



**COMMUNITY DEVELOPMENT  
DISTRICT**

**February 18, 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**

February 10, 2021

Board of Supervisors  
Grand Haven Community Development District

Dear Board Members:

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

**NOTE: MEETING TIME**

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, February 18, 2021 at 9:00 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. Acceptance of Resignation of Supervisor Marie Gaeta [Seat 1]; Term Expires November, 2022
  - B. Consider Appointment of Qualified Elector to Fill Unexpired Term of Seat 1
    - I. Qualified Elector Candidates
      - a. Steve Brazen [30 Lakeside Drive]
      - b. Thomas F. Byrne, Jr. [20 Lakeside Way]
      - c. Nancy Crouch [6 St. Andrews Court]
      - d. Phillip R Dolamore [200 Riverfront Drive, C104]
      - e. Marc Dwyer [76 Osprey Circle]
      - f. John A Polizzi [11 Turkey Lane]
      - g. Brad Scott [9 Augusta Trail]
    - II. Administration of Oath of Office to Newly Appointed Supervisor *(the following to be provided in separate package)*

- a. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - b. Membership, Obligations and Responsibilities
    - c. Financial Disclosure Forms
      - i. Form 1: Statement of Financial Interests
      - ii. Form 1X: Amendment to Form 1, Statement of Financial Interests
      - iii. Form 1F: Final Statement of Financial Interests
    - d. Form 8B: Memorandum of Voting Conflict
  - C. Consideration of Resolution 2021-03, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Grand Haven Community Development District, and Providing for an Effective Date
  - D. Consideration of Office Manager Position
  - E. Consideration of Operations Manager Job Description and Evaluation Process
  - F. Update: Grand Haven Room Technology Updates [Supervisor Flanagan]
5. CONSENT AGENDA ITEMS
  - A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS
    - Unaudited Financial Statements as of December 31, 2020
  - B. APPROVAL OF MINUTES
    - I. January 7, 2021 Virtual Community Workshop
    - II. January 21, 2021 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
    - III. S.E. Cline Construction, Inc., Proposal for Curb/Root Infiltration Repairs

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

7. UPCOMING WORKSHOP AGENDA ITEMS

- A. Operations and Maintenance Budget
  - Staffing Levels
- B. Infrastructure Reinvestment (CIP) Budget
  - I. Reserve Study
  - II. Operations Manager/Board Input

8. SUPERVISORS' REQUESTS

9. NEXT COMMUNITY WORKSHOP DATE: March 4, 2021 at 9:00 A.M.

- QUORUM CHECK

|                         |                                    |                                |                             |
|-------------------------|------------------------------------|--------------------------------|-----------------------------|
|                         | <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 |

10. 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

# 4B1a

February 8, 2021

Grand Haven CDD Board  
Board of Supervisors  
c/o District Manager, Howard McGaffney  
-Via Email-

RE: Board of Supervisors Vacancy

Dear Grand Haven CDD Board:

I am writing this letter to express my interest in the vacant position of the Grand Haven Board of Supervisors. My wife, Lynn, and I are residents of Grand Haven, having moved here in July of 2019. I am also registered to vote in Flagler County.

As I have been retired for several years, I have looked for ways to be involved in my local community as a way to give back for the benefits I have received during my lifetime. I think I have a unique experience that lends itself to service on the Board. As you will notice on my resume, I have over 30 years' experience working at a management level in the nonprofit sector, as well as working at the committee and board level with 2 HOAs. I have experience with budgeting and financial oversight, strategic and annual planning, human resource management, program development and governance issues. As regards my HOA experience in particular, (Big Canoe POA was much larger and Woodbridge was almost the same size as Grand Haven) I served on numerous Board Committees as well as on the Board itself, in one case as Chair and the other as Treasurer. With this background I have a working knowledge of many of the issues that confront HOAs and believe I can contribute to the work that the Grand Haven CDD Board does.

I want to thank you for your consideration and wish you the best in your search for a Board replacement.

Sincerely,

*Steve Brazen*

Steve Brazen  
30 Lakeside Dr.  
Palm Coast, FL 32137

stevebrazen@gmail.com

# STEVE BRAZEN

NON-PROFIT MANAGEMENT

## CONTACT

(209)482-8931  
30 Lakeside Drive  
Palm Coast, FL 32137  
stevebrazen@gmail.com

## PROFILE

I have worked in nonprofit management for over 30 years. I have experience in all areas of management including human resources, budget and finances, strategic and annual planning, and program development. In this capacity I have served on numerous nonprofit boards. I have also had extensive experience working with HOAs at the Board and Committee Levels and as a volunteer.

## SKILLS

- CORPORATE MANAGEMENT
- BUDGET AND FINANCIAL OVERSIGHT
- STRATEGIC AND PROGRAM PLANNING
- PROGRAM DEVELOPMENT

## EXPERIENCE

### **Institute of Cultural Affairs – Caracas, Venezuela**

#### **Project Director – Caño Negro Development Project**

1974 – 1978

Project Director of a comprehensive rural development project in a small community outside of Caracas. It was designed to demonstrate how a local community, could renew and rebuild the socio-economic dimensions of its life.

### **Catholic Charities, Atlanta – Secretary for Social Concerns**

1978 – 1992

**Catholic Social Services** – Executive Director, direct management of the agency which provided immigration, family counseling, aging and assisted living and job training services. **Catholic Housing Initiatives** – Founder and President, an affordable housing development corporation for elderly and disabled persons.

**Catholic Personal Care Homes** – President, a management corporation for facilities developed by **CHI**.

### **Senior Connections, Atlanta – Executive Director**

1992 – 2004

A multi-service agency providing home and community-based services for elderly and disabled persons. Services included: Meals on Wheels, Home Care, Transportation, Home Repair, Senior Centers and Case Management.

### **HOA Experience**

**Big Canoe POA, GA – Board Committee member:** Long Range Finances, Governance (Chair), Strategic Planning (Chair), **Board Offices:** Chairman of the Board

**Woodbridge HOA, California – Board Committee member:** Finance, Elections, **Board Offices:** Treasurer

## EDUCATION

### **University of Washington**

1971 - BA Philosophy

### **Georgia State University**

1983 - MS Nonprofit Management

### **Georgia State University**

2004 – 2005 - Adjunct Professor

Graduate course in Geriatric Program Management

### **University of Washington**

2004 – 2005 - Adjunct Professor

Graduate course in Nonprofit Management



## COMMUNITY DEVELOPMENT DISTRICT

# 4B1b



**From:** [Tom Byrne](#)  
**To:** [Mac McGaffney](#)  
**Subject:** CDD Board of Supervisors Candidate  
**Date:** Tuesday, February 9, 2021 3:41:16 PM  
**Attachments:** [Tom's Resume.doc](#)

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Dear Grand Haven CDD Board of Supervisors,

Please accept this letter as my sincere interest for the open position on the CDD Board. In addition to my attached resume, I feel that I am qualified for this opening based on my 16 years as a community involved property owner, 11 years as the Chair of the Modification ADC and the Vice Chair of the New Construction ADC. I have organized and moderated all CDD "Meet The Candidates" events to include the most recent, held off campus due to the current pandemic. I worked with other community leaders to develop and establish the "Neighborhood Watch" program. In order to stay abreast of community issues and concerns, I attend and participate in most CDD and Master Home Owner Association meetings. My leadership in this community qualifies me as a strong Candidate for this current vacancy.

Respectfully,  
Thomas (Tom) Byrne, Jr.  
20 Lakeside Way  
Palm Coast, FL 32137

Thomas F. Byrne, Jr.  
20 Lakeside Way  
Palm Coast, Florida 32137  
386-446-5487 (home) 386-793-7225 (cell)  
[flbyrne@earthlink.net](mailto:flbyrne@earthlink.net)

## **Qualifications**

A 50-year career that consists of exceptional interviewing skills, extensive consumer lending knowledge, outstanding decision making and analytical skills and excellent customer service.

Possess an active United States Federal Government Top Secret Security Clearance.

Credentialed and trained in the following United States Government agencies:

- Office of Personnel Management (OPM)
- U.S. Customs and Border Protection (CBP)
- U.S. Immigration and Customs Enforcement (ICE)
- Sherlock.
- National Geospatial-Intelligence Agency (NGA)

Traveled to government facilities and military bases to complete field assignments for Federal Government background security clearances. Interviewed covert and overt CIA employees for consumer loans and banking needs.

Credit analyst servicing General Motors automotive dealers to ensure that their portfolio of business was profitable, collectible and fair.

## **Work History**

### **2005 – Present Omniplex World Services Corporation – Chantilly,**

**VA** – Self-employed Contract Investigator

Complete assignments in the Florida region for CBP, ICE, NGA and Sherlock background clearances. Handle assignments as they are issued. Completed Subject interviews, Source interviews, law checks and other necessary investigations in accordance with established guidelines. Transmitted typed reports through the Omniplex software.

### **08/2009 – 12/2016 KeyPoint Government Solutions, Inc – Loveland, CO - Contract Investigator \***

### **09/2007 – 12/2016 MSM Security Services, LLC – Greenbelt, MD Contract Investigator \***

**1/2013 – 6/2015 CSC, Falls Church, VA - Contract Investigator \***

**06/2012 – 6/2015 USIS, Grove City, PA - Contract Investigator \***

\*Self-employed Contract Investigator performing background investigations on federal contracts on an as needed basis.

**2001 – 2004 Northwest Federal Credit Union – Herndon, VA, CIA Headquarters, Langley, VA – Loan Officer**

Employed as a loan officer servicing CIA covert and overt credit union members with consumer loans and other banking needs. Interview members in person or by telephone that are applying for consumer loans. Prepare loans and accompanying documentation for disbursement to members.

**1970 – 2001 (Retired) General Motors Acceptance Corporation (GMAC) – Washington, DC, Rockville, MD, Fairfax, VA, Louisville, KY – Credit Analyst**

Responsible for the development, increase and maintenance of profitable business. Convey credit decisions to General Motors dealer personnel and dealer principals. Convey flexibility while being decisive in credit decisions. Analyze financial statements for the establishment and continuation of wholesale credit lines. Prepare written reports in a timely manner with recommendations for future business.

## **Education**

**2005 OPM field and classroom training**

**2002 Northwest Federal Credit Union Seminar** - Member Service Representative.

**1981 – 2001 GMAC Seminars, Detroit, MI** - Management Training. Analyzing the dealer financial statement. Leasing. Effective Sales. Computer training.

**1989 – 1990 Dale Carnegie Course** - Effective Speaking and Human Relations.

**1964 – 1967 Ahrens Trade School, Louisville, KY** – Drafting.



## COMMUNITY DEVELOPMENT DISTRICT

# 4B1c

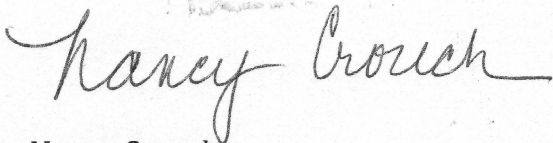
February 10, 2021

Grand Haven CDD  
Board of Supervisors  
c/o Howard McGaffney

It would be an honor to serve the community of Grand Haven. I have been a resident for ten years and now have the time to commit in helping fulfill the goals and objectives for Grand Haven residents as prioritized by the CDD. I think with my past leadership roles in various capacities I could lend a thoughtful guided opinion to discussions resulting in the best solutions for our community. I am active in many of the amenities offered by Grand Haven. I believe involvement in one's community is essential for not only goodwill, but a matter of pride.

Attached is my most recent employment history along with various civic activities in which I was asked to be involved.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Crouch". The signature is written in dark ink and is positioned above the typed name and contact information.

Nancy Crouch  
6 St. Andrews Court  
[ncrouch6@gmail.com](mailto:ncrouch6@gmail.com)  
386-986-3112

# NANCY CROUCH

(386) 986-3112 ncrouch6@gmail.com

(847) 309-6233 cell

6 St. Andrews Court, Palm Coast, FL 32137

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## CIVIC

- Active member of the Grand Haven Woman's Club
  - Continue to volunteer with the Palm Coast Arts Foundation managing the public art Turtle Trail project and other collaborative efforts; regular contributor to the Oak Tree Newsletter on behalf of PCAF and the arts
  - Worked with Mayor's Office of City of Palm Coast on their first Tech Beach Hackathon January 2020
  - Currently working with the City of Palm Coast on planning and developing the arts district for Town Center
  - Committee member for the Palm Coast Songwriter's Festival (attracts national country music songwriters)
  - Volunteered at Whispering Meadows Ranch (a not for profit designed to enrich lives of those with disabilities)
  - Worked with City of Palm Coast Parks and Recreation on Senior Games
- 

## BOARDS

- Current member of the Board of the John W. Kurtich Foundation for Study and Research (provides special project funds to various educational institutions and scholarships to college art students studying abroad)
  - Former Trustee to the Palm Coast Arts Foundation before coming its Executive Director
- 

## EMPLOYMENT HISTORY

**2013- 2020**

**Executive Director – Palm Coast Arts Foundation**

**1985-2011**

**Special Assistant to the President, The School of the Art Institute of Chicago**

Managed a 36-member civic/philanthropic Board of Governors; led many special projects for the President, locally, nationally and internationally.

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## **COMMUNITY DEVELOPMENT DISTRICT**

# **4B1d**

**Phillip R Dolamore**  
200 Riverfront drive, C104  
Palm Coast Fl 32137  
Tel 954 319 2186

February 9, 2021

Dear Mr McGaffney

Writing to you to express willingness to serve out the vacated term on the CCD board of supervisors. My business and real estate experience as well as currently owning two properties in Grand Haven and a previous home in Grand haven helped me understand the meaning and values of the Grand Haven lifestyle.

My goal is to help ensure the Grand Haven Community is continuously recognized as a highly desirable community to live in, to preserve and improve on what we have while maintaining budget discipline.

I am a graduate of the New Zealand Police Academy graduating in 1971 and served as an active Police Officer until 1973 in New Zealand.

From 1974 until 1979 I lived in England and Canada primarily pursuing a career in Rugby.

From 1979 until 2009 I was a full time resident in South Florida and active as a mortgage broker, real estate broker and developer.

In 1999 I founded a healthcare IT company which I sold to Transunion in 2007. In 2012 I founded my current healthcare IT company, Discover-Claims where I serve as president, we have offices in Palm Coast and Charlotte NC.

I moved back to Florida in 2020 and into my current home in Grand Haven and maintain a second home in Colorado.

I am married to Dr Karen Jo Dolamore, a veterinarian and graduate of University of Florida. I am a part owner of Grand Living Realty and Palm Coast Insurance and invest in local real estate.

My son Graham Dolamore and my brother Lindsay Dolamore work in the realty and Insurance business in Palm Coast. My youngest son attends Florida Atlantic University.

I am 68 years of age and active both in business and lifestyle. I like to golf, fish, hike and bike.





## **COMMUNITY DEVELOPMENT DISTRICT**

# **4B1e**

Chiumento Law, PLLC  
Michael D. Chiumento  
Michael D. Chiumento III  
Ronald A. Hertel  
Andrew C. Grant  
Vincent T. Lyon  
Vincent L. Sullivan  
Diane A. Vidal  
Art Zimmet  
Cynthia Lane

Marc E. Dwyer, P.A.  
Marc E. Dwyer



**CHIUMENTO  
DWYER HERTEL GRANT**  
ATTORNEYS AT LAW

Reply to:  
145 City Place, Suite 301  
Palm Coast, FL 32164  
Tel. (386) 445-8900  
Fax: (386) 445-6702

By Appointment Only:  
57 W. Granada Blvd.  
Ormond Beach, FL 32174

Marc Dwyer  
Partner  
mdwyer@legalteamforlife.com

February 12, 2021

**COVER LETTER**

VIA: Electronic mail: [mcgaffneym@whhassociates.com](mailto:mcgaffneym@whhassociates.com)

To the Board of Supervisors  
c/o the District Manager-Howard McGaffney

My name is Marc Dwyer.

The reason I am interested in serving on the Board of Supervisors is to do what I can to help our community and its future. I want to serve because I believe I can add a great deal of value to the brain trust of the District. I have demonstrated my commitment to the improvement and preservation of Grand Haven as a former director of the Master Homeowner's Association two decades ago. This new decade will bring new challenges, and by virtue of my being a partner in the law firm that has been involved with the most community development in the history of Flagler County, I believe that my knowledge and experience would provide keen insights and a unique resource to help the board in its considerations. I would be privileged to serve.

Attached is a copy of my resume combined with a short biography. I can be reached via personal cell phone at (386) 338-7544, or via my personal email on file with Grand Haven [marctownel@gmail.com](mailto:marctownel@gmail.com)

Thank You for your time and consideration.

