



**COMMUNITY DEVELOPMENT  
DISTRICT**

**January 21, 2021**

**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**

January 14, 2021

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, January 21, 2021 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. Consider Adoption of Code of Conduct Policy (Board Signatures Required)
  - B. Discussion/Consideration: Change Meeting/Workshop Start Time to 9:00 A.M.
  - C. Consideration: Resolution 2021-02, Establishing a Procedure for Virtual Workshops, and Establishing an Effective Date
  - D. Discussion/Consideration: Proposed Mailbox Policy
    - Approve Policy and Set Interim Replacement Cost - \$25
    - Set Public Hearing Date on March 18, 2021 at 10:00 A.M.
  - E. Consider Authorization of RFP for North Parking Lot Expansion Option 2(A) and South Parking Lot Expansion Option (2)
  - F. Consider Authorization of RFP for FY2022 Road Resurfacing Plan
  - G. Consider Authorization to Publish RFP for Amenity Management Services
  - H. Consideration of Solitude Lake Management, LLC Proposal for Fountain Installation Services

I. Discussion/Consideration: Proposals for Grand Haven Room Technology Improvements

- I. Baxter Technologies, Inc., [\$24,485.60]
- II. Tru-Tech [\$24,800.00]

5. CONSENT AGENDA ITEMS

A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- Unaudited Financial Statements as of November 30, 2020

B. APPROVAL OF MINUTES

- I. December 3, 2020 Workshop
- II. December 17, 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]
  - I. CIP
  - II. Monthly Report
- D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]

7. SUPERVISORS' REQUESTS

8. NEXT COMMUNITY WORKSHOP DATE: February 4, 2021 at 9:00 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**

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

**IN PUBLICLY ADVERTISED MEETINGS AND WORKSHOPS**

**Use formal titles**

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

**Practice civility and decorum in discussions and debate**

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

**Honor the role of the Chair in maintaining order**

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

**Avoid personal comments that could offend other Board Members**

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

**Demonstrate effective problem-solving approaches**

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

**BOARD CONDUCT WITH DISTRICT STAFF**

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

### **Treat all staff as professionals**

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

### **Limit contact to specific District staff**

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

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

### **Do not disrupt District staff from their job**

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

### **Never publicly criticize an individual employee**

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

### **Do not get involved in administrative functions**

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

### **Check with District staff on correspondence before taking action**

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

### **Do not attend meetings with District staff unless requested by staff**

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

**Limit requests for staff support**

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

**Do not solicit political support from staff**

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

**No social meeting postings**

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member





**COMMUNITY DEVELOPMENT DISTRICT**

**4C**

## RESOLUTION 2021-02

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING A PROCEDURE FOR VIRTUAL WORKSHOPS, AND ESTABLISHING AN EFFECTIVE DATE

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

**Whereas,** the District owns and maintains certain real property, amenity facilities and roads within the District (the "Property"); and

**Whereas,** on March 1, 2020, Governor Ron DeSantis issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**Whereas,** on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**Whereas,** on March 9, 2020, Governor DeSantis issued Executive Order 20-52 (the "Emergency Order") declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**Whereas,** on March 20, 2020 Governor DeSantis issued Executive Order 20-69, providing that, during the term of the Emergency Order, the requirement of a physical quorum was waived for meetings of governmental entities; and

**Whereas,** on May 4, 2020, Governor DeSantis issued Executive Order 20-112, indefinitely extending Executive Order 20-69; and

**Whereas,** on May 18, 2020, Governor DeSantis issued Executive Order 20-123, again indefinitely extending Executive Order 20-69; and

**Whereas,** on June 5, 2020, Governor DeSantis issued Executive Order 20-139, extending Executive Order 20-69 until 12:01 a.m. on June 30, 2020; and

**Whereas,** on June 23, 2020, Governor DeSantis issued Executive Order 20-150 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, until 12:01 a.m. on August 1, 2020; and

**Whereas,** on July 29, 2020, Governor DeSantis issued Executive Order 20-179 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150, until 12:01 a.m. on September 1, 2020; and

**Whereas**, on July 29, 2020, Governor DeSantis issued Executive Order 20-179 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150, until 12:01 a.m. on September 1, 2020; and

**Whereas**, on August 7, 2020, Governor DeSantis issued Executive Order 20-193 amending Executive Order 20-179 such that Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150, was extended until 12:01 a.m. on October 1, 2020; and

**Whereas**, on September 30, 2020, Governor DeSantis issued Executive Order 20-246 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150 and amended by Executive Orders 20-179 and 20-193, until 12:01 a.m. on November 1, 2020; and

**Whereas**, no additional Executive Orders waiving the requirement of a physical quorum for meetings of governmental entities have been entered and, pursuant to Executive Order 20-246, the waiver expired at 12:01 a.m. on November 1, 2020; and

**Whereas**, notwithstanding the expiration of the physical quorum waiver, there still exists a declared state of emergency, including a public health emergency; and

**Whereas**, the majority of the residents of the District fall within the demographic that has been determined to be most seriously at risk of complications associated with and arising from exposure to Covid-19; and

**Whereas**, the District's Board of Supervisors (the "Board) has observed that, as a result of the current public health emergency, a large number of the District's residents are unwilling to attend in-person meetings or workshops; and

**Whereas**, the Board deems it beneficial to the District's residents to have a virtual participation platform so that they can participate to the greatest extent possible; and

**Whereas**, Section 252.38(3), Florida Statutes, provides that under the current state of emergency, the District has the power and authority to waive the procedures and formalities otherwise required by law pertaining to the performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community; and

**Whereas**, the Attorney General has opined in Attorney General Opinions 2001-66, 2002-32, and 2008-65, that, pursuant to Section 120.54(5)(b)2, Florida Statutes, governmental entities can conduct virtual workshops, where no Supervisors or staff are physically present at a specific location, by means of communications media technology, so long as no official actions are taken.

**Whereas,** the District desires to establish a new method for conducting such virtual workshops consistent with Attorney General Opinions 2001-66, 2002-32, 2008-65, and Section 120.54(5)(b)2, Florida Statutes, that supersedes and replaces any existing rules pertaining thereto.

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

Section 1. As a matter of public necessity, the Board may notice and conduct virtual workshops in accordance with the requirements of Attorney General Opinions 2001-66, 2002-32, 2008-65, and Section 120.54(5)(b)2, Florida Statutes.

Section 2. Until further action by the Board, all workshops shall be conducted virtually by means of communications media technology consistent with Section 120.54(5)(b)2, Florida Statutes.

Section 3. It is further resolved that the Board shall investigate technology available to permit public participation in its regular meetings to the greatest extent practical through electronic means.

Section 4. This Resolution shall become effective upon its adoption but shall relate back to the effective date of any of the actions ratified hereby.

PASSED AND ADOPTED this 21st day of January, 2021.

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors




## **COMMUNITY DEVELOPMENT DISTRICT**

# **4E**

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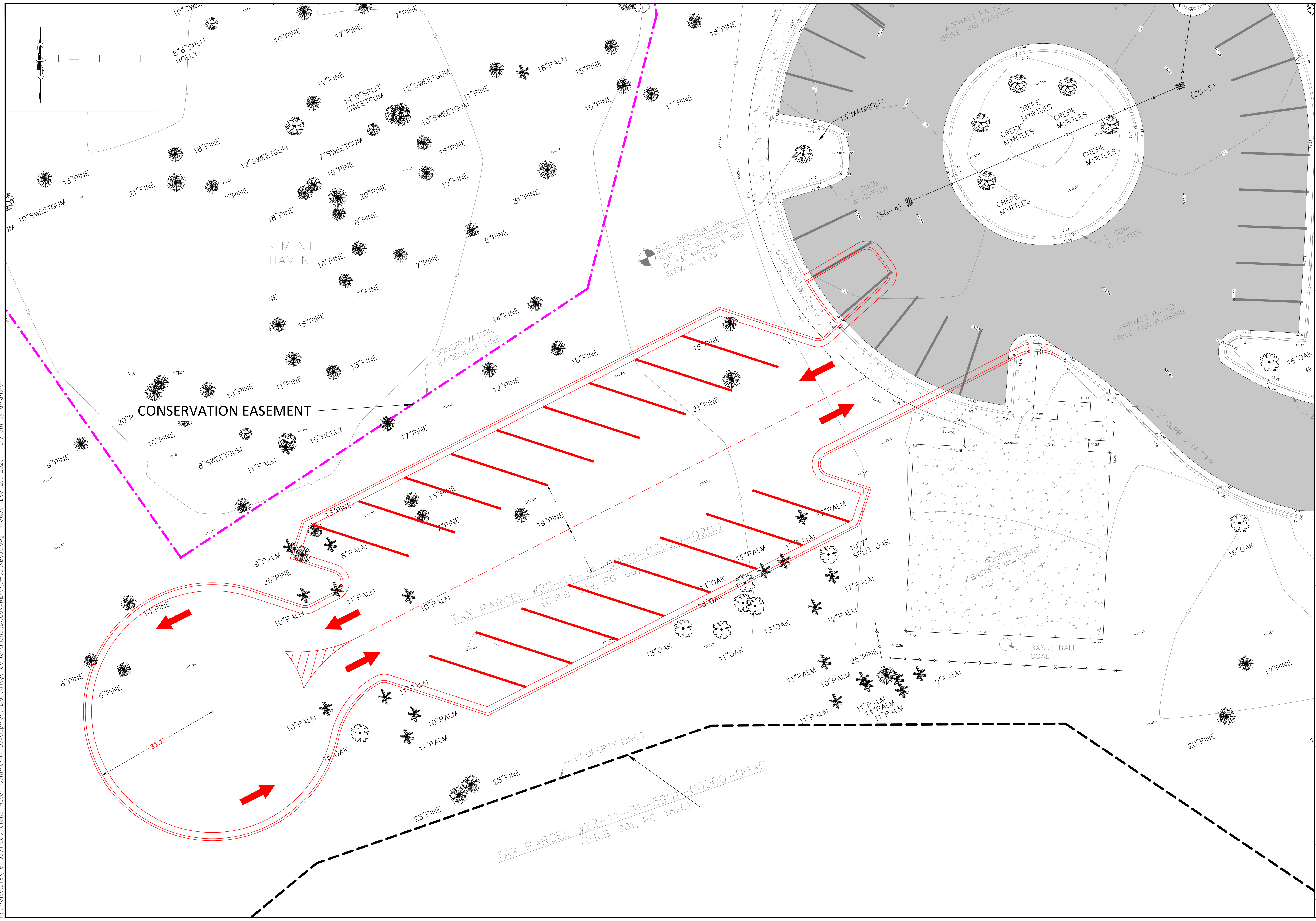


CONSERVATION EASEMENT

PROJECT NO.:	
SCALE:	
DATE:	
DRAWING:	
 <b>DRMP</b> <small>ENGINEERS • SURVEYORS • PLANNERS • SCIENTISTS</small>	
<small>Certificate of Authorization No. 2648          706 SW 4th Avenue - Gainesville, Florida 32601          Phone: 352.371.2741 Fax: 352.372.4318 www.drmp.com</small>	
DESIGNED BY	----
DRAWN BY	----
CHECKED BY	----
APPROVED BY	----
NO.	
DATE	
DESCRIPTION	
BY	

DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE

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NO.	DATE	DESCRIPTION

DESIGNED BY	---
DRAWN BY	---
CHECKED BY	---
APPROVED BY	---

DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE

PROJECT NO.:
SCALE:
DATE:
DRAWING:

**DRMP**  
ENGINEERS • SURVEYORS • PLANNERS • SCIENTISTS

Certificate of Authorization No. 2648  
706 SW 4th Avenue - Gainesville, Florida 32601  
Phone: 352.371.2741 Fax: 352.372.4318 www.drmp.com



## **COMMUNITY DEVELOPMENT DISTRICT**

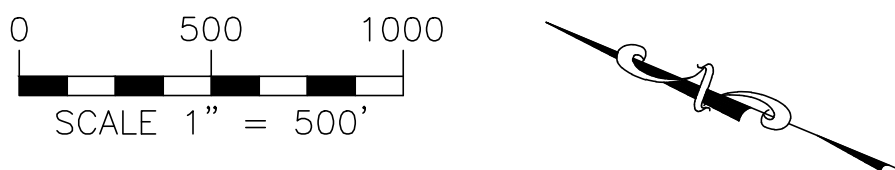
# **4F**



C:\Users\dsowell\Desktop\Grand Haven Paving\Plans\KEY MAPS\16-0331 PAVEMENT PROGRAM.dwg Layout: 1 OF 1 Plotted: Dec 29, 2020 - 1:47pm by DSowell



**UPDATED**  
12/29/2020



**LEGEND**

ANTICIPATED  
RESURFACING DATE  
(FISCAL YEAR)

- COMPLETED PRE-2018
- COMPLETED 2018
- 2022
- 2023
- 2024
- 2025

ANTICIPATED RESURFACING DATE	LINEAR MILES	ANTICIPATED FUTURE CONSTRUCTION COSTS
2022	2.04	\$444,000
2023	5.36	\$1,260,000
2024	4.04	\$940,000
2025	4.31	\$1,100,000

FISCAL YEAR: OCTOBER 1 - SEPTEMBER 30  
4% ANNUAL INFLATION ASSUMED

<p><b>DRMP</b> ENGINEERS • SURVEYORS • PLANNERS • SCIENTISTS</p> <p>7625 NW 4th Boulevard, Suite 70 Gainesville, Florida 32607 Phone: (352) 371-2741 Fax: (352) 372-4318 www.drmp.com</p>	<p>Certificate of Authorization No. 2648</p> <p style="transform: rotate(-45deg); font-size: small;">FOR REVIEW ONLY NOT FOR CONSTRUCTION</p> <p>DAVID C. SOWELL, P.E. FLORIDA P.E. NO.: 68531</p>	<p>PROJECT NO.: 16-0331</p> <p>SCALE: 1" = 500'</p> <p>DATE: DECEMBER 2020</p> <p>DRAWING: 1 OF 1</p>	<p>SITE ENGINEERING PLANS FOR <b>GRAND HAVEN CCD</b> FLAGLER COUNTY, FLORIDA</p> <p>DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PRECEDENCE</p>	<p>PAVEMENT PROGRAM PHASING</p>															
<p>DESIGNED BY DAK</p>	<p>DRAWN BY DAK</p>	<p>CHECKED BY DCS</p>	<p>APPROVED BY DCS</p>	<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	NO.	DATE	DESCRIPTION												
NO.	DATE	DESCRIPTION																	



## **COMMUNITY DEVELOPMENT DISTRICT**

# **4G**

**EXHIBIT E**  
**(GH-AM-2021-01)**

**SCOPE OF SERVICES, QUALIFICATIONS & LICENSES**

**General Overview:**

The Amenity Management company shall serve the community in a professional manner, providing residents with enjoyable programs and lifestyle services, while managing Grand Haven's numerous amenities. The amenities include, **but are not limited to**, the following: two (2) Amenity Centers, one (1) Cafe with full bar, two (2) Fitness Centers, two (2) clay Bocce Courts, two (2) Basketball Courts, Soccer Field, Volleyball Court, two (2) Pools, two (2) Hot Tubs, one (1) Kiddy Pool, seven (7) Clay Tennis Courts, two (4) Pickleball Courts and two (2) tot lots. Grand Haven residents enjoy a variety of special events, programs and activities that maximize the use of the two (2) facilities.

**Operational Procedures:**

- a. The Management company will be a Contractor providing services to a unit of Special Purpose Government known as a Community Development District or (CDD). The Agreement is subject to the oversight and Agreement management of the Operations Manager.
- b. The Management Company and its employees shall enforce strict discipline and good order among its employees. All Amenity Staff, shall have and wear a common uniform with Amenity Company's logo represented on all employees' shirts.
- c. The Amenity Manager reports directly to the Operations Manager, who reports directly to the District Manager.
- d. The Amenity Manager shall be accountable for upholding the amenity policies, procedures, standards and expectations related to the Amenities. This includes safe and responsible operations of the amenities. The Management Company will have all of its onsite personnel read and sign a form that states they have read and understand the Amenity Policies, with a signed copy included in their personnel file. A copy of this form shall be submitted to the Operations Manager for record keeping onsite, as well a copy shall be sent to the District Manager.
- e. The Management Company shall complete all the work on the daily, weekly and monthly Facilities/Janitorial/Tennis Court/Pool Maintenance, inspections checklists, or otherwise contained within EXHIBITS E, F&G. The Management Company shall be required to maintain the checklists by accurately filling out the information on the checklists, including the initials of the person completing the work, in the box of the corresponding day. The checklists can be modified to include other general cleaning and amenity maintenance responsibilities from time to time, and the Management Company shall provide updated or revised copies of the checklists to the Operations Manager and District Manager for record keeping purposes.
- f. At the end of every month, the Amenity Manager shall scan a clear and readable copy of all completed checklists to the Operations Manager and District Manager and send it by email for record keeping. The Amenity Manager shall also deliver all originals of the checklists to the Operations Manager's office for record keeping onsite.

- g. The Management Company shall ensure that ALL staff are and stay CPR, First Aid and AED certified. All new hires will also be required to be certified within the first 30 days of their hire date, and prior to their successful conclusion of training, while working a shift unattended.
- h. The Management company will be required to carry the proper general liability insurance coverages in the amount of \$2,000,000 and name the District, The Board and District Staff as an additional insured on its policy.
- i. The Amenity Management Company shall, on behalf of the District, securely operate and pay for a Constant Contact e-blast account for community-wide communications and e-blasts, using it to promote all amenity activities. The Amenity Management Company may also be required to communicate District information as directed by the District Manager or District Operations Manager.
- j. Collecting Fees: The Amenity Manager shall manage: the issuance of amenity guest passes, Grand Haven Room rentals and security deposits as well as the collection of all the fees in accordance with the current adopted rules, policies and fees for the Amenity Facilities. All fees will be reported weekly and submitted to the Operations Manager's office according to the District's policies and internal control procedures for money handling. The Amenity Manager will also provide the Board a POS report that includes these revenues/fees in a Monthly Amenity Manager's report that is submitted to the District Managers office to be included in the agenda for the regular meetings. The Amenity Manager will send a weekly update to the District Manager, Operations Manager and the Board, this report shall be emailed every Friday.
- k. The Management Company shall oversee, manage and coordinate all fees and schedules for amenity programs offered to the residents at the Amenity Facilities.
- l. The Management Company shall be permitted to charge residents a reasonable fee for lessons and instructional classes according to the District's policies, and subject to the Board's discretion. The Management Company shall either directly employ or hire subcontractors for these lifestyle programs and classes, (i.e., tennis, yoga, fitness and other classes), and therefore shall manage any Agreements for work that is subcontracted or performed for such services. Those Agreements shall include proof of liability insurance and shall be submitted to the Operations Manager's office and District Manager's office each year. All policies must name the "Grand Haven Community Development District, the Board and the District Staff" as additional insured.
- m. The Management Company shall recognize that there are multiple resident-run programs in Grand Haven, and the Management Company shall NOT be entitled to collect revenues or charge fees to the instructors or the residents for the classes. (i.e. aqua-aerobics and move to music).
- n. The Management Company shall monitor the appropriate and safe use and condition of the facilities throughout the day, and follow directions as provided by the Operations Manager or District Manager and policy to resolve any issues requiring attention on behalf of the residents.
- o. The Management Company shall verify resident and guest identification for use of the facilities through random or scheduled checks of Smart Amenity Access Cards, guest passes or photo identification, in accordance with District policy.

### **Communication Procedures:**

- a.** The Amenity Management Agreement is overseen and managed directly by the District's Operations Manager who reports directly to the District Manager. The Amenity Management Company and its representatives shall not interact with Board Members unless specifically directed by the Board of Supervisors for a specific purpose or as determined by the District Manager or District Counsel.
- b.** The Board desires that the Amenity Management company, provide updates on new and innovative programs and activities, so as to always offer the highest quality of services in Amenity Management.
- c.** Interaction and coordination with other Contractors, such as property management, landscape maintenance, and security services may occur, and the Amenity Management Company, its managers and staff are required to do so in a professional manner. All Contractors performing work for the District are under the direct oversight of the Operations Manager, and the Amenity Management Company shall not engage, interrupt or direct the District's Contractors who are performing work on District Property without the express permission or knowledge of the Operations Manager. Any issues with other professionals should be brought to the attention of the Operations Manager in order to be resolved.
- d.** The Amenity Manager may make budgeting and policy recommendations upon request. Attendance at monthly regular board meetings shall be required. Any requests that the Amenity Management Company has, shall first be brought to the attention of the Operations Manager, before it is brought to the Board Meetings for discussion.
- e.** The Amenity Manager shall keep a record of Daily Guests, Tennis Guests and Instructional/Activity Fees collected.
- f.** The Amenity Manager will be required to provide a weekly email update on Friday afternoons, updating the Board and Staff on Sales, Amenity Activities, Programs, Staffing Changes, and other Amenity updates.
- g.** The Amenity Manager will submit a monthly Amenity Manager's report in writing to the District Manager's office, 10 days before the agenda is to be published, to be included in the Regular Meeting Agenda. The details of this report shall clearly outline the prior months sales information, attendance or usage information, upcoming events and programs.
- h.** The Amenity Manager shall keep, and ensure that their employees are trained to use a daily communications journal for the purpose of communicating from shift to shift, to pass down those items that record pertinent information related to the amenities, safety concerns, and equipment repairs.
- i.** The Amenity Manager shall notify the Operations Manager's Office immediately or as soon as possible, but, in no case longer than 1 hour after incidents involving residents, accidents, injuries, or if Fire or Law Enforcement has been called. A written record provided by email, of these events shall be completed including witness reports. An electronic copy of these reports shall be emailed to the Operations Manager, District Manager and District Counsel within 24 hours of the events for record keeping.

