDD.
291 Mr. McGaffney estimated there were 20 miles of sidewalk in the District. Mr. Kloptosky stated
292 there was not an audit. Discussion ensued regarding adding this item to the CIP.

293

294 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**
295 **in favor, the S.E. Cline Construction proposal, in a total not-to-exceed amount**
296 **of \$35,000, was approved.**

297

298

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

300 Mr. Clark's memorandum related to in-person meetings was included for informational
301 purposes.

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

303 There being nothing further to report, the next item followed.

304

305 **SEVENTH ORDER OF BUSINESS**

PUBLIC COMMENTS (3-Minute Rule)

306

307 Resident Lisa Mrakovcic congratulated Supervisors Stass-Isern and Flanagan on their
308 election to the Board. She stated her preference for Public Comments at the beginning of the
309 agenda. Mr. McGaffney stated that public comments would be scheduled at the beginning of
310 future meetings.

311 Resident Tom Byrne congratulated Supervisors Stass-Isern and Flanagan on their
312 election to the Board and stated good feedback was received. He stated that Flagler County
313 was repairing sidewalks on Colbert Lane, in Grand Haven.

314 Ms. Sue O'Lear stated the CDD Rules were posted on the Grand Haven Amenity website.
315 The Directory was being tested and would be presented to Staff and the Board before release.
316 Supervisor Stass-Isern asked if yoga could be arranged. Ms. O'Lear stated she would ask the
317 instructors.

318 Mr. McGaffney thanked members of the public for their patience and stated that he
319 would work with Staff to present recommendations to facilitate public participation in future
320 meetings.

321

322 **EIGHTH ORDER OF BUSINESS**

SUPERVISORS' REQUESTS

323

324 Supervisor Foley stated he would open the courts on Thanksgiving morning and close
325 them at approximately 1:00 p.m.

326 Supervisor Gaeta stated that she would like the Operations Report to appear in the
327 agenda in the future.

328

329 **NINTH ORDER OF BUSINESS**

ADJOURNMENT

330

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

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334 **On MOTION by Supervisor Gaeta and seconded by Supervisor Stass-Isern, with**
335 **all in favor, the meeting adjourned at approximately 4:56 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

6C



Operations Manager's Report – December 17th, 2020

- VILLAGE CENTER BREEZEWAY & AWNING CEILING AND COLUMN REPLACEMENT
 - Awning ceilings and breezeway ceilings complete - finishing ceiling trim
 - Stone and cap material ordered – no delivery date provided
 - Anticipated completion date – end of December (pending material delivery)
- SIDEWALK DEFLECTION REPAIRS
 - Crossings repairs in progress
 - Waterside Parkway repairs being scheduled
- VILLAGE CENTER OFFICE RENOVATION – complete
 - Desks and chairs on order
 - Computers to be reinstalled
- VILLAGE CENTER GYM RENOVATION – complete
 - New floor material ordered (tentative delivery date 12/18/2020)
- STAFF PROCEEDING WITH CLEANING OF MAILBOXES AND MAILBOX SURROUNDS
- UPDATE - WILD OAKS STREETLIGHTS
 - Waiting for FPL to install new meter and reconnect power
- HOLIDAY LIGHTS & DECORATIONS
 - Completed by staff

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GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

- CURRENTLY ACQUIRING BUDGET NUMBERS FOR THE CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT THE VILLAGE CENTER

- WINDSCREENS FOR THE VILLAGE CENTER PICKLEBALL COURTS – ordered
 - Waiting for shipping date

- PROPANE HEATERS FOR OUTDOOR CAFÉ DINING – ordered
 - Tentative delivery date 12/16/2020 – 12/23/2020

- EAGLES RETURN TO WILD OAKS PARK
 - Nesting area roped off by staff

- DISINFECTANT GENERATOR INSTALLED AT VILLAGE CENTER

- DUE TO STORM WATER BACKUP ON WATERSIDE PARKWAY, JET VAC OPERATOR WAS CONTRACTED TO REMOVE DEBRIS FROM STORM DRAIN SOUTH OF EGRET

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GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2020/2021 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
EXHIBIT 4
Updated 12/09/2020