Sincerely,

Marc Dwyer



EDUCATION:

FLORIDA COASTAL SCHOOL OF LAW

Jacksonville, FL

- Juris Doctorate. Degree - 2002
- Member of the Florida Bar – Admitted May 5, 2003
- Dean's List

QUEENS COLLEGE- CUNY

Flushing, NY

- B.A. in Psychology, 1993 – *Deans List, Who's Who.*
- B.A. in Drama & Theatre, 1993

LAW & EXPERIENCE SUMMARY DETAIL:

Prior to my law career, I was fortunate enough to work for four of the largest Fortune 500 companies in various capacities. AT&T, MCI, CVS, and Toys R Us, Corp.

Directly after graduating from college I was recruited to manage the two busiest stores in New York City for both CVS pharmacy, and Toys R Us corporations. There I learned to manage operations in a high-volume, high-stress environment.

Shortly after leaving CVS Pharmacy, I undertook direct marketing and reselling of telecommunication services in New York City for three years for Excel Communications where I was responsible for self-motivated creation of marketing plans and to recruit, train and manage marketing representatives for the company.

After moving to Florida in 1996, I spent 8 years performing outsourcing regulatory compliance and licensing for CSX Transportation. In this capacity, I communicated with the Federal Communications Commission, and ensured compliance with the Code of Federal Regulations. These tasks were performed through AT&T solutions, and then MCI solutions. I worked full-time while attending Law School at night. I graduated in the top 20% of my class.

In my 18 years as a practicing attorney I have practiced in both Federal and State Court. I am admitted to practice in the United States Federal Courts in the Northern, Middle and Southern Districts of Florida. I am also admitted to the Federal Bankruptcy Courts in all three districts as well. I have practiced in the State Courts of Florida across the state including, Orlando, Kissimmee, Sanford, Daytona, New Smyrna, St. Augustine, Gainesville, Jacksonville, and Tallahassee.

I have litigated complex corporate cases for my corporate clients in Federal Courts in Florida and in Georgia. I have litigated Lanham Act, and Sherman Act cases. I routinely draft and interpret contracts for my corporate clients ranging from, Advertising (Billboard, Television, and Print), book and e-book publishing deals, commercial leases, recording contracts, mobile applications, web development. As the most experienced attorney in Family and Criminal law in my firm, I also handle a number of those cases within the firm.

I also served as legal analyst for Fox 35 News and CBS in Jacksonville. I was called on to analyze contracts; the most notable one, between the Jacksonville Jaguars and the City of Jacksonville. I have served as counsel for numerous corporate clients and contractors over the years. A sampling of the diversity of a handful of my clients includes:

- Touchpoint Alliance, Inc. [Mobile Applications]
- The Professional Caddies Association. [Publishing and Golf Endorsements]
- Consolidated Capital Finance, Inc. [Commercial leasing]
- Absente LLC [International Beverage Importers/Distributors]
- Terratran, Inc. [Real Estate Investments]
- Dark Hawk Cycles, Inc. [Motorcycle distribution and sales]
- Homes & Land Realty, Inc. [Real Estate]



## COMMUNITY DEVELOPMENT DISTRICT

# 4B1f

To: Grand Haven CDD Board of Supervisors

From: John Polizzi

Subject: Application for open Board of Supervisors Position

I am sending in my CV in response to the open Supervisor Position. I have been a resident of Grand Haven for over 10 years. Since my retirement I have been engaged in following the business of our community. I believe that I bring a balance of business management experience and involvement in our community that can be impactful on moving our community ahead. I have extensive experience in Capital and Operational Budget planning and management. My operational background includes planning and forecasting the needs and resources to support medium and large 24x7 organizations. I have scaled this knowledge to work in small to large organizational situations. Finally, I have been involved in organizations both inside and outside Grand Haven in order to contribute to the betterment of our greater area. I look forward to contributing to our community by participating on the CDD Board and contributing to the continued enrichment of Grand Haven,

Sincerely,

John Polizzi

Modified CV

John A Polizzi  
11 Turkey Oak Ln.  
Palm Coast, Fl. 32137

214-724-5262  
jagpolizzi@gmail.com

We, Kathleen Polizzi and I, have been residents and property owners in Grand Haven since 2008. Our first house was completed in 2009 in Wild Oaks. Our second house was built in 2015 also in Wild Oaks. I have been active in the community thru organizational and group activities including the GHCCD by participating at Regular Meetings and some Workshops.

My business career ended in 2015 after fifty-three years of progressive professional and personal growth. I retired with the idea that I would continue to leverage my experience by working with area non-profits and professional organizations. My business area of focus was technology. I led the Information Technology function at a number of medium to large corporations in the Eastern and Midwestern U.S. The businesses were generally in the Retail/Wholesale Trade segment with corporate, warehouse, and store locations. Focus areas for my role included business infrastructure, operations, logistics, purchasing/merchandising, digital marketing/selling, customer service along with all corporate administration functions.

Key areas of experience and knowledge that apply to the CDD Board position include:

- A career of over forty years in middle to senior management roles. Working extensively with senior leaders and Boards insuring the Goals and Objectives of the business are actualized
- Strategic and Capital Planning aligned to the organizations medium and long term objectives. These planning programs projected initiatives, capital and operating budgets, and staffing resource needs.
- Annual Operating Budgets and Project plans. Key focus was the delivery of results on time, on budget, and meeting the business' operational and function needs.
- Third Party contract development and negotiation with services, equipment, and staffing organizations focusing on the business requirements.
- Management oversight of capital programs and operational projects.
- Facilities and Infrastructure life cycle planning and operational maintenance insuring that resources are ready to support 7x24 businesses.
- Extensive personnel management insuring staffing and team readiness.

Post Retirement Experience includes:

- United Way of Volusia and Flagler Counties (UWVFC) since 2011. In 2016, I volunteered and was accepted as a member of the Community Impact Cabinet.



Modified CV

John A Polizzi  
11 Turkey Oak Ln.  
Palm Coast, Fl. 32137

214-724-5262  
jagpolizzi@gmail.com

- Charted to change the way Grants are requested, evaluated, and awarded. This was a totally new process for the UWVFC. The Cabinet developed the process covering an RFQ, RFP, and a formalized evaluation and scoring rubix.
- This new program is driven off the UWVFC areas of focus requiring short, medium, and long-term outcomes that have very specific measurements which are documented and reported quarterly.
- The Cabinet reviews Programs performance quarterly and makes recommendations for future actions. The Cabinet reports thru the UWVFC CEO and Board.
- Strategy Planning Committee was formed late in 2019 to develop a new five year plan for the agency. The project was completed in January, 2020. It will be incorporated in the Fiscal 2021 business plan and budget.

Academic and Professional qualifications include:

- Bachelor of Science in Management, Rutgers University, 1975.
- Graduate Studies University of Tampa, MBA degree not completed.
- Massachusetts Technology Leadership Award, Large Corporations, 2009.
- Dallas Society for Information Technology, Leadership Award, Large Firms Finalist, 2004.
- Founding Member and President of Barnegat N.J. Lions Club.

Personal:

- Married, 49 years in August.
- Family includes five generations currently.
- Hobbies include time with family. Tennis, and some travel.
- Member Grand Haven CERT Team, Certified in 2019.
- Member Neighborhood Watch, Village Captain Wild Oaks.

Military Service:

- U.S. Army Veteran, 1966 – 1968, Honorable Discharge.

Modified CV

John A Polizzi  
11 Turkey Oak Ln.  
Palm Coast, Fl. 32137

214-724-5262  
jagpolizzi@gmail.com



## COMMUNITY DEVELOPMENT DISTRICT

# 4Big

## Board of Supervisors Grand Haven Community Development District

In June 2020, the CDD put out a Business Plan that included the following Vision: “The Board of Supervisors aspires to make Grand Haven the most desirous community for residents to reside within Central Florida by consistently providing exceptional services, upholding a strong fiscal position and enhancing property values through proper grounds and amenity maintenance.” I agree with that statement as it will bring a continued flow of quality residents into our “Grand” neighborhood and, ultimately, increase our housing values. Shared Vision, coherent long-term strategy, effective annual plans, detailed job descriptions supported with a strong evaluation process, efficient operating practices and reporting systems, community involvement/investment, better communication, and shorter/efficient meetings; these are the core elements of a solidly run organization. The Grand Haven CDD continues to recognize these needs through the goals established this past December. I believe my 40 year career as a federal bank regulator makes me uniquely valuable to the CDD in support of these ongoing administrative efforts. Over those years I was given numerous opportunities to analyze these processes at some of the best banks in the world and to work with institution management to update and improve them. I truly enjoyed that part of my work life and would enjoy bringing that experience to the Board of Supervisors.

What is the value of constructing/documenting, or updating administrative practice? Documenting a shared understanding of job duties that conform to an appropriate evaluation program will give staff confidence that they are moving in the right direction, which improves service. Instituting consistent, solid reporting will reduce the time allocated to evaluating monthly operations, giving the Supervisors more time to look at the larger picture and allows more time for planning. Extending the talent base by incorporating the professional experience of our residents into the data gathering process can open up avenues for new ideas and improve decision making. Solving these issues is the key to the locked door that would impede Grand Haven’s ability to meet our organizational Vision.

My priorities (more detail is attached):

Within 90 days

- Organize and institute Resident Committees
- Job duty analyses
- Board reporting: Identify needs, share with management

Within 120 days

- Board reporting: Management’s preliminary report package for review.

Within 180 days

- Job descriptions, performance standards/evaluations
- Board reporting: Implementation of agreed reporting package.
- Street tree/Sidewalks Committee report

Within 270 days

- June 2020 Long-term Facilities and Asset Protection Plan update
- Human resources/staffing plan
- Annual contractor appraisal program

Within 365 days

- Strategic Plan
- Marketing Program

## GOALS DETAIL

**Organize and Institute Resident Committees (RC):** There is too much work for 5 Supervisors to do, but those 5 people have the talent to supervise that work. The professionals that live around us could help. Each Supervisor could lead one or more RCs investigating the priorities of GH. The RCs would receive specific tasks to independently identify options, gather data, and send recommendations back to the Board. The RCs might consider broader areas (strategies, performance expectations, operating procedure, marketing) or be limited to specific issues (street trees/sidewalks, etc.). Membership could be long-term or project specific.

**Job Analysis:** In support of the position specifications built for our Operations Manager, the CDD and management truly needs to understand the totality of work that is conducted by staff. Without a full understanding of the process, effort, and time that goes into ongoing operations/maintenance, it is difficult to assess performance and almost impossible to assess staffing needs. A RC should be organized to document staffs' interpretation of job duties.

**Job Descriptions, Performance Standards/Evaluations:** The detail generated from the Job Analysis bullet should be discussed with management; maybe one work shop should be allocated to this issue. From that meeting, staff position descriptions should be established and be discussed with staff. Standards/expectations and an evaluation process would next be finalized. All standards should be based on specific expectations (eg. For Operations Manager: % of on-time projects, meeting % of budget, facilities downtime, meeting strategic projects timeline, etc.)

**Human Resources/Staffing Plan:** After completion of the Job Analysis and management discussion, the RC could provide a review of staffing levels.

**Board reporting:** The Supervisors should determine the detail needed to provide comfort they are meeting their fiduciary responsibility. The detail should be provided to management for report development and implementation.

**Street tree/Sidewalks:** Identified as a significant goal by each of the last two boards, resolution of this ongoing concern needs to happen. It has an impact on every resident. A RC should immediately identify options, estimate costs, and report recommendations.

**Long-term Facilities and Asset Protection Plan:** The June 2020 Business Plan details the assets held by GH. The Plan incorporates a Capital Reserve Plan that offers an estimate of financing reserves for these assets. This Plan is a critical component of ongoing budgeting and future assessment analysis. A RC should support an annual review to help estimate upcoming maintenance and/or replacement costs of these assets for the updating of the Capital Reserve and future assessment needs.

**Strategic Plan:** Update every 2 to 3 years with input from a RC.

**Marketing:** The Business Plan sets a Vision for GH to be "the most desirous" community in Central Florida. This Vision should be implemented and shared with others to grow interest in GH. A RC should be tasked to create a Marketing Plan.

# BRAD SCOTT

(630) 272-8852  
BrScott6355@gmail.com  
9 Augusta Trail Palm Coast, FL 32137

## GRAND HAVEN | PALM COAST

### ABOUT ME

Experienced, passionate banking regulator seeking to bring my experience to better support the strategic development, operational efficiency, and overall growth of the Grand Haven community. I believe creating more opportunities for resident participation would concentrate efforts on the issues that most directly impact the CDD and our community, increasing efficiency, transparency and stakeholder involvement.

If appointed to this position, I would tackle initiatives that would provide immediate value, including resident committee development, upgrading written job descriptions and evaluation methods for all staff, strengthening reporting, and exploring service improvements that meet our residents' needs and expectations.

### SKILLS & TOOLS

- Strategic/Contingency Planning
- Financial Analysis
- Budget Development/Assessment
- Reporting Packaging Evolution
- Contract Development and Oversight (SOW)

### AWARDS & RECOGNITION

- FDIC Performance Awards
- Mission Achievement (2), Group Projects (5), Star (19)
- Commissioned Bank Examiner: 1999

### ACTIVITIES & INTERESTS

- **Haven Family Fund (COO):** Guide 70+ volunteers who support Grand Haven residents with shut-in visits and travel needs
- **Salty Church** - Flagler Campus member
- Grand Haven Tennis and Pickleball
- Grand Haven Croquet Club (unskilled member)

### EDUCATION

#### **DRAKE UNIVERSITY**

Des Moines, Iowa  
B.S. Accounting - 1976

### PROFESSIONAL EXPERIENCE

#### **Florida Office of Financial Regulation**

##### **Consultant**

Palm Coast, FL | July 2018 - November 2019

#### **Federal Deposit Insurance Corporation**

##### **Senior Examiner**

Chicago, IL & Statesboro, GA Offices | March 1977 - June 2017

- Managed teams of 4 to 15 staff members, engaged in safety & soundness reviews of banks ranging in size from \$7MM to \$1.5B
- Assisted in development of multiple FDIC budgets at regional level
- Evaluated bank executive's performance against budgets/strategies and reviewed the testing/effectiveness of their contingency programs
- Worked with bank management to improve monthly board reports and operating procedures/audit systems
- Developed, implemented and supervised two national contracts to sell mortgage loans at FDIC

#### **Grand Haven Master Association**

##### **Treasurer**

October 2018 - October 2019

- Developed long-term re-roofing plan for Riverbend neighborhood that eliminated need for an immediate special assessment
- Supported Southern States in the development of the 2019 annual budget

#### **Additional Experience**

- Facilitated Dave Ramsey's "Financial Peace" programs for 7 years
- Youth Sunday school teacher



**COMMUNITY DEVELOPMENT DISTRICT**

**4BII**

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

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

\_\_\_\_\_  
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

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

(NOTARY SEAL)

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

-----  
MAILING ADDRESS:  Home  Office County of Residence \_\_\_\_\_

\_\_\_\_\_  
Street Phone Fax

\_\_\_\_\_  
City, State, Zip Email Address





**COMMUNITY DEVELOPMENT DISTRICT**

**4C**

**RESOLUTION 2021-03**

**A RESOLUTION DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE**

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

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

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

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

\_\_\_\_\_ is appointed Chair

\_\_\_\_\_ is appointed Vice Chair

Craig Wrathell is appointed Secretary

\_\_\_\_\_ is appointed Assistant Secretary

\_\_\_\_\_ is appointed Assistant Secretary

\_\_\_\_\_ is appointed Assistant Secretary

Howard McGaffney is appointed Assistant Secretary

Craig Wrathell is appointed Treasurer

Jeff Pinder is appointed Assistant Treasurer

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

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

**PASSED AND ADOPTED** this 18<sup>th</sup> day of February, 2021

Attest:

**GRAND HAVEN COMMUNITY DEVELOPMENT  
DISTRICT**

---

Secretary/Assistant Secretary

---

Chair/Vice Chair, Board of Supervisors



**COMMUNITY DEVELOPMENT DISTRICT**

**4D**

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

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**POSITION TITLE:      OFFICE MANAGER**

**REPORTS TO:            Operations Manager**

**POSITION OVERVIEW:**

The Office Manager supervises and directs the overall daily office operations for the on-site operations of the CDD. This position requires a high level of knowledge and superior ability to execute the day-to-day office and administrative oversight of the Grand Haven Community Development District's operations, including overseeing all other office team members. This position is 8:00 A.M. to 5:00 P.M., Monday through Friday with a one (1)-hour lunch. Other hours and duties may fall outside of these regular hours and shall be at the sole discretion of the Operations Manager.