## **POOL MAINTENANCE SERVICES:**

(See the checklists included herein)

### **Daily Procedures:**

- a. Communicate and coordinate all order purchases and requests for chemicals, as needed such as chlorine, acid and Metal Out with the District Operations Manager.
- b. Maintain pool room while keeping it organized, clean and safe.
- c. All chemicals must be stored and locked in the pool room or areas provided by the District in a safe and responsible manner at all times, following all health and safety/fire codes.
- d. Amenity Manager shall notify the District Operations Manager immediately and by email, when pool and spa equipment, pumps, motors, heaters, chemical controllers, flow meter, gauges or any other pool equipment are broke or not operating within proper limits.
- e. Amenity Manager shall notify the District Operations Manager, immediately and via email, if there is a fecal incident or contamination; if there are inclement weather conditions or any other issue as defined by code and the pools or spas need to be closed. Amenity Manager shall reopen pools and spas after appropriate corrections have been made, in compliance with governing statutes. The Amenity Manager shall communicate via E-Blasts, all notices of the pools being open and closed, and communicate to class instructors so they can adequately notify residents of such.
- f. As often as required by State and Local agencies or additionally if directed by the District: Test and balance all chemicals in Pools and Spas, adjusting water levels and chemicals in order to maintain proper levels in accordance with state and local health code regulations and be recorded on the pool chemical log. If chemical levels are found to be outside of the safe and acceptable ranges, the CPO shall take corrective action to resolve the issue and the Amenity Manager shall communicate the findings to the Operations Manager immediately and via email, and the pools and/or spas shall be closed in accordance with state and local health code regulations until the issues are resolved.
- g. Maintain Pools and Spas at the appropriate temperature ranges. Pools: 81 to 84 degrees; Spas: 101 to 104 degrees.
- h. Inspect the coping, tile, handrails and ladders, safety equipment, sides and surfaces of the pools and spas for damage.
- i. Inspect the pools and spas for algae or any other growth and brush the sides of the pools. Take corrective action to treat and resolve the issue.
- j. No less than once per day, but as often as needed throughout the day, vacuum, brush and skim the pools, clean all scum gutters and tiles.
- k. Inspect and clean chemical feeders; replace broken chemical feeder lines.
- l. Check flow meters, pressure gauges and pumps to ensure filters are clean, proper flow and water turnover rate are occurring in accordance with regulations and pumps are working properly.
- m. Blow off all pool decks and surrounding sidewalks, prior to facilities being opened. Vacuum outdoor carpets.
- n. Wash all filters as often as necessary throughout the week to ensure proper cleanliness and flow.

### **Weekly Procedures:**

- a. Testing of Cyanuric Acid, Calcium Hardness, Alkalinity and any other chemicals as directed by the District shall occur weekly and be recorded on the pool chemical log.
- b. Acid wash filters to ensure proper cleanliness and flow.
- c. Drain Spas as needed based on usage. (not required to be performed weekly, only as needed)
- d. Perform other required chemical treatments necessary to stabilize the chemistry and pool treatment.
- e. (See the checklists included herein)

### **TENNIS COURTS, BOCCE, BASKETBALL COURTS, PICKLEBALL COURTS AND SHUFFLEBOARD:** (See the checklists included herein)

### **General Procedures:**

- a. All inspections, cleaning and daily procedures shall apply to the Pickleball Courts, Croquet, Basketball Courts, Bocce and Shuffleboard
- b. Amenity Manager will notify District Operations Manager in writing (email), and in person, regarding all replacement parts or repairs needed for court equipment.
- c. Every evening, all perimeter fences shall be properly secured or locked in accordance with the District's Amenity Policies related to closing of the facilities. Every morning they shall be opened for resident use.
- d. The Amenity Management company shall be responsible for the visual inspections, record keeping, communicating and enforcing the Amenity Rules on Pickleball and Tennis Courts. performing routine preventative and planned maintenance, and the Amenity Manager shall communicate in person and by email to the Operations Manager, repairs and maintenance items that are observed.
- e. The Amenity Management company shall be responsible for setting and confirming the tennis court reservations and communicating tennis court closures by using eblasts or making phone calls to tennis group coordinators.  
The Amenity Management company shall be responsible for the proper coordination of all tennis lessons and tennis events, and shall provide the District with any Special Events insurance coverage when there is a Special Event.

### **Daily Procedures:**

- a. Inspect and adjust irrigation valves on a daily basis or as needed, to ensure they are functioning correctly and that all valve drains are draining adequately. This is a very important process for the maintenance and the ability to hydrate or dry the courts when needed.
- b. Daily, inspect and remove green vegetation from the internal perimeter of the fence area, net, net posts and canopied islands, keeping them free of algae and debris.
- c. Inspect and maintain the use of tennis court hydration systems, monitoring effective watering of all zones.
- d. Roll Courts daily for the first two weeks after resurfacing has been completed.
- e. Daily court raking, brushing of the courts and line tape.

- f. Inspect for and provide preventive maintenance, use proper industry treatments for the removal of algae, mold and mineral caking.
- g. Replacement of nails and line tape, as needed to maintain safe playing conditions.
- h. Inspect and repair net cable tensions and net height, including side panel, anchor ropes/net tapes.
- i. Inspect net straps and make adjustments when necessary to ensure regulation height.
- j. Inspect and provide preventive maintenance of the anchor boxes, retainer pins, ratchet pins, release pins and lubrication as-needed.
- k. Inspect and clean all benches, coolers, cooler stands, etc. that are kept in tennis area. If items are kept on the court during the season, move them and groom the surface beneath them.
- l. All equipment is to be well maintained and locked in storage after each use. (Tape line brushes shall be hung and stored on fence for resident use).
- m. Clean adjacent beds and walkway areas of excess clay, dirt, and debris.
- n. Clean and maintain the tread blasters and catch basins daily.
- o. Pick-up and remove trash; empty waste receptacles daily.
- p. (See the checklists included herein)

**Weekly Procedures (Or as Needed):**

- a. Roll Courts 1-2 times a month to keep lines secured into the playing surface and to reduce the amount of dead material accumulating.
- b. Scarify around net posts and nets with lute or other agitation device 1-2 times a week.
- c. Add granular chlorine once a month or as needed, to inhibit algae growth.
- d. Clean all filters including the main filter once per week or more frequently if needed.
- e. Repair and maintain clay and top surface material as needed, adding material in the major wear areas, baselines and service boxes as needed throughout the year.
- f. Remove dead surface material from the courts as necessary.
- g. Weekly, or more frequently if needed, using a rake or hand lute, agitate the areas that do not get agitated daily, cleaning, sweeping and maintaining a clean and professional look of the perimeter bricks, borders, troughs, drains, catch basins and pavers.
- h. Weekly, Inspect and repair cracks or damage to the net post base and slope (outside of the normal surface rust). Inspect the entrance gates to ensure they are adjusted and well maintained.
- i. Install windscreen ties as needed. Inspect perimeter fences to ensure they are securely fastened.

**FACILITIES MAINTENANCE**

(See the checklists included herein)

**General Procedures:**

- a. The Management Company shall complete all the work on the Daily, Weekly and Monthly Facilities Inspections Checklists or otherwise contained within EXHIBITS E, F&G, to also include general pressure washing as assigned by the Operations Manager. Facilitators must maintain the checklists by accurately filling out the information on the checklists, including the initials of the person completing the work, in the box of the corresponding day. The checklists can be modified to include other general cleaning and amenity maintenance responsibilities from time to time, and the Management Company shall send an electronic



record of the completed checklists to the Operations Manager and District Manager for record keeping purposes.

### **RESTROOMS AND JANITORIAL SERVICES:**

(See the checklists included herein)

#### **General Procedures:**

- a. Maintain the general appearance of ALL indoor spaces at the Village Center and Creekside Amenity Center facilities. Storage closets shall be kept in a neat, organized and safe storage condition.
- b. The Amenity Management company shall be responsible for providing the janitorial staff necessary for performing the daily janitorial duties at the 2 Amenity Centers and CDD offices located at the Village Center and Creekside locations. Due to health and safety concerns, the District requires increased disinfecting and sanitizing efforts throughout the Amenities, including restrooms, showers, fitness, office space, café and other commonly used areas where surfaces are frequently touched. The District requires the fitness centers to be cleaned in accordance with Board directed and approved policy, but in every case the periodic sanitizing and disinfecting of District spaces must occur every 2 hours.
- c. Restocking of all soaps, shower gels, toilet paper, paper towels etc. The District shall be responsible for providing all soap dispensers, soaps, shower gels, urinal deodorizers, bathroom fragrance sprays, trash can liner (trash bags), paper product dispensers, paper towels and toilet paper used at both facilities. The Amenity Management Company will communicate all restocking needs to the Operations Manager's office in a timely manner to ensure that the facilities are well stocked with additional supplies kept in locked storage.
- d. Vacuuming carpeted areas, treating of stained carpet areas (mainly Creekside).
- e. Dusting of vents, amenity center furniture, bases, shelves, picture frames, desks and tables, cleaning of all windows, ledges and blinds.
- f. Mopping all tiled floor areas and base boards with appropriate cleaning agents.
- g. Cleaning and sanitizing all surfaces of the bathrooms including all toilet bases and behind toilets, counters, mirrors, shower stalls.

#### **THE MANAGEMENT COMPANY'S RESPONSIBILITY OF EXPENSES**

- a. Any and all costs resulting from the performance of the duties under the scope of the Agreement including the costs associated with the payroll, personnel training, staff uniforms. This includes any overtime which shall not be billable to the District. It should be assumed by the Management Company that their employees may incur overtime, but the Management company's price in response to the RFP shall be inclusive of ALL labor and will be the only price the District pays.
- b. All Amenity office supplies not specifically covered under the "District's Responsibility of Expenses", postage, liability insurance, special events insurance, licenses, bank & credit card expenses, shall be the responsibility of the Management Company and not the District.
- c. The Management Company shall be responsible for any damages caused to District assets due to negligence or from an act of improper maintenance as performed by the Management Company.
- d. Amenity Office expenses related to Constant Contact for communicating Amenity information, events and programs.

- e. All additional software or programming necessary to manage the amenities, not provided by the District.
- f. All personal office supplies, pens, pencils, highlighters, notebook paper, paper clips, stapler, calendars, computer speakers, headsets, etc.

#### **THE DISTRICT'S RESPONSIBILITY OF EXPENSES**

- a. The replacement parts of fixed or mechanical equipment related to all Amenities, nets, posts, entrance gates and fencing, wind screening, zip ties, court irrigation and all other tennis court/bocce ball court parts, clay for tennis courts, damage resulting in normal wear and tear, natural disaster.
- b. The repair work or replacement costs for the District's amenity facilities and equipment resulting from normal "wear-and-tear" and/or abuse, theft, vandalism or misuse by patrons of the facilities.
- c. All pool chemicals and treatments for the pools.
- d. All clay material, equipment, supplies and chemicals used to maintain the tennis courts.
- e. All janitorial supplies, cleaners, chemicals, soap and dispensers, hand dryers, paper towel and toilet paper dispensers, paper products for paper towel and toilet paper dispensers.
- f. All equipment, paper towels, drinking water and sanitation supplies for the fitness center used by the patrons in the use of the equipment. (Janitorial supplies used to clean the fitness center is a cost that is the responsibility of the Management Company)
- g. All utility costs such as electric, water and sewer,
- h. All costs for the annual stripping and waxing of the Grand Haven Room wood floor.
- i. The District will provide 2 computers with a working version of Microsoft Office and Adobe software applications, 2 monitors, 2 keyboards and mouse and 1 office printer to be used in the Amenity office at the Village Center.
- j. Printer ink and printing paper, printer service repairs
- k. The District will provide all IT, Cable and Internet for the Management Company to use to provide the daily amenity management services under the terms of the Agreement.
- l. IT equipment maintenance and repair of District computers shall be completed by the District's IT Contractors, paid for by the District and shall be coordinated by the Amenity Management company with the knowledge and approval of the Operations Manager.

## **EMERGENCY ACTION PLAN AND SAFETY PROGRAM**

The Amenity Management company shall develop, implement, and maintain the District's Emergency Action Plan (EAP) and Safety Program for operations at the Amenity Centers. The Emergency Action Plan shall be a detailed plan that includes Preparation, Response and Recovery of the Amenity Centers in the event of natural disasters. The EAP shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations and reporting, providing and maintaining equipment safety features, and safety record keeping. The Management Company shall comply with all District, State of Florida, Federal and local regulations/orders, rules, policies and directives, as they pertain to occupational safety and health, the safe operation and security of the amenity facilities. The Amenity Management Company shall provide, at the Amenity Management Company's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to items personal protective equipment (PPE), to protect its employees.

## **SPECIAL QUALIFICATIONS/CERTIFICATIONS, LICENSING & INSURANCE REQUIREMENTS**

### **Qualifications/Certifications:**

- a. Both the Amenity Manager and the Facilities Team Leader (FTL), must be qualified as a (CPO) Certified Pool Operator or (AFO) Aquatics Facility Operator.
- b. The Amenity Manager and Café Manager must both possess a valid Manager's Food Safety Certification.
- c. There must be at least two (2) employees of the management company that work onsite, who have been professionally trained by the preferred clay court Contractor of the District, in the upkeep and maintenance of clay tennis courts and hydration systems.
- d. All staff will be required to be certified in CPR and AED use per direction of the District. AED's are located in the fitness centers at both facilities.

### **Licensing Requirements:**

- a. Proposing company shall be required to possess all applicable licenses required by state and local agencies, in order to manage the Amenity facilities.
- b. Must successfully manage the amenity facilities and pass all health and safety inspections by local governments such as Fire Safety Inspections and Health Inspections.

### **Insurance Requirements:**

- a. The proposing company shall be required to provide proof of \$2,000,000 general liability insurance that also names the Grand Haven Community Development District and the District Staff as additional insureds. This must be submitted to the District Manager at the time the Agreement begins. Failure to meet this requirement will exclude a proposal from consideration. All instructors shall be included under the proposing company's insurance coverage or if hired as a subcontractor, the instructor must provide proof of at least \$1,000,000 general liability. It is required upon request to show proof of insurance of all subcontractors.

## **FOOD AND BEVERAGE OPERATIONS/SERVICES**

### **General Overview**

The Food and Beverage Management company shall serve the community in a professional, friendly and respectful manner, providing residents with enjoyable services, good quality food and prices that are competitive with other type restaurants within Flagler County, while complying with all local and state licensing and regulatory agency requirements.

### **Operational Procedures**

- a. The Amenity Management company will be a Contractor providing services to a unit of Special Purpose Government known as a Community Development District or (CDD). The Agreement is subject to the oversight and Agreement management of the Operations Manager, who reports directly to the District Manager.
- b. The Amenity Management company shall be responsible for all costs of goods sold and associated with running a standalone restaurant/cafe including but not limited to: food, beverage and liquor costs, all controllable costs, plates, cups, silverware, linens, cooking utensils, pots, pans, cleaning supplies, employee uniforms all licensing costs.
- c. The Amenity Management company shall provide all certifications and training of its employees, in accordance with DBPR and local health departments, and those costs are the responsibility of the management company.
- d. The Amenity Management company shall be responsible for all costs associated with the detailed and daily cleaning of all food storage and cooking equipment including the cleaning of the hood ventilation system, cleaning supplies and chemicals, indoor pest control, POS system repairs, service Agreements related to operating the café, credit card and merchant service fees.
- e. The Amenity Management company shall be responsible for the maintenance and repair costs of the District owned Major Kitchen Equipment including: grills, fryers, hood vent/exhaust systems, grease traps and disposal of waste/grease/trash dumpsters, maintenance of clogged drain pipes, food coolers, food preparation, dishwashing and all other equipment or furniture used in operating the café whether inside or outside.
- f. The Amenity Management Company shall be responsible for any costs that are as a result of negligence of the management company and its employees.
- g. The Amenity Management company will also be responsible for upholding the amenity policies related to the café. This includes safe and responsible serving of alcohol beverages.
- h. The Amenity Management Company shall submit a monthly P&L and Year End Financial Report, to the District Manager, to be included in the Regular Meeting agendas, for the Board to review. The Management company shall attend all CDD regular meetings, or meetings where presence is required.
- i. The Amenity Management company will be required to carry the proper insurance coverages in the amount of \$2,000,000 and name the District as an additional insured on its policy.
- j. The Amenity Management company will be required to work in a respectful and professional manner with other Contractors who work for the District. Any issues with other professionals should be brought to the attention of the Operations Manager in order to be resolved.

- k. The Management Company shall provide Daily and Weekly Lunch and Dinner Specials for the enjoyment of the residents of the café. These specials should be comparative and competitive in pricing as with casual eatery restaurants located in Palm Coast and Flagler Beach.
- l. Planning of special events shall be included. The design, promotion and administration and staffing of those events, as well as the payment collection for any events that have a cost for attending shall be performed by the Proposing Management company.
  - 1. **Special Events-Non-Reimbursable:**

The Management company shall have the ability to charge for planned special events to cover the cost of entertainment, food and beverage. At no time can alcohol be given away; alcohol must be charged in accordance with regular or happy hour pricing as established by the Management company. (Example: A luau and pig roast with Polynesian entertainment). These costs associated with these events including the promotion, are not reimbursable to the Management company from the Special Events Fund Budget.
  - 2. **Special Events-Reimbursable:**

The Management company shall provide the food, beverage (alcohol excluded), supplies, entertainment staffing, set up and cleanup for the events listed below in section (2i) at no fee/charge to the residents. These events, (5) in total, shall be paid for out of the “*Special Events Fund*” the District budgets for each year, not to exceed the annual budget. Invoices shall be made out to the District and all events and estimated costs shall be approved by the Operations Manager 30 days prior to the event:

    - i. Memorial Day BBQ, July 4<sup>th</sup> BBQ, Labor Day BBQ, Resident Appreciation Night, and the Annual Winter Holiday / Community Christmas Tree lighting Event. (*Note: BBQ’s will include but not be limited to: Hamburgers and Hotdogs, Potato Salad, Sweet and Unsweet Tea, Water, Variety of Sodas, Ketchup, Mustard, Sweet Relish, Potato Chips*) (*Winter Holiday/Community Christmas Tree Lighting Event shall include Hors d’oeuvres, non-alcohol beverages*).
    - ii. These events shall be conducted in a high-quality standard that is in keeping with the expectations and history of these special events that the residents have come to enjoy and look forward to each year.
    - iii. The invoice submitted for reimbursement will need to include a copy of all receipts, invoices and a payroll report that shows the cost of labor to run the event. The company shall not be entitled to reimbursable Corporate or Regional support costs, and shall not include them when submitting invoices for Special Events.
  - 3. Daily Dinner Specials, happy hours, and weekend entertainment shall be planned and communicated to the residents via Eblast on a weekly basis.
  - 4. The Management company shall also provide the following Holiday Dinners/Special Events, for a reasonable cost, at a first come first serve reservation basis, not exceeding maximum seating capacity:
    - i. New Year’s Eve Party: At a reasonable cost comparable to the past events and surrounding venues.

- ii. Valentines Banquet: At a reasonable cost comparable to the past events and surrounding venues.
  - iii. Easter Brunch: At a reasonable cost comparable to the past events and surrounding venues.
  - iv. Memorial Day Continental Breakfast: At a reasonable cost
- 5. The Management company shall offer poolside service at the Village Center during the Spring/Summer holidays, spring break, summer and other warm weather days when the Village Center pool is busy.
- m.** Excluded in the Agreement with the Management company shall be the expenses the District will be responsible for:
  - 1. The cost of maintenance, repairs and replacement for the Café's A/C units, and any electrical services related to the building.
  - 2. Repairs to the infrastructure of the Café building including doors, windows, locks.
  - 3. Replacement of Capital Assets due to reaching its life usage, including tables, chairs, food storage and cooking equipment.

**EXHIBIT “F”**  
**Amenity Management Services**  
**(GH-AM-2021-01)**

**HOURS OF OPERATIONS & STAFFING LEVELS**

<b>NORMAL BUSINESS HOURS OF OPERATION</b>	
Amenity Centers (Sunday-Saturday)	5:30 a.m. - 8:30 p.m.
Village Center Office Hours (Monday-Friday)	9:00 a.m. - 5:00 p.m.
Village Center Office Hours (Saturday & Sunday)	9:00 a.m. - 3:00 p.m.

**Special Notes for Proposing companies, when submitting bids:**

- New Year’s Day, Thanksgiving and Christmas, are assumed to be paid holidays for the Management Companies employees, paid for by the management company.
- Allowed 15 minutes prior and 15 after shift, for clock in/out to open and close the facilities.
- Office Lunches and Breaks shall be covered by the Amenity Manager, so the office remains open during business hours.
- A person with active CPO shall be scheduled 5 days a week. Someone with CPO shall be on call on weekends/evenings for emergencies.
- The Amenity Manager shall be present for all major special events.
- The Amenity Manager shall work at least 1 weekend a month, this can be a partial shift, to evaluate staff performance.
- The Amenity Office shall be staffed with (1) employee, who answers calls, accepts and confirms reservations and assists the Amenity Manager.
- Lifestyle/Programs Assistant will assist the Amenity Manager with the planning, administration and communication of all special events and amenity programs.
- When the Facilitators take their breaks or lunches, the Amenity Manager or other amenity staff must be present to assist residents with questions or needs.
- Lunches for facilitators should be scheduled appropriately and consistently so as to not interfere with daily maintenance or customer service needs of the residents using the facilities.
- Facilities Team Leader (FTL) must be scheduled 5 days a week to perform daily/weekly pool maintenance in accordance with responsibilities of a CPO. As well, the FTL will oversee and assist facilitators and tennis court maintenance crews. This position is separate and not to be scheduled as a Facilitator or to cover any other position.
- Tennis Court Maintenance: 2 people for 2 hours per day to perform the planned/preventative maintenance that requires more technical skills. Facilitators shall assist with and perform daily grooming as part of the daily responsibilities.
- Janitorial: 1 person, 1 hour per bathroom. (2 hours at VC, 2 hours at CS)
- Uniforms shall be provided by the Management Company to ALL employees, with the Amenity Company’s Logo, this cost shall be at the expense of the Management Company

**EXHIBIT “F” Continued  
Food and Beverage Services**

<b>Example of Waterside Café Positions</b>	
<b>*Café Manager</b>	<b>1 Full-Time Employee</b>
<b>Chef / Lead Cook</b>	<b>Full Time</b>
<b>Cook 2</b>	<b>Full or Part-Time</b>
<b>Cook 3</b>	<b>Full or Part-Time</b>
<b>Cook 4</b>	<b>Full or Part-Time</b>
<b>Lead Server / Bartender</b>	<b>Full or Part-Time</b>
<b>Server 2</b>	<b>Full or Part-Time</b>
<b>Server 3</b>	<b>Full or Part-Time</b>
<b>Server 4</b>	<b>Full or Part-Time</b>
<b>Approved Waterside Café Hours of Operations</b>	
<b>Monday - Thursday</b>	<b>11:00 a.m. – 9:00 p.m.</b>
<b>Friday</b>	<b>11:00 a.m. – 11:00 p.m.</b>
<b>Saturday</b>	<b>11:00 a.m. – 9:00 p.m.</b>
<b>**Sunday</b>	<b>11:00 a.m. – 3:00 p.m.</b>

*\* Under extraordinary conditions, the Café Manager is permitted to work as either a Server or Cook, while on duty as the Manager. The Manager must provide supervision at all times, and not be scheduled as normal coverage in the front or back of the house.*

*\*\* Sunday’s hours are flexible, depending on the demands, as determined by Café Manager.*

*\*\*\* New Year’s Eve Party/Banquet: Café Staff to monitor bathrooms and lock up after the event. Staffing for this event shall be paid for out of the Café.*

<b>Holiday Hours-Waterside Café</b>		<b>Special Notes</b>
<b>New Year’s Day</b>	<b>Closed</b>	<b>Closed</b>
<b>Easter</b>	<b>11:00 a.m. to 1:00 p.m.</b>	<b>Serve Brunch -Ticket Sales, Café keeps Revenue</b>
<b>Memorial Day</b>	<b>Closed</b>	<b>Café Closed for Special Event-Subsidized by Special Events Fund</b>
<b>Independence Day</b>	<b>Closed</b>	<b>Café Closed for Special Event-Subsidized by Special Events Fund</b>
<b>Labor Day</b>	<b>Closed</b>	<b>Café Closed for Special Event-Subsidized by Special Events Fund</b>
<b>Thanksgiving Eve</b>	<b>11:00 a.m. to 6:00 p.m.</b>	<b>Close Early</b>
<b>Thanksgiving</b>	<b>Closed</b>	<b>Closed</b>
<b>Christmas Eve</b>	<b>11:00 a.m. to 6:00 p.m.</b>	<b>Close Early</b>
<b>Christmas</b>	<b>Closed</b>	<b>Closed</b>
<b>***New Year’s Eve</b>	<b>Closed</b>	<b>Café Closed for Set Up and Prep for New Year's Eve Party/Banquet</b>



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**COMMUNITY DEVELOPMENT DISTRICT**

**4H**

## SERVICES CONTRACT

CUSTOMER NAME: Grand Haven CDD – Attn: Vanessa Stepniak  
PROPERTY NAME: Grand Haven CDD – 23 W. Waterside Parkway, Palm Coast, FL  
CONTRACT DATE: January 13, 2021  
SUBMITTED BY: Katie Cabanillas  
SPECIFICATIONS: Airmax .5HP EcoSeries Fountain for Pond 20

This agreement (the "Agreement") is made as of the date indicated above, and is by and between SOLitude Lake Management, LLC ("Solitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

- The Services. SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:
- PAYMENT TERMS. The fee for the Fountain Installation Services is \$2,268.00. The Customer shall pay 50% of this service fee upon execution of this Agreement. The balance (remaining 50% of fee) will be invoiced to Customer by SOLitude following completion of the Services.  
The fee for the Fountain Lighting Option is \$812.00. The Customer shall pay 50% of this service fee upon execution of this Agreement. The balance (remaining 50% of fee) will be invoiced to Customer by SOLitude following completion of the Services.  
For any work completed or materials in storage on the customer's behalf at the end of each month, the company will invoice and the customer will be responsible for paying the percent of the total work completed as of that date, less any previous deposit paid. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, customer will be invoiced and responsible for paying said additional taxes in addition to the fee above. Customer agrees to pay all invoices within thirty (30) days of invoice date. The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Company shall be reimbursed by the Customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on the Company by the Customer that are not covered specifically by the written specifications of this contract.
- TERM AND EXPIRATION. This Agreement is for a one-time service as described in the attached Schedule A. Any additional services will be provided only upon additional terms as agreed to by the parties in writing.
- DISCLAIMER. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Often times lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the SOLitude, unless there is willful negligence on the part of SOLitude.