Item	Type	Priority / Rank	Description	Location	Budgeted Cost	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount	Status/Comments
1	C		Concrete Curbing Repair Allowance - CDD Property	Roads	60,770	26,412		26,412	Pending Board approval and prioritization of FY2021 CIP
2	RES		Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	Creekside	8,547				Pending Board approval and prioritization of FY2021 CIP
3	R		Village Center Bathroom Renovation Project	Village Center	212,180				Pending Board approval and prioritization of FY2021 CIP
4	C		Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343				Pending Board approval and prioritization of FY2021 CIP
5	C		Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606				Pending Board approval and prioritization of FY2021 CIP
6	C		Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980				Pending Board approval and prioritization of FY2021 CIP
7	C		Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841				Pending Board approval and prioritization of FY2021 CIP
8	R		Croquet Court Expansion - 1 x cost to construct	Creekside	124,630	66,578			Pending Board approval and prioritization of FY2021 CIP
9	R		Pickleball Expansion - 1 x cost to construct 1 court	Village Center	65,000				Pending Board approval and prioritization of FY2021 CIP
10	C		Debris Clean Up Allowance - Tract H	Wild Oaks	25,750				Pending Board approval and prioritization of FY2021 CIP
11	E		Shelter Fabric, Recover - Wild Oaks Park	Wild Oaks	7,725				Pending Board approval and prioritization of FY2021 CIP
12	E		Spa Equipment, Heater, Gas - CAC	Creekside	9,270				Pending Board approval and prioritization of FY2021 CIP
13	RES		Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708				Pending Board approval and prioritization of FY2021 CIP
14	RES		Fitness, Cardio, Elliptical Cross-Trainer - CAC	Creekside	13,608				Pending Board approval and prioritization of FY2021 CIP
15	RES		Fitness, Cardio, Recumbent Bike - CAC	Creekside	7,626				Pending Board approval and prioritization of FY2021 CIP
16	RES		Fitness, Cardio, Treadmill - CAC	Creekside	16,689				Pending Board approval and prioritization of FY2021 CIP
17	RES		Fitness, Weight Bench - CAC	Creekside	1,702				Pending Board approval and prioritization of FY2021 CIP
18	RES		Fitness, Cardio, Elliptical Cross-Trainer - VC	Village Center	20,413				Pending Board approval and prioritization of FY2021 CIP
19	RES		Fitness, Cardio, Stationary Bike - VC	Village Center	7,031				Pending Board approval and prioritization of FY2021 CIP
20	RES		Fitness, Cardio, Treadmill - VC	Village Center	16,689				Pending Board approval and prioritization of FY2021 CIP
21	RES		Furnishings Allowance - Grand Haven Rm VC	Village Center	20,600				Soliciting proposals for Audio/Visual Improvements
22	RES		Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	Village Center	10,615				Pending Board approval and prioritization of FY2021 CIP
23	RES		Restaurant, Glass Washer - Cafe Bar VC	Village Center	4,777				Pending Board approval and prioritization of FY2021 CIP
24	RES		Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	Village Center	2,706				Pending Board approval and prioritization of FY2021 CIP
25	RES		Restaurant, Ice Machine - Cafe Kitchen VC	Village Center	6,076				Pending Board approval and prioritization of FY2021 CIP
26	C		Expand Village Center Parking area	Village Center	199,820				Board workshop item, DE revising recommendations
27	C		Wildfire Mitigation	District-wide	30,000				Pending Board approval and prioritization of FY2021 CIP
FY2019/2020 Carryover Projects									
28			Village Center Fitness Center Enhancement	Village Center	-	-		8,947	Complete. Invoiced amount reflects amount completed in FY2021
29			Village Center Office Renovation	Village Center	-	-		2,538	Renovation complete, ordering furniture, installing computers.
30			Replace decking & railings - Front Street Pier	Unspecified	-	-		40,908	Complete. Invoiced amount reflects amount completed in FY2021
31			Replace decking & railings - Clubhouse Pier	Unspecified	-	-		5,391	Complete. Invoiced amount reflects amount completed in FY2021
32			Replace columns & railings - Front Street Park Gazebo	Unspecified	-	-		6,705	Complete. Invoiced amount reflects amount completed in FY2021
33			Replace Village Center walkway awning/ceiling-add gutters	Village Center	-	-		150,643	In progress
34			- Replace 14 columns around pool area	Village Center	-	-			In progress
35			- New stone caps on footings - split column wraps	Village Center	-	-			In progress
36			Replace Village Center Breezeway/Entrance Ceiling (Change Order Request)	Village Center	-	-			In progress
37			Office Technology Updates and Upgrades	Office	20,000				CRM Replacement Proposal Amount: \$14,225.12
38			Village Center Fitness Center Flooring - clean and or replace	Village Center	-	6,999			Material Ordered
39			Village Center Office/Fitness Center/Cafe Entry Doors & Trim	Village Center	-	20,431			Ordered
Total capital projects for FY2021					\$ 1,047,702	\$ 120,420	\$ -	\$ 241,545	

Type
C Critical
E Essential
R Request
RES Reserve Study

Priority Rank Rank the priority, beginning at #1 as the greatest priority



COMMUNITY DEVELOPMENT DISTRICT

8

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 COMMUNITY WORKSHOP AND REGULAR MEETING SCHEDULE

COMMUNITY WORKSHOPS WILL BE HELD VIRTUALLY

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

LOCATION FOR REGULAR MEETINGS

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
November 5, 2020 CANCELED	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Virtual Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Virtual Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Virtual Community Workshop	10:00 AM
February 18, 2021	Regular Meeting	10:00 AM
March 4, 2021	Virtual Community Workshop	10:00 AM
March 18, 2021	Regular Meeting	10:00 AM
April 1, 2021	Virtual Community Workshop	10:00 AM
April 15, 2021	Regular Meeting	10:00 AM

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
May 6, 2021	Virtual Community Workshop	10:00 AM
May 20, 2021	Regular Meeting	10:00 AM
June 3, 2021	Virtual Community Workshop	10:00 AM
June 17, 2021	Regular Meeting	10:00 AM
July 1, 2021	Virtual Community Workshop	10:00 AM
July 15, 2021	Regular Meeting	10:00 AM
August 5, 2021	Virtual 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	Virtual Community Workshop	10:00 AM