**ESSENTIAL FUNCTIONS:**

**Supervisory / Management Duties**

- Manages and coordinates the activities of the Maintenance and Administration departments, as well as organizes the workloads and assignments of the District's employees.
- Manages all on-site contracts and respective vendors to ensure that services are properly performed in accordance with the scope/terms of the agreements/contracts.

**Administrative Duties**

- Supervises all Gate Access Administrators and Administrative Assistants to the Operations Manager. The Office Manager must be able to perform the duties of the Gate Access Administrators and Administrative Assistants.
- Responsible for the accurate compilation, storage and production of the community directory data.
- Operates within all guidelines, policies, standards and constraints as established by the CDD
- Attends all District meetings and virtual workshops, takes notes and coordinates power point presentations
- Establishes and maintains office services by organizing office operations and procedures, directing administrative assistants; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions. Maintains office efficiency by planning and implementing office systems, layout, supply/equipment management, procurement and inventory control.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments; promoting process improvement

- Performs all Office Management and administrative duties as directed/assigned by the Operations Manager
- Manages vendor relationships as directed by the Operations Manager
- Effectively tracks budget expenses.
- Oversees technology, network administration, manages phone system and evaluates information systems making recommendations for upgrades and necessary changes
- Oversees human resources responsibilities and requirements; including employee orientation and training, maintaining personnel records, monitoring insurance coverage and ensuring that personnel policies are up-to-date by effectively communicating with the District Management Administrative and Accounting staff
- Under the guidance and direction of the Operations Manager and in accordance with the District's Policies; provides historical reference by following state guidelines and procedures for retention, protection, retrieval, transfer, and disposal of records
- Supports the Field/Maintenance Department
- Ability to work effectively as part of a team, to use considerable judgment, initiative and independence, to maintain confidentiality, to work comfortably with diverse residents with unique requests

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the minimum acceptable representations of the knowledge, skill, and/or ability required. In addition, this position requires a valid Florida Driver's license.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree preferred with three (3) years' experience in office management and supervisory experience is preferred
- In lieu of a Bachelor's degree, 5 years' experience, working in a Community Development District office or similar atmosphere with a proven strong administrative/clerical skill set, exhibiting the ability to direct others and work unsupervised is desired
- Excellent organizational, computer and verbal skills
- Proficiency in Microsoft Outlook, Excel, Word, Power Point and all equipment typically found in an office setting.
- Ability to use logical and rational thought to resolve issues
- Under the direct guidance and supervision of the Operations Manager, ability to communicate effectively with the District Manager, District Counsel, District Engineer and Board of Supervisors
- Ability to resolve conflicts, respond effectively to inquiries or complaints, communicate effectively with residents, team members, groups, District Staff and Board Members

### **TECHNICAL SKILLS:**

- Practical knowledge of technical field operations with use of analytical judgment and decision-making abilities appropriate to the work environment of the District
- Ability to complete applicable research for standard and requested documents and reports

- Compile data for computer entry, and/or enters or oversees data entry, as required

**PHYSICAL DEMANDS:**

- Must be able to verbally communicate/ throughout the day
- Ability to sit, stand and reach with hands and arms
- Extensive use of a computer and typing
- Must be able to lift, push, pull and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

**WORK CONDITIONS:**

Duties are performed in both an office and field environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will conduct tasks that require the ability to exert moderate physical effort daily, and being exposed to noise and the work conditions that are common with an office environment. Occasional outside work and occasional physical effort may be required.



## **COMMUNITY DEVELOPMENT DISTRICT**

# **4E**



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

---

**POSITION TITLE:      OPERATIONS MANAGER**

**REPORTS TO:            District Manager / Board of Supervisors**

**POSITION OVERVIEW:**

The Operations Manager is a high-level leadership position, that requires successful operational knowledge, combined with the ability to implement successful processes to achieve the operational mission and goals set by the Board of Supervisors. This position oversees, supervises, directs and executes the onsite day to day operations & maintenance within the District. This includes contract administration, meeting with and effectively communicating with the residents living within the District as well as with the District Staff and the Board of Supervisors.

The Operations Manager executes the directives given by the Board. This position reports directly to the District Manager for day-to-day operations, in the absence of the District Manager, reports to the Chair or Vice Chair. The CDD Board of Supervisors, reserves the right to amend the organizational structure, including who this position reports to directly, at any time in order to meet the business needs of the District.

**ESSENTIAL FUNCTIONS:**

**Supervisory / Management Duties**

- This position manages and coordinates the activities of the Maintenance and Administration departments, organizing the workloads and assignments of the District's employees.
- Manages all onsite contracts and the vendors who supply the onsite services in order to ensure they are properly performed in accordance with the scope/terms of the agreements

**Administrative Duties**

- Provides budgetary input based on historical data combined with future needs
- Responsible for financial management of the District's adopted budgets, overseeing onsite Administration/Operations/Amenity/Capital expenditures
- Works with Staff and the Board to create short-term and long-term, strategic capital project plans
- Ensures the upkeep and maintenance for District amenities, facilities, assets and infrastructure by developing and managing an effective and efficient planned and preventative maintenance plan
- Makes recommendations concerning District projects or activities
- Leads and assists in developing procedures relating to projects and activities
- Manages field operations, amenity and administrative expenditures in compliance with the adopted budget or as amended/approved by the Board.

- reviews all applicable invoices for accuracy, researches discrepancies, codes, and approves for payment; researches information and makes changes as needed
- Provides input and feedback on monthly financials to the Board and District Manager as needed
- Communicates necessary updates regarding District activities to the Board of Supervisors, District Staff (District Manager, District Engineer and District Counsel) and onsite teams including the Amenity Manager
- Attends Board Meetings and Workshops as directed by the Board
  - prepares monthly reports, summaries and presentations as well as gathers proposals or other documents to be included in the agendas for Board review
- Responds to and documents all resident emails, phone calls and inquiries; resolves District related issues by formulating and executing plans of action to correct problems/issues
- Operates a personal computer and general office equipment as necessary to complete essential functions to include the use of word processing, spreadsheets, e-mails, internet and other computer programs
- Communicates with Supervisors, District Staff, Department employees, contractors, developers, engineers, utility companies, vendors, suppliers, public service agencies, government agencies, the public, community organizations, outside agencies, the media, and other individuals and groups as needed to coordinate work activities

### **Facilities, Amenity Centers, Operations Maintenance and Management**

- Directs, oversees and the proper training of the District's Maintenance department
- Oversees and ensures the proper functioning of building systems including mechanical, electrical, fire/life safety
- Oversees installation, inspections, repairs, trouble shooting and daily maintenance of buildings, facility equipment, community wide infrastructure/assets to include but not limited to roads, bridges, sidewalks, mailboxes, parks and walk paths
- Ensures that buildings and facilities are maintained to comply with environmental, health, and safety policies
- Ensures/Assigns quality control inspections, to confirm a high quality of work and product application for District operations.
- Oversees contractors for facility renovation projects entailing HVAC, electrical systems, and pool equipment/recreational amenity equipment
- Ensures/assigns the proper supervision of the amenity management company, for the proper performance of various contractual obligations within the scope of the amenity management agreement.

### **Stormwater System Maintenance and Management**

- Coordinates construction and repair needs, overseeing all contractors or vendors, ensuring the proper operation and maintenance of the stormwater management systems
- Ensures/assigns the proper supervision of various tasks involving aquatic control and maintenance of lakes, water management systems; conducts safety inspections of lakes, or other areas; coordinates with vendors to control vegetation in stormwater system for maximum drainage.

### **Landscape Maintenance and Management**

- Ensures/assigns the proper supervision of landscape maintenance contractors performing various tasks involving grounds maintenance or landscaping projects
- Ensures/assigns monthly or as needed inspections are conducted with the contractors to confirm work is performed in accordance with the agreement(s)
- Issues corrective action notices and makes recommendations for contract amendments if needed, conducts site inspections of each project and identifies deficiencies, working with the contractor or employees in order to resolve them

### **Roadway/Parking Lot Management**

- Supervises various tasks involving traffic operations or road sign installation projects
- Inspects parking lots and District owned roads to identify needed maintenance
- Oversees installation, maintenance, and repair of roadways, signs, barricades, and roadway markings; maintains current inventory of existing signs
- Focused on compliance requirements and must be familiar with all permit requirements and ensure that all of those requirements are met

### **Safety and Security Management**

- Oversees the contractual obligations of vendor performing the gate access control or security services within the District, conducts monthly or as needed inspections and performance evaluations with the account manager(s) to ensure the scope of services are performed properly, services include: following District adopted post orders, courteous customer service, effectively communicating issues, security threats and safety issues to the Operations Manager, properly documenting activities related to the contract
- Issues corrective action notices and makes recommendations for contract amendments if needed, conducts site inspections to observe guards and identifies deficiencies, working with the contractor or employees in order to resolve them

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the minimum acceptable representations of the knowledge, skill, and/or ability required. In addition, this position requires a valid Florida Driver's license.

## **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree preferred with three (3) years' experience in Operations/Facilities management
- In lieu of a Bachelor's degree, 5 years of equivalent supervisory experience in operations and facilities management, possessing a background in understanding Aquatics Facilities Operations
- Possess the ability to resolve conflicts, respond effectively to inquiries or complaints, have the ability to communicate effectively with residents, team members, groups, District Staff and Board Members

## **TECHNICAL SKILLS:**

- Possess practical knowledge of technical field operations with use of analytical judgment and decision-making abilities appropriate to the work environment of the District
- Ability to complete applicable research for standard and requested documents and reports
- Compile data for computer entry, and /or enters or oversees data entry for the Facilities/Property Department

## **PHYSICAL DEMANDS:**

- Must be able to verbally communicate/talk and hear frequently throughout the day
- Frequently required to sit and reach with hands and arms
- Occasionally required to stand; walk, kneel, crouch, crawl, climb and use hands
- Must be able to lift, push, pull and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

## **WORK CONDITIONS:**

Duties are performed in both an office and field environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will conduct tasks that require the ability to exert moderate physical effort daily, being regularly exposed to outside weather conditions, dirt, dust, pollen, extreme temperatures, chemicals, and other outdoor environmental conditions or hazards. The employee is occasionally exposed to moving mechanical parts and vibration. Occasional outside work and occasional physical effort is required. The noise level in the

work environment is usually moderate when inside mechanical rooms such as the pump houses for the pools.



**Community Development District**

**EMPLOYEE EVALUATION**

**THE PURPOSE OF THIS EVALUATION:**

1. To Allow the Board to provide an Annual job performance review
2. To Provide clear standards of expectation, that results in a performance-based pay structure that is fair, equitable and consistent for the employee
3. To identify areas of success and opportunities in which improvement may be needed

**INSTRUCTIONS:**

Please complete the following evaluation, using the Personal Objectives Criteria below. You may wish to use the ‘Comments’ section to clarify your answers, and in order to provide feedback to the District Employee. Please use the scale from 1 – 5 to rate performance in each category.

**EVALUATION SCORING:**

*(Note, Supervisors are to provide whole number scoring evaluations. Please do not use fractions or decimals. i.e., 4.5 or 4 ½, is not a proper score for the evaluation)*

- A Score of 5: Greatly Exceeds Standards-Job performance of the specific responsibility is consistently outstanding and exceptional, higher than that considered “Above Standard”.**
- A Score of 4: Above Standards-Job performance of the specific responsibility is frequently higher than standard.**
- A Score of 3: Meets Standards-Job performance of the specific responsibility consistently meets the minimum standard.**
- A Score of 2: Below Standards-Job performance of the specific responsibility is occasionally lower than the minimum standard.**
- A Score of 1: Unsatisfactory-Job performance of the specific responsibility is frequently or consistently lower than that considered “Below Standard”.**

**Example of how to score a “5”**

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

\_\_\_\_\_  
**Employee Name**  
 Operations Manager  
 \_\_\_\_\_  
**Job Title**

\_\_\_\_\_  
**Name of Supervisor**  
 CDD BOARD SUPERVISOR  
 \_\_\_\_\_  
**Title**

April 2019 - March 2020  
 \_\_\_\_\_  
**Period of Evaluation**

\_\_\_\_\_  
**Date of Evaluation**

**SUMMARY OF THE OPERATIONS MANAGER JOB DESCRIPTION**

The Operations Manager is the on-site representative of the Leadership at Grand Haven Community Development District and point of contact for residents and vendors. The Operations Manager is responsible for the oversight of the day-to-day operations of the District's public facilities, infrastructure and amenities. This position oversees the supervision and performance of on-site personnel and outside contractors. The Operations Manager is responsible for ensuring the policies and procedures established by the District within the scope of services are followed by staff and contractors, as well as communicating the enforcement of the policies to residents. The Operations Manager, is responsible for achieving a set standard of results, and oversees all District-wide projects, demonstrating excellent contract management skills and possesses the ability to hold employees and contractors accountable to the high standards of Grand Haven. The work schedule of the Operations Manager must be flexible, and includes after-hours emergency call-out, in order to assure that District needs are met.

**PERFORMANCE EVALUATION CRITERIA:**

**1. Supervisory, Management Duties:**

- Effectively manages and coordinates the activities of the Maintenance and Administration departments, organizing the workloads and assignments of the District’s employees, as evident in the resident’s satisfaction, the visual appearance of the District’s facilities

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Provides proper job performance reviews and timely feedback to District employees. Successfully holds the onsite employees accountable to Board policies and District expectations

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

**2. Administrative Duties:**

- Provides budgetary input based on historical data combined with future needs, working with Staff and the Board to create short-term and long-term strategic capital project plans

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Responsible for financial management of the District’s adopted budgets, overseeing onsite Administration/Operations/Amenity/Capital expenditures

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Ensures the upkeep and maintenance for District amenities, facilities, assets and infrastructure by developing and managing an effective and efficient planned and preventative maintenance plan

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Manages field operations, amenity and administrative expenditures in compliance with the adopted budget or as amended/approved by the Board, reviews all applicable invoices for accuracy, researches discrepancies, codes, and approves for payment; researches information and makes changes as needed

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Effectively communicates necessary updates regarding District activities to the Board of Supervisors, District Staff (District Manager, District Engineer and District Counsel) and onsite teams including the Amenity Manager

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Attends Board Meetings and Workshops, prepares monthly reports, summaries and presentations as well as gathers proposals or other documents to be included in the agendas for Board review

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Effectively communicates with Residents, District Staff and the Board, replying to emails and phone calls in a timely manner, answering inquiries, responding to complaints; effectively communicates District projects that impacts the daily activities of residents, using the eblast system to broadcast information that is helpful to or necessary for residents

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

**3. Facilities, Amenity, Operations Maintenance and Management Duties:**

- Directs, oversees and the proper training of the District’s Maintenance department

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Oversees and ensures the proper functioning of building systems including mechanical, electrical, fire/life safety

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Oversees installation, inspections, repairs, trouble shooting and daily maintenance of buildings, infrastructures, of all facilities equipment

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Ensures that buildings and facilities are maintained to comply with environmental, health, and safety policies

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Ensures/Assigns quality control inspections, to confirm a high quality of work and product application for District operations

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Oversees contractors for facility renovation projects entailing HVAC, electrical systems, and pool equipment/recreational amenity equipment

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|

- Ensures/assigns the proper supervision of the amenity management company, for the proper performance of various contractual obligations within the scope of the amenity management agreement

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|----------|----------|----------|----------|----------|



**4. Stormwater System Maintenance and Management Duties:**

- Coordinates construction and repair needs, overseeing all contractors or vendors, ensuring the proper operation and maintenance of the stormwater management systems

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Ensures/assigns the proper supervision of various tasks involving aquatic control and maintenance of lakes, water management systems; conducts safety inspections of lakes, or other areas; coordinates with vendors to control vegetation in stormwater system for maximum drainage

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

**5. Roads, Bridges, Sidewalk, Parking Lot Management Duties:**

- Supervises various projects, involving Roads, Bridges, Sidewalks and Parking lots

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Inspects parking lots and District owned roads to identify needed maintenance

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Oversees installation, maintenance, and repair of roadways, sidewalks, signs, barricades, and roadway markings; maintains current inventory of existing signs

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

**6. Safety and Security Management Duties:**

- Oversees the contractual obligations of vendor performing the gate access control or security services within the District, conduct monthly or as needed inspections and performance evaluations with the account manager(s) to ensure the scope of services are performed properly, services include: following District adopted post orders, courteous customer service, effectively communicating issues, security threats and safety issues to the Operations Manager, properly documenting activities related to the contract