While SOLitude Lake Management LLC makes every effort to thoroughly inspect the site before providing this contract proposal or beginning any work, it is possible, without fault or negligence, that unforeseen circumstances may arise, or that hidden conditions on the site might be found in the course of the performance of the contract work, which would result in additional time or material costs that exceed this contract pricing. Should this occur, the customer will be notified of these unforeseen circumstances or conditions and be responsible for the costs associated with remedying. By signing this agreement, the customer acknowledges that they have informed SOLitude Lake Management® of all known and relevant current site conditions that would be reasonable to expect could affect our ability to successfully complete the contract work.

5. INSURANCE AND LIMITATION OF LIABILITY. Solitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.

6. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

7. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

8. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



9. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

10. NOTICE. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

11. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

GRAND HAVEN CDD

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Fountain Lighting Option

By: \_\_\_\_\_

Please Remit All Payments to:

1320 Brookwood Drive Suite H  
Little Rock AR 72202

**Customer's Address for Notice Purposes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Mail All Contracts to:

2844 Crusader Circle, Suite 450  
Virginia Beach, VA 23453

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SCHEDULE A – FOUNTAIN INSTALLATION

Fountain Installation:

1. Company will install the following floating surface aerator:
  1. Airmax Eco Series ½ HP (115V/1PH)\*\*  
Includes: Three Nozzle Patterns (Classic, Crown & Trumpet, Trumpet)  
Standard Stainless-Steel Intake Debris Screen  
100 ft. of underwater power cable  
Underwater Oil Cooled motor w/ Thermal Protection  
Control Panel with Timer and Photocell  
All labor and parts necessary for proper installation\*\*\*

*\*\*Customer must provide a properly sized power source for the amp load and voltage requirement of the units specified above, and a suitable structure adjacent to the power source to which the control panel will be mounted. Single-phase 115V units will require a 1-pole breaker for fountain control panel electrical connection and must be configured with 2 wire (1 hot + 1 neutral) and 1 ground wire. Single-phase 208/240V units will require a 2-pole breaker for fountain control panel electrical connection and must be configured with 3 wire (2 hots + 1 neutral) and 1 ground wire for fountain control panel connection. SÖLitude Lake Management® is not responsible for electrical permits or inspections that might be required if new electrical service is ordered. Permits and inspections are the sole responsibility of the customer and the customer's electrician who is responsible for providing the necessary electrical service as described above.*

*\*\*\*The cost for installation is based on the assumption that power is available within 30 feet of the pond, and that no obstacles exist between the power source and the pond (i.e., concrete/asphalt walkways, retaining walls, utilities, landscaped areas, trees).*

OPTION:

Lighting Installation:

1. Fountain will include an LED Underwater Lighting Package:
  - Includes: 4 Underwater LED Lights  
100 ft. of underwater power cable  
Adjustable Above Waterline, Snap-On Design  
24-hour Digital Programmable Timer\*  
GFCI Protection Breaker  
Control Breaker  
Control Fuse Protection  
All labor and parts necessary for proper installation

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General:

1. Company is a Manufacturer Certified Sales, Service, and Repair Company.
2. All electrical work performed as part of the above installation will be done in accordance with all state and local codes, by a person licensed to perform such work.
3. All Fountains & Aerators are total component UL LISTED or ETL Listed.
4. Company will continue to maintain all appropriate licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
5. Company will furnish personnel, equipment, boats, materials, and other items required to provide the forgoing at his expense.

Warranty:

1. Company warrants that all installation work will be done in a safe and professional manner.
2. Manufacturer warrants fountains for three (3) years from the date of installation against any defects in materials and workmanship.
3. Manufacturer warrants light sets for three (3) years from the date of installation against any defects in materials and workmanship.
4. Company warrants all labor and parts necessary for installation of the fountain aeration system for a period of one (1) year from the date of installation.
5. The manufacturer's warranty and the SÖLitude Lake Management® warranty will be voided if:
  - a. Any person not specifically authorized by the manufacturer and by SÖLitude Lake Management® performs any service, repair, or other work to the fountain aeration system.
  - b. The fountain aeration system is used in any manner inconsistent with its intended use or in any manner that is not in accordance with the manufacturer's instructions.


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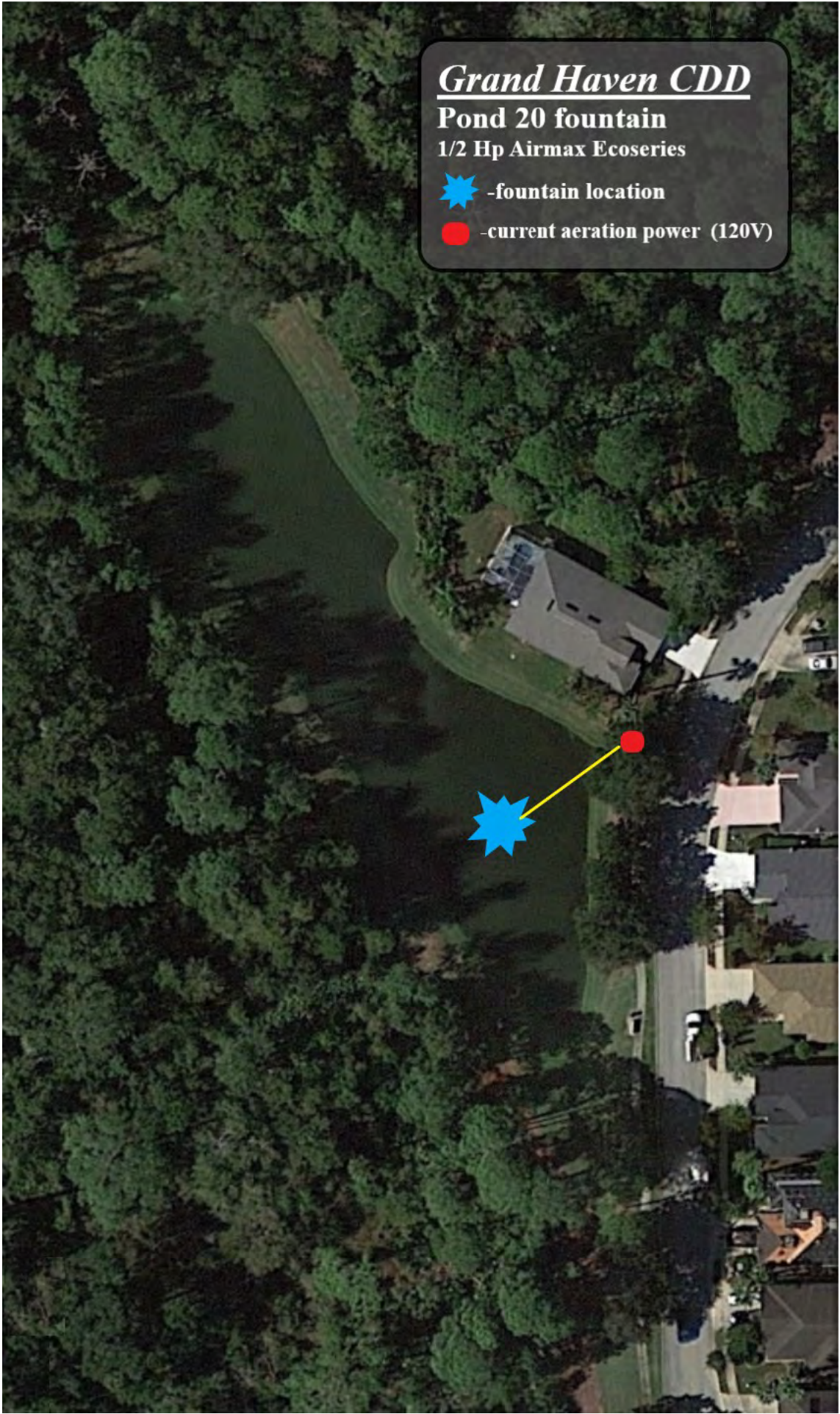
***Grand Haven CDD***

**Pond 20 fountain**

**1/2 Hp Airmax Ecoseries**

 -fountain location

 -current aeration power (120V)





### Airmax® EcoSeries™ Premium Spray Patterns



Spray Pattern: **Single Arch**

The Single Arch pattern has heavy streams providing a formal visual display and soothing ambiance.

Pattern Dimensions:  
**6'h x 10'w**

Item:  
**#651446**

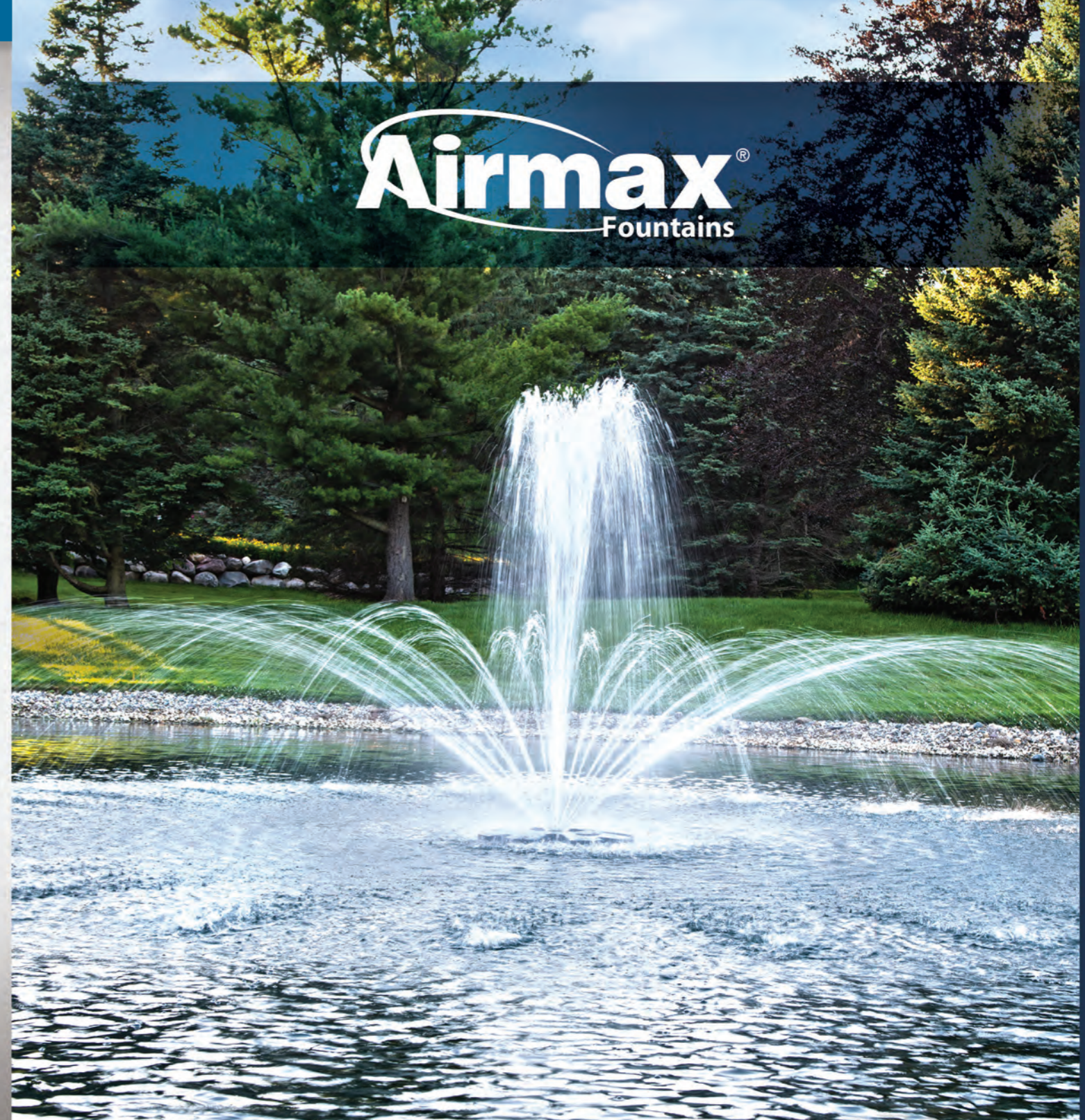


Spray Pattern: **Double Arch**

The Double Arch pattern provides two overlapping arch patterns to create a stunning visual presentation. A perfect fit for larger ponds.

Pattern Dimensions:  
1st Tier: **9'h x 10'w**  
2nd Tier: **4'h x 30'w**

Item:  
**#651445**



**INTRODUCING**  
**Airmax® EcoSeries™ Fountain**  
Energy Efficient | Industry Leading Spray Patterns | Maintenance Free Motor Design



Distributed By:

P.O. Box 38  
Romeo, MI 48065

(866) 4-Airmax / (866) 424-7629 | [airmaxeco.com](http://airmaxeco.com) | [contactus@airmaxeco.com](mailto:contactus@airmaxeco.com)

## Airmax® EcoSeries™ ½ HP Fountain



### Complete Fountain Kit Includes:

- ½ HP Fountain Pump
- Power Cord w/Strain Relief
- Quick Disconnect
- Stainless Steel Wrapped Motor Lead
- Control Panel w/Timer and Photocell
- 3 Nozzles: Classic, Trumpet, Crown & Trumpet



Power Cord w/Strain Relief



Control Panel w/Timer & Photocell



Classic Nozzle



Trumpet



Crown & Trumpet

## Airmax® EcoSeries™ Included Spray Patterns



Spray Pattern:  
**Crown & Trumpet**

The Airmax® Crown & Trumpet pattern combines an arch and trumpet pattern creating a majestic display.

Pattern Dimensions:  
**6'h x 28'w**

Item:  
**#651703**



See Spray Patterns in action at [airmaxeco.com](http://airmaxeco.com)



Spray Pattern: **Trumpet**

The Trumpet pattern provides a bountiful tall burst of water giving you the tranquil sound of water.

Pattern Dimensions: **10'h x 6'w**

Item: **#651708**



Spray Pattern: **Classic**

The Classic pattern comes pre-installed on the Airmax® EcoSeries™ Fountain. This beautiful full pattern provides relaxing sounds as the water breaks the surface.

Pattern Dimensions: **6'h x 14'w**

Item: **#651721**

## Airmax® EcoSeries™ ½ HP Floating Fountain

The EcoSeries™ Floating Fountain brings you the sound of water with beautiful industry leading spray patterns that outmatch other 3/4 HP and 1 HP fountains. The EcoSeries™ Fountain operates in as little as 24" of depth and includes energy efficient 1/2 HP motor, 3 spray patterns, control panel and comes standard with 100' of power cord. Available in 150' and 200' power cord lengths. 3 Year Warranty.

#652800 - EcoSeries™ ½ HP Floating Fountain w/100' Cord

#652801 - EcoSeries™ ½ HP Floating Fountain w/150' Cord

#652802 - EcoSeries™ ½ HP Floating Fountain w/200' Cord

- Includes 3 Spray Patterns, Classic, Trumpet and the Crown & Trumpet, Premium Spray Patterns Available
- Energy Efficient, Fully Sealed Motor. 5.6A, 550W @ 120V
- Asynchronous Motor, Silicon Carbide (SiC) shaft bearing and ceramic shaft
- Stainless Steel Suction Screen, Body and Motor Lead
- Comes standard with 100' Power Cord. Available in 150' and 200'
- Included Control Panel for Fountain and Optional Light Sets
- Operates in as Little as 24" of water depth
- 3 Year Warranty



**i**

**ax**<sup>®</sup>

**Color-Changing RGBW  
LED Light Sets  
Owner's Manual**

UNIT IDENTIFICATION

**Please Keep for Your Records**

# Airmax® Color-Changing RGBW LED Light Set



## THANK YOU FOR CHOOSING The Airmax Color-Changing RGBW LED Light Set

### ENGLISH

#### SECTION

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### Important Safety Instructions

- Under NO circumstances should anyone enter the water with the electrical equipment plugged in and/or in operation
- **WARNING** - Risk of electric shock - This light set is supplied with a grounding conductor and grounding-type attachment plug. To reduce the risk of electric shock, be certain that it is connected only to a properly grounded, grounding-type receptacle. This light set has not been investigated for use in swimming pool areas.
- ALWAYS use a GFCI protected receptacle or breaker.
- NEVER lift or drag the light set by the power cord.
- During freezing temperatures, remove and store inside.
- If installing from a boat or raft ALWAYS wear a Life Guard approved personal flotation device.
- ALWAYS use a qualified electrician when installing a power source next to your pond.

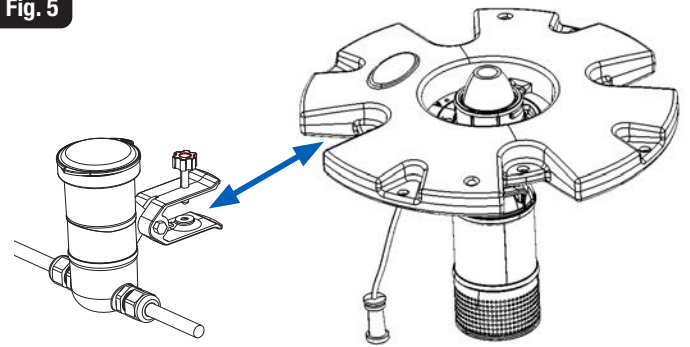
### Consignes de sécurité importantes

- En aucun cas, il faut que quelqu'un entre dans l'eau avec l'équipement électrique branché et / ou en fonctionnement.
- **AVERTISSEMENT** - Risque de choc électrique - Cet ensemble de lumière est fourni avec un conducteur de mise à la terre et une fiche de branchement de mise à la terre. Pour réduire le risque de choc électrique, assurez-vous qu'il est connecté uniquement à une prise de mise à la terre correctement mise à la terre. Cet ensemble de lumière n'a pas été étudié pour être utilisé dans les piscines.
- Utilisez TOUJOURS un réceptacle ou un disjoncteur protégé par DDFT.
- NE JAMAIS soulever ou faire glisser la lumière par le cordon d'alimentation.
- Pendant les températures de congélation, enlever et stocker à l'intérieur.
- Si l'installation à partir d'un bateau ou d'un radeau TOUJOURS porte un dispositif de flottement personnel approuvé Life Guard.
- TOUJOURS utiliser un électricien qualifié lors de l'installation d'une source d'alimentation à côté de votre étang.

**Installing the Airmax LED Light Set (Fig. 5)**

- 1) To attach the light, clip the light into the inner mounting positions on the float and use the vertical tension screw to secure the light into place. Continue until all lights are attached.
- 2) After attaching the Airmax LED Light Set to the float, connect the quick disconnect end to the power cord.
- 3) Attach the light set power cord strain relief on to one of the loops underneath the float mount ring.
- 4) Adjust the lights to point in the desired direction.
- 5) Connect the light set's power cord into the control panel or other GFCI outlet.

Fig. 5

**2. RGBW Remote Control Instructions**

The Airmax Color-Changing RGBW LED Light Set is run by a wireless remote with a range of up to 200ft. The wireless remote allows you to change the color, dim/brighten the lights, control flash speed and run up to 9 preset programs.

**Your wireless remote has already been paired for your light set on Zone 1.**  
Requires: 2 AAA Batteries(Included).

**Basic Control Functions**

- Press and Hold Master ON or ZONE ON for several seconds to turn all lights to white mode (Fig. 6)
- Touch the color ring to adjustment lights to any color.
- While in white or solid color mode, use the speed buttons to change the tone from cool to warm white or vibrant to pastel colors.
- Change the brightness by using the brightness slide ring.
- Adjust flash speed for any preset program using the speed buttons.

**Preset Programs/Modes**

**Press the "M" Mode button to scroll through the pre-programmed light settings:**

**Program 1 - RGBW Fade In/Fade Out**

Fades in and fades out the color red, green, blue and white one after another.

**Program 2 - Color Flash**

Red, green, blue, white, yellow and purple flashes.

**Program 3 - Disco**

Multiple colors strobe and flash.