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Issues corrective action notices and makes recommendations for contract amendments if needed, conducts site inspections to observe guards and identifies deficiencies, working with the contractor or employees in order to resolve them

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

**7. Landscape Maintenance and Management Duties:**

- Ensures/assigns the proper supervision of landscape maintenance contractors performing various tasks involving grounds maintenance or landscaping projects

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

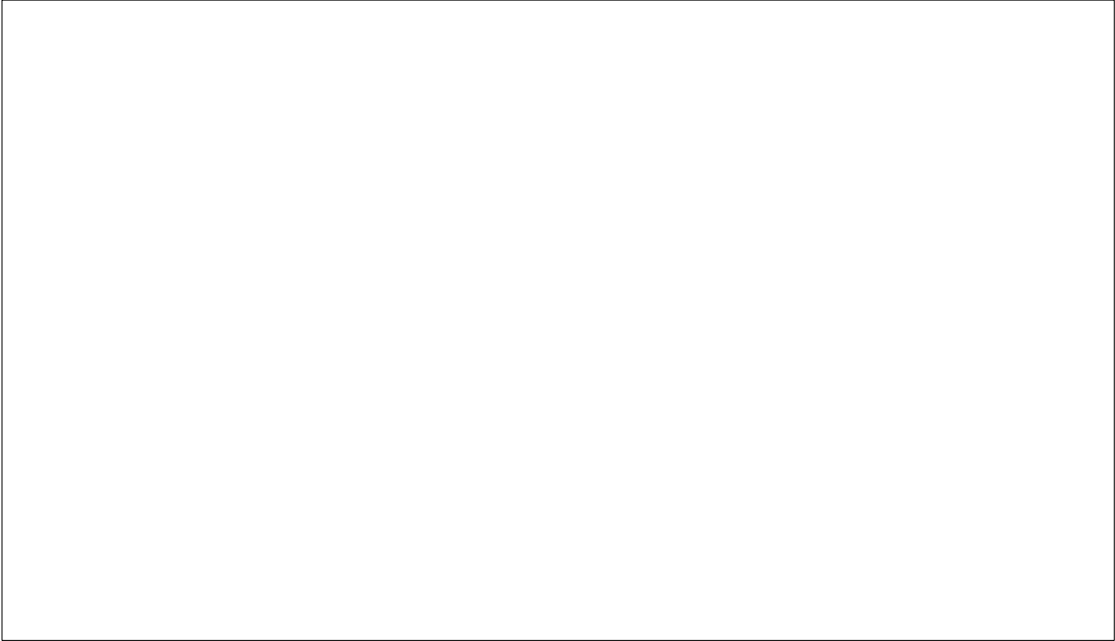
- Ensures/assigns monthly or as needed inspections are conducted with the contractors to confirm work is performed in accordance with the agreement(s)

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

- Issues corrective action notices and makes recommendations for contract amendments if needed, conducts site inspections of each project and identifies deficiencies, working with the contractor or employees in order to resolve them

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

**Supervisor Comments (Specifically Detailed)**

A large, empty rectangular box with a thin black border, intended for supervisor comments. The box is currently blank.



**Community Development District  
EVALUATION SUMMARY:  
DISTRICT OPERATIONS MANAGER**

| SUPERVISOR     | Supervisory, Management Duties | Administrative Duties | Facilities, Amenity, Operations Maintenance Management Duties | Stormwater System Maintenance and Management Duties | Roads, Bridges, Sidewalks, Parking Lot Management Duties | Safety and Security Management Duties | Landscape Maintenance and Management Duties |
|----------------|--------------------------------|-----------------------|---|---|--|---------------------------------------|---|
| Howden         |                                |                       |   |   |  |                                       |   |
| Gaeta          |                                |                       |   |   |  |                                       |   |
| Foley          |                                |                       |   |   |  |                                       |   |
| Dr. Merrill    |                                |                       |   |   |  |                                       |   |
| Flanagan       |                                |                       |   |   |  |                                       |   |
| <b>AVERAGE</b> |                                |                       |   |   |  |                                       |   |

| Average Performance Evaluation Score | Result of Average Score   |
|--------------------------------------|---------------------------|
| A Score of 1                         | Unsatisfactory            |
| A Score of 2                         | Below Standards           |
| A Score of 3                         | Meets Standards           |
| A Score of 4                         | Above Standards           |
| A Score of 5                         | Greatly Exceeds Standards |

| Average Performance Evaluation Score | Result of Average Score                    |
|--------------------------------------|--|
| Score less than 2                    | Initiate termination of employment process |
| Score equal to 2.0 to 2.9            | Employee placed on probation               |
| Score equal to 3 to 3.4              | CPI-U increase & 3.0% bonus                |
| Score equal to 3.5 to 3.9            | CPI-U + .5% increase & 3.5% bonus          |
| Score equal to 4 to 4.4              | CPI-U + 1% increase & 5.0% bonus           |
| Score equal to 4.5 and above         | CPI-U +2% increase & 8.0% bonus            |
| <b>CURRENT SALARY</b>                | <b>INCREASE ADJUSTMENT</b>                 |
|                                      |  |



**COMMUNITY DEVELOPMENT DISTRICT**

**5A**

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

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

|   | <u>Major Funds</u>     | Total                   |
|---|------------------------|-------------------------|
|   | General                | Governmental<br>Funds   |
|   | <u>          </u>      | <u>          </u>       |
| <b>ASSETS</b>   |                        |                         |
| Operating account   |                        |                         |
| SunTrust - operating acct   | \$4,240,920            | \$ 4,240,920            |
| SunTrust - petty cash   | 12,017                 | 12,017                  |
| Investments   |                        |                         |
| Stonegate Bank  | 1,239                  | 1,239                   |
| Finemark  | 249,015                | 249,015                 |
| Finemark - ICS  | 1,671,728              | 1,671,728               |
| Centennial Bank   | 256,121                | 256,121                 |
| Intracoastal Bank   | 258,937                | 258,937                 |
| Iberia - (MMKT)   | 49,090                 | 49,090                  |
| SBA -161601A  | 6,977                  | 6,977                   |
| Undeposited funds   | 200                    | 200                     |
| Due from other  | 444                    | 444                     |
| Accounts receivable (rev deferred)  | 59,147                 | 59,147                  |
| Deposits  | 110                    | 110                     |
| Total assets  | <u>\$6,805,945</u>     | <u>\$ 6,805,945</u>     |
| <b>LIABILITIES</b>  |                        |                         |
| <b>Liabilities:</b>   |                        |                         |
| Accounts payable  | \$ 82,087              | \$ 82,087               |
| Retainage payable   | 22,612                 | 22,612                  |
| Due to other entity   | 36                     | 36                      |
| Total liabilities   | <u>104,735</u>         | <u>104,735</u>          |
| <b>DEFERRED INFLOWS OF RESOURCES</b>                                      |                        |                         |
| Deferred receipts   | 56,968                 | 56,968                  |
| Total deferred inflows of resources                                       | <u>56,968</u>          | <u>56,968</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  | 3,832,198              | 3,832,198               |
| Total fund balances   | <u>6,644,242</u>       | <u>6,644,242</u>        |
| <br>Total liabilities, deferred inflows of<br>resources and fund balances | <br><u>\$6,805,945</u> | <br><u>\$ 6,805,945</u> |

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

|   | Current<br>Month | Year To<br>Date  | Adopted<br>Budget | % of<br>Budget |
|---|------------------|------------------|-------------------|----------------|
| <b>REVENUES</b>                             |                  |                  |                   |                |
| Assessment levy: net of allowable discounts | \$ 2,851,131     | \$ 3,885,024     | \$ 4,322,319      | 90%            |
| Reuse water                                 | 1,224            | 2,718            | 21,000            | 13%            |
| Gate & amenity guest                        | 1,244            | 1,925            | 8,000             | 24%            |
| Tennis fees                                 | -                | -                | 3,000             | 0%             |
| Room rentals                                | -                | -                | 2,000             | 0%             |
| Interest and miscellaneous                  | 223              | 1,064            | 5,500             | 19%            |
| Total revenues                              | <u>2,853,822</u> | <u>3,890,731</u> | <u>4,361,819</u>  | 89%            |
| <b>EXPENDITURES</b>                         |                  |                  |                   |                |
| <b>Administrative</b>                       |                  |                  |                   |                |
| Legislative                                 |                  |                  |                   |                |
| Supervisors - regular meetings              | 1,000            | 3,000            | 12,000            | 25%            |
| Supervisors - workshops                     | 1,000            | 1,000            | 10,000            | 10%            |
| Financial & administrative                  |                  |                  |                   |                |
| District management                         | 3,260            | 9,782            | 39,127            | 25%            |
| Administrative services                     | 868              | 2,603            | 10,413            | 25%            |
| Accounting services                         | 1,790            | 5,369            | 21,478            | 25%            |
| Assessment roll preparation                 | 790              | 2,369            | 9,478             | 25%            |
| Auditing services                           | -                | -                | 11,300            | 0%             |
| Legal - general counsel                     | 8,813            | 16,438           | 92,000            | 18%            |
| Engineer                                    | 18,455           | 18,455           | 30,000            | 62%            |
| Insurance                                   | -                | 11,531           | 11,896            | 97%            |
| Legal advertising                           | 402              | 863              | 3,500             | 25%            |
| Bank fees                                   | 157              | 399              | 1,500             | 27%            |
| 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                             | 1,435            | 3,435            | 3,350             | 103%           |
| IT support                                  | 1,266            | 4,238            | 18,000            | 24%            |
| Property taxes                              | -                | -                | 3,000             | 0%             |
| Postage                                     | 504              | 823              | 3,000             | 27%            |
| Office supplies                             | -                | -                | 500               | 0%             |
| Tax collector                               | 57,023           | 77,700           | 90,048            | 86%            |
| Contingencies                               | -                | 449              | -                 | N/A            |
| Total administrative                        | <u>96,763</u>    | <u>158,839</u>   | <u>373,275</u>    | 43%            |

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

|  | Current<br>Month | Year To<br>Date | Adopted<br>Budget | % of<br>Budget |
|--|------------------|-----------------|-------------------|----------------|
| <b>Field operations</b>                  |                  |                 |                   |                |
| Electric utility services                |                  |                 |                   |                |
| Electric services - #12316, 65378, 85596 | 460              | 874             | 4,300             | 20%            |
| Electric- Village Center - #18308        | 2,019            | 4,171           | 31,500            | 13%            |
| Electric - Creekside - #87064, 70333     | 963              | 2,212           | 21,500            | 10%            |
| Street lights                            | 1,603            | 3,345           | 20,000            | 17%            |
| Propane - spas/café                      | 3,590            | 5,968           | 38,750            | 15%            |
| Garbage - amenity facilities             | 2,488            | 4,655           | 11,000            | 42%            |
| Water/sewer                              |                  |                 |                   |                |
| Water services                           | 8,641            | 16,896          | 98,750            | 17%            |
| Water - Village Center                   | 772              | 1,509           | 13,500            | 11%            |
| Water - Creekside                        | 496              | 1,514           | 10,000            | 15%            |
| Pump house shared facility               | -                | -               | 15,500            | 0%             |
| Aquatic contract                         | 4,283            | 9,173           | 44,615            | 21%            |
| Aquatic contract: lake watch             | -                | -               | 4,076             | 0%             |
| Aquatic contract: aeration maintenance   | -                | -               | 4,000             | 0%             |
| Lakebank spraying                        | -                | -               | 6,128             | 0%             |
| Hurricane clean-up                       | 880              | 1,155           | 20,000            | 6%             |
| 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              | 1,600           | 9,600             | 17%            |
| Landscape enhancement                    | 30,895           | 63,384          | 112,220           | 56%            |
| Landscape repairs & replacement          | -                | -               | 20,000            | 0%             |
| Stormwater system repairs & maintenance  | -                | -               | 15,000            | 0%             |
| Roads & bridges repairs                  | -                | -               | 15,000            | 0%             |
| Sidewalk repairs & replacement           | 20,056           | 20,317          | 20,000            | 102%           |
| Landscape maintenance contract services  | 47,861           | 95,722          | 574,328           | 17%            |
| Landscape maintenance: croquet           | 2,633            | 5,267           | 50,800            | 10%            |
| Oak tree pruning                         | 3,450            | 8,050           | 35,000            | 23%            |
| Optional 3rd flower rotation             | -                | -               | 20,000            | 0%             |
| Irrigation repairs & replacement         | 4,445            | 6,399           | 20,000            | 32%            |
| Street light maintenance                 | 395              | 1,507           | 15,000            | 10%            |
| Lift truck repairs & maintenance         | -                | 278             | 5,000             | 6%             |
| Holiday lights                           | 87               | 3,276           | 9,000             | 36%            |
| Staff support and amenity operations     |                  |                 |                   |                |
| Payroll                                  | 46,519           | 106,980         | 520,345           | 21%            |
| Merit pay/bonus                          | -                | 7,399           | 20,000            | 37%            |
| Payroll taxes                            | 2,440            | 7,648           | 67,905            | 11%            |
| Health insurance                         | 4,303            | 10,264          | 65,000            | 16%            |
| Insurance: workers' compensation         | -                | 23,607          | 26,500            | 89%            |
| Payroll services                         | 398              | 1,055           | 4,100             | 26%            |
| Mileage reimb: operations manager        | 222              | 420             | 2,750             | 15%            |
| Car allowance: staff                     | 999              | 1,987           | 6,000             | 33%            |
| Amenity Management Group, Inc.           | 39,769           | 119,306         | 479,000           | 25%            |



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

|  | Current<br>Month    | Year To<br>Date     | Adopted<br>Budget   | % of<br>Budget |
|--|---------------------|---------------------|---------------------|----------------|
| Amenity Operations & Maintenance, Inc.                       | 5,149               | 15,449              | 73,000              | 21%            |
| Amenity A/C maintenance and service                          | -                   | -                   | 3,750               | 0%             |
| Fitness equipment service                                    | 425                 | 510                 | 7,500               | 7%             |
| Amenity cable/internet                                       | 1,342               | 3,858               | 14,500              | 27%            |
| Office supplies: field operations                            | 975                 | 3,953               | 12,000              | 33%            |
| Village center telephone, fax                                | 375                 | 1,125               | 10,000              | 11%            |
| Creekside telephone & fax                                    | 1,018               | 2,416               | 10,000              | 24%            |
| Pool/spa permits   | -                   | -                   | 875                 | 0%             |
| Pool chemicals   | 1,196               | 2,393               | 13,176              | 18%            |
| Pest control   | 2,425               | 2,515               | 3,050               | 82%            |
| Amenity maintenance  | 12,285              | 40,096              | 110,000             | 36%            |
| Community maintenance  | 3,468               | 28,835              | 110,000             | 26%            |
| CERT operations  | -                   | 162                 | 500                 | 32%            |
| Repairs & maintenance: projects                              |                     |                     |                     |                |
| Fire & security system                                       | 67                  | 795                 | 3,350               | 24%            |
| Security operations  |                     |                     |                     |                |
| Security staffing contract services                          | 15,256              | 45,548              | 198,373             | 23%            |
| Additional guards  | -                   | -                   | 15,000              | 0%             |
| Guardhouse & gate facility maintenance                       | 276                 | 4,289               | 21,000              | 20%            |
| Gate communication devices                                   | 1,393               | 5,095               | 20,000              | 25%            |
| Gate operating supplies                                      | 29                  | 760                 | 22,000              | 3%             |
| Special events   | -                   | -                   | 10,000              | 0%             |
| Miscellaneous contingency                                    | -                   | 2,210               | 4,000               | 55%            |
| Total field operations                                       | <u>277,146</u>      | <u>767,826</u>      | <u>3,190,058</u>    | 24%            |
| <b>Infrastructure reinvestment</b>                           |                     |                     |                     |                |
| Capital improvements   |                     |                     |                     |                |
| General infrastructure replacement/repair                    | 157,960             | 310,675             | 1,027,702           | 30%            |
| Total infrastructure reinvestment                            | <u>157,960</u>      | <u>310,675</u>      | <u>1,027,702</u>    | 30%            |
| Total expenditures   | <u>531,869</u>      | <u>1,237,340</u>    | <u>4,591,035</u>    | 27%            |
| Excess/(deficiency) of revenues<br>over/(under) expenditures | 2,321,953           | 2,653,391           | (229,216)           |                |
| Fund balance - beginning (unaudited)                         | <u>4,322,289</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   | 3,832,198           | 3,832,198           | 285,973             |                |
| Fund balance - ending  | <u>\$ 6,644,242</u> | <u>\$ 6,644,242</u> | <u>\$ 3,098,017</u> |                |

Grand Haven Community Development District

Check Detail

December 2020

| Type                   | Num                 | Date              | Name                              | Account  | Paid Amount | Original Amount  |
|------------------------|---------------------|-------------------|-----------------------------------|--|-------------|------------------|
| <b>Bill Pmt -Check</b> | <b>CBP</b>          | <b>12/01/2020</b> | <b>AT &amp; T</b>                 | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-992.57</b>   |
| Bill                   | 386-447-8191 110820 | 11/24/2020        |                                   | 529.103 · Gate Communication Devices             | -187.58     | 187.58           |
| Bill                   | 386-447-3959 110820 | 11/24/2020        |                                   | 529.103 · Gate Communication Devices             | -168.80     | 168.80           |
| Bill                   | 386-447-0244 110820 | 11/24/2020        |                                   | 572.708 · Creekside Telephone & Fax              | -472.89     | 472.89           |
| Bill                   | 386-447-0206 110820 | 11/24/2020        |                                   | 529.103 · Gate Communication Devices             | -163.30     | 163.30           |
| TOTAL                  |                     |                   |                                   |  | -992.57     | 992.57           |
| <b>Bill Pmt -Check</b> | <b>CBP</b>          | <b>12/01/2020</b> | <b>BRIGHT HOUSE NETWORKS, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-129.26</b>   |
| Bill                   | 032153501111820     | 11/24/2020        |                                   | 572.716 · Amenity Cable/Internet                 | -129.26     | 129.26           |
| TOTAL                  |                     |                   |                                   |  | -129.26     | 129.26           |
| <b>Bill Pmt -Check</b> | <b>CBP</b>          | <b>12/01/2020</b> | <b>SPRINT</b>                     | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-579.05</b>   |
| Bill                   | 757386291 112320    | 11/24/2020        |                                   | 572.785 · Community Maintenance                  | -579.05     | 579.05           |
| TOTAL                  |                     |                   |                                   |  | -579.05     | 579.05           |
| <b>Bill Pmt -Check</b> | <b>CBP</b>          | <b>12/08/2020</b> | <b>AT &amp; T</b>                 | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-874.94</b>   |
| Bill                   | 386-445-7774 112220 | 12/02/2020        |                                   | 529.103 · Gate Communication Devices             | -162.68     | 162.68           |
| Bill                   | 386-445-2376 112220 | 12/02/2020        |                                   | 529.103 · Gate Communication Devices             | -712.26     | 712.26           |
| TOTAL                  |                     |                   |                                   |  | -874.94     | 874.94           |
| <b>Bill Pmt -Check</b> | <b>CBP</b>          | <b>12/08/2020</b> | <b>BRIGHT HOUSE NETWORKS, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-104.28</b>   |
| Bill                   | 032153701112120     | 12/02/2020        |                                   | 572.716 · Amenity Cable/Internet                 | -104.28     | 104.28           |
| TOTAL                  |                     |                   |                                   |  | -104.28     | 104.28           |
| <b>Bill Pmt -Check</b> | <b>CBP</b>          | <b>12/08/2020</b> | <b>FLORIDA BLUE</b>               | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-4,752.68</b> |
| Bill                   | 74816315            | 12/02/2020        |                                   | 572.913 · Health insurance                       | -4,302.65   | 4,302.65         |
|                        |                     |                   |                                   | 572.910 · Payroll Expense                        | -450.03     | 450.03           |
| TOTAL                  |                     |                   |                                   |  | -4,752.68   | 4,752.68         |

Grand Haven Community Development District

Check Detail

December 2020

| Type                   | Num                  | Date              | Name                              | Account  | Paid Amount | Original Amount |
|------------------------|----------------------|-------------------|-----------------------------------|--|-------------|-----------------|
| <b>Bill Pmt -Check</b> | <b>CBP</b>           | <b>12/15/2020</b> | <b>BRIGHT HOUSE NETWORKS, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-827.09</b>  |
| Bill                   | 032796901120220      | 12/09/2020        |                                   | 572.716 · Amenity Cable/Internet                 | -197.77     | 197.77          |
| Bill                   | 032851101120220      | 12/09/2020        |                                   | 572.716 · Amenity Cable/Internet                 | -214.00     | 214.00          |
| Bill                   | 032640301120220      | 12/09/2020        |                                   | 572.716 · Amenity Cable/Internet                 | -415.32     | 415.32          |
| TOTAL                  |                      |                   |                                   |  | -827.09     | 827.09          |
| <b>Bill Pmt -Check</b> | <b>CBP</b>           | <b>12/18/2020</b> | <b>AT &amp; T</b>                 | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-175.20</b>  |
| Bill                   | 386-446-0940 120120  | 12/16/2020        |                                   | 572.708 · Creekside Telephone & Fax              | -175.20     | 175.20          |
| TOTAL                  |                      |                   |                                   |  | -175.20     | 175.20          |
| <b>Bill Pmt -Check</b> | <b>CBP</b>           | <b>12/18/2020</b> | <b>BRIGHT HOUSE NETWORKS, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-176.96</b>  |
| Bill                   | 032153401120720      | 12/16/2020        |                                   | 572.716 · Amenity Cable/Internet                 | -176.96     | 176.96          |
| TOTAL                  |                      |                   |                                   |  | -176.96     | 176.96          |
| <b>Bill Pmt -Check</b> | <b>CBP</b>           | <b>12/28/2020</b> | <b>AT &amp; T</b>                 | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-984.87</b>  |
| Bill                   | 386-447-0206 120820  | 12/23/2020        |                                   | 529.103 · Gate Communication Devices             | -163.25     | 163.25          |
| Bill                   | 386-447-0244 120820  | 12/23/2020        |                                   | 572.708 · Creekside Telephone & Fax              | -467.19     | 467.19          |
| Bill                   | 386-447-3959 120820  | 12/23/2020        |                                   | 529.103 · Gate Communication Devices             | -168.75     | 168.75          |
| Bill                   | 386-447-8191 120820  | 12/23/2020        |                                   | 529.103 · Gate Communication Devices             | -185.68     | 185.68          |
| TOTAL                  |                      |                   |                                   |  | -984.87     | 984.87          |
| <b>Bill Pmt -Check</b> | <b>CBP</b>           | <b>12/28/2020</b> | <b>AT&amp;T MOBILITY</b>          | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-209.50</b>  |
| Bill                   | 287262215603X1214202 | 12/23/2020        |                                   | 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>12/28/2020</b> | <b>BRIGHT HOUSE NETWORKS, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-129.26</b>  |
| Bill                   | 032153501121820      | 12/23/2020        |                                   | 572.716 · Amenity Cable/Internet                 | -129.26     | 129.26          |
| TOTAL                  |                      |                   |                                   |  | -129.26     | 129.26          |

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

| Type  | Num | Date       | Name              | Account                                   | Paid Amount | Original Amount |
|-------|-----|------------|-------------------|---|-------------|-----------------|
| Check | DD  | 12/04/2020 | KENNETH BROKAW    | 101.002 · Suntrust #8388 - Operating Acct |             | -1,115.38       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,115.38   | 1,115.38        |
| TOTAL |     |            |                   |   | -1,115.38   | 1,115.38        |
| Check | DD  | 12/04/2020 | KENNETH BROKAW    | 101.002 · Suntrust #8388 - Operating Acct |             | -52.00          |
|       |     |            |                   | 572.910 · Payroll Expense                 | -52.00      | 52.00           |
| TOTAL |     |            |                   |   | -52.00      | 52.00           |
| Check | DD  | 12/04/2020 | DONNA CONFORTI    | 101.002 · Suntrust #8388 - Operating Acct |             | -1,236.75       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,236.75   | 1,236.75        |
| TOTAL |     |            |                   |   | -1,236.75   | 1,236.75        |
| Check | DD  | 12/04/2020 | MARC ICHART       | 101.002 · Suntrust #8388 - Operating Acct |             | -1,819.89       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,819.89   | 1,819.89        |
| TOTAL |     |            |                   |   | -1,819.89   | 1,819.89        |
| Check | DD  | 12/04/2020 | 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  | 12/04/2020 | BRYON LENHART     | 101.002 · Suntrust #8388 - Operating Acct |             | -1,281.72       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,281.72   | 1,281.72        |
| TOTAL |     |            |                   |   | -1,281.72   | 1,281.72        |
| Check | DD  | 12/04/2020 | JOSEPH A. OSBORNE | 101.002 · Suntrust #8388 - Operating Acct |             | -1,297.80       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,297.80   | 1,297.80        |
| TOTAL |     |            |                   |   | -1,297.80   | 1,297.80        |
| Check | DD  | 12/04/2020 | VANESSA STEPNIAK  | 101.002 · Suntrust #8388 - Operating Acct |             | -1,329.84       |

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**Check Detail**  
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| Type  | Num | Date       | Name              | Account                                   | Paid Amount      | Original Amount |
|-------|-----|------------|-------------------|---|------------------|-----------------|
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,329.84        | 1,329.84        |
| TOTAL |     |            |                   |   | <u>-1,329.84</u> | <u>1,329.84</u> |
| Check | DD  | 12/04/2020 | EDWARD F. WEYANT  | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,221.87       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,221.87        | 1,221.87        |
| TOTAL |     |            |                   |   | <u>-1,221.87</u> | <u>1,221.87</u> |
| Check | DD  | 12/04/2020 | JEREMEY D. WILSON | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,403.46       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,403.46        | 1,403.46        |
| TOTAL |     |            |                   |   | <u>-1,403.46</u> | <u>1,403.46</u> |
| Check | DD  | 12/04/2020 | BARRY KLOPTOSKY   | 101.002 · Suntrust #8388 - Operating Acct |                  | -2,968.26       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -2,968.26        | 2,968.26        |
| TOTAL |     |            |                   |   | <u>-2,968.26</u> | <u>2,968.26</u> |
| Check | DD  | 12/18/2020 | KENNETH BROKAW    | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,111.49       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,111.49        | 1,111.49        |
| TOTAL |     |            |                   |   | <u>-1,111.49</u> | <u>1,111.49</u> |
| Check | DD  | 12/18/2020 | DONNA CONFORTI    | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,236.73       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,236.73        | 1,236.73        |
| TOTAL |     |            |                   |   | <u>-1,236.73</u> | <u>1,236.73</u> |
| Check | DD  | 12/18/2020 | MARC ICHART       | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,816.99       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,816.99        | 1,816.99        |
| TOTAL |     |            |                   |   | <u>-1,816.99</u> | <u>1,816.99</u> |
| Check | DD  | 12/18/2020 | BARRY KLOPTOSKY   | 101.002 · Suntrust #8388 - Operating Acct |                  | -2,971.36       |

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**December 2020**

| Type  | Num | Date       | Name              | Account                                   | Paid Amount      | Original Amount |
|-------|-----|------------|-------------------|---|------------------|-----------------|
|       |     |            |                   | 572.910 · Payroll Expense                 | -2,971.36        | 2,971.36        |
| TOTAL |     |            |                   |   | <u>-2,971.36</u> | <u>2,971.36</u> |
| Check | DD  | 12/18/2020 | BRYON LENHART     | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,281.71       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,281.71        | 1,281.71        |
| TOTAL |     |            |                   |   | <u>-1,281.71</u> | <u>1,281.71</u> |
| Check | DD  | 12/18/2020 | JOSEPH A. OSBORNE | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,221.87       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,221.87        | 1,221.87        |
| TOTAL |     |            |                   |   | <u>-1,221.87</u> | <u>1,221.87</u> |
| Check | DD  | 12/18/2020 | VANESSA STEPNIAK  | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,329.84       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,329.84        | 1,329.84        |
| TOTAL |     |            |                   |   | <u>-1,329.84</u> | <u>1,329.84</u> |
| Check | DD  | 12/18/2020 | EDWARD F. WEYANT  | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,243.56       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,243.56        | 1,243.56        |
| TOTAL |     |            |                   |   | <u>-1,243.56</u> | <u>1,243.56</u> |
| Check | DD  | 12/18/2020 | JEREMEY D. WILSON | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,391.07       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,391.07        | 1,391.07        |
| TOTAL |     |            |                   |   | <u>-1,391.07</u> | <u>1,391.07</u> |
| Check | DD  | 12/31/2020 | KENNETH BROKAW    | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,123.16       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,123.16        | 1,123.16        |
| TOTAL |     |            |                   |   | <u>-1,123.16</u> | <u>1,123.16</u> |
| Check | DD  | 12/31/2020 | DONNA CONFORTI    | 101.002 · Suntrust #8388 - Operating Acct |                  | -1,259.07       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,259.07        | 1,259.07        |

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| Type  | Num | Date       | Name              | Account                                   | Paid Amount | Original Amount |
|-------|-----|------------|-------------------|---|-------------|-----------------|
| TOTAL |     |            |                   |   | -1,259.07   | 1,259.07        |
| Check | DD  | 12/31/2020 | MARC ICHART       | 101.002 · Suntrust #8388 - Operating Acct |             | -1,816.99       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,816.99   | 1,816.99        |
| TOTAL |     |            |                   |   | -1,816.99   | 1,816.99        |
| Check | DD  | 12/31/2020 | BRYON LENHART     | 101.002 · Suntrust #8388 - Operating Acct |             | -1,326.40       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,326.40   | 1,326.40        |
| TOTAL |     |            |                   |   | -1,326.40   | 1,326.40        |
| Check | DD  | 12/31/2020 | 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  | 12/31/2020 | 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  | 12/31/2020 | 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  | 12/31/2020 | JEREMEY D. WILSON | 101.002 · Suntrust #8388 - Operating Acct |             | -1,391.08       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -1,391.08   | 1,391.08        |
| TOTAL |     |            |                   |   | -1,391.08   | 1,391.08        |
| Check | DD  | 12/31/2020 | BARRY KLOPTOSKY   | 101.002 · Suntrust #8388 - Operating Acct |             | -2,968.27       |
|       |     |            |                   | 572.910 · Payroll Expense                 | -2,968.27   | 2,968.27        |
| TOTAL |     |            |                   |   | -2,968.27   | 2,968.27        |

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**Check Detail**  
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| Type            | Num                | Date       | Name                                  | Account                                   | Paid Amount | Original Amount |
|-----------------|--------------------|------------|---------------------------------------|---|-------------|-----------------|
| Check           | 12458              | 12/01/2020 | 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           | 12459              | 12/01/2020 | 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           | 12460              | 12/01/2020 | KEVIN FOLEY                           | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |                    |            |                                       | 511.110 · Supervisor's Fees               | -200.00     | 200.00          |
| TOTAL           |                    |            |                                       |   | -200.00     | 200.00          |
| Bill Pmt -Check | 12461              | 12/01/2020 | AMERIGAS - 1                          | 101.002 · Suntrust #8388 - Operating Acct |             | -307.79         |
| Bill            | 3113959123 111120  | 11/24/2020 |                                       | 532.306 · Propane Services - Spas/Cafe    | -307.79     | 307.79          |
| TOTAL           |                    |            |                                       |   | -307.79     | 307.79          |
| Bill Pmt -Check | 12462              | 12/01/2020 | DAYTONA FIRE & SAFETY EQUIPMENT, INC. | 101.002 · Suntrust #8388 - Operating Acct |             | -380.00         |
| Bill            | 3340933            | 11/24/2020 |                                       | 572.907 · Fire & Security System          | -380.00     | 380.00          |
| TOTAL           |                    |            |                                       |   | -380.00     | 380.00          |
| Bill Pmt -Check | 12463              | 12/01/2020 | FLORIDA STYLE TRIM, INC.              | 101.002 · Suntrust #8388 - Operating Acct |             | -8.24           |
| Bill            | 67042              | 11/24/2020 | Village center Office Renovation      | 539.612 · Gen Infrastructr replace/repair | -8.24       | 8.24            |
| TOTAL           |                    |            |                                       |   | -8.24       | 8.24            |
| Bill Pmt -Check | 12464              | 12/01/2020 | FPL                                   | 101.002 · Suntrust #8388 - Operating Acct |             | -176.67         |
| Bill            | 16866-58286 111720 | 11/24/2020 |                                       | 531.307 · Street Lights                   | -60.12      | 60.12           |
| Bill            | 24131-28287 111720 | 11/24/2020 |                                       | 531.307 · Street Lights                   | -15.56      | 15.56           |
| Bill            | 37829-63213 111720 | 11/24/2020 |                                       | 531.307 · Street Lights                   | -16.28      | 16.28           |