**Program 4 - Red Color Ramp Up and Flash**

Red color brightens from 0% 100% and shuts down, then flashes three times.

**Program 5 - Green Color Ramp Up and Flash**

Green color brightens from 0% 100% and shuts down, then flashes three times.

**Program 6 - Blue Color Ramp Up and Flash**

Blue color brightens from 0% 100% and shuts down, then flashes three times.

**Program 7 - Color Change and Flash**

Several colors fade into each other and then flash randomly.

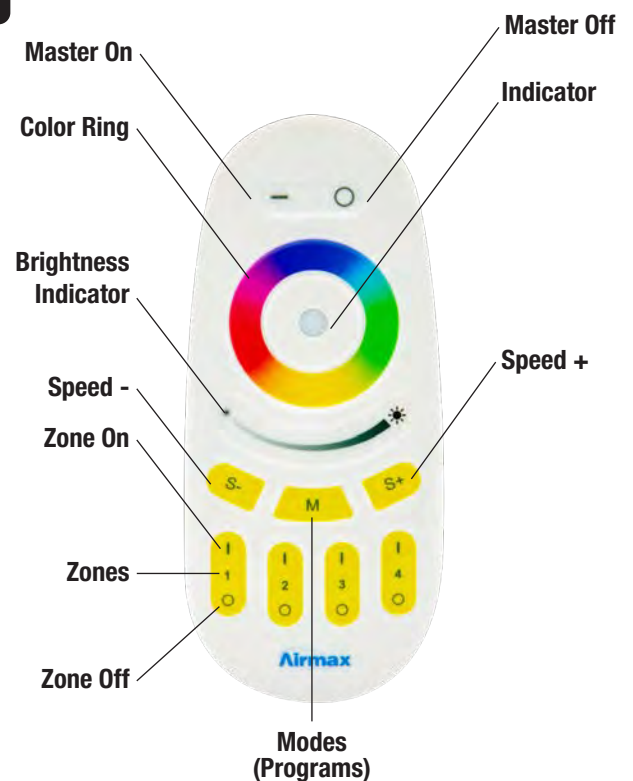
**Program 8 - Fade In/Fade Out**

Several colors fade into each other.

**Program 9 - Strobe White**

White color flashes.

Fig. 6

**NOTE:**

Your wireless remote has already been paired for your light set on Zone 1.

In the event that your light set becomes unpaired or to link additional lights to the remote, follow the steps below.

Linking new lights to the remote control:

1. Choose which zone you want to assign the lights (1 to 4)
2. Switch off the main power supply of the lights in the selected zone with the main switch or pull the plug from the socket.
3. Now switch on the lights again and within 3 seconds shortly press one of the 'Zone ON' buttons, one time, on the remote control.
4. When the link operation is successful, the lights will slowly blink on and off 3 times.

#### A) Maintenance

- 1) Disconnect ALL power from the fountain and lights before attempting any maintenance.
- 2) Periodically clean light set lens with a non-abrasive brush and cleaner. We recommend Airmax Fountain & Aeration Cleaner (#530298)

#### B) Winter Removal & Storage

- 1) Remove the fountain and lights from the pond before ice begins to form.
- 2) This is the perfect time to clean or power wash any debris on the unit before storing.
- 3) It is recommended to disconnect lights from fountain and store in an area above freezing temperatures.

#### C) Spring Installation Inspection

- 1) Before re-installing the fountain and lights in the spring, check the condition of the power cord and quick disconnect. Replace any o-rings that may be worn.

### 4. Troubleshooting

#### IF ALL LIGHTS OFF

ISSUE	CORRECTION
GFCI Tripped	Reset GFCI
Power Cord Cut	Repair or replace power cord
Water in fixtures	Contact Airmax or local dealer for repair/replacement
Voltage not high enough for starting	Make sure voltage at receptacle is 120V+ -5%
Timer not running	Verify timer is keeping time, replace timer if not
Timer trippers are not set correctly	Set on / off trippers correctly
Photocell defective	Replace photocell

#### IF ONE OR MORE (NOT ALL) LIGHTS OFF

ISSUE	CORRECTION
Water in fixtures	Contact Airmax or local dealer for repair/replacement
LED bulb driver failed	
LED Bulb failed	

#### IF LIGHTS DIM

ISSUE	CORRECTION
Voltage not high enough for starting	Make sure voltage at receptacle is 120V+ -5%
Lens might be dirty	Clean with a non-abrasive brush or cleaner

#### IF ONE OR MORE (NOT ALL) LIGHTS DIM

ISSUE	CORRECTION
Water in fixtures	Contact Airmax or local dealer for repair/replacement
Photocell defective	Replace photocell
LED bulb driver failed	Contact Airmax or local dealer for repair/replacement

#### IF LIGHTS FLICKER

ISSUE	CORRECTION
Water in fixtures	Contact Airmax or local dealer for repair/replacement
Voltage not high enough for starting	Make sure voltage at receptacle is 120V+ -5%
LED bulb driver failed	Contact Airmax or local dealer for repair/replacement

#### IF LIGHTS TURN ON AND OFF INTERMITTENTLY

ISSUE	CORRECTION
Water in fixtures	Contact Airmax or local dealer for repair/replacement
Photocell defective	Replace photocell
LED bulb driver failed	Contact Airmax or local dealer for repair/replacement

**NOTE:** Pre-Programmed light modes can cause lights to dim, flicker, and fade in and out. When troubleshooting, please ensure you are in the basic ON mode by turning the unit off with the "MASTER OFF" button, then press and hold "MASTER ON" for several seconds to turn all lights to white mode. (Fig. 6)

### 5. Replacement Parts

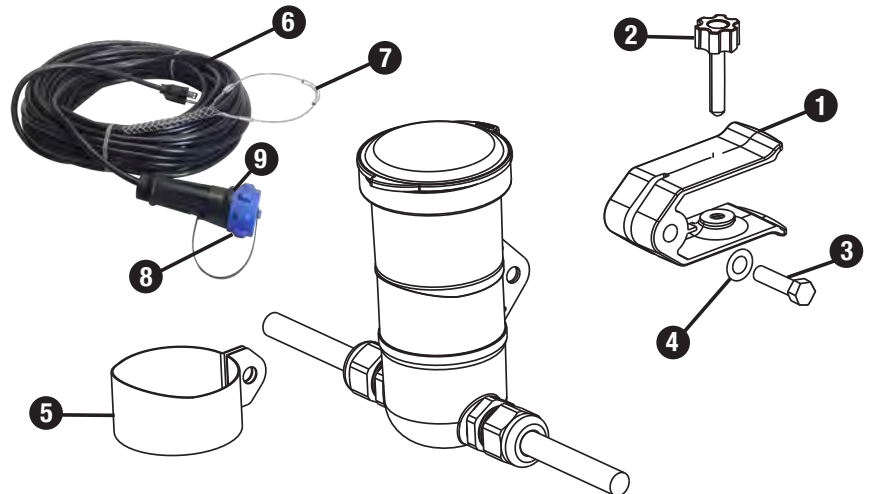
#### LED Light Replacement Parts

1. #651307 – Mounting Clamp
2. #651325 – Tension Screw, ¼ - 20 x 1 ¼"
3. #651722 – Bolt, ¼ - 20 x 1 ¼"
4. #651723 – Washer, ¼"
5. #651308 – Band Clamp

#### 6. Power Cord Options

- #652646 – 100 feet, 16/3
- #652647 – 150 feet, 16/3
- #652648 – 200 feet, 16/3
- #652649 – 250 feet, 16/3
- #652667 – 300 feet, 16/3
- #652668 – 350 feet, 16/3
- #652669 – 400 feet, 16/3

7. #651060 – Strain Relief (16 gauge)
8. #651357 – Power Cord End Cap, Female
9. #651163 – Female End Cap, O-Ring



**Airmax Inc.**

Safe, Simple Solutions™

P.O. Box 38  
Romeo, MI 48065

**(866) 4-AIRMAX**  
**[airmaxeco.com](http://airmaxeco.com)**



## **COMMUNITY DEVELOPMENT DISTRICT**

# **411**





# Estimate

Date	Estimate #
1/7/2021	1601

18 Hargrove Grade  
 Ste. 103  
 Palm Coast, FL 32137

License# ES-12000654

Phone # 386-586-5220

E-mail info@bax-tec.com

Project	Grand Haven Room
Name / Address	
Grand Haven CCD 2001 Waterside Pkwy Palm Coast, Fla. 32137	

Item	Description	Qty	Rate	Total
	***** Grand Haven Room *****			
	***** TV's and Projector *****			
Samsung-QN85Q70T	Samsung 85" 4K Smart QLED Ultra HDTV w / Q HDR 8X	3	2,799.99	8,399.97T
Sn-AV-MOUNT-S...	Strong™ X-Large Fixed Mount for Most 55-80 in. Flat-Panel TVs (Black). Underneath its beautiful black powder coat is 2.5mm of solid steel. This rugged beauty is a real winner. These mounts are only 1-?" deep for an extra low profile. Flat panels are getting thinner, and so should the mounts holding them.	3	190.00	570.00T
Bax-Tec-20	Baxter Technologies Install Flat Panel TV ( labor only ) for Extra Large TV's, hiding wires inside wall cavity	3	225.00	675.00
Sn-AV-PWR-WB-...	WattBox™ In-Wall Power Conditioner fits behind Flat Panel TV's - 2 Outlets - 1080J - EMI/RFI Filtration (White) Good things do come in small (and hidden!) packages. This WattBox™ In-Wall Power Conditioner features a recessed in-wall design that cuts down on bulk, making it perfect for low-profile, flat-panel installations	4	90.00	360.00T
Bax-Tec-8-2	Baxter Technologies Cat5E Shielded 10GS data cable (single run) used to distribute long runs of HDMI signals to remotely located TV's	4	135.00	540.00
Sn-AV-CBL-B6-4...	Binary™ B6-Series GripTek™ High Speed Licensed HDMI® Cable with Ethernet 1 Meter (3.28 ft). Advanced video formats like 1080p, 3D and Deep Color have continued to push the performance requirements of HDMI cables. This licensed B6 High Speed HDMI cable not only meets, but exceeds, these stringent requirements with support of 1080p, 3D, 4Kx2K, Deep Color, Dolby TrueHD, DTS HD-Master, Audio Return Channel and Ethernet.	4	32.00	128.00T
Sn-AV-HDMI-B-5...	Binary™ 520 Series 4K Ultra HD HDBaseT Wall Plate Receiver - 230 ft. When you want to extend audio and video signals over long distances without sacrificing resolution or quality, a Binary™ HDBaseT Receiver is what you need. This one goes the distance, receiving up to 4K Ultra HD@30Hz video and 7.1 channels of lossless audio over a single CAT cable (when paired with a B-520 HDBaseT transmitter). It works with dedicated HDBaseT transmitters, as well as products whose transmitters are built in (such as B-520 matrix switchers) – providing flexibility and interoperability on the job.	4	250.00	1,000.00T
Sn-AV-IR-IRF-1	Episode Electronics IR Flasher with LED Feedback are some of the smallest on the market, which means they can be installed virtually anywhere. They feature convenient LEDs that indicate when signals are being transmitted - so you never have to guess - and they are compatible with virtually any IR repeater. Covers are included, and each flasher is backed with self-adhesive tape for easy install on any surface.	4	12.50	50.00T
	***** Removal of old Wiring, New Wiring and Equipment Headend *****			
labor	labor to remove old wiring from front stage area and attic area	2	95.00	190.00
Sn-AV-HTSS-802-...	7.1 Home Theater Prewire: 7-Locations for speakers NOTE: Any configuration (In-wall, In-ceiling or Book Shelf)	1	375.00	375.00T
Sn-AV-Multi-701-...	Stereo Prewire: 16 gauge wire run directly to speaker locations. NOTE: PREWIRE ONLY	10	66.00	660.00T
Sn-AV-205-Cust	Additional Media Outlet (1-RG6 and 1-Cat6) installed with a wall plate and connectors	1	150.00	150.00T

**Subtotal**

**Sales Tax (7.0%)**

**Total**

Signature



# Estimate

Date	Estimate #
1/7/2021	1601

18 Hargrove Grade  
 Ste. 103  
 Palm Coast, FL 32137

License# ES-12000654

Phone # 386-586-5220

E-mail info@bax-tec.com

Project	Grand Haven Room
Name / Address	
Grand Haven CCD 2001 Waterside Pkwy Palm Coast, Fla. 32137	

Item	Description	Qty	Rate	Total
Sn-AV-HDMI-B-5...	Binary™ 520 Series 4X4 HDMI Matrix Switcher with HDMI and HDBaseT Outputs with POCOur ultra-reliable Binary Matrix Switcher is now power-over-cable (POC) enabled, so the matrix powers the receiver. Of course it's still built on the same principles that put Binary on the map: custom install expertise, innovative technology, and ease-of-use. It even comes equipped with everything needed for control system integration: Ethernet, RS-232 control, and IR routing to boot. It uses a single Cat5e/6 cable to transmit HDMI signals and bidirectional IR - up to 230 ft. Plus, supplied rack ears make mounting easy.	1	2,299.00	2,299.00T
Sn-AV-CBL-B6-4...	Binary™ B6-Series GripTek™ High Speed Licensed HDMI® Cable with Ethernet 1 Meter (3.28 ft). Advanced video formats like 1080p, 3D and Deep Color have continued to push the performance requirements of HDMI cables. This licensed B6 High Speed HDMI cable not only meets, but exceeds, these stringent requirements with support of 1080p, 3D, 4Kx2K, Deep Color, Dolby TrueHD, DTS HD-Master, Audio Return Channel and Ethernet.	4	32.00	128.00T
Sn-AV-CBL-B3-M...	Binary™ (1-M) Cables B3 Series 3.5mm Mini Mono to 3.5mm Mini Mono Cable Ideal for signal pass-through - such as IR emitter pass-through and 12V triggers	4	6.50	26.00T
Vanco-280573	This HDMI Audio Extractor accepts a single HDMI in. The video is carried along to the HDMI which you would then plug straight into your television. For the audio out, you have several options. For digitally compatible receivers, there is an optical and a digital coax slot. 3.5mm is the analog output, which can be changed to left and right RCA with a small, simple adapter. There are buttons on the side to change the output to either 5.1 for the digital options or 2-channel for analog.	1	125.00	125.00T
Elan-EL-SC-100-B...	ELAN EL-SC-100-BDL. For smaller to moderate installations the EL-SC-100 provides a single point of control and automation for media, climate, lighting, and more. And, the SC-100 control solution paired with an HR10 remote and mobile app at this special bundled price is perfect for your customers wanting an easy way to control their media rooms. If more control is needed, add essential control of lighting, climate and door locks. An ELAN HR10 remote control and the SC-100 provide everything needed for an essential control solution. The EL-HR10 has a 2.4" color LCD screen with three programmable soft keys on either side. It's three customizable buttons below the screen deliver instant access to music, movies and lighting. It wakes instantly as soon as it's picked up and the updated 802.11 b/g.n Wi-Fi radio ensures a robust connection to the network at all times.	1	999.99	999.99T
ELAN-EL-ITP-8-BK	The ELAN EL-ITP-8 is an 8-inch interactive touch screen interface for ELAN controllers. Imagine walking into the room, and the room knows it's you... not just anyone... but you. Welcome to the Intelligent Home. Now with IntelliVision® analytics, ELAN control is enhanced with the panel by using face recognition to personalize the experience. And using a dual digital microphone-array, the ELAN interactive touch screen provides an integrated voice control interface. The touch screen wakes as the user approaches and displays the award-winning user interface to control all of the home's systems, and a seven-button fly-out keypad can operate media favorites, trigger lighting scenes, or through installer programmed Event Maps, control virtually anything connected to the system. The ELAN 8-inch touch screen is elegantly designed, providing a rich user experience that is dedicated and always on.	1	899.00	899.00T

**Subtotal**

**Sales Tax (7.0%)**

**Total**

Signature



# Estimate

Date	Estimate #
1/7/2021	1601

18 Hargrove Grade  
 Ste. 103  
 Palm Coast, FL 32137

License# ES-12000654

Phone # 386-586-5220

E-mail info@bax-tec.com

Project	Grand Haven Room
Name / Address	
Grand Haven CCD 2001 Waterside Pkwy Palm Coast, Fla. 32137	

Item	Description	Qty	Rate	Total
Denon-AVR-X270...	Denon AVR-X2700H 7.2ch 8K AV receiver with 95W per channel fully supports 3D audio formats as well as the latest HDMI specifications such as 8K/60Hz, 4K/120Hz pass-through, HDR10+, Dynamic HDR, ALLM and more. The AVR-X2700H has outputs for seven speakers. Use them all in a 5.1.2 Dolby Atmos® or DTS:X™ system, or go with a conventional 5.1-channel setup and repurpose the extra two channels for music in another zone. "Old school" features like composite and component video switching mean this receiver will play virtually any source you throw at it. The AVR-X2700H lets you stream tunes from your phone or tablet through Wi-Fi, Bluetooth, and even Apple® AirPlay® 2. HEOS Built-in technology lets you access all of your music — from your personal library, internet radio, and popular streaming services like Pandora®, Spotify®, and TIDAL — through the 'X2700H.	1	849.99	849.99T
labor	labor to relocate Equipment Rack to closet, wire rack to new equipment and program system	16	95.00	1,520.00
	***** Conference Speakers *****			
SN-AV-SPK-ECS-...	Episode® 800 Commercial Series 70-Volt In-Ceiling Speaker with Tile Bridge & 6" Woofer. Get premium sound quality and unparalleled performance with the Episode® 800 Commercial Series 70-Volt In-Ceiling Speaker. Top-notch components, a wide frequency response, two-way design, and dual voltage support for 70V/100V with 8-ohm bypass provides exceptional sound clarity and dynamic highs and lows.	10	220.00	2,200.00T
labor	labor to install speakers	4	95.00	380.00
	***** Jazzercise Audio Input *****			
ELAN FR-SOLO	The Solo is a single source music server that features a Swiss made Burr Brown DAC to ensure the highest quality sound from premium streaming music apps or digital music collection. The Solo supports 24/192 tracks and can output 192kHz/24-bit sound. Along with the streaming apps, it also syncs to multiple clients' iTunes accounts and backs up those accounts to any attached USB hard drive. And for use with mobile music collections, the Solo acts as an AirPlay receiver.	1	575.00	575.00T

<b>Subtotal</b>		\$23,099.95
<b>Sales Tax (7.0%)</b>		\$1,385.65
<b>Total</b>		\$24,485.60

Signature \_\_\_\_\_



## COMMUNITY DEVELOPMENT DISTRICT

4111



AUDIO / VIDEO SOLUTIONS

December 31<sup>st</sup>, 2020

Grand Haven CDD  
2001 Waterside Parkway  
Palm Coast FL 32137

**VIDEO- \$9000**

- (3) Sony 85" 4K TV
- (4) HDMI Interconnect With Cat6 (1 is for existing projector)
- (3) Wall Mount Installation With Brackets

**AUDIO-\$1500**

Extend wiring for surround speakers, 70volt audio speakers, coax and data lines

**CONTROL SYSTEM- \$8000**

- Control 4 EA-3 Controller
- Control 4 T4 10" Portable Touchscreen
- Metra 4x4 HDBaseT HDMI Matrix Video Switch
- Metra HDBaseT Receivers
- PoE Network Switch
- Cabling and Installation
- Programming

**MICROPHONE/PTZ CAMERA-\$4500**

- Stem Ceiling Array
- Stem Central Comm Hub
- PTZ Web Conferencing Camera
- Cabling and Installation

**MISC- \$1800**

- HDMI/VGA/Data Wall Port For Computer Connection
- HDMI Cabling
- Surge/Power Conditioner
- Wireless Access point
- OVRC Remote Access Support Capability

**ESTIMATED TOTAL: \$24,800**

This is an estimated rough total and does not include local tax rates. For an exact project total with everything clearly itemized with individual pricing we require a 5% deposit (refundable when the project is approved) to move to the engineering level. We then will design the project in our specialized software with a schematic drawing of all equipment with wiring and connections. All labor and additional cabling will be presented precisely and clearly in the detailed proposal.