## Grand Haven Community Development District

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| Type                   | Num                | Date              | Name                                   | Account  | Paid Amount | Original Amount   |
|------------------------|--------------------|-------------------|--|--|-------------|-------------------|
| Bill                   | 52774-87285 111720 | 11/24/2020        |  | 531.307 · Street Lights                          | -16.64      | 16.64             |
| Bill                   | 54366-71209 111720 | 11/24/2020        |  | 531.307 · Street Lights                          | -12.06      | 12.06             |
| Bill                   | 72722-70245 111720 | 11/24/2020        |  | 531.307 · Street Lights                          | -19.15      | 19.15             |
| Bill                   | 76404-37286 111720 | 11/24/2020        |  | 531.307 · Street Lights                          | -19.05      | 19.05             |
| Bill                   | 77367-05133 111720 | 11/24/2020        |  | 531.307 · Street Lights                          | -17.81      | 17.81             |
| TOTAL                  |                    |                   |  |  | -176.67     | 176.67            |
| <b>Bill Pmt -Check</b> | <b>12465</b>       | <b>12/01/2020</b> | <b>GATE STORE, INC.</b>                | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-2,031.74</b>  |
| Bill                   | 16154              | 11/24/2020        |  | 529.700 · Guard & Gate Facility Maint            | -1,931.74   | 1,931.74          |
| Bill                   | 16146              | 11/24/2020        |  | 529.700 · Guard & Gate Facility Maint            | -100.00     | 100.00            |
| TOTAL                  |                    |                   |  |  | -2,031.74   | 2,031.74          |
| <b>Bill Pmt -Check</b> | <b>12466</b>       | <b>12/01/2020</b> | <b>GUARD ONE PROTECTIVE SERVICES</b>   | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-15,155.50</b> |
| Bill                   | 95773              | 11/24/2020        |  | 529.306 · Access Control Contract                | -7,587.50   | 7,587.50          |
| Bill                   | 96336              | 11/24/2020        |  | 529.306 · Access Control Contract                | -7,568.00   | 7,568.00          |
| TOTAL                  |                    |                   |  |  | -15,155.50  | 15,155.50         |
| <b>Bill Pmt -Check</b> | <b>12467</b>       | <b>12/01/2020</b> | <b>HOME DEPOT CREDIT SERVICES</b>      | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-680.07</b>    |
| Bill                   | 8614559            | 11/24/2020        |  | 541.614 · Holiday Lights                         | -9.92       | 9.92              |
|                        |                    |                   |  | 572.785 · Community Maintenance                  | -107.85     | 107.85            |
|                        |                    |                   |  | 115.008 · Due from Other                         | -8.25       | 8.25              |
| Bill                   | 1065135            | 11/24/2020        |  | 572.785 · Community Maintenance                  | -474.90     | 474.90            |
| Bill                   | 200750             | 11/24/2020        |  | 572.785 · Community Maintenance                  | -79.15      | 350.00            |
| TOTAL                  |                    |                   |  |  | -680.07     | 950.92            |
| <b>Bill Pmt -Check</b> | <b>12468</b>       | <b>12/01/2020</b> | <b>JB RENT-ALL</b>                     | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-248.71</b>    |
| Bill                   | 23257              | 11/24/2020        |  | 572.780 · Amenity Maintenance                    | -248.71     | 248.71            |
| TOTAL                  |                    |                   |  |  | -248.71     | 248.71            |
| <b>Bill Pmt -Check</b> | <b>12469</b>       | <b>12/01/2020</b> | <b>LLOYD'S EXERCISE EQUIPMENT, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-85.00</b>     |
| Bill                   | H95-95             | 11/24/2020        |  | 572.715 · Fitness Centers Equipment Serv         | -85.00      | 85.00             |

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| Type                   | Num          | Date              | Name   | Account  | Paid Amount | Original Amount   |
|------------------------|--------------|-------------------|--|--|-------------|-------------------|
| TOTAL                  |              |                   |  |  | -85.00      | 85.00             |
| <b>Bill Pmt -Check</b> | <b>12470</b> | <b>12/01/2020</b> | <b>LOWE'S HOME CENTERS, LLC.</b>                 | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-783.74</b>    |
| Bill                   | 23733789     | 11/24/2020        |  | 541.614 · Holiday Lights                         | -245.62     | 299.92            |
| Bill                   | 2623379      | 11/24/2020        |  | 539.610 · Sidewalk Repairs & Replacement         | -261.40     | 261.40            |
| Bill                   | 23540347     | 11/24/2020        |  | 529.700 · Guard & Gate Facility Maint            | -17.46      | 17.46             |
| Bill                   | 23274130     | 11/24/2020        |  | 572.785 · Community Maintenance                  | -161.37     | 161.37            |
| Bill                   | 88202431     | 11/24/2020        |  | 572.785 · Community Maintenance                  | -97.89      | 97.89             |
| TOTAL                  |              |                   |  |  | -783.74     | 838.04            |
| <b>Bill Pmt -Check</b> | <b>12471</b> | <b>12/01/2020</b> | <b>MARC A. ICHART (REIMBURSEMENTS)</b>           | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-36.60</b>     |
| Bill                   | 992603       | 11/24/2020        |  | 572.785 · Community Maintenance                  | -36.60      | 36.60             |
| TOTAL                  |              |                   |  |  | -36.60      | 36.60             |
| <b>Bill Pmt -Check</b> | <b>12472</b> | <b>12/01/2020</b> | <b>NEXSTAR ELECTRICAL CONTRACTORS, LL</b>        | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-4,947.00</b>  |
| Bill                   | 0093984      | 11/24/2020        |  | 572.785 · Community Maintenance                  | -4,947.00   | 4,947.00          |
| TOTAL                  |              |                   |  |  | -4,947.00   | 4,947.00          |
| <b>Bill Pmt -Check</b> | <b>12473</b> | <b>12/01/2020</b> | <b>SUNSHINE STATE HEATING &amp; AIR CONDITIC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-225.00</b>    |
| Bill                   | 8521         | 09/30/2020        |  | 572.780 · Amenity Maintenance                    | -225.00     | 225.00            |
| TOTAL                  |              |                   |  |  | -225.00     | 225.00            |
| <b>Bill Pmt -Check</b> | <b>12474</b> | <b>12/08/2020</b> | <b>AMENITY MANAGEMENT GROUP, INC.</b>            | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-44,918.33</b> |
| Bill                   | 376719       | 12/02/2020        |  | 572.305 · Mgmt Cont - Vill Ctr, Cafe,Cree        | -39,768.75  | 39,768.75         |
|                        |              |                   |  | 572.911 · AMO - Tennis & Pool                    | -5,149.58   | 5,149.58          |
| TOTAL                  |              |                   |  |  | -44,918.33  | 44,918.33         |
| <b>Bill Pmt -Check</b> | <b>12475</b> | <b>12/08/2020</b> | <b>BARRY, KLOPTOSKY</b>                          | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-222.53</b>    |
| Bill                   | 113020       | 12/02/2020        |  | 572.304 · Operations Mgr- Mileage                | -222.53     | 222.53            |
| TOTAL                  |              |                   |  |  | -222.53     | 222.53            |

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| Type            | Num      | Date       | Name               | Account                                   | Paid Amount | Original Amount |
|-----------------|----------|------------|--------------------|---|-------------|-----------------|
| Bill Pmt -Check | 12476    | 12/08/2020 | BRYON C. LENHART   | 101.002 · Suntrust #8388 - Operating Acct |             | -166.67         |
| Bill            | 113020   | 12/01/2020 |                    | 572.315 · Mileage Reimb- Maint Worker 1   | -166.67     | 166.67          |
| TOTAL           |          |            |                    |   | -166.67     | 166.67          |
| Bill Pmt -Check | 12477    | 12/08/2020 | CITY OF PALM COAST | 101.002 · Suntrust #8388 - Operating Acct |             | -9,909.54       |
| Bill            | 14321779 | 12/02/2020 |                    | 536.304 · Utility - Village Center        | -772.47     | 772.47          |
| Bill            | 14321841 | 12/02/2020 |                    | 536.309 · Utility - Creekside             | -496.06     | 496.06          |
| Bill            | 14323638 | 12/02/2020 |                    | 536.301 · Utility Services                | -237.51     | 237.51          |
| Bill            | 14319291 | 12/02/2020 |                    | 536.301 · Utility Services                | -3,902.64   | 3,902.64        |
| Bill            | 14323875 | 12/02/2020 |                    | 536.301 · Utility Services                | -566.54     | 566.54          |
| Bill            | 14321822 | 12/02/2020 |                    | 536.301 · Utility Services                | -19.85      | 19.85           |
| Bill            | 14321823 | 12/02/2020 |                    | 536.301 · Utility Services                | -17.08      | 17.08           |
| Bill            | 14321824 | 12/02/2020 |                    | 536.301 · Utility Services                | -16.54      | 16.54           |
| Bill            | 14321826 | 12/02/2020 |                    | 536.301 · Utility Services                | -9.10       | 9.10            |
| Bill            | 14321832 | 12/02/2020 |                    | 536.301 · Utility Services                | -17.46      | 17.46           |
| Bill            | 14321833 | 12/02/2020 |                    | 536.301 · Utility Services                | -27.94      | 27.94           |
| Bill            | 14321836 | 12/02/2020 |                    | 536.301 · Utility Services                | -26.52      | 26.52           |
| Bill            | 14322231 | 12/02/2020 |                    | 536.301 · Utility Services                | -45.54      | 45.54           |
| Bill            | 14322232 | 12/02/2020 |                    | 536.301 · Utility Services                | -24.14      | 24.14           |
| Bill            | 14321774 | 12/02/2020 |                    | 536.301 · Utility Services                | -19.36      | 19.36           |
| Bill            | 14321775 | 12/02/2020 |                    | 536.301 · Utility Services                | -9.10       | 9.10            |
| Bill            | 14321776 | 12/02/2020 |                    | 536.301 · Utility Services                | -9.10       | 9.10            |
| Bill            | 14321780 | 12/02/2020 |                    | 536.301 · Utility Services                | -49.67      | 49.67           |
| Bill            | 14321781 | 12/02/2020 |                    | 536.301 · Utility Services                | -67.57      | 67.57           |
| Bill            | 14321783 | 12/02/2020 |                    | 536.301 · Utility Services                | -22.35      | 22.35           |
| Bill            | 14321784 | 12/02/2020 |                    | 536.301 · Utility Services                | -101.48     | 101.48          |
| Bill            | 14321785 | 12/02/2020 |                    | 536.301 · Utility Services                | -39.45      | 39.45           |
| Bill            | 14321786 | 12/02/2020 |                    | 536.301 · Utility Services                | -45.52      | 45.52           |
| Bill            | 14321787 | 12/02/2020 |                    | 536.301 · Utility Services                | -15.89      | 15.89           |
| Bill            | 14321788 | 12/02/2020 |                    | 536.301 · Utility Services                | -9.15       | 9.15            |
| Bill            | 14321789 | 12/02/2020 |                    | 536.301 · Utility Services                | -24.25      | 24.25           |
| Bill            | 14321790 | 12/02/2020 |                    | 536.301 · Utility Services                | -9.10       | 9.10            |
| Bill            | 14321791 | 12/02/2020 |                    | 536.301 · Utility Services                | -9.10       | 9.10            |

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| Type                   | Num          | Date              | Name   | Account  | Paid Amount | Original Amount  |
|------------------------|--------------|-------------------|--|--|-------------|------------------|
| Bill                   | 14321792     | 12/02/2020        |  | 536.301 · Utility Services                       | -19.36      | 19.36            |
| Bill                   | 14321793     | 12/02/2020        |  | 536.301 · Utility Services                       | -24.14      | 24.14            |
| Bill                   | 14321794     | 12/02/2020        |  | 536.301 · Utility Services                       | -9.10       | 9.10             |
| Bill                   | 14321796     | 12/02/2020        |  | 536.301 · Utility Services                       | -17.41      | 17.41            |
| Bill                   | 14321797     | 12/02/2020        |  | 536.301 · Utility Services                       | -9.10       | 9.10             |
| Bill                   | 14321798     | 12/02/2020        |  | 536.301 · Utility Services                       | -15.72      | 15.72            |
| Bill                   | 14321799     | 12/02/2020        |  | 536.301 · Utility Services                       | -13.99      | 13.99            |
| Bill                   | 14321800     | 12/02/2020        |  | 536.301 · Utility Services                       | -13.66      | 13.66            |
| Bill                   | 14321802     | 12/02/2020        |  | 536.301 · Utility Services                       | -9.10       | 9.10             |
| Bill                   | 14321803     | 12/02/2020        |  | 536.301 · Utility Services                       | -564.48     | 564.48           |
| Bill                   | 14321806     | 12/02/2020        |  | 536.301 · Utility Services                       | -20.07      | 20.07            |
| Bill                   | 14322421     | 12/02/2020        |  | 536.301 · Utility Services                       | -15.90      | 15.90            |
| Bill                   | 14322779     | 12/02/2020        |  | 536.301 · Utility Services                       | -9.10       | 9.10             |
| Bill                   | 14322536     | 12/02/2020        |  | 536.301 · Utility Services                       | -7.13       | 7.13             |
| Bill                   | 14322537     | 12/02/2020        |  | 536.301 · Utility Services                       | -7.13       | 7.13             |
| Bill                   | 14322538     | 12/02/2020        |  | 536.301 · Utility Services                       | -7.13       | 7.13             |
| Bill                   | 14322539     | 12/02/2020        |  | 536.301 · Utility Services                       | -7.13       | 7.13             |
| Bill                   | 14322540     | 12/02/2020        |  | 536.301 · Utility Services                       | -561.89     | 561.89           |
| Bill                   | 14322541     | 12/02/2020        |  | 536.301 · Utility Services                       | -620.20     | 620.20           |
| Bill                   | 14322200     | 12/02/2020        |  | 536.301 · Utility Services                       | -365.79     | 365.79           |
| Bill                   | 14323639     | 12/02/2020        |  | 536.301 · Utility Services                       | -264.17     | 264.17           |
| Bill                   | 14323897     | 12/02/2020        |  | 536.301 · Utility Services                       | -708.26     | 708.26           |
| Bill                   | 14323898     | 12/02/2020        |  | 536.301 · Utility Services                       | -9.10       | 9.10             |
| TOTAL                  |              |                   |  |  | -9,909.54   | 9,909.54         |
| <b>Bill Pmt -Check</b> | <b>12478</b> | <b>12/08/2020</b> | <b>CLARK &amp; ALBAUGH, LLP</b>                  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-9,693.50</b> |
| Bill                   | 17252        | 12/02/2020        |  | 539.622 · Hurricane Clean-Up                     | -770.00     | 770.00           |
| Bill                   | 17251        | 12/02/2020        |  | 539.622 · Hurricane Clean-Up                     | -110.00     | 110.00           |
| Bill                   | 17250        | 12/02/2020        |  | 514.007 · District Counsel                       | -8,813.50   | 8,813.50         |
| TOTAL                  |              |                   |  |  | -9,693.50   | 9,693.50         |
| <b>Bill Pmt -Check</b> | <b>12479</b> | <b>12/08/2020</b> | <b>DAYTONA FIRE &amp; SAFETY EQUIPMENT, INC.</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-67.00</b>    |
| Bill                   | 334045       | 12/02/2020        |  | 572.907 · Fire & Security System                 | -67.00      | 67.00            |
| TOTAL                  |              |                   |  |  | -67.00      | 67.00            |

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| Type                   | Num                | Date              | Name                 | Account  | Paid Amount | Original Amount  |
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| <b>Bill Pmt -Check</b> | <b>12480</b>       | <b>12/08/2020</b> | <b>EDWARD WEYANT</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-166.67</b>   |
| Bill                   | 113020             | 12/01/2020        |                      | 572.315 · Mileage Reimb- Maint Worker 1          | -166.67     | 166.67           |
| TOTAL                  |                    |                   |                      |  | -166.67     | 166.67           |
| <b>Bill Pmt -Check</b> | <b>12481</b>       | <b>12/08/2020</b> | <b>FEDEX</b>         | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-218.56</b>   |
| Bill                   | 7-192-43727        | 12/02/2020        |                      | 519.410 · Postage                                | -206.71     | 206.71           |
| Bill                   | 7-183-95363        | 12/02/2020        |                      | 519.410 · Postage                                | -11.85      | 11.85            |
| TOTAL                  |                    |                   |                      |  | -218.56     | 218.56           |
| <b>Bill Pmt -Check</b> | <b>12482</b>       | <b>12/08/2020</b> | <b>FONALITY</b>      | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-540.78</b>   |
| Bill                   | IN-US1141472       | 12/02/2020        |                      | 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>12483</b>       | <b>12/08/2020</b> | <b>FPL</b>           | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-3,315.75</b> |
| Bill                   | 96687-18308 112520 | 12/02/2020        |                      | 531.304 · Utility - Village Center               | -2,019.24   | 2,019.24         |
| Bill                   | 75081-99150 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -13.39      | 13.39            |
| Bill                   | 70187-87064 112520 | 12/02/2020        |                      | 531.309 · Utility - Creekside                    | -554.56     | 554.56           |
| Bill                   | 69630-56590 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -15.29      | 15.29            |
| Bill                   | 61848-75257 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -13.85      | 13.85            |
| Bill                   | 46892-40333 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -8.81       | 8.81             |
| Bill                   | 32277-12316 112520 | 12/02/2020        |                      | 531.301 · Utility Services                       | -39.76      | 39.76            |
| Bill                   | 23753-67154 112520 | 12/02/2020        |                      | 531.301 · Utility Services                       | -76.44      | 76.44            |
| Bill                   | 19787-21338 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -27.21      | 27.21            |
| Bill                   | 12154-81233 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -24.79      | 24.79            |
| Bill                   | 05037-89539 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -19.59      | 19.59            |
| Bill                   | 04372-49345 112520 | 12/02/2020        |                      | 531.307 · Street Lights                          | -27.21      | 27.21            |
| Bill                   | 02759-70333 112520 | 12/02/2020        |                      | 531.309 · Utility - Creekside                    | -408.85     | 408.85           |
| Bill                   | 94837-67167 112520 | 12/02/2020        |                      | 531.301 · Utility Services                       | -66.76      | 66.76            |
| TOTAL                  |                    |                   |                      |  | -3,315.75   | 3,315.75         |

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| <b>Bill Pmt -Check</b> | <b>12484</b> | <b>12/08/2020</b> | <b>GATE STORE, INC.</b>           | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-120.00</b>   |
| Bill                   | 16170        | 12/02/2020        |                                   | 529.700 · Guard & Gate Facility Maint            | -120.00     | 120.00           |
| TOTAL                  |              |                   |                                   |  | -120.00     | 120.00           |
| <b>Bill Pmt -Check</b> | <b>12485</b> | <b>12/08/2020</b> | <b>HOME DEPOT CREDIT SERVICES</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-29.88</b>    |
| Bill                   | 8066498      | 12/02/2020        |                                   | 541.614 · Holiday Lights                         | -29.88      | 29.88            |
| TOTAL                  |              |                   |                                   |  | -29.88      | 29.88            |
| <b>Bill Pmt -Check</b> | <b>12486</b> | <b>12/08/2020</b> | <b>JASON SHAW TREE SERVICE</b>    | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-4,600.00</b> |
| Bill                   | 112520       | 12/02/2020        |                                   | 539.607 · Landscape Enhancement                  | -4,600.00   | 4,600.00         |
| TOTAL                  |              |                   |                                   |  | -4,600.00   | 4,600.00         |
| <b>Bill Pmt -Check</b> | <b>12487</b> | <b>12/08/2020</b> | <b>JEREMEY WILSON</b>             | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-166.67</b>   |
| Bill                   | 113020       | 12/01/2020        |                                   | 572.315 · Mileage Reimb- Maint Worker 1          | -166.67     | 166.67           |
| TOTAL                  |              |                   |                                   |  | -166.67     | 166.67           |
| <b>Bill Pmt -Check</b> | <b>12488</b> | <b>12/08/2020</b> | <b>JOSEPH OSBORNE</b>             | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-166.67</b>   |
| Bill                   | 113020       | 12/01/2020        |                                   | 572.315 · Mileage Reimb- Maint Worker 1          | -166.67     | 166.67           |
| TOTAL                  |              |                   |                                   |  | -166.67     | 166.67           |
| <b>Bill Pmt -Check</b> | <b>12489</b> | <b>12/08/2020</b> | <b>KEN BROKAW</b>                 | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-125.00</b>   |
| Bill                   | 113020       | 12/01/2020        |                                   | 572.315 · Mileage Reimb- Maint Worker 1          | -125.00     | 125.00           |
| TOTAL                  |              |                   |                                   |  | -125.00     | 125.00           |
| <b>Bill Pmt -Check</b> | <b>12490</b> | <b>12/08/2020</b> | <b>LOUISE LEISTER</b>             | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-800.00</b>   |
| Bill                   | 0135         | 12/02/2020        |                                   | 539.600 · Horticultural Expense                  | -800.00     | 800.00           |
| TOTAL                  |              |                   |                                   |  | -800.00     | 800.00           |
| <b>Bill Pmt -Check</b> | <b>12491</b> | <b>12/08/2020</b> | <b>LOWE'S HOME CENTERS, LLC.</b>  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-679.96</b>   |

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| Type                   | Num          | Date              | Name                                      | Account  | Paid Amount | Original Amount    |
|------------------------|--------------|-------------------|---|--|-------------|--------------------|
| Bill                   | 88886671     | 12/02/2020        |   | 572.780 · Amenity Maintenance                    | -100.60     | 100.60             |
|                        |              |                   |   | 529.700 · Guard & Gate Facility Maint            | -15.55      | 15.55              |
| Bill                   | 20326203     | 12/02/2020        |   | 572.785 · Community Maintenance                  | -67.74      | 67.74              |
| Bill                   | 88235140     | 12/02/2020        |   | 572.785 · Community Maintenance                  | -46.52      | 68.34              |
|                        |              |                   |   | 572.780 · Amenity Maintenance                    | -64.65      | 94.98              |
|                        |              |                   |   | 541.614 · Holiday Lights                         | -19.33      | 28.40              |
| Bill                   | 23315844     | 12/02/2020        |   | 572.785 · Community Maintenance                  | -21.51      | 21.51              |
| Bill                   | 88240906     | 12/02/2020        |   | 572.785 · Community Maintenance                  | -97.09      | 97.09              |
| Bill                   | 23244671     | 12/02/2020        |   | 572.785 · Community Maintenance                  | -35.95      | 35.95              |
|                        |              |                   |   | 541.614 · Holiday Lights                         | -28.45      | 28.45              |
| Bill                   | 2800751      | 12/02/2020        |   | 572.785 · Community Maintenance                  | -21.52      | 21.52              |
| Bill                   | 88794060     | 12/02/2020        |   | 572.785 · Community Maintenance                  | -161.05     | 161.05             |
| TOTAL                  |              |                   |   |  | -679.96     | 741.18             |
| <b>Bill Pmt -Check</b> | <b>12492</b> | <b>12/08/2020</b> | <b>MARC A. ICHART</b>                     | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-207.00</b>     |
| Bill                   | 113020       | 12/02/2020        |   | 572.315 · Mileage Reimb- Maint Worker 1          | -207.00     | 207.00             |
| TOTAL                  |              |                   |   |  | -207.00     | 207.00             |
| <b>Bill Pmt -Check</b> | <b>12493</b> | <b>12/08/2020</b> | <b>MASSEY SERVICES, INC.</b>              | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-2,340.00</b>   |
| Bill                   | 40747282     | 09/30/2020        |   | 572.765 · Termite Bonds                          | -45.00      | 45.00              |
| Bill                   | 42753564     | 12/02/2020        |   | 572.765 · Termite Bonds                          | -2,200.00   | 2,200.00           |
| Bill                   | 41599925     | 12/02/2020        |   | 572.765 · Termite Bonds                          | -50.00      | 50.00              |
| Bill                   | 41069550     | 12/02/2020        |   | 572.765 · Termite Bonds                          | -45.00      | 45.00              |
| TOTAL                  |              |                   |   |  | -2,340.00   | 2,340.00           |
| <b>Bill Pmt -Check</b> | <b>12494</b> | <b>12/08/2020</b> | <b>PAUL CULVER CONSTRUCTION CO., INC.</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-119,384.28</b> |
| Bill                   | 120220       | 12/02/2020        | Village Center Ceiling and Columns        | 539.612 · Gen Infrastructr replace/repair        | -119,384.28 | 119,384.28         |
| TOTAL                  |              |                   |   |  | -119,384.28 | 119,384.28         |
| <b>Bill Pmt -Check</b> | <b>12495</b> | <b>12/08/2020</b> | <b>POOLSURE</b>                           | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-1,196.28</b>   |
| Bill                   | 111295591340 | 12/02/2020        |   | 572.744 · Pools Chemicals                        | -1,196.28   | 1,196.28           |

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| TOTAL                  |                |                   |   |  | -1,196.28   | 1,196.28          |
| <b>Bill Pmt -Check</b> | <b>12496</b>   | <b>12/08/2020</b> | <b>PRECISION LAND GRADING, INC.</b>         | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-2,633.33</b>  |
| Bill                   | 383            | 12/02/2020        |   | 539.606 · Landscape Maintenance - Croquet        | -2,633.33   | 2,633.33          |
| TOTAL                  |                |                   |   |  | -2,633.33   | 2,633.33          |
| <b>Bill Pmt -Check</b> | <b>12497</b>   | <b>12/08/2020</b> | <b>SOLITUDE LAKE MANAGEMENT</b>             | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-4,282.74</b>  |
| Bill                   | PI-A00503649   | 12/02/2020        |   | 538.602 · Aquatic Contract                       | -3,939.75   | 3,939.75          |
| Bill                   | PI-A00503650   | 12/02/2020        |   | 538.602 · Aquatic Contract                       | -342.99     | 342.99            |
| TOTAL                  |                |                   |   |  | -4,282.74   | 4,282.74          |
| <b>Bill Pmt -Check</b> | <b>12498</b>   | <b>12/08/2020</b> | <b>TUI TOTAL SOLUTIONS</b>                  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-522.42</b>    |
| Bill                   | AR21630        | 12/02/2020        |   | 572.702 · Oper Mgr - Office Supplies             | -522.42     | 522.42            |
| TOTAL                  |                |                   |   |  | -522.42     | 522.42            |
| <b>Bill Pmt -Check</b> | <b>12499</b>   | <b>12/08/2020</b> | <b>VERDEGO, LLC</b>                         | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-48,109.42</b> |
| Bill                   | 4020           | 12/02/2020        |   | 539.604 · Landscape Maintenance - Contrac        | -47,861.12  | 47,861.12         |
| Bill                   | 4095           | 12/02/2020        |   | 539.609 · Irrigation Repairs & Maint             | -248.30     | 248.30            |
| TOTAL                  |                |                   |   |  | -48,109.42  | 48,109.42         |
| <b>Bill Pmt -Check</b> | <b>12500</b>   | <b>12/08/2020</b> | <b>WASTE MANAGEMENT OF ORMOND BEACH</b>     | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-1,147.23</b>  |
| Bill                   | 8508605-0146-7 | 12/02/2020        |   | 534.305 · Garbage - Recreation Facility          | -870.46     | 870.46            |
| Bill                   | 8508970-0146-5 | 12/02/2020        |   | 534.305 · Garbage - Recreation Facility          | -276.77     | 276.77            |
| TOTAL                  |                |                   |   |  | -1,147.23   | 1,147.23          |
| <b>Bill Pmt -Check</b> | <b>12501</b>   | <b>12/08/2020</b> | <b>WRATHELL, HUNT &amp; ASSOCIATES, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-6,708.00</b>  |
| Bill                   | 2019-1727      | 12/02/2020        |   | 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            |



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| TOTAL           |                   |            |                      |   | -6,708.00   | 6,708.00        |
| Bill Pmt -Check | 12502             | 12/08/2020 | AMERIGAS - 1         | 101.002 · Suntrust #8388 - Operating Acct |             | -325.97         |
| Bill            | 3114218319 111820 | 12/02/2020 |                      | 532.306 · Propane Services - Spas/Cafe    | -325.97     | 325.97          |
| TOTAL           |                   |            |                      |   | -325.97     | 325.97          |
| Bill Pmt -Check | 12503             | 12/08/2020 | AMERIGAS - 1         | 101.002 · Suntrust #8388 - Operating Acct |             | -310.65         |
| Bill            | 3114218326 111820 | 12/02/2020 |                      | 532.306 · Propane Services - Spas/Cafe    | -310.65     | 310.65          |
| TOTAL           |                   |            |                      |   | -310.65     | 310.65          |
| Check           | 12504             | 12/08/2020 | FLANAGAN, MICHAEL J. | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |                   |            |                      | 511.110 · Supervisor's Fees               | -200.00     | 200.00          |
| TOTAL           |                   |            |                      |   | -200.00     | 200.00          |
| Check           | 12505             | 12/15/2020 | GAETA, MARIE         | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |                   |            |                      | 511.111 · Supervisor Workshop Fees        | -200.00     | 200.00          |
| TOTAL           |                   |            |                      |   | -200.00     | 200.00          |
| Check           | 12506             | 12/15/2020 | FLANAGAN, MICHAEL J. | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |                   |            |                      | 511.111 · Supervisor Workshop Fees        | -200.00     | 200.00          |
| TOTAL           |                   |            |                      |   | -200.00     | 200.00          |
| Check           | 12507             | 12/15/2020 | WARRINGTON HOWDEN    | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |                   |            |                      | 511.111 · Supervisor Workshop Fees        | -200.00     | 200.00          |
| TOTAL           |                   |            |                      |   | -200.00     | 200.00          |
| Check           | 12508             | 12/15/2020 | KEVIN FOLEY          | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |                   |            |                      | 511.111 · Supervisor Workshop Fees        | -200.00     | 200.00          |
| TOTAL           |                   |            |                      |   | -200.00     | 200.00          |

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| Type                   | Num                | Date              | Name                                     | Account  | Paid Amount | Original Amount  |
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| <b>Bill Pmt -Check</b> | <b>12509</b>       | <b>12/15/2020</b> | <b>AMERIGAS - 1</b>                      | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-582.23</b>   |
| Bill                   | 3114500203 112520  | 12/09/2020        |  | 532.306 · Propane Services - Spas/Cafe           | -582.23     | 582.23           |
| TOTAL                  |                    |                   |  |  | -582.23     | 582.23           |
| <b>Bill Pmt -Check</b> | <b>12510</b>       | <b>12/15/2020</b> | <b>AMERIGAS - 3</b>                      | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-348.79</b>   |
| Bill                   | 3114500216 112520  | 12/09/2020        |  | 532.306 · Propane Services - Spas/Cafe           | -348.79     | 348.79           |
| TOTAL                  |                    |                   |  |  | -348.79     | 348.79           |
| <b>Bill Pmt -Check</b> | <b>12511</b>       | <b>12/15/2020</b> | <b>BUG-GUARD SERVICES INC.</b>           | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-40.00</b>    |
| Bill                   | 192991             | 12/09/2020        |  | 572.765 · Termite Bonds                          | -20.00      | 20.00            |
| Bill                   | 192992             | 12/09/2020        |  | 572.765 · Termite Bonds                          | -20.00      | 20.00            |
| TOTAL                  |                    |                   |  |  | -40.00      | 40.00            |
| <b>Bill Pmt -Check</b> | <b>12512</b>       | <b>12/15/2020</b> | <b>CELERA IT SERVICES, INC.</b>          | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-1,266.00</b> |
| Bill                   | 8967               | 12/09/2020        |  | 519.952 · IT support                             | -1,266.00   | 1,266.00         |
| TOTAL                  |                    |                   |  |  | -1,266.00   | 1,266.00         |
| <b>Bill Pmt -Check</b> | <b>12513</b>       | <b>12/15/2020</b> | <b>DAYTONA PRESSURE OF FLAGLER COUNT</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-66.28</b>    |
| Bill                   | 5302               | 12/09/2020        |  | 572.785 · Community Maintenance                  | -66.28      | 66.28            |
| TOTAL                  |                    |                   |  |  | -66.28      | 66.28            |
| <b>Bill Pmt -Check</b> | <b>12514</b>       | <b>12/15/2020</b> | <b>FEDEX</b>                             | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-133.80</b>   |
| Bill                   | 7-198-62616        | 12/09/2020        |  | 519.410 · Postage                                | -133.80     | 133.80           |
| TOTAL                  |                    |                   |  |  | -133.80     | 133.80           |
| <b>Bill Pmt -Check</b> | <b>12515</b>       | <b>12/15/2020</b> | <b>FLORIDA POWER &amp; LIGHT</b>         | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-1,441.39</b> |
| Bill                   | 79833-72397 113020 | 12/09/2020        |  | 531.301 · Utility Services                       | -204.71     | 204.71           |
|                        |                    |                   |  | 531.307 · Street Lights                          | -1,236.68   | 1,236.68         |