**COMMUNITY DEVELOPMENT DISTRICT**

**5A**

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
NOVEMBER 30, 2020**

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
NOVEMBER 30, 2020**

	<u>Major Funds</u>	Total
	General	Governmental Funds
<b>ASSETS</b>		
Operating account		
SunTrust - operating acct	\$ 854,390	\$ 854,390
SunTrust - petty cash	8,201	8,201
Investments		
Stonegate Bank	1,244	1,244
Finemark	249,014	249,014
Finemark - ICS	1,671,671	1,671,671
Centennial Bank	256,089	256,089
Intracoastal Bank	258,893	258,893
Iberia - (MMKT)	49,089	49,089
SBA -161601A	6,977	6,977
Undeposited funds	1,014,710	1,014,710
Due from other	444	444
Accounts receivable (rev deferred)	58,601	58,601
Deposits	110	110
Total assets	<u>\$4,429,433</u>	<u>\$ 4,429,433</u>
<b>LIABILITIES</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 42,870	\$ 42,870
Retainage payable	6,816	6,816
Due to other entity	36	36
Accrued wages payable	1,000	1,000
Total liabilities	<u>50,722</u>	<u>50,722</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred receipts	56,422	56,422
Total deferred inflows of resources	<u>56,422</u>	<u>56,422</u>
<b>FUND BALANCES</b>		
Committed		
Disaster	981,211	981,211
Future capital projects	940,000	940,000
Assigned		
3 months working capital	890,833	890,833
Unassigned	1,510,245	1,510,245
Total fund balances	<u>4,322,289</u>	<u>4,322,289</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$4,429,433</u>	 <u>\$ 4,429,433</u>



**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: net of allowable discounts	\$ 1,033,893	\$ 1,033,893	\$ 4,322,319	24%
Reuse water	1,495	1,495	21,000	7%
Gate & amenity guest	681	681	8,000	9%
Tennis fees	-	-	3,000	0%
Room rentals	-	-	2,000	0%
Interest and miscellaneous	693	841	5,500	15%
Total revenues	<u>1,036,762</u>	<u>1,036,910</u>	<u>4,361,819</u>	24%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Legislative				
Supervisors - regular meetings	2,000	2,000	12,000	17%
Supervisors - workshops	-	-	10,000	0%
Financial & administrative				
District management	3,260	6,521	39,127	17%
Administrative services	868	1,735	10,413	17%
Accounting services	1,790	3,580	21,478	17%
Assessment roll preparation	790	1,580	9,478	17%
Auditing services	-	-	11,300	0%
Legal - general counsel	7,624	7,624	92,000	8%
Engineer	-	-	30,000	0%
Insurance	-	11,531	11,896	97%
Legal advertising	462	462	3,500	13%
Bank fees	120	241	1,500	16%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	-	210	210	100%
Communications: e-blast	-	-	500	0%
Music licensing	-	2,000	3,350	60%
IT support	1,186	2,972	18,000	17%
Property taxes	-	-	3,000	0%
Postage	186	319	3,000	11%
Office supplies	-	-	500	0%
Tax collector	20,678	20,678	90,048	23%
Contingencies	-	449	-	N/A
Total administrative	<u>38,964</u>	<u>62,077</u>	<u>373,275</u>	17%

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
<b>Field operations</b>				
Electric utility services				
Electric services - #12316, 65378, 85596	347	414	4,300	10%
Electric- Village Center - #18308	2,152	2,152	31,500	7%
Electric - Creekside - #87064, 70333	1,248	1,248	21,500	6%
Street lights	1,546	1,742	20,000	9%
Propane - spas/café	1,630	2,378	38,750	6%
Garbage - amenity facilities	1,147	2,167	11,000	20%
Water/sewer	-	-		
Water services	8,255	8,255	98,750	8%
Water - Village Center	737	737	13,500	5%
Water - Creekside	1,018	1,018	10,000	10%
Pump house shared facility	-	-	15,500	0%
Aquatic contract	4,891	4,891	44,615	11%
Aquatic contract: lake watch	-	-	4,076	0%
Aquatic contract: aeration maintenance	-	-	4,000	0%
Lakebank spraying	-	-	6,128	0%
Hurricane clean-up	275	275	20,000	1%
Insurance: property	-	66,449	65,117	102%
Insurance: auto general liability	-	1,980	2,000	99%
Insurance: flood	-	3,450	4,700	73%
Property maintenance				
Horticultural consultant	800	800	9,600	8%
Landscape enhancement	14,359	32,489	112,220	29%
Landscape repairs & replacement	-	-	20,000	0%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	261	261	20,000	1%
Landscape maintenance contract services	47,861	47,861	574,328	8%
Landscape maintenance: croquet	2,633	2,633	50,800	5%
Oak tree pruning	4,600	4,600	35,000	13%
Optional 3rd flower rotation	-	-	20,000	0%
Irrigation repairs & replacement	1,872	1,954	20,000	10%
Street light maintenance	-	1,112	15,000	7%
Lift truck repairs & maintenance	256	278	5,000	6%
Holiday lights	3,189	3,189	9,000	35%
Staff support and amenity operations				
Payroll	32,996	60,461	520,345	12%
Merit pay/bonus	7,399	7,399	20,000	37%
Payroll taxes	3,101	5,208	67,905	8%
Health insurance	2,981	5,962	65,000	9%
Insurance: workers' compensation	-	23,607	26,500	89%
Payroll services	398	658	4,100	16%
Mileage reimb: operations manager	197	197	2,750	7%
Car allowance: staff	989	989	6,000	16%
Amenity Management Group, Inc.	39,769	79,538	479,000	17%

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED NOVEMBER 30, 2020**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	5,149	10,299	73,000	14%
Amenity A/C maintenance and service	-	-	3,750	0%
Fitness equipment service	85	85	7,500	1%
Amenity cable/internet	1,125	2,516	14,500	17%
Office supplies: field operations	886	2,978	12,000	25%
Village center telephone, fax	375	750	10,000	8%
Creekside telephone & fax	1,023	1,398	10,000	14%
Pool/spa permits	-	-	875	0%
Pool chemicals	1,196	1,196	13,176	9%
Pest control	50	90	3,050	3%
Amenity maintenance	2,034	27,810	110,000	25%
Community maintenance	11,202	25,217	110,000	23%
CERT operations	96	162	500	32%
Repairs & maintenance: projects				
Fire & security system	380	728	3,350	22%
Security operations				
Security staffing contract services	15,155	30,291	198,373	15%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	3,554	4,013	21,000	19%
Gate communication devices	3,703	3,703	20,000	19%
Gate operating supplies	29	731	22,000	3%
Special events	-	-	10,000	0%
Miscellaneous contingency	2,210	2,360	4,000	59%
Total field operations	<u>235,159</u>	<u>490,679</u>	<u>3,190,058</u>	15%
<b>Infrastructure reinvestment</b>				
Capital improvements				
General infrastructure replacement/repair	119,581	152,716	1,027,702	15%
Total infrastructure reinvestment	<u>119,581</u>	<u>152,716</u>	<u>1,027,702</u>	15%
Total expenditures	<u>393,704</u>	<u>705,472</u>	<u>4,591,035</u>	15%
Excess/(deficiency) of revenues over/(under) expenditures	643,058	331,438	(229,216)	
Fund balance - beginning (unaudited)	<u>3,679,231</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	1,510,245	1,510,245	285,973	
Fund balance - ending	<u>\$ 4,322,289</u>	<u>\$ 4,322,289</u>	<u>\$ 3,098,017</u>	

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>		<b>11/09/2020</b>	<b>YELLOWSTONE LANDSCAPE PROFESSIONA</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>0.00</b>
Bill	PC 99163	05/06/2020	YELLOWSTONE LANDSCAPE PROFESSIONA 2000	Accounts Payable	0.00	-44,236.78
TOTAL					0.00	-44,236.78
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/02/2020</b>	<b>BRIGHT HOUSE NETWORKS, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-104.28</b>
Bill	032153701102120	10/28/2020		572.716 · Amenity Cable/Internet	-104.28	104.28
TOTAL					-104.28	104.28
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/02/2020</b>	<b>FLORIDA BLUE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-2,980.82</b>
Bill	74752498	10/28/2020		572.913 · Health insurance	-2,980.82	2,980.82
TOTAL					-2,980.82	2,980.82
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/02/2020</b>	<b>SPRINT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-579.05</b>
Bill	757386291 102320	10/28/2020		572.785 · Community Maintenance	-579.05	579.05
TOTAL					-579.05	579.05
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/09/2020</b>	<b>AT &amp; T</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-880.34</b>
Bill	386-445-7774 102220	11/04/2020		529.103 · Gate Communication Devices	-163.76	163.76
Bill	386-445-2376 102220	11/04/2020		529.103 · Gate Communication Devices	-716.58	716.58
TOTAL					-880.34	880.34
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/09/2020</b>	<b>FLORIDA BLUE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-2,980.82</b>
Bill	74765093	11/04/2020		572.913 · Health insurance	-2,980.82	2,980.82
TOTAL					-2,980.82	2,980.82
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/16/2020</b>	<b>BRIGHT HOUSE NETWORKS, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-819.10</b>
Bill	032796901110220	11/11/2020		572.716 · Amenity Cable/Internet	-197.77	197.77

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	032851101110220	11/11/2020		572.716 · Amenity Cable/Internet	-214.00	214.00
Bill	032640301110220	11/11/2020		572.716 · Amenity Cable/Internet	-407.33	407.33
TOTAL					-819.10	819.10
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/23/2020</b>	<b>AT &amp; T</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-175.24</b>
Bill	386-446-0940 110120	11/18/2020		572.708 · Creekside Telephone & Fax	-175.24	175.24
TOTAL					-175.24	175.24
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/23/2020</b>	<b>AT&amp;T MOBILITY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-209.50</b>
Bill	287262215603X1114202	11/18/2020		572.707 · Village Ctr Telephone & Fax	-104.75	104.75
				572.708 · Creekside Telephone & Fax	-104.75	104.75
TOTAL					-209.50	209.50
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>11/23/2020</b>	<b>BRIGHT HOUSE NETWORKS, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-176.96</b>
Bill	032153401110720	11/18/2020		572.716 · Amenity Cable/Internet	-176.96	176.96
TOTAL					-176.96	176.96
<b>Check</b>	<b>DD</b>	<b>11/06/2020</b>	<b>KENNETH BROKAW</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,010.28</b>
				572.910 · Payroll Expense	-1,010.28	1,010.28
TOTAL					-1,010.28	1,010.28
<b>Check</b>	<b>DD</b>	<b>11/06/2020</b>	<b>KENNETH BROKAW</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-52.00</b>
				572.910 · Payroll Expense	-52.00	52.00
TOTAL					-52.00	52.00
<b>Check</b>	<b>DD</b>	<b>11/06/2020</b>	<b>DONNA CONFORTI</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,236.74</b>
				572.910 · Payroll Expense	-1,236.74	1,236.74
TOTAL					-1,236.74	1,236.74

**Grand Haven Community Development District**  
**Check Detail**  
**November 2020**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	11/06/2020	MARC ICHART	101.002 · Suntrust #8388 - Operating Acct		-1,989.33
				572.910 · Payroll Expense	-1,989.33	1,989.33
TOTAL					-1,989.33	1,989.33
Check	DD	11/06/2020	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-2,971.01
				572.910 · Payroll Expense	-2,971.01	2,971.01
TOTAL					-2,971.01	2,971.01
Check	DD	11/06/2020	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-569.95
				572.910 · Payroll Expense	-569.95	569.95
TOTAL					-569.95	569.95
Check	DD	11/06/2020	BRYON LENHART	101.002 · Suntrust #8388 - Operating Acct		-1,304.07
				572.910 · Payroll Expense	-1,304.07	1,304.07
TOTAL					-1,304.07	1,304.07
Check	DD	11/06/2020	JOSEPH A. OSBORNE	101.002 · Suntrust #8388 - Operating Acct		-1,221.87
				572.910 · Payroll Expense	-1,221.87	1,221.87
TOTAL					-1,221.87	1,221.87
Check	DD	11/06/2020	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	11/06/2020	EDWARD F. WEYANT	101.002 · Suntrust #8388 - Operating Acct		-633.20
				572.910 · Payroll Expense	-633.20	633.20
TOTAL					-633.20	633.20

**Grand Haven Community Development District**  
**Check Detail**  
**November 2020**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	11/06/2020	JEREMEY D. WILSON	101.002 · Suntrust #8388 - Operating Acct		-1,415.85
				572.910 · Payroll Expense	-1,415.85	1,415.85
TOTAL					-1,415.85	1,415.85
Check	DD	11/20/2020	KENNETH BROKAW	101.002 · Suntrust #8388 - Operating Acct		-1,123.17
				572.910 · Payroll Expense	-1,123.17	1,123.17
TOTAL					-1,123.17	1,123.17
Check	DD	11/20/2020	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	11/20/2020	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	11/20/2020	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
Check	DD	11/20/2020	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	11/20/2020	JOSEPH A. OSBORNE	101.002 · Suntrust #8388 - Operating Acct		-1,221.87
				572.910 · Payroll Expense	-1,221.87	1,221.87
TOTAL					-1,221.87	1,221.87

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	11/20/2020	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	11/20/2020	EDWARD F. WEYANT	101.002 · Suntrust #8388 - Operating Acct		-1,221.87
				572.910 · Payroll Expense	-1,221.87	1,221.87
TOTAL					-1,221.87	1,221.87
Check	DD	11/20/2020	JEREMEY D. WILSON	101.002 · Suntrust #8388 - Operating Acct		-1,415.85
				572.910 · Payroll Expense	-1,415.85	1,415.85
TOTAL					-1,415.85	1,415.85
Bill Pmt -Check	12371	11/02/2020	EDCO AWARDS & SPECIALITIES	101.002 · Suntrust #8388 - Operating Acct		-449.10
Bill	726046	10/28/2020		519.490 · Contingencies	-449.10	449.10
TOTAL					-449.10	449.10
Bill Pmt -Check	12372	11/02/2020	FEDEX	101.002 · Suntrust #8388 - Operating Acct		-116.78
Bill	7-155-34455	10/28/2020		519.410 · Postage	-116.78	116.78
TOTAL					-116.78	116.78
Bill Pmt -Check	12373	11/02/2020	FLORIDA STYLE TRIM, INC.	101.002 · Suntrust #8388 - Operating Acct		-96.19
Bill	66647	10/28/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-96.19	96.19
TOTAL					-96.19	96.19
Bill Pmt -Check	12374	11/02/2020	FPL	101.002 · Suntrust #8388 - Operating Acct		-263.85
Bill	77367-05133 101920	10/28/2020		531.307 · Street Lights	-16.89	16.89
Bill	76404-37286 101920	10/28/2020		531.307 · Street Lights	-19.59	19.59
Bill	72722-70245 101920	10/28/2020		531.307 · Street Lights	-18.95	18.95



## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	52774-87285 101920	10/28/2020		531.307 · Street Lights	-16.55	16.55
Bill	54366-71209 101920	10/28/2020		531.307 · Street Lights	-12.14	12.14
Bill	37829-63213 101920	10/28/2020		531.307 · Street Lights	-17.18	17.18
Bill	24131-28287 101920	10/28/2020		531.307 · Street Lights	-16.18	16.18
Bill	56830-70071 101920	10/28/2020		531.307 · Street Lights	-17.08	17.08
Bill	16866-28285 101920	10/28/2020		531.307 · Street Lights	-61.55	61.55
Bill	94837-67167 102720	10/28/2020		531.301 · Utility Services	-67.74	67.74
TOTAL					-263.85	263.85
<b>Bill Pmt -Check</b>	<b>12375</b>	<b>11/02/2020</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-164.00</b>
Bill	15980	10/28/2020		529.700 · Guard & Gate Facility Maint	-164.00	164.00
TOTAL					-164.00	164.00
<b>Bill Pmt -Check</b>	<b>12376</b>	<b>11/02/2020</b>	<b>GUARD ONE PROTECTIVE SERVICES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-7,568.00</b>
Bill	94893	10/28/2020		529.306 · Access Control Contract	-7,568.00	7,568.00
TOTAL					-7,568.00	7,568.00
<b>Bill Pmt -Check</b>	<b>12377</b>	<b>11/02/2020</b>	<b>JASON SHAW TREE SERVICE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,400.00</b>
Bill	100620	10/28/2020		539.607 · Landscape Enhancement	-500.00	500.00
Bill	101420	10/28/2020		539.607 · Landscape Enhancement	-900.00	900.00
TOTAL					-1,400.00	1,400.00
<b>Bill Pmt -Check</b>	<b>12378</b>	<b>11/02/2020</b>	<b>KES CONSTRUCTION, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,795.00</b>
Bill	1010 - FINAL	09/30/2020	Village Center Bathroom Renovation	539.612 · Gen Infrastructr replace/repair	-780.00	780.00
Bill	1024	10/28/2020	Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-2,100.00	2,100.00
Bill	1025	10/28/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-3,915.00	3,915.00
TOTAL					-6,795.00	6,795.00
<b>Bill Pmt -Check</b>	<b>12379</b>	<b>11/02/2020</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-872.78</b>
Bill	10289157	09/30/2020		572.780 · Amenity Maintenance	-186.97	186.97

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	23117974	10/28/2020		572.785 · Community Maintenance	-31.65	31.65
			Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-42.66	42.66
Bill	12799543	10/28/2020		572.785 · Community Maintenance	-83.09	83.09
Bill	2215925	10/28/2020	Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-72.38	72.38
Bill	2198923	10/28/2020		572.780 · Amenity Maintenance	-117.72	117.72
				572.785 · Community Maintenance	-91.12	91.12
				529.736 · Gate Operating Supplies	-53.18	53.18
Bill	23294220	10/28/2020		572.702 · Oper Mgr - Office Supplies	-25.61	25.61
Bill	88287043	10/28/2020		572.785 · Community Maintenance	-105.85	105.85
			Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-62.55	62.55
TOTAL					-872.78	872.78
<b>Bill Pmt -Check</b>	<b>12380</b>	<b>11/02/2020</b>	<b>S.E. CLINE CONSTRUCTION, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-39,012.00</b>
Bill	9043	10/28/2020	Curb Repair	539.612 · Gen Infrastructr replace/repair	-26,412.00	26,412.00
Bill	9041	10/28/2020		572.785 · Community Maintenance	-12,600.00	12,600.00
TOTAL					-39,012.00	39,012.00
<b>Bill Pmt -Check</b>	<b>12381</b>	<b>11/02/2020</b>	<b>SANTOPADRE &amp; SONS, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-17,205.00</b>
Bill	626	10/28/2020		572.780 · Amenity Maintenance	-17,205.00	17,205.00
TOTAL					-17,205.00	17,205.00
<b>Bill Pmt -Check</b>	<b>12382</b>	<b>11/02/2020</b>	<b>SUNSHINE STATE HEATING &amp; AIR CONDITIO</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>0.00</b>
TOTAL					0.00	0.00
<b>Bill Pmt -Check</b>	<b>12383</b>	<b>11/02/2020</b>	<b>WARRINGTON HOWDEN - REIMBURSEMENT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-66.28</b>
Bill	102820	10/28/2020		572.790 · CERT Radio Replacement	-66.28	66.28
TOTAL					-66.28	66.28
<b>Bill Pmt -Check</b>	<b>12384</b>	<b>11/02/2020</b>	<b>AMERIGAS - 1</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-502.81</b>
Bill	3112619216 100920	10/28/2020		532.306 · Propane Services - Spas/Cafe	-259.62	259.62

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	3112816838 101520	10/28/2020		532.306 · Propane Services - Spas/Cafe	-243.19	243.19
TOTAL					-502.81	502.81
<b>Bill Pmt -Check</b>	<b>12385</b>	<b>11/02/2020</b>	<b>AMERIGAS - 1</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-245.53</b>
Bill	3112619231 100920	10/28/2020		532.306 · Propane Services - Spas/Cafe	-245.53	245.53
TOTAL					-245.53	245.53
<b>Bill Pmt -Check</b>	<b>12386</b>	<b>11/09/2020</b>	<b>AMENITY MANAGEMENT GROUP, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-44,918.33</b>
Bill	375593	11/04/2020		572.305 · Mgmt Cont - Vill Ctr, Cafe,Cree 572.911 · AMO - Tennis & Pool	-39,768.75 -5,149.58	39,768.75 5,149.58
TOTAL					-44,918.33	44,918.33
<b>Bill Pmt -Check</b>	<b>12387</b>	<b>11/09/2020</b>	<b>AMERIGAS - 1</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-144.74</b>
Bill	3113065853 102220	11/04/2020		532.306 · Propane Services - Spas/Cafe	-144.74	144.74
TOTAL					-144.74	144.74
<b>Bill Pmt -Check</b>	<b>12388</b>	<b>11/09/2020</b>	<b>BARRY, KLOPTOSKY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-197.23</b>
Bill	103120	11/04/2020		572.304 · Operations Mgr- Mileage	-197.23	197.23
TOTAL					-197.23	197.23
<b>Bill Pmt -Check</b>	<b>12389</b>	<b>11/09/2020</b>	<b>BRYON C. LENHART</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-166.67</b>
Bill	103120	11/01/2020		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67
<b>Bill Pmt -Check</b>	<b>12390</b>	<b>11/09/2020</b>	<b>CASTAWAY CONSTRUCTION, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-3,430.00</b>
Bill	1078	10/28/2020		539.607 · Landscape Enhancement	-3,430.00	6,860.00
TOTAL					-3,430.00	6,860.00
<b>Bill Pmt -Check</b>	<b>12391</b>	<b>11/09/2020</b>	<b>CLARK &amp; ALBAUGH, LLP</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-7,899.50</b>

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	17217	11/04/2020		539.622 · Hurricane Clean-Up	-55.00	55.00
Bill	17216	11/04/2020		539.622 · Hurricane Clean-Up	-220.00	220.00
Bill	17215	11/04/2020		514.007 · District Counsel	-7,624.50	7,624.50
TOTAL					-7,899.50	7,899.50
<b>Bill Pmt -Check</b>	<b>12392</b>	<b>11/09/2020</b>	<b>DAYTONA PRESSURE OF FLAGLER COUNT\</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-334.28</b>
Bill	5136	11/04/2020		572.785 · Community Maintenance	-334.28	334.28
TOTAL					-334.28	334.28
<b>Bill Pmt -Check</b>	<b>12393</b>	<b>11/09/2020</b>	<b>DRMP</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-3,013.75</b>
Bill	0160155	09/30/2020		519.320 · Engineering	-3,013.75	3,013.75
TOTAL					-3,013.75	3,013.75
<b>Bill Pmt -Check</b>	<b>12394</b>	<b>11/09/2020</b>	<b>EDWARD WEYANT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-32.28</b>
Bill	103120	11/01/2020		572.315 · Mileage Reimb- Maint Worker 1	-32.28	32.28
TOTAL					-32.28	32.28
<b>Bill Pmt -Check</b>	<b>12395</b>	<b>11/09/2020</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-16.29</b>
Bill	7-162-49388	11/04/2020		519.410 · Postage	-16.29	16.29
TOTAL					-16.29	16.29
<b>Bill Pmt -Check</b>	<b>12396</b>	<b>11/09/2020</b>	<b>FLORIDA CERTIFIED CONTRACTORS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-74,303.32</b>
Bill	5244	11/04/2020	Gazebo Project	539.612 · Gen Infrastructr replace/repair	-4,550.00	4,550.00
Bill	5242	11/04/2020	Front Street Pier	539.612 · Gen Infrastructr replace/repair	-1,409.00	1,409.00
Bill	5241	11/04/2020	Front Street Pier	539.612 · Gen Infrastructr replace/repair	-4,705.32	4,705.32
Bill	5240	11/04/2020	Front Street Pier	539.612 · Gen Infrastructr replace/repair	-37,785.00	37,785.00
Bill	5239	11/04/2020	Clubhouse Pier	539.612 · Gen Infrastructr replace/repair	-5,391.00	5,391.00
Bill	5245	11/04/2020	Front Street Pier	539.612 · Gen Infrastructr replace/repair	-1,334.00	1,334.00
Bill	5238	11/04/2020	Gazebo Project	539.612 · Gen Infrastructr replace/repair	-19,129.00	19,129.00

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-74,303.32	74,303.32
<b>Bill Pmt -Check</b>	<b>12397</b>	<b>11/09/2020</b>	<b>FONALITY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-540.78</b>
Bill	IN-US1139592	11/04/2020		572.708 · Creekside Telephone & Fax	-270.39	270.39
				572.707 · Village Ctr Telephone & Fax	-270.39	270.39
TOTAL					-540.78	540.78
<b>Bill Pmt -Check</b>	<b>12398</b>	<b>11/09/2020</b>	<b>FPL</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-3,671.80</b>
Bill	46892-40333 102720	11/04/2020		531.307 · Street Lights	-9.25	9.25
Bill	61848-75257 102720	11/04/2020		531.307 · Street Lights	-13.75	13.75
Bill	69630-56590 102720	11/04/2020		531.307 · Street Lights	-15.83	15.83
Bill	70187-87064 102720	11/04/2020		531.309 · Utility - Creekside	-773.77	773.77
Bill	75081-99150 102720	11/04/2020		531.307 · Street Lights	-13.49	13.49
Bill	96687-18308 102720	11/04/2020		531.304 · Utility - Village Center	-2,151.69	2,151.69
Bill	02759-70333 102720	11/04/2020		531.309 · Utility - Creekside	-474.53	474.53
Bill	12154-81233 102720	11/04/2020		531.307 · Street Lights	-23.99	23.99
Bill	04372-49345 102720	11/04/2020		531.307 · Street Lights	-24.70	24.70
Bill	23753-67154 102720	11/04/2020		531.301 · Utility Services	-77.07	77.07
Bill	19787-21338 102720	11/04/2020		531.307 · Street Lights	-33.75	33.75
Bill	32277-12316 102720	11/04/2020		531.301 · Utility Services	-40.39	40.39
Bill	05037-89539 102720	11/04/2020		531.307 · Street Lights	-19.59	19.59
TOTAL					-3,671.80	3,671.80
<b>Bill Pmt -Check</b>	<b>12399</b>	<b>11/09/2020</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-80.00</b>
Bill	16022	11/04/2020		529.700 · Guard & Gate Facility Maint	-80.00	80.00
TOTAL					-80.00	80.00
<b>Bill Pmt -Check</b>	<b>12400</b>	<b>11/09/2020</b>	<b>HOME DEPOT CREDIT SERVICES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-13.98</b>
Bill	6013354	11/04/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-13.98	13.98
TOTAL					-13.98	13.98

**Grand Haven Community Development District**  
**Check Detail**  
**November 2020**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12401</b>	<b>11/09/2020</b>	<b>JASON SHAW TREE SERVICE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,950.00</b>
Bill	102220	11/04/2020		539.607 · Landscape Enhancement	-700.00	700.00
Bill	102320	11/04/2020		539.607 · Landscape Enhancement	-1,250.00	1,250.00
TOTAL					-1,950.00	1,950.00
<b>Bill Pmt -Check</b>	<b>12402</b>	<b>11/09/2020</b>	<b>JEREMEY WILSON</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-166.67</b>
Bill	103120	11/01/2020		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67
<b>Bill Pmt -Check</b>	<b>12403</b>	<b>11/09/2020</b>	<b>JOSEPH OSBORNE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-107.60</b>
Bill	103120	11/01/2020		572.315 · Mileage Reimb- Maint Worker 1	-107.60	107.60
TOTAL					-107.60	107.60
<b>Bill Pmt -Check</b>	<b>12404</b>	<b>11/09/2020</b>	<b>KEN BROKAW</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-125.00</b>
Bill	103120	11/01/2020		572.315 · Mileage Reimb- Maint Worker 1	-125.00	125.00
TOTAL					-125.00	125.00
<b>Bill Pmt -Check</b>	<b>12405</b>	<b>11/09/2020</b>	<b>LOUISE LEISTER</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-800.00</b>
Bill	0134	11/04/2020		539.600 · Horticultural Expense	-800.00	800.00
TOTAL					-800.00	800.00
<b>Bill Pmt -Check</b>	<b>12406</b>	<b>11/09/2020</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-689.72</b>
Bill	2895705	11/04/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-31.19	31.19
			Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-14.47	14.47
				115.008 · Due from Other	-3.20	3.20
Bill	88475138	11/04/2020		541.614 · Holiday Lights	-627.62	630.75
				529.700 · Guard & Gate Facility Maint	-13.24	13.31
TOTAL					-689.72	692.92

## Grand Haven Community Development District

### Check Detail

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12407</b>	<b>11/09/2020</b>	<b>MARC A. ICHART</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-390.43</b>
Bill	103120	11/04/2020		572.315 · Mileage Reimb- Maint Worker 1	-390.43	390.43
TOTAL					-390.43	390.43
<b>Bill Pmt -Check</b>	<b>12408</b>	<b>11/09/2020</b>	<b>MASSEY SERVICES, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-50.00</b>
Bill	41153987	11/04/2020		572.765 · Termite Bonds	-50.00	50.00
TOTAL					-50.00	50.00
<b>Bill Pmt -Check</b>	<b>12409</b>	<b>11/09/2020</b>	<b>NEXSTAR ELECTRICAL CONTRACTORS, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-7,065.00</b>
Bill	0093974	11/04/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-7,065.00	7,065.00
TOTAL					-7,065.00	7,065.00
<b>Bill Pmt -Check</b>	<b>12410</b>	<b>11/09/2020</b>	<b>PAUL CULVER CONSTRUCTION CO., INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-30,268.84</b>
Bill	110420	11/04/2020	Village Center Ceiling and Columns	539.612 · Gen Infrastructr replace/repair	-30,268.84	30,268.84
TOTAL					-30,268.84	30,268.84
<b>Bill Pmt -Check</b>	<b>12411</b>	<b>11/09/2020</b>	<b>POOLSURE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,196.28</b>
Bill	111295590868	11/04/2020		572.744 · Pools Chemicals	-1,196.28	1,196.28
TOTAL					-1,196.28	1,196.28
<b>Bill Pmt -Check</b>	<b>12412</b>	<b>11/09/2020</b>	<b>PRECISION LAND GRADING, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-2,633.33</b>
Bill	382	11/04/2020		539.606 · Landscape Maintenance - Croquet	-2,633.33	2,633.33
TOTAL					-2,633.33	2,633.33
<b>Bill Pmt -Check</b>	<b>12413</b>	<b>11/09/2020</b>	<b>SOLITUDE LAKE MANAGEMENT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-4,890.74</b>
Bill	PI-A00487449	11/04/2020		538.602 · Aquatic Contract	-608.00	608.00
Bill	PI-A00487451	11/04/2020		538.602 · Aquatic Contract	-342.99	342.99
Bill	PI-A00487450	11/04/2020		538.602 · Aquatic Contract	-3,939.75	3,939.75

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-4,890.74	4,890.74
<b>Bill Pmt -Check</b>	<b>12414</b>	<b>11/09/2020</b>	<b>SUNSHINE STATE HEATING &amp; AIR CONDITIO</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,500.00</b>
Bill	9305	11/04/2020	Village Center Fitness Center	539.612 · Gen Infrastructr replace/repair	-1,500.00	1,500.00
TOTAL					-1,500.00	1,500.00
<b>Bill Pmt -Check</b>	<b>12415</b>	<b>11/09/2020</b>	<b>SUZANNE JOHNSTON, TAX COLLECTOR</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,925.49</b>
Bill	62900.0000 1120	11/04/2020		579.799 · Miscellaneous Contigencies	-1,459.35	1,459.35
Bill	69277.0000 1120	11/04/2020		579.799 · Miscellaneous Contigencies	-466.14	466.14
TOTAL					-1,925.49	1,925.49
<b>Bill Pmt -Check</b>	<b>12416</b>	<b>11/09/2020</b>	<b>TUI TOTAL SOLUTIONS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-15.00</b>
Bill	AR21042	11/04/2020		572.702 · Oper Mgr - Office Supplies	-15.00	15.00
TOTAL					-15.00	15.00
<b>Bill Pmt -Check</b>	<b>12417</b>	<b>11/09/2020</b>	<b>VERDEGO, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-47,860.61</b>
Bill	3729	11/04/2020		539.604 · Landscape Maintenance - Contrac	-47,860.61	47,860.61
TOTAL					-47,860.61	47,860.61
<b>Bill Pmt -Check</b>	<b>12418</b>	<b>11/09/2020</b>	<b>WARRINGTON HOWDEN - REIMBURSEMENT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-95.88</b>
Bill	110420	11/04/2020		572.790 · CERT Radio Replacement	-95.88	95.88
TOTAL					-95.88	95.88
<b>Bill Pmt -Check</b>	<b>12419</b>	<b>11/09/2020</b>	<b>WASTE MANAGEMENT OF ORMOND BEACH</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,147.23</b>
Bill	8507521-0146-7	11/04/2020		534.305 · Garbage - Recreation Facility	-870.46	870.46
Bill	8507890-0146-6	11/04/2020		534.305 · Garbage - Recreation Facility	-276.77	276.77
TOTAL					-1,147.23	1,147.23
<b>Bill Pmt -Check</b>	<b>12420</b>	<b>11/09/2020</b>	<b>WEBSTAIRANTSTORE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-258.83</b>



**Grand Haven Community Development District**  
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**November 2020**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	58625601	11/04/2020		572.780 · Amenity Maintenance	-258.83	258.83
TOTAL					-258.83	258.83
Check	12421	11/09/2020	GAETA, MARIE	101.002 · Suntrust #8388 - Operating Acct		-200.00
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
Check	12422	11/09/2020	WARRINGTON HOWDEN	101.002 · Suntrust #8388 - Operating Acct		-200.00
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
Check	12423	11/09/2020	SMITH, RAYMOND G.	101.002 · Suntrust #8388 - Operating Acct		-200.00
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
Check	12424	11/09/2020	KEVIN FOLEY	101.002 · Suntrust #8388 - Operating Acct		-200.00
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
Check	12425	11/09/2020	DAVIDSON, STEPHEN	101.002 · Suntrust #8388 - Operating Acct		-200.00
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	12426	11/16/2020	AMERIGAS - 1	101.002 · Suntrust #8388 - Operating Acct		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	12427	11/16/2020	CELERA IT SERVICES, INC.	101.002 · Suntrust #8388 - Operating Acct		-1,186.00

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	8917	11/11/2020		519.952 · IT support	-1,186.00	1,186.00
TOTAL					-1,186.00	1,186.00
<b>Bill Pmt -Check</b>	<b>12428</b>	<b>11/16/2020</b>	<b>CITY OF PALM COAST</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-10,010.21</b>
Bill	14277779	11/11/2020		536.304 · Utility - Village Center	-737.13	737.13
Bill	14277840	11/11/2020		536.309 · Utility - Creekside	-1,017.78	1,017.78
Bill	14279632	11/11/2020		536.301 · Utility Services	-237.51	237.51
Bill	14275282	11/11/2020		536.301 · Utility Services	-3,642.66	3,642.66
Bill	14279869	11/11/2020		536.301 · Utility Services	-566.54	566.54
Bill	14277821	11/11/2020		536.301 · Utility Services	-18.93	18.93
Bill	14277822	11/11/2020		536.301 · Utility Services	-16.54	16.54
Bill	14277823	11/11/2020		536.301 · Utility Services	-18.28	18.28
Bill	14277825	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277831	11/11/2020		536.301 · Utility Services	-16.76	16.76
Bill	14277832	11/11/2020		536.301 · Utility Services	-33.43	33.43
Bill	14277835	11/11/2020		536.301 · Utility Services	-25.30	25.30
Bill	14278230	11/11/2020		536.301 · Utility Services	-31.47	31.47
Bill	14278231	11/11/2020		536.301 · Utility Services	-27.29	27.29
Bill	14277774	11/11/2020		536.301 · Utility Services	-17.84	17.84
Bill	14277775	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277776	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277780	11/11/2020		536.301 · Utility Services	-36.31	36.31
Bill	14277781	11/11/2020		536.301 · Utility Services	-74.35	74.35
Bill	14277783	11/11/2020		536.301 · Utility Services	-21.43	21.43
Bill	14277784	11/11/2020		536.301 · Utility Services	-84.07	84.07
Bill	14277785	11/11/2020		536.301 · Utility Services	-46.13	46.13
Bill	14277786	11/11/2020		536.301 · Utility Services	-45.52	45.52
Bill	14277787	11/11/2020		536.301 · Utility Services	-15.34	15.34
Bill	14277788	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277789	11/11/2020		536.301 · Utility Services	-24.25	24.25
Bill	14277790	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277791	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277792	11/11/2020		536.301 · Utility Services	-18.71	18.71
Bill	14277793	11/11/2020		536.301 · Utility Services	-33.64	33.64

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	14277794	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277796	11/11/2020		536.301 · Utility Services	-16.86	16.86
Bill	14277797	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277798	11/11/2020		536.301 · Utility Services	-15.02	15.02
Bill	14277799	11/11/2020		536.301 · Utility Services	-13.55	13.55
Bill	14277800	11/11/2020		536.301 · Utility Services	-13.23	13.23
Bill	14277802	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14277803	11/11/2020		536.301 · Utility Services	-577.43	577.43
Bill	14277806	11/11/2020		536.301 · Utility Services	-19.36	19.36
Bill	14278423	11/11/2020		536.301 · Utility Services	-7.13	7.13
Bill	14278784	11/11/2020		536.301 · Utility Services	-9.10	9.10
Bill	14278537	11/11/2020		536.301 · Utility Services	-7.13	7.13
Bill	14278538	11/11/2020		536.301 · Utility Services	-7.13	7.13
Bill	14278539	11/11/2020		536.301 · Utility Services	-7.13	7.13
Bill	14278540	11/11/2020		536.301 · Utility Services	-7.13	7.13
Bill	14278541	11/11/2020		536.301 · Utility Services	-556.11	556.11
Bill	14278542	11/11/2020		536.301 · Utility Services	-451.57	451.57
Bill	14278200	11/11/2020		536.301 · Utility Services	-492.90	492.90
Bill	14279633	11/11/2020		536.301 · Utility Services	-264.17	264.17
Bill	14279891	11/11/2020		536.301 · Utility Services	-647.05	647.05
Bill	14279892	11/11/2020		536.301 · Utility Services	-9.10	9.10
TOTAL					-10,010.21	10,010.21
<b>Bill Pmt -Check</b>	<b>12429</b>	<b>11/16/2020</b>	<b>COMMUNITY CONTROLS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-2,302.60</b>
Bill	AAA0516323	11/11/2020		529.103 · Gate Communication Devices	-1,130.80	1,130.80
Bill	AAA0515113	11/11/2020		529.103 · Gate Communication Devices	-1,171.80	1,171.80
TOTAL					-2,302.60	2,302.60
<b>Bill Pmt -Check</b>	<b>12430</b>	<b>11/16/2020</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-169.98</b>
Bill	7-169-99875	11/11/2020		519.410 · Postage	-169.98	169.98
TOTAL					-169.98	169.98
<b>Bill Pmt -Check</b>	<b>12431</b>	<b>11/16/2020</b>	<b>FLORIDA CERTIFIED CONTRACTORS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,610.00</b>

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	5243	11/11/2020	Pier Repair	539.612 · Gen Infrastructr replace/repair	-1,135.00	1,135.00
			Gazebo Project	539.612 · Gen Infrastructr replace/repair	-475.00	475.00
TOTAL					-1,610.00	1,610.00
<b>Bill Pmt -Check</b>	<b>12432</b>	<b>11/16/2020</b>	<b>FPL</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,443.94</b>
Bill	79833-72397 102920	11/04/2020		531.301 · Utility Services	-229.28	229.28
				531.307 · Street Lights	-1,214.66	1,214.66
TOTAL					-1,443.94	1,443.94
<b>Bill Pmt -Check</b>	<b>12433</b>	<b>11/16/2020</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-540.00</b>
Bill	15495	09/30/2020		529.700 · Guard & Gate Facility Maint	-180.00	180.00
Bill	15651	09/30/2020		529.700 · Guard & Gate Facility Maint	-120.00	120.00
Bill	16043	11/11/2020		529.700 · Guard & Gate Facility Maint	-120.00	120.00
Bill	16052	11/11/2020		529.700 · Guard & Gate Facility Maint	-120.00	120.00
TOTAL					-540.00	540.00
<b>Bill Pmt -Check</b>	<b>12434</b>	<b>11/16/2020</b>	<b>JASON SHAW TREE SERVICE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-2,300.00</b>
Bill	102820	11/11/2020		539.619 · Waterside Pkwy Oak Tree Trimmin	-2,300.00	2,300.00
TOTAL					-2,300.00	2,300.00
<b>Bill Pmt -Check</b>	<b>12435</b>	<b>11/16/2020</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-2,046.85</b>
Bill	88065071	11/11/2020		541.614 · Holiday Lights	-66.46	66.46
				572.785 · Community Maintenance	-26.56	26.56
Bill	2439422	11/11/2020		541.614 · Holiday Lights	-1.89	1.89
Bill	88071938	11/11/2020		541.614 · Holiday Lights	-65.49	65.49
Bill	23059004	11/11/2020		541.614 · Holiday Lights	-284.80	284.80
				572.780 · Amenity Maintenance	-12.93	12.93
			Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-45.97	45.97
Bill	2987701	11/11/2020		541.614 · Holiday Lights	-172.77	172.77
Bill	23582009	11/11/2020		541.614 · Holiday Lights	-17.56	17.56

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				572.785 · Community Maintenance	-66.40	66.40
				572.780 · Amenity Maintenance	-62.55	62.55
Bill	88580133	11/11/2020		572.785 · Community Maintenance	-284.05	284.05
				541.614 · Holiday Lights	-49.84	49.84
Bill	22518060	11/11/2020		541.614 · Holiday Lights	-835.28	835.28
				115.008 · Due from Other	-54.30	54.30
TOTAL					-2,046.85	2,046.85
<b>Bill Pmt -Check</b>	<b>12436</b>	<b>11/16/2020</b>	<b>MASSEY SERVICES, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-50.00</b>
Bill	40902496	09/30/2020		572.765 · Termite Bonds	-50.00	50.00
TOTAL					-50.00	50.00
<b>Bill Pmt -Check</b>	<b>12437</b>	<b>11/16/2020</b>	<b>NEWS JOURNAL CORPORATION</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-461.52</b>
Bill	0002369171	11/11/2020		513.801 · Legal Advertising	-461.52	461.52
TOTAL					-461.52	461.52
<b>Bill Pmt -Check</b>	<b>12438</b>	<b>11/16/2020</b>	<b>VECTOR SECURITY INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-86.95</b>
Bill	66853674	11/11/2020		572.780 · Amenity Maintenance	-86.95	86.95
TOTAL					-86.95	86.95
<b>Bill Pmt -Check</b>	<b>12439</b>	<b>11/16/2020</b>	<b>VERDEGO, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-10,481.00</b>
Bill	3982	11/11/2020		539.607 · Landscape Enhancement	-6,575.00	6,575.00
Bill	3981	11/11/2020		539.607 · Landscape Enhancement	-2,034.00	2,034.00
Bill	3932	11/11/2020		539.609 · Irrigation Repairs & Maint	-1,100.00	1,100.00
Bill	3926	11/11/2020		539.609 · Irrigation Repairs & Maint	-772.00	772.00
TOTAL					-10,481.00	10,481.00
<b>Bill Pmt -Check</b>	<b>12440</b>	<b>11/16/2020</b>	<b>WHITE RIVER HARDWOODS-WOODWORKS,</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-366.60</b>
Bill	INV16405	11/11/2020	Village center Office Renovation	539.612 · Gen Infrastructr replace/repair	-366.60	366.60
TOTAL					-366.60	366.60

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12441</b>	<b>11/16/2020</b>	<b>WRATHELL, HUNT &amp; ASSOCIATES, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,708.00</b>
Bill	2019-1644	11/11/2020		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					-6,708.00	6,708.00
<b>Check</b>	<b>12442</b>	<b>11/16/2020</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-100.00</b>
				529.700 · Guard & Gate Facility Maint	-100.00	100.00
TOTAL					-100.00	100.00
<b>Bill Pmt -Check</b>	<b>12443</b>	<b>11/23/2020</b>	<b>AMENITY MANAGEMENT GROUP, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-100.00</b>
Bill	370709	07/01/2020		572.780 · Amenity Maintenance	-100.00	100.00
TOTAL					-100.00	100.00
<b>Bill Pmt -Check</b>	<b>12444</b>	<b>11/23/2020</b>	<b>B&amp;B FASTENER &amp; SUPPLY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-251.18</b>
Bill	209412	11/18/2020		572.785 · Community Maintenance	-251.18	251.18
TOTAL					-251.18	251.18
<b>Bill Pmt -Check</b>	<b>12445</b>	<b>11/23/2020</b>	<b>BROME HECK ARCHITECTS, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-990.00</b>
Bill	2020067	11/18/2020	Village Center Ceiling and Columns	539.612 · Gen Infrastructr replace/repair	-990.00	990.00
TOTAL					-990.00	990.00
<b>Bill Pmt -Check</b>	<b>12446</b>	<b>11/23/2020</b>	<b>CITY ELECTRIC SUPPLY INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-197.12</b>
Bill	PMC/197404	11/18/2020		572.785 · Community Maintenance	-197.12	197.12
TOTAL					-197.12	197.12
<b>Bill Pmt -Check</b>	<b>12447</b>	<b>11/23/2020</b>	<b>DOORKING, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-28.95</b>

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	1531690	11/18/2020		529.736 · Gate Operating Supplies	-28.95	28.95
TOTAL					-28.95	28.95
<b>Bill Pmt -Check</b>	<b>12448</b>	<b>11/23/2020</b>	<b>FLORIDA DEPARTMENT OF REVENUE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.96</b>
Bill	093020	09/30/2020		572.302 · Employee Payroll Taxes	-200.96	200.96
TOTAL					-200.96	200.96
<b>Bill Pmt -Check</b>	<b>12449</b>	<b>11/23/2020</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,171.65</b>
Bill	16092	11/18/2020		529.700 · Guard & Gate Facility Maint	-927.65	927.65
Bill	16083	11/18/2020		529.700 · Guard & Gate Facility Maint	-100.00	100.00
Bill	16064	11/18/2020		529.700 · Guard & Gate Facility Maint	-144.00	144.00
TOTAL					-1,171.65	1,171.65
<b>Bill Pmt -Check</b>	<b>12450</b>	<b>11/23/2020</b>	<b>JASON SHAW TREE SERVICE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,100.00</b>
Bill	111120	11/18/2020		539.619 · Waterside Pkwy Oak Tree Trimmin	-2,300.00	2,300.00
Bill	110420	11/18/2020		539.607 · Landscape Enhancement	-2,300.00	2,300.00
Bill	110320	11/18/2020		539.607 · Landscape Enhancement	-1,500.00	1,500.00
TOTAL					-6,100.00	6,100.00
<b>Bill Pmt -Check</b>	<b>12451</b>	<b>11/23/2020</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-950.56</b>
Bill	11674558	11/18/2020		541.614 · Holiday Lights	-738.58	738.58
Bill	2305129	11/18/2020		572.785 · Community Maintenance	-17.13	17.13
				541.614 · Holiday Lights	-15.82	15.82
Bill	88952555	11/18/2020		572.780 · Amenity Maintenance	-4.21	4.21
Bill	2932804	11/18/2020		572.785 · Community Maintenance	-174.82	174.82
TOTAL					-950.56	950.56
<b>Bill Pmt -Check</b>	<b>12452</b>	<b>11/23/2020</b>	<b>SUZANNE JOHNSTON, TAX COLLECTOR</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-284.90</b>
Bill	135568914	11/18/2020		579.799 · Miscellaneous Contingencies	-284.90	284.90

## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-284.90	284.90
<b>Bill Pmt -Check</b>	<b>12453</b>	<b>11/23/2020</b>	<b>WRATHELL, HUNT &amp; ASSOCIATES, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-135.80</b>
Bill	2019-1699	11/18/2020		572.702 · Oper Mgr - Office Supplies	-135.80	135.80
TOTAL					-135.80	135.80
<b>Bill Pmt -Check</b>	<b>12454</b>	<b>11/23/2020</b>	<b>AMERIGAS - 1</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-513.87</b>
Bill	3113367299 103020	11/11/2020		532.306 · Propane Services - Spas/Cafe	-109.67	109.67
Bill	3113790565 110620	11/18/2020		532.306 · Propane Services - Spas/Cafe	-404.20	404.20
TOTAL					-513.87	513.87
<b>Bill Pmt -Check</b>	<b>12455</b>	<b>11/23/2020</b>	<b>AMERIGAS - 1</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-391.52</b>
Bill	3113232382 102720	11/11/2020		532.306 · Propane Services - Spas/Cafe	-391.52	391.52
TOTAL					-391.52	391.52
<b>Bill Pmt -Check</b>	<b>12456</b>	<b>11/23/2020</b>	<b>AMERIGAS - 1</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-271.64</b>
Bill	3113790591 110620	11/18/2020		532.306 · Propane Services - Spas/Cafe	-271.64	271.64
TOTAL					-271.64	271.64
<b>Bill Pmt -Check</b>	<b>12457</b>	<b>11/23/2020</b>	<b>SUNSHINE STATE HEATING &amp; AIR CONDITIO</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-15,600.00</b>
Bill	8399	09/30/2020		572.780 · Amenity Maintenance	-15,600.00	15,600.00
TOTAL					-15,600.00	15,600.00
<b>Check</b>	<b>30444423</b>	<b>11/13/2020</b>	<b>KENNETH BROKAW</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,042.40</b>
				572.912 · Merit/Bonus Pay	-1,042.40	1,042.40
TOTAL					-1,042.40	1,042.40
<b>Check</b>	<b>30444424</b>	<b>11/13/2020</b>	<b>DONNA CONFORTI</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-969.00</b>



## Grand Haven Community Development District

### Check Detail

November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				572.912 · Merit/Bonus Pay	-969.00	969.00
TOTAL					-969.00	969.00
Check	30444425	11/13/2020	MARC ICHART	101.002 · Suntrust #8388 - Operating Acct		-277.05
				572.912 · Merit/Bonus Pay	-277.05	277.05
TOTAL					-277.05	277.05
Check	30444426	11/13/2020	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-1,676.64
				572.912 · Merit/Bonus Pay	-1,676.64	1,676.64
TOTAL					-1,676.64	1,676.64
Check	30444427	11/13/2020	BRYON LENHART	101.002 · Suntrust #8388 - Operating Acct		-1,009.33
				572.912 · Merit/Bonus Pay	-1,009.33	1,009.33
TOTAL					-1,009.33	1,009.33
Check	30444428	11/13/2020	JOSEPH A. OSBORNE	101.002 · Suntrust #8388 - Operating Acct		-184.70
				572.912 · Merit/Bonus Pay	-184.70	184.70
TOTAL					-184.70	184.70
Check	30444429	11/13/2020	VANESSA STEPNIAK	101.002 · Suntrust #8388 - Operating Acct		-1,062.03
				572.912 · Merit/Bonus Pay	-1,062.03	1,062.03
TOTAL					-1,062.03	1,062.03
Check	30444430	11/13/2020	EDWARD F. WEYANT	101.002 · Suntrust #8388 - Operating Acct		-184.70
				572.912 · Merit/Bonus Pay	-184.70	184.70
TOTAL					-184.70	184.70
Check	30444431	11/13/2020	JEREMEY D. WILSON	101.002 · Suntrust #8388 - Operating Acct		-992.79

**Grand Haven Community Development District**  
**Check Detail**  
**November 2020**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				572.912 · Merit/Bonus Pay	-992.79	992.79
TOTAL					-992.79	992.79
				<b>Grand Total</b>		<b>\$ 346,923.64</b>



**COMMUNITY DEVELOPMENT DISTRICT**

**5BI**

**DRAFT**

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

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Community Workshop on December 3, 2020 at 10:00 a.m., at <https://zoom.us/j/2043596216> and 1-929-205-6099, Meeting ID 204 359 6216, for both.

**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
David Sowell	District Engineer
Barry Kloptosky	Operations Manager
Sue O'Lear	Vesta/AMG
Robert Ross	Vesta/AMG

**Residents present, were:**

Denise Gallo	Ken Ersbak	David Alfin	Tom Byrne
Lisa Mrakovic	Ron Merlo	Kathleen Fuss	Dr. Rob Carlton
Ed Dear	Lee Jackson	Other Residents	

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:04 a.m. All Supervisors were present. This workshop was being held virtually, via Zoom, and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District's website.

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

40 **SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

41

42 All present recited the Pledge of Allegiance.

43

44 **THIRD ORDER OF BUSINESS**

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

45

46 Resident Ken Ersbak expressed his was interest in the Engineer’s Report and stated that  
47 he represented many in the pickleball community and their interest in adding additional courts.  
48 He strongly recommended building two courts, if space allowed, to meet the growing demand  
49 for pickleball, as it was currently difficult to accommodate everyone who wants to play due to  
50 Covid-19 limits.

51 Resident David Alfin noted that home values in Grand Haven were increasing.

52 Resident Ron Merlo believed that a repair in front of one house on Lagare Street caused  
53 a puddle in front of two other homes. Mr. Kloptosky stated the area was being monitored. Mr.  
54 Merlo voiced his opinion that a pier with a safety issue was insufficiently marked warning of the  
55 issue and expressed his concerns about liability. Mr. McGaffney stated the matter was  
56 discussed at the last meeting. Mr. Kloptosky stated that this was addressed with the  
57 contractor. Mr. Clark stated the CDD took steps to minimize the District’s liability with  
58 contractors, including indemnity agreements and insurance requirements.

59 Resident Kathleen Fuss stated her agreement with Mr. Ersbak regarding a second  
60 pickleball court. She asked for a better solution for public telephone participation. Mr.  
61 McGaffney stated solutions to remedy the issue would be discussed.

62 Resident Ed Dear expressed support for increasing parking at Waterside Café and adding  
63 an additional pickleball court.

64

65 **FOURTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

66

67 **A. District Engineer’s Report: Surveys**

68 Mr. Sowell presented the survey that depicted existing tennis and pickleball courts, the  
69 playground area and the conservation easement.

70 Discussion ensued regarding the survey, drainage, infrastructure and, whether to add  
71 two or four pickleball courts. Adding seating, lighting, trees and landscaping, permits, removing  
72 the existing petanque court and adding a shuffleboard court, were discussed. Mr. Kloptosky  
73 stated if the Board approved the project, an Engineer's drawing would be needed for bidding  
74 purposes.

75 Supervisor Howden asked if adequate funds were budgeted to complete one or two  
76 pickleball courts and all related improvements. Mr. McGaffney stated that the Capital  
77 Improvement Plan (CIP) budgeted for one pickleball court; a second would likely require  
78 funding from reserves.

79 Planning for two courts, building only one to stay within budget, planning in phases,  
80 economies of scale and the \$65,000 budgeted amount, were discussed.

81 Mr. McGaffney stated that Mr. Sowell would begin developing plans for a single court  
82 and for an alternative with a second court and Mr. Kloptosky would obtain rough estimates  
83 from Contractors. This item would be on a future meeting agenda.

84 Mr. Sowell discussed the parking conceptual plans, as follows:

85 ➤ North Parking: Extend the loop, which could result in a net gain of approximately 20  
86 spaces and would include a turnaround area.

87 Discussion ensued regarding grading, conservation easements, setbacks, handicapped  
88 parking, landscape buffers, traffic flow and angled spaces.

89 ➤ Southern Area: Approximately 17 parking spaces could be provided by the basketball  
90 court.

91 Parking space configurations, safety issues, site constraints, aesthetics and the  
92 approximate costs were discussed.

93 ➤ Estimated Cost: Calculating \$5,000 to \$7,000 per parking space, including landscaping,  
94 lighting, paving and finish, the cost of the parking projects discussed would be in the \$200,000  
95 to \$250,000 range.

96 Supervisor Howden stated he would also like the Board to consider whether to add  
97 parking in the area of the practice croquet court, as previously discussed.

98 Mr. Sowell presented a survey of Grand Haven and Escalante property ownership in the  
99 Golf Club area that had a trip and fall accident. Discussion ensued regarding a portion of Grand  
100 Haven property upon which Escalante's storage shed encroached, a concrete walkway and cart  
101 path. Mr. Clark stated the survey was ordered, in light of a slip and fall incident at the Golf Club  
102 entrance, and some cleanup may be necessary to address property ownership. The surveys and  
103 previous records were discussed.

104 **Mr. Sowell left the meeting at 11:43 a.m.**

105 **The meeting recessed at 11:43 a.m. and reconvened at 11:52 a.m.**

106 Supervisor Gaeta asked for motorcycle parking and bicycle racks to be considered, in  
107 conjunction with parking lot discussions.

108 **B. Prioritizing Business Items and Capital Projects**

109 Mr. McGaffney presented the Open Items List. Individual items, long-range planning,  
110 goals and prioritization, were discussed. A document with a prioritized list of projects from  
111 each Supervisor and an updated Request for Proposals (RFP) would be included on a future  
112 meeting agenda.

113 **C. Board of Supervisors Code of Conduct**

114 Supervisor Howden expressed his opinion that the overall job of Supervisors was to set  
115 policy and establish future direction. Discussion ensued regarding the role and responsibilities  
116 of Supervisors, directing Staff, setting and administering the budget, Management versus Board  
117 responsibilities, meeting efficiency and the roles and responsibilities for management of day-to-  
118 day operations.

119 Mr. Clark discussed the District Manager's statutory authority, human resources and  
120 liability issues.

121 Discussion occurred regarding the need for Board Members to create policy and for  
122 Staff to develop processes to accomplish agreed upon goals, the responsibilities of the District  
123 Manager and Operations Manager, contracts, payments, change orders and operations updates  
124 to residents and the Board.

125 Mr. Kloptosky discussed processes for sharing updates and stated that office staff was  
126 able to assist callers with questions or issues. The incident log maintained at the CDD office,

127 processes for reporting incidents, dissemination of information, weekly updates and the CIP,  
128 were discussed.

129 Supervisor Howden expressed his opinion that, as a result of the reserve study, some  
130 items in the CIP were not necessarily planned for replacement.

131 The Code of Conduct was approved; following Staff review, the document would be  
132 presented at the next meeting for signature by each Board Member.

133 **D. Regular Meeting and Community Workshop Efficiencies/Format**

134 Mr. McGaffney discussed the process for meetings and workshops, scheduling  
135 discussions, running meetings and developing the agenda. The next meeting agenda would  
136 include an Operations Report. All resident requests or questions should be directed to the CDD  
137 office or the Operations Manager, and not the Amenity Manager.

138 **E. Request for Proposals**

139 **I. RFP for Amenity Management Services**

140 **II. RFP for Food and Beverage Operations of the Café**

141 Mr. McGaffney presented the RFPs and stated the preference was for contractors to  
142 report to Mr. Kloptosky. Whether to advertise two separate RFPs was discussed. Supervisor  
143 Foley expressed support for advertising two RFPs so bidders could bid separately or jointly and  
144 discussed his reasons. Supervisor Howden supported separate RFPs and discussed his reasons.

145 Discussion ensued regarding COVID-19 considerations, terms of the Agreements,  
146 revenue sharing versus a management fee, partnerships with vendors, contractors versus in-  
147 house staff, economies of scale for dual responders and the terms of the RFPs.

148 **The meeting recessed at 2:39 p.m. and reconvened at 2:44 p.m.**

149 Mr. McGaffney discussed his previous experience with the District and the limitations  
150 involved in a management fee arrangement and responded to questions.

151 Discussion occurred regarding revenue sharing, the Agreements, competitive restaurant  
152 pricing, funding Café special events or capital projects via revenue sharing, financial  
153 accountability, one versus two RFPs, Management and the previous RFP process. This item  
154 would be discussed at the January workshop.

155 **▪ UPDATES: Operations Manager [Barry Kloptosky]**



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

157           Mr. Kloptosky stated he would need direction regarding the current CIP, given that the  
158 budget was approved in September, and a priority list was needed. Supervisor Foley asked Mr.  
159 Kloptosky to advise about what could reasonably be done within the 2020/2021 CIP, for  
160 prioritization purposes. The CIP would be included on the next meeting agenda.

161           Supervisor Gaeta asked for an update on The Village Center renovations. Mr. Kloptosky  
162 stated the high ceiling in the main breezeway was completed, except for the finishing touches,  
163 and the renovation was on schedule for a December completion. The doors, which were not  
164 part of that project, had been on order for five to six months and, despite repeated attempts,  
165 due to extensive industry delays no delivery date was provided.

166 **F.       Community Workshop/Regular Meeting Dates**

167           Mr. McGaffney asked if the Supervisors would be open to discussing meeting on a  
168 different day of the week. Mr. McGaffney stated he would consult with Mr. Clark regarding a  
169 change from the first and third Thursdays of the month; if a change was feasible this item  
170 would appear on the next agenda.

171

172 **FIFTH ORDER OF BUSINESS**

**UPDATES: Operations Manager [Barry  
Kloptosky]**

173

174

175           This item was presented following Item 4E.

176

177 **SIXTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING  
DATE**

178

179

- 180           •       **December 17, 2020 at 10:00 A.M.**

181           All Supervisors confirmed their attendance at the December 17, 2020 meeting.

182

183 **SEVENTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

184

185           Supervisor Stass-Isern stated several residents complained about the sound quality at  
186 the last meeting. She asked if a different method of including residents was possible, if the next  
187 meeting would be held in the Grand Haven Room. Mr. McGaffney stated the short-range plan

188 would require Supervisors attending in person to utilize laptops in the Grand Haven Room and  
189 residents would participate via Zoom. The mid-range plan would require proposals to add  
190 additional technology in the Grand Haven Room. Supervisor Staff-Isern stated she was in favor  
191 of that solution. Supervisor Howden stated he was in favor of moving quickly with a solution.

192

193 **EIGHTH ORDER OF BUSINESS**

**ADJOURNMENT**

194

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

196

197

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

200

201

202

203

204

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

205  
206  
207  
208  
209  
210

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Secretary/Assistant Secretary

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Chair/Vice Chair



**COMMUNITY DEVELOPMENT DISTRICT**

**5B11**

**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, 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.

**Present were:**

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

**Also present, were:**

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

**Residents present, were:**

Lisa Mrakovic	Eileen Larkin	David Paukovich	Kathleen Fuss
Allen Roffman	Dr. Rob Carlton	Other Residents	

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 10:12 a.m. Supervisors Howden, Foley, Stass-Isern and Flanagan were present. Supervisor Gaeta was attending via Zoom.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

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

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

42             **This item, previously the Sixth Order of Business, was presented out of order.**

43             Resident Lisa Mrakovic presented a petition and stated that, while she was not “anti-  
44 croquet” and she loved all the amenities offered by Grand Haven, she was asked to address the  
45 issue, on behalf of many residents. She stated that many residents were not aware that  
46 competitive-sized croquet courts were approved at the November meeting, due to audio issues  
47 and because the meeting minutes were not yet posted. She expressed her opinion that most  
48 residents were not aware of Board decisions until amenities were affected or financial impacts  
49 were realized and suggested the Board include updates for “big ticket” items in the community  
50 e-blast. She expressed concern about the District’s aging infrastructure and the budget and  
51 respectfully requested that the croquet courts be discussed at the next workshop, due to  
52 possible misinformation being communicated within the community regarding the cost of the  
53 croquet court expansion and a second phase, at an additional \$60,000 cost.

54             Resident Eileen Larkin expressed her opinion that Grand Haven has finite capital and  
55 many residents were anxious about any fee increases. She felt that funds to be spent on the  
56 play area were out of line with the District’s infrastructure needs, such as repair and  
57 replacement of sidewalks, and that budgeted amounts were inadequate. She stated that  
58 residents demand a forecast of estimated critical and necessary infrastructure costs, over the  
59 next two to three years, and she felt this should be included on the CDD agenda.

60             Resident Joe Zilligan, Croquet Club President, stated that Croquet Club members were  
61 delighted when the Board approved regulation-sized courts. He expressed his opinion that the  
62 petitions included misinformation, which he felt compelled to address. He believed that some  
63 residents reported, in writing, that they felt pressured to sign the petition and that they were  
64 told the project would cost over \$200,000, which he thought was inaccurate. He discussed the  
65 need for regulation-size courts, the constant and growing demand for croquet courts, the  
66 addition of the croquet courts to the reservations system for the use of all Grand Haven  
67 residents and the weekly croquet court schedule. He expressed his opinion that regulation-  
68 sized courts would make croquet a first-class amenity at Grand Haven.

69 Resident David Paukovich stated that the croquet courts and the Croquet Club are open  
70 to all Grand Haven residents. He discussed the Croquet Club, costs presented to the Board of  
71 approximately \$124,000 for the croquet court expansion, reports of inaccurate financial  
72 information and the croquet court schedule, which accommodates community play.

73 Resident Kathleen Fuss requested the addition of a second gate for ingress and egress at  
74 Pickleball Court Two, because the entrance gate for both courts is located behind Court One,  
75 which interrupts play and causes congregation at the gate.

76 Resident Allen Roffman discussed the need for additional pickleball courts and stated  
77 that players often sit and wait to play and games have been shortened to accommodate the  
78 growing demand. There were only two courts for 4,500 residents and pickleball was more  
79 popular than it was when Grand Haven was built.

80 Resident Dr. Rob Carlton stated he would like to donate the stained glass windows  
81 currently in the Café and requested a receipt, for tax purposes. Mr. Clark stated the Board  
82 should take full action to approve the gift if they wished to accept it. The valuation could not  
83 be known without an appraisal, which was not required, and he recommended issuing an  
84 acknowledgment, without stating a specific value, if the Board wished to accept the donation.  
85 This matter would be discussed during Staff Reports.

86 ▪ **Board Discussion: Croquet Courts**

87 **This item was an addition to the agenda.**

88 Supervisor Howden asked each Supervisor to discuss their thoughts regarding the  
89 croquet courts, following the conclusion of public comments.

90 Supervisor Stass-Isern acknowledged how the amenities contribute to Grand Haven.  
91 She felt that the Board needed to examine how to fund such projects, while also addressing  
92 long-term infrastructure issues, such as roads and sidewalks.

93 Supervisor Flanagan discussed his budgetary concerns. He felt that, while infrastructure  
94 benefited all residents, if amenities would cause an increase in assessments it should be  
95 communicated to residents.

96 Supervisor Foley stated he supported all of Grand Haven's amenities, as they collectively  
97 add value to the community, even though, in his opinion, the amenities are used by a minority

98 of residents. He supported developing and sharing a long-term spending plan with residents  
99 that shows assessment increases. He discussed the Reserve Study and the balance between  
100 funding “wants” and “needs”. He supported the new croquet courts and discussed his reasons.

101 Supervisor Gaeta stated it was very unfortunate that the audio was poor at the last  
102 meeting; however, the croquet courts were discussed and on the agenda for many years and  
103 the croquet courts were the only non-regulation sized amenity at Grand Haven. She discussed  
104 the growth of the amenities as the District, the proposal for two additional courts,  
105 misinformation regarding the costs for the croquet courts and the Board’s responsibility to be  
106 fiscally responsible and informed and to run efficient meetings. She supported building the  
107 additional croquet courts and she felt the amenities added value to Grand Haven.

108 Supervisor Howden stated, while he understood the financial concerns, the Board took  
109 steps to budget, plan and move forward, when appropriate. He discussed the budgeting and  
110 planning processes and the Reserve Study. He supported moving forward with the Board’s  
111 previous decision in order to protect property values in Grand Haven. He noted that there was  
112 not a majority consensus to change the Board’s previous decision.

113 The croquet project would continue as previously approved.

114

### 115 **THIRD ORDER OF BUSINESS**

### **BUSINESS ITEMS**

116

#### 117 **A. Presentation/Consideration: CRM Update [Jake Kirkland]**

118 Mr. Kirkland presented a proposal to replace the software that manages the resident  
119 information system associated with ID cards and used to distribute gate access devices,  
120 including name, address, email addresses and photos. The current system, installed in 2013,  
121 was custom built to maintain information. He discussed issues and integrations with the  
122 current system, features and the cost of the system and the need for the upgrade. Discussion  
123 ensued regarding hosting, upgrades, IT issues, cost and future needs. The quoted cost of  
124 \$14,225.12 included all costs for the upgrade and monthly fees for the first year; monthly billing  
125 would begin in the 13<sup>th</sup> month.

126 Supervisor Flanagan asked for the proposal’s definition of “all on-site services” to be  
127 itemized and for any additional costs identified. The proposal, current system, implementation



128 and integration, the budget and the Capital Improvement Plan (CIP) were discussed. Mr.  
129 McGaffney stated that the differences in IT monthly and annual costs, the Celera costs and any  
130 additional future costs related to the CRM, security or Door King would be provided to the  
131 Board.

132

133 **On MOTION by Supervisor Flanagan and seconded by Supervisor Stass-Isern,**  
134 **with all in favor, the Celera IT Services, Inc., proposal for the CRM Update, as**  
135 **discussed, in a not-to-exceed amount of \$20,000, was approved.**

136

137

138 **B. Discussion/Consideration: Pickleball Court Expansion Project**

139 Mr. Kloptosky presented two proposals for the pickleball court expansion project, based  
140 upon budgeted amounts, and responded to questions. Supervisor Gaeta discussed the need for  
141 an additional drinking fountain. Discussion ensued regarding relocating the courts,  
142 underground infrastructure and court maintenance. The existing pickleball courts would be  
143 repaired and painted in the near future. Supervisor Foley supported moving the courts closer  
144 to the existing courts. Mr. Kloptosky discussed additional underground infrastructure and the  
145 need for a decision on whether one or two courts would be built. Supervisor Howden observed  
146 that \$65,000 was budgeted for one court. Mr. Kloptosky stated that the engineering drawings  
147 needed for formal bidding and permitting were not included in the proposals. The engineering  
148 drawing would cost an estimated \$8,000 to \$10,000, whether for one or two courts.  
149 Contingencies, permit fees and Engineering fees were discussed. Supervisor Howden stated,  
150 with \$65,000 budgeted, the Board must consider whether two courts, at a possible cost of  
151 \$120,000, were justified, taking into economies of scale and demand for the project.

152 Mr. McGaffney discussed capital planning, funding and budgeting processes and  
153 presented project prioritization and phasing options, including delaying a large portion of the  
154 bathroom renovation project and the parking lot expansion and reallocating \$50,000 towards  
155 the pickleball courts. Discussion ensued regarding prioritization of projects for the current and  
156 future fiscal years, sidewalk and street repairs, oak tree management and damage mitigation.  
157 Supervisor Howden discussed the need for long and short-term planning and suggested the  
158 Board review the Oak Tree Management Symposium.

159 It was agreed that the pickleball court expansion project would proceed, contingent  
160 upon addressing long-term capital planning. The Board agreed that the road resurfacing was a  
161 priority and it may begin in October 2021.

162 The Board discussed funding options with Staff, including postponing other Capital  
163 Projects, and directed Mr. McGaffney to adjust the budgeted items, as discussed. Mr.  
164 McGaffney stated an e-blast would be sent to advise residents of the Board's decisions.

165 Supervisor Foley voiced his opinion that the pickleball courts require immediate repair.  
166 Mr. Kloptosky would schedule the repair and painting of the Creekside court and ensure that all  
167 courts are not closed at the same time.

168

169 **On MOTION by Supervisor Flanagan and seconded by Supervisor Foley, with all**  
170 **in favor, the Pickleball Court Expansion Project, in a not-to-exceed amount of**  
171 **\$125,000, was approved.**

172

173

174

**The meeting recessed at 12:31 p.m. and reconvened at 12:41 p.m.**

175 **C. Discussion: CIP, Prioritization and Consideration of Approving Project Budget Amounts**

176 Mr. McGaffney presented a list of projects for consideration and discussion. Ad hoc  
177 committees, resident involvement, communications to residents and staffing limitations, were  
178 discussed. Each Supervisor listed and discussed their top priorities and Mr. McGaffney  
179 tabulated the results. Discussion ensued regarding contract management, job descriptions,  
180 developing realistic expectations, and achieving goals and actionable items. Mr. McGaffney  
181 stated the collective list indicated that the Board's top priorities for immediate action included  
182 the Amenity Services RFP, communications, Board accountability, the budget, landscaping and  
183 stormwater ponds and the CIP.

184 Mr. McGaffney suggested discussing the budget, debt and assessments in February.

185 **Supervisor Gaeta left the meeting at approximately 1:50 p.m.**

186 Regarding communications to residents, it was requested that actionable approved,  
187 deferred and workshop items and updates on critical information be sent to residents following  
188 Board meetings, and for critical updates to be e-blasted, as necessary, by Mr. Kloptosky.

189 Mr. Kloptosky described the numerous time-sensitive updates he already currently  
190 provides and discussed the need for a part-time communications staff member. Discussion  
191 ensued regarding staffing needs and project management resources. Mr. McGaffney stated  
192 that, although an additional staff member was budgeted, due to COVID-19 pandemic, a hiring  
193 freeze had precluded hiring another Operations staff member.

194 Mr. McGaffney stated that he would send bullet points to Mr. Kloptosky to e-blast to  
195 residents. Supervisor Howden suggested the Board consider hiring additional Operations staff  
196 and asked for Staff recommendations to be submitted for consideration at an upcoming  
197 workshop. Discussion ensued regarding agenda items for the next Workshop.

198 Mr. McGaffney stated the Discussion Items for the next Workshop would be:

- 199 • Amenity Services RFP
- 200 • Board Goals
- 201 • Staffing Levels and Recommendations

202 Regarding the CIP and prioritization, Supervisor Foley suggested that Vesta develop an  
203 appropriate equipment plan for the fitness centers, in conjunction with Staff, because the items  
204 in the CIP were developed from the Reserve Study. Discussion ensued about the age of the  
205 fitness equipment and resident needs. Mr. Kloptosky stated he and Staff would review the  
206 Reserve Study and present recommendations for future consideration. This item would be on a  
207 future workshop agenda. Discussion ensued regarding the CIP and budgetary processes.

208 **D. January 7, 2021 Community Workshop Items (*for informational purposes only*)**

- 209 ○ **Continued Discussion: Parking Lot Expansion Concepts-Presented by the**  
210 **District Engineer**

211 This item would be removed from the January Workshop.

- 212 ○ **Continued Discussion: Refining the Scope of the Amenity RFP**

- 213 ○ **Continued Discussion: Business Plan**

- 214     ▪ **Summary of Supervisors Goals**

- 215     ▪ **Open Items List**

216 This item would be removed from the January Workshop.

217

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

219

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

- 221
- **Unaudited Financial Statements as of October 31, 2020**

222 **B. APPROVAL OF MINUTES**

- 223
- **November 19, 2020 Regular Meeting**

224

225 **On MOTION by Supervisor Howden and seconded by Supervisor Flanagan, with**  
226 **all in favor, the Consent Agenda Items, as presented, were accepted and**  
227 **approved.**

228

229

230 **FIFTH ORDER OF BUSINESS****STAFF REPORTS**

231

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

233 Mr. McGaffney stated the District Engineer received the surveys and would provide an  
234 Executive Summary at an upcoming workshop.

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

236 Mr. McGaffney stated the Amenity Managers were prepared to present a beta test of  
237 the Amenity Management System. Each Supervisor should contact Vesta to individually test  
238 the system but be careful not to interact with one another.

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

- 240
- **CIP**

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

243 ➤ The Village Center Breezeway Project would be complete at the end of December, with  
244 the exception of the stone for the columns, which would be delivered in February 2021.

245 ➤ Sidewalk deflection repairs were already \$5,000 over budget at only three months into  
246 Fiscal Year 2021; these repairs were necessary to address trip hazards.

247 Mr. McGaffney stated the additional \$35,000 of identified sidewalk repairs was outside  
248 of Staffs' spending authority. Mr. Kloptosky stated the \$35,000 encompassed three areas and  
249 additional areas would likely be identified. Supervisor Howden motioned to approve the

250 additional repairs in a total not-to-exceed amount of \$50,000. Discussion ensued regarding  
251 funding, budgeting and increasing the budget for additional sidewalk repairs yet to be  
252 identified. Supervisor Howden amended his motion, increasing the not-to-exceed amount to  
253 \$75,000.

254

255 **On MOTION by Supervisor Howden and seconded by Supervisor Flanagan, with**  
256 **all in favor, additional sidewalk deflection repairs, in a total not-to-exceed**  
257 **amount of \$75,000, was approved.**

258

259

260 ➤ The Wild Oaks streetlights were repaired.

261 ➤ The Crossings residents were upset about road issues and complained; however, the  
262 temporary patch was necessary to save the road and prevent accidents and trip hazards.

263 Mr. McGaffney stated that core samples would be taken.

264 ➤ At least four Crossings residents removed trees and cleared CDD property without  
265 permission. Documentation would be obtained and it was recommended that District Counsel  
266 send letters to the residents. Mr. Clark stated he needed to confirm whether the area in  
267 question was in the St. Johns River Water Management District (SJRWMD) area. A cease and  
268 desist letter was in draft form and could be sent right away. Discussion ensued regarding  
269 whether replanting would be required, the possibility of fines and whether an additional letter  
270 may be required. The Board directed Mr. Clark send the letters. Mr. Kloptosky would provide  
271 the necessary information.

272 Supervisor Stass-Isern voiced her opinion that an area in the vicinity of the dog park  
273 where an eagle's nest was marked by yellow tape was very unsightly. Mr. Kloptosky stated  
274 Florida Statute required that no maintenance be performed, due to the presence of the eagle's  
275 nest. Discussion ensued regarding whether a more permanent, attractive solution would be  
276 possible. This item would be discussed at a future meeting. Regarding the condition of the dog  
277 park, Mr. Kloptosky stated the park was scheduled for mulching to address the muddy areas; he  
278 would follow up in that regard. This item would be added to the Operation Manager's Report.

279 Supervisor Stass-Isern asked for an additional awning at Tennis Court 7. Mr. Kloptosky  
280 stated that was the only court without an awning and it could be added to the list for

281 installation. Mr. McGaffney confirmed that the expenditure would be processed under  
282 operations and maintenance (O&M).

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

284 Supervisor Howden recalled that a motion to accept Dr. Carlton’s donation discussed  
285 earlier, without assigning a value, was in order. Mr. Clark stated that was appropriate.

286 **Supervisor Stass-Isern left the meeting at approximately 3:20 p.m.**

287

288 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**  
289 **in favor, authorizing Staff to draft a letter accepting Dr. Carlton’s donation of**  
290 **the stained glass artwork, as discussed, without including a value, was**  
291 **approved.**

292

293

294 **SIXTH ORDER OF BUSINESS**

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

295

296 This item was presented following the Second Order of Business.

297

298 **SEVENTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

299

300 Supervisor Foley stated an individual has been allowing his well-behaved service dog to  
301 run off leash on the grass by the tennis courts and pickleball courts at The Village Center. The  
302 dog was observed on a 20’ leash, which is a violation of the City Ordinance limiting dog leashes  
303 to 7’, as well as the Grand Haven Amenity Rules that prohibit dogs at the amenities, with the  
304 exception of the dog park.

305 Mr. Clark stated that service dogs must be functioning in a service capacity in order to  
306 qualify for any exceptions to existing policies. District Counsel would provide a letter to be  
307 emailed, advising Mr. Ross of how to address the situation.

308 **Supervisor Stass-Isern returned to the meeting at approximately 3:23 p.m.**

309

310 **EIGHTH ORDER OF BUSINESS**

**NEXT COMMUNITY WORKSHOP DATE:**  
**January 7, 2021 at 10:00 A.M.**

311

312

313 ○ **QUORUM CHECK**

314 Supervisors Howden, Stass-Isern, Flanagan and Foley confirmed their attendance at the  
315 January 7, 2021 workshop, which would be held via Zoom.

316

317 **NINTH ORDER OF BUSINESS**

**ADJOURNMENT**

318

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

320

321

322 **On MOTION by Supervisor Howden and seconded by Supervisor Flanagan, with**  
323 **all in favor, the meeting adjourned at approximately 3:26 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

330  
331  
332  
333  
334  
335

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Secretary/Assistant Secretary

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Chair/Vice Chair





**COMMUNITY DEVELOPMENT DISTRICT**

**6C1**

GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
FY2020/2021 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER  
EXHIBIT 4  
Updated 01/13/2021

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	59,510		26,412	Waiting for scheduled start date for next phase of repairs
2	RES		Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	Creekside	8,547				Seeking proposal
3	R		Village Center Bathroom Renovation Project	Village Center	212,180				
4	C		Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343				Working on assessments of need repairs
5	C		Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606				Working on assessments of need repairs
6	C		Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980				Working on assessments of need repairs
7	C		Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841				Working on assessments of need repairs
8	R		Croquet Court Expansion - 1 x cost to construct	Creekside	124,630	66,578		33,289	Contract signed - waiting on scheduled start date
9	R		Pickleball Expansion - 1 x cost to construct 1 court	Village Center	65,000				DE working on plan and scope of work documents for bidding purposes
10	C		Debris Clean Up Allowance - Tract H	Wild Oaks	25,750				
11	E		Shelter Fabric, Recover - Wild Oaks Park	Wild Oaks	7,725				
12	E		Spa Equipment, Heater, Gas - CAC	Creekside	9,270				
13	RES		Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708				
14	RES		Fitness, Cardio, Elliptical Cross-Trainer - CAC	Creekside	13,608				
15	RES		Fitness, Cardio, Recumbent Bike - CAC	Creekside	7,626				
16	RES		Fitness, Cardio, Treadmill - CAC	Creekside	16,689				
17	RES		Fitness, Weight Bench - CAC	Creekside	1,702				
18	RES		Fitness, Cardio, Elliptical Cross-Trainer - VC	Village Center	20,413				
19	RES		Fitness, Cardio, Stationary Bike - VC	Village Center	7,031				
20	RES		Fitness, Cardio, Treadmill - VC	Village Center	16,689				
21	RES		Furnishings Allowance - Grand Haven Rm VC	Village Center	20,600				Soliciting proposals for Audio/Visual Improvements
22	RES		Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	Village Center	10,615				
23	RES		Restaurant, Glass Washer - Cafe Bar VC	Village Center	4,777				
24	RES		Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	Village Center	2,706				
25	RES		Restaurant, Ice Machine - Cafe Kitchen VC	Village Center	6,076				
26	C		Expand Village Center Parking area	Village Center	199,820				Options to be considered by Board
27	C		Wildfire Mitigation	District-wide	30,000				Communications with St. John's Water Management regarding permits
<b>27</b>			<b>FY2019/2020 Carryover Projects</b>						
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. Furniture assembled, computers to be installed
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	-	-		173,422	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	14,225			Proposal approved - contract sent to vendor
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			Waiting for delivery
<b>Total capital projects for FY2021</b>					<b>\$ 1,047,702</b>	<b>\$ 167,743</b>	<b>\$ -</b>	<b>\$ 297,613</b>	

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**

**6C11**



## **Operations Manager's Report – January 21<sup>st</sup>, 2021**

- **VILLAGE CENTER BREEZEWAY & AWNING CEILING AND COLUMN REPLACEMENT**
  - Awning ceilings and breezeway ceilings – Complete. Facia and soffit work complete
  - Decorative columns - installed
  - Stone caps - delivered and installed
  - Fans, ceiling lights, and pendant lights – delivered and installed
  - Gutter installation – complete
  - Stone material for column bases – estimated delivery date 1st week of February
  - Contractor will return in February to install column base stone when material is delivered
  
- **SIDEWALK DEFLECTION REPAIRS**
  - Continuing in various locations – Waterside Parkway and N. Village Parkway
  
- **VILLAGE CENTER OFFICE RENOVATION** – complete
  - Desks and chairs assembled and in place
  - Computers and printers to be installed
  - Waiting for delivery of entry door

Barry Kloptosky • Operations Manager  
Grand Haven CDD  
2 N. Village Pkwy  
Palm Coast FL. 32137  
P: 386-447-1888 • F: 386-447-1131

# GRAND HAVEN



## COMMUNITY DEVELOPMENT DISTRICT

- VILLAGE CENTER GYM RENOVATION – complete
  - New floor material – ordered, waiting for delivery date
- MAILBOX AND MAILBOX SURROUNDS – CLEANING AND MAINTENANCE
  - Staff has completed cleaning surfaces of mailbox fronts and mailbox surrounds
  - Locks have been lubricated
  - Cleaning and maintenance of mailboxes has been added to staff's regular maintenance schedule
  - Waiting for Board approval for lock replacement costs to residents
- CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER
  - District Engineer currently working on plan and scope of work documents for bidding purposes
- WINDSCREENS FOR THE VILLAGE CENTER PICKLEBALL COURTS
  - Installed on East side of courts
- PROPANE HEATERS FOR OUTDOOR CAFÉ DINING
  - Delivered and in place
- CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE
  - Contract signed
  - Waiting for scheduled start date

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## **COMMUNITY DEVELOPMENT DISTRICT**

# **6D**

## **GRAND HAVEN MEETING ATTORNEY REPORT LIST (1/21/21)**

### **1. Post Office Box User Fees**

A resolution is included in the agenda for proposed fees for mailbox lock and key replacement. A public hearing should be conducted in March on this proposal.

### **2. Virtual workshop meetings**

I have included a proposed resolution that outlines the Board's policy and reasoning to conduct workshops virtually. I recommend that we formalize the process.

### **3. Online directory Terms of Use.**

At the Board's direction, I have reviewed and provided comments on the "Terms of Use" for the proposed web-based directory. These comments were provided to Vesta.

**RESOLUTION 2021-\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING USER FEES FOR FURNISHING REPLACEMENT LOCKS AND KEYS FOR CLUSTER MAILBOXES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Grand Haven Community Development District (“District”) is a local unit of special purpose government established and existing pursuant to the Uniform Community Development District Act of 1980, Ch. 190, Fla. Stat., and Ordinance No. 97-03, adopted by the Flagler County Board of County Commissioners on March 24, 1997;

**WHEREAS**, the District owns and operates certain common area property within the boundaries of the District, which property was improved by the developer with Cluster Box Unit mailboxes (“CBU”) that provide for communal mail delivery by the United States Postal Service (“USPS”);

**WHEREAS**, regulatory guidance in Handbook PO-632 from USPS provides that the builder or developer associated with a development should provide for replacement lock and key services when needed by residents;

**WHEREAS**, the District, as owner of certain property containing CBU’s, desires to provide its residents with replacement lock and key services for CBU mailboxes and to establish fees associated therewith;

**WHEREAS**, in accordance with Chapters 120 and 190, Fla. Stat., the District is authorized to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation, and to adopt resolutions as may be necessary for the conduct of District business;

**WHEREAS**, pursuant to §190.035, Fla. Stat., the Board of Supervisors of the District (“Board”) is authorized to prescribe, fix, establish, and collect rates, fees, rentals, revenues or other charges for the facilities and services furnished by the District within District limits, and to revise the same from time to time;

**WHEREAS**, the Board desires to impose certain user fees as set forth herein for replacement of keys and locks for the CBU’s (“User Fees”);

**WHEREAS**, the Board finds that the imposition of the User Fees in the amounts set forth herein is necessary to provide for the costs of replacement keys and locks, and is in the best interests of the District and its residents; and



**WHEREAS**, the Board on this date conducted a public hearing as required to consider the proposed User Fees and has otherwise complied with applicable Florida law concerning rule development and adoption of the User Fees.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The recitals stated above are true and correct and are incorporated herein by this reference.
2. The District hereby establishes a User Fee in the amount of \$25.00 per replacement for replacement of lost or broken keys and/or the replacement of defective or broken locks. Replacement of a lost key also requires replacement or rekeying of the lock.
3. The User Fees set forth herein are just and equitable and have been based upon: (i) the costs to replace keys and locks for the CBU's and (ii) the use of District staff time incurred in lock and key replacement. Any fees established hereunder shall be due and payable in full at the time of the services performed hereunder.
4. If User Fees established hereunder are not paid when due, such unpaid User Fees shall be subject to enforcement as provided in Fla. Stat. §190.036.
5. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.
6. The Resolution shall become effective upon its adoption.

Introduced, considered favorably, and adopted this \_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

**GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**RESOLUTION 2021-\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
ESTABLISHING A PROCEDURE FOR VIRTUAL WORKSHOPS,  
AND ESTABLISHING AN EFFECTIVE DATE**

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

**Whereas**, the District owns and maintains certain real property, amenity facilities and roads within the District (the "Property"); and

**Whereas**, on March 1, 2020, Governor Ron DeSantis issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**Whereas**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**Whereas**, on March 9, 2020, Governor DeSantis issued Executive Order 20-52 (the "Emergency Order") declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**Whereas**, on March 20, 2020 Governor DeSantis issued Executive Order 20-69, providing that, during the term of the Emergency Order, the requirement of a physical quorum was waived for meetings of governmental entities; and

**Whereas**, on May 4, 2020, Governor DeSantis issued Executive Order 20-112, indefinitely extending Executive Order 20-69; and

**Whereas**, on May 18, 2020, Governor DeSantis issued Executive Order 20-123, again indefinitely extending Executive Order 20-69; and

**Whereas**, on June 5, 2020, Governor DeSantis issued Executive Order 20-139, extending Executive Order 20-69 until 12:01 a.m. on June 30, 2020; and

**Whereas**, on June 23, 2020, Governor DeSantis issued Executive Order 20-150 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, until 12:01 a.m. on August 1, 2020; and

**Whereas**, on July 29, 2020, Governor DeSantis issued Executive Order 20-179 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150, until 12:01 a.m. on September 1, 2020; and

**Whereas**, on July 29, 2020, Governor DeSantis issued Executive Order 20-179 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150, until 12:01 a.m. on September 1, 2020; and

**Whereas**, on August 7, 2020, Governor DeSantis issued Executive Order 20-193 amending Executive Order 20-179 such that Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150, was extended until 12:01 a.m. on October 1, 2020; and

**Whereas**, on September 30, 2020, Governor DeSantis issued Executive Order 20-246 extending Executive Order 20-69, as previously extended by Executive Orders 20-112, 20-123, and 20-139, and 20-150 and amended by Executive Orders 20-179 and 20-193, until 12:01 a.m. on November 1, 2020; and

**Whereas**, no additional Executive Orders waiving the requirement of a physical quorum for meetings of governmental entities have been entered and, pursuant to Executive Order 20-246, the waiver expired at 12:01 a.m. on November 1, 2020; and

**Whereas**, notwithstanding the expiration of the physical quorum waiver, there still exists a declared state of emergency, including a public health emergency; and

**Whereas**, the majority of the residents of the District fall within the demographic that has been determined to be most seriously at risk of complications associated with and arising from exposure to Covid-19; and

**Whereas**, the District's Board of Supervisors (the "Board") has observed that, as a result of the current public health emergency, a large number of the District's residents are unwilling to attend in-person meetings or workshops; and

**Whereas**, the Board deems it beneficial to the District's residents to have a virtual participation platform so that they can participate to the greatest extent possible; and

**Whereas**, Section 252.38(3), Florida Statutes, provides that under the current state of emergency, the District has the power and authority to waive the procedures and formalities otherwise required by law pertaining to the performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community; and

**Whereas**, the Attorney General has opined in Attorney General Opinions 2001-66, 2002-32, and 2008-65, that, pursuant to Section 120.54(5)(b)2, Florida Statutes,

governmental entities can conduct virtual workshops, where no Supervisors or staff are physically present at a specific location, by means of communications media technology, so long as no official actions are taken.

**Whereas**, the District desires to establish a new method for conducting such virtual workshops consistent with Attorney General Opinions 2001-66, 2002-32, 2008-65, and Section 120.54(5)(b)2, Florida Statutes, that supersedes and replaces any existing rules pertaining thereto.

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

Section 1. As a matter of public necessity, the Board may notice and conduct virtual workshops in accordance with the requirements of Attorney General Opinions 2001-66, 2002-32, 2008-65, and Section 120.54(5)(b)2, Florida Statutes.

Section 2. Until further action by the Board, all workshops shall be conducted virtually by means of communications media technology consistent with Section 120.54(5)(b)2, Florida Statutes.

Section 3. It is further resolved that the Board shall investigate technology available to permit public participation in its regular meetings to the greatest extent practical through electronic means.

Section 4. This Resolution shall become effective upon its adoption but shall relate back to the effective date of any of the actions ratified hereby.

PASSED AND ADOPTED this \_\_\_\_ day of January 2021.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair



**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 <b>CANCELED</b>	Community Workshop	10:00 AM
October 15, 2020 <b>CANCELED</b>	Virtual Regular Meeting	10:00 AM
October 29, 2020	Virtual Regular Meeting	10:00 AM
November 5, 2020 <b>CANCELED</b>	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	9:00 AM
February 18, 2021	Regular Meeting	9:00 AM
March 4, 2021	Virtual Community Workshop	9:00 AM
March 18, 2021	Regular Meeting	9:00 AM
April 1, 2021	Virtual Community Workshop	9:00 AM
April 15, 2021	Regular Meeting	9:00 AM

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>May 6, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>May 20, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>June 3, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>June 17, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>July 1, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>July 15, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>August 5, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>
<b>August 19, 2021</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>September 2, 2021</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>3:00 PM</b>
<b>September 16, 2021</b>	<b>Virtual Community Workshop</b>	<b>9:00 AM</b>