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

| Type                   | Num                | Date              | Name                                 | Account  | Paid Amount | Original Amount  |
|------------------------|--------------------|-------------------|--------------------------------------|--|-------------|------------------|
| TOTAL                  |                    |                   |                                      |  | -1,441.39   | 1,441.39         |
| <b>Bill Pmt -Check</b> | <b>12516</b>       | <b>12/15/2020</b> | <b>FPL</b>                           | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-12.59</b>    |
| Bill                   | 56830-70071 113020 | 12/09/2020        |                                      | 531.307 · Street Lights                          | -12.59      | 12.59            |
| TOTAL                  |                    |                   |                                      |  | -12.59      | 12.59            |
| <b>Bill Pmt -Check</b> | <b>12517</b>       | <b>12/15/2020</b> | <b>GATE STORE, INC.</b>              | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-140.00</b>   |
| Bill                   | 16266              | 12/09/2020        |                                      | 529.700 · Guard & Gate Facility Maint            | -140.00     | 140.00           |
| TOTAL                  |                    |                   |                                      |  | -140.00     | 140.00           |
| <b>Bill Pmt -Check</b> | <b>12518</b>       | <b>12/15/2020</b> | <b>GUARD ONE PROTECTIVE SERVICES</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-7,688.50</b> |
| Bill                   | 977119             | 12/09/2020        |                                      | 529.306 · Access Control Contract                | -7,688.50   | 7,688.50         |
| TOTAL                  |                    |                   |                                      |  | -7,688.50   | 7,688.50         |
| <b>Bill Pmt -Check</b> | <b>12519</b>       | <b>12/15/2020</b> | <b>LOWE'S HOME CENTERS, LLC.</b>     | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-314.76</b>   |
| Bill                   | 20001572           | 12/09/2020        |                                      | 572.785 · Community Maintenance                  | -215.16     | 215.16           |
| Bill                   | 88998898           | 12/09/2020        |                                      | 572.780 · Amenity Maintenance                    | -70.05      | 70.05            |
| Bill                   | 2764862            | 12/09/2020        |                                      | 572.780 · Amenity Maintenance                    | -29.55      | 29.55            |
| TOTAL                  |                    |                   |                                      |  | -314.76     | 314.76           |
| <b>Bill Pmt -Check</b> | <b>12520</b>       | <b>12/15/2020</b> | <b>NEWS JOURNAL CORPORATION</b>      | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-402.01</b>   |
| Bill                   | 102371225-11252020 | 12/09/2020        |                                      | 513.801 · Legal Advertising                      | -402.01     | 402.01           |
| TOTAL                  |                    |                   |                                      |  | -402.01     | 402.01           |
| <b>Bill Pmt -Check</b> | <b>12521</b>       | <b>12/15/2020</b> | <b>PRECISION LAND GRADING, INC.</b>  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-3,000.00</b> |
| Bill                   | 366                | 04/22/2020        | VC Basketball Court Renovation       | 539.612 · Gen Infrastructr replace/repair        | -3,000.00   | 21,100.00        |
| TOTAL                  |                    |                   |                                      |  | -3,000.00   | 21,100.00        |
| <b>Bill Pmt -Check</b> | <b>12522</b>       | <b>12/15/2020</b> | <b>VERDEGO, LLC</b>                  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-4,102.00</b> |

## Grand Haven Community Development District

### Check Detail

December 2020

| Type                   | Num               | Date              | Name                              | Account  | Paid Amount | Original Amount  |
|------------------------|-------------------|-------------------|-----------------------------------|--|-------------|------------------|
| Bill                   | 4122              | 12/09/2020        |                                   | 539.609 · Irrigation Repairs & Maint             | -97.00      | 97.00            |
| Bill                   | 4121              | 12/09/2020        |                                   | 539.609 · Irrigation Repairs & Maint             | -4,005.00   | 4,005.00         |
| TOTAL                  |                   |                   |                                   |  | -4,102.00   | 4,102.00         |
| <b>Bill Pmt -Check</b> | <b>12523</b>      | <b>12/18/2020</b> | <b>AMERIGAS - 1</b>               | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-481.82</b>   |
| Bill                   | 3114975321 120420 | 12/16/2020        |                                   | 532.306 · Propane Services - Spas/Cafe           | -481.82     | 481.82           |
| TOTAL                  |                   |                   |                                   |  | -481.82     | 481.82           |
| <b>Bill Pmt -Check</b> | <b>12524</b>      | <b>12/18/2020</b> | <b>AMERIGAS - 3</b>               | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-249.90</b>   |
| Bill                   | 3114975337 120420 | 12/16/2020        |                                   | 532.306 · Propane Services - Spas/Cafe           | -249.90     | 249.90           |
| TOTAL                  |                   |                   |                                   |  | -249.90     | 249.90           |
| <b>Bill Pmt -Check</b> | <b>12525</b>      | <b>12/18/2020</b> | <b>BAXTEC</b>                     | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-602.50</b>   |
| Bill                   | 2800              | 12/16/2020        |                                   | 572.780 · Amenity Maintenance                    | -602.50     | 602.50           |
| TOTAL                  |                   |                   |                                   |  | -602.50     | 602.50           |
| <b>Bill Pmt -Check</b> | <b>12526</b>      | <b>12/18/2020</b> | <b>FEDEX</b>                      | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-7.16</b>     |
| Bill                   | 7-206-53548       | 12/16/2020        |                                   | 519.410 · Postage                                | -7.16       | 7.16             |
| TOTAL                  |                   |                   |                                   |  | -7.16       | 7.16             |
| <b>Bill Pmt -Check</b> | <b>12527</b>      | <b>12/18/2020</b> | <b>HOME DEPOT CREDIT SERVICES</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-18.97</b>    |
| Bill                   | 6024908           | 12/16/2020        |                                   | 572.785 · Community Maintenance                  | -18.97      | 18.97            |
| TOTAL                  |                   |                   |                                   |  | -18.97      | 18.97            |
| <b>Bill Pmt -Check</b> | <b>12528</b>      | <b>12/18/2020</b> | <b>JASON SHAW TREE SERVICE</b>    | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-3,450.00</b> |
| Bill                   | 120220            | 12/16/2020        |                                   | 539.607 · Landscape Enhancement                  | -3,450.00   | 3,450.00         |
| TOTAL                  |                   |                   |                                   |  | -3,450.00   | 3,450.00         |
| <b>Bill Pmt -Check</b> | <b>12529</b>      | <b>12/18/2020</b> | <b>LOWE'S HOME CENTERS, LLC.</b>  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-342.93</b>   |

## Grand Haven Community Development District

### Check Detail

December 2020

| Type                   | Num          | Date              | Name                        | Account  | Paid Amount | Original Amount |
|------------------------|--------------|-------------------|-----------------------------|--|-------------|-----------------|
| Bill                   | 2348988      | 12/16/2020        |                             | 572.785 · Community Maintenance                  | -49.32      | 49.32           |
| Bill                   | 19359351     | 12/16/2020        |                             | 572.780 · Amenity Maintenance                    | -62.20      | 62.20           |
| Bill                   | 11354618     | 12/16/2020        |                             | 572.785 · Community Maintenance                  | -14.23      | 14.23           |
|                        |              |                   |                             | 572.780 · Amenity Maintenance                    | -12.30      | 12.30           |
| Bill                   | 2012662      | 12/16/2020        |                             | 572.780 · Amenity Maintenance                    | -36.41      | 36.41           |
| Bill                   | 88447195     | 12/16/2020        |                             | 572.785 · Community Maintenance                  | -99.77      | 99.77           |
| Bill                   | 88455846     | 12/16/2020        |                             | 572.785 · Community Maintenance                  | -68.70      | 68.70           |
| TOTAL                  |              |                   |                             |  | -342.93     | 342.93          |
| <b>Bill Pmt -Check</b> | <b>12530</b> | <b>12/18/2020</b> | <b>VECTOR SECURITY INC.</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-181.35</b>  |
| Bill                   | 67028021     | 12/16/2020        |                             | 572.780 · Amenity Maintenance                    | -86.95      | 86.95           |
| Bill                   | 3821         | 12/16/2020        |                             | 539.609 · Irrigation Repairs & Maint             | -94.40      | 94.40           |
| TOTAL                  |              |                   |                             |  | -181.35     | 181.35          |
| <b>Check</b>           | <b>12531</b> | <b>12/28/2020</b> | <b>GAETA, MARIE</b>         | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-200.00</b>  |
|                        |              |                   |                             | 511.110 · Supervisor's Fees                      | -200.00     | 200.00          |
| TOTAL                  |              |                   |                             |  | -200.00     | 200.00          |
| <b>Check</b>           | <b>12532</b> | <b>12/28/2020</b> | <b>MERRILL STASS-ISERN</b>  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-200.00</b>  |
|                        |              |                   |                             | 511.110 · Supervisor's Fees                      | -200.00     | 200.00          |
| TOTAL                  |              |                   |                             |  | -200.00     | 200.00          |
| <b>Check</b>           | <b>12533</b> | <b>12/28/2020</b> | <b>FLANAGAN, MICHAEL J.</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-200.00</b>  |
|                        |              |                   |                             | 511.110 · Supervisor's Fees                      | -200.00     | 200.00          |
| TOTAL                  |              |                   |                             |  | -200.00     | 200.00          |
| <b>Check</b>           | <b>12534</b> | <b>12/28/2020</b> | <b>WARRINGTON HOWDEN</b>    | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-200.00</b>  |
|                        |              |                   |                             | 511.110 · Supervisor's Fees                      | -200.00     | 200.00          |
| TOTAL                  |              |                   |                             |  | -200.00     | 200.00          |
| <b>Check</b>           | <b>12535</b> | <b>12/28/2020</b> | <b>KEVIN FOLEY</b>          | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-200.00</b>  |

Grand Haven Community Development District

Check Detail

December 2020

| Type            | Num           | Date       | Name                            | Account                                   | Paid Amount | Original Amount |
|-----------------|---------------|------------|---------------------------------|---|-------------|-----------------|
|                 |               |            |                                 | 511.110 · Supervisor's Fees               | -200.00     | 200.00          |
| TOTAL           |               |            |                                 |   | -200.00     | 200.00          |
| Check           | 12536         | 12/28/2020 | MERRILL STASS-ISERN             | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |               |            |                                 | 511.110 · Supervisor's Fees               | -200.00     | 200.00          |
| TOTAL           |               |            |                                 |   | -200.00     | 200.00          |
| Check           | 12537         | 12/28/2020 | MERRILL STASS-ISERN             | 101.002 · Suntrust #8388 - Operating Acct |             | -200.00         |
|                 |               |            |                                 | 511.111 · Supervisor Workshop Fees        | -200.00     | 200.00          |
| TOTAL           |               |            |                                 |   | -200.00     | 200.00          |
| Bill Pmt -Check | 12538         | 12/28/2020 | ACF STANDBY SYSTEMS             | 101.002 · Suntrust #8388 - Operating Acct |             | -300.00         |
| Bill            | 023S-136251-1 | 12/23/2020 |                                 | 572.780 · Amenity Maintenance             | -300.00     | 300.00          |
| TOTAL           |               |            |                                 |   | -300.00     | 300.00          |
| Bill Pmt -Check | 12539         | 12/28/2020 | ACME TROPHIES & AWARDS          | 101.002 · Suntrust #8388 - Operating Acct |             | -42.00          |
| Bill            | 7093          | 12/23/2020 |                                 | 572.702 · Oper Mgr - Office Supplies      | -42.00      | 42.00           |
| TOTAL           |               |            |                                 |   | -42.00      | 42.00           |
| Bill Pmt -Check | 12540         | 12/28/2020 | BIG FROG CUSTOM T-SHIRTS & MORE | 101.002 · Suntrust #8388 - Operating Acct |             | -309.90         |
| Bill            | 7.677         | 12/23/2020 |                                 | 572.785 · Community Maintenance           | -309.90     | 309.90          |
| TOTAL           |               |            |                                 |   | -309.90     | 309.90          |
| Bill Pmt -Check | 12541         | 12/28/2020 | DOORKING, INC.                  | 101.002 · Suntrust #8388 - Operating Acct |             | -28.95          |
| Bill            | 1544277       | 12/23/2020 |                                 | 529.736 · Gate Operating Supplies         | -28.95      | 28.95           |
| TOTAL           |               |            |                                 |   | -28.95      | 28.95           |
| Bill Pmt -Check | 12542         | 12/28/2020 | FEDEX                           | 101.002 · Suntrust #8388 - Operating Acct |             | -7.71           |

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

| Type                   | Num                | Date              | Name                                    | Account  | Paid Amount | Original Amount   |
|------------------------|--------------------|-------------------|---|--|-------------|-------------------|
| Bill                   | 7-214-22775        | 12/23/2020        |   | 519.410 · Postage                                | -7.71       | 7.71              |
| TOTAL                  |                    |                   |   |  | -7.71       | 7.71              |
| <b>Bill Pmt -Check</b> | <b>12543</b>       | <b>12/28/2020</b> | <b>FPL</b>                              | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-192.51</b>    |
| Bill                   | 16866-58285 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -74.01      | 74.01             |
| Bill                   | 24131-28287 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -16.01      | 16.01             |
| Bill                   | 37829-63213 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -16.01      | 16.01             |
| Bill                   | 52774-87285 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -17.18      | 17.18             |
| Bill                   | 54366-71209 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -12.14      | 12.14             |
| Bill                   | 72722-70245 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -20.21      | 20.21             |
| Bill                   | 76404-37286 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -18.61      | 18.61             |
| Bill                   | 77367-05133 121720 | 12/23/2020        |   | 531.307 · Street Lights                          | -18.34      | 18.34             |
| TOTAL                  |                    |                   |   |  | -192.51     | 192.51            |
| <b>Bill Pmt -Check</b> | <b>12544</b>       | <b>12/28/2020</b> | <b>GRECO'S CONCRETE SERVICES, LLC.</b>  | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-20,055.75</b> |
| Bill                   | 230                | 12/23/2020        |   | 539.610 · Sidewalk Repairs & Replacement         | -20,055.75  | 20,055.75         |
| TOTAL                  |                    |                   |   |  | -20,055.75  | 20,055.75         |
| <b>Bill Pmt -Check</b> | <b>12545</b>       | <b>12/28/2020</b> | <b>GUARD ONE PROTECTIVE SERVICES</b>    | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-7,568.00</b>  |
| Bill                   | 97844              | 12/23/2020        |   | 529.306 · Access Control Contract                | -7,568.00   | 7,568.00          |
| TOTAL                  |                    |                   |   |  | -7,568.00   | 7,568.00          |
| <b>Bill Pmt -Check</b> | <b>12546</b>       | <b>12/28/2020</b> | <b>JASON SHAW TREE SERVICE</b>          | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-3,450.00</b>  |
| Bill                   | 120920             | 12/23/2020        |   | 539.619 · Waterside Pkwy Oak Tree Trimmin        | -3,450.00   | 3,450.00          |
| TOTAL                  |                    |                   |   |  | -3,450.00   | 3,450.00          |
| <b>Bill Pmt -Check</b> | <b>12547</b>       | <b>12/28/2020</b> | <b>LLOYD'S EXCERCISE EQUIPMENT, LLC</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-427.00</b>    |
| Bill                   | Z94-60             | 12/23/2020        |   | 572.780 · Amenity Maintenance                    | -427.00     | 427.00            |
| TOTAL                  |                    |                   |   |  | -427.00     | 427.00            |
| <b>Bill Pmt -Check</b> | <b>12548</b>       | <b>12/28/2020</b> | <b>LOWE'S HOME CENTERS, LLC.</b>        | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-1,375.55</b>  |

Grand Haven Community Development District

Check Detail

December 2020

| Type                   | Num          | Date              | Name                                      | Account  | Paid Amount | Original Amount      |
|------------------------|--------------|-------------------|---|--|-------------|----------------------|
| Bill                   | 23618216     | 12/23/2020        |   | 572.780 · Amenity Maintenance                    | -7.30       | 7.30                 |
| Bill                   | 88692707     | 12/23/2020        |   | 572.780 · Amenity Maintenance                    | -911.88     | 911.88               |
| Bill                   | 88957692     | 12/23/2020        |   | 572.785 · Community Maintenance                  | -336.78     | 336.78               |
| Bill                   | 9702549      | 12/23/2020        |   | 572.780 · Amenity Maintenance                    | -119.59     | 119.59               |
| TOTAL                  |              |                   |   |  | -1,375.55   | 1,375.55             |
| <b>Bill Pmt -Check</b> | <b>12549</b> | <b>12/28/2020</b> | <b>NEXSTAR ELECTRICAL CONTRACTORS, LL</b> | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-2,516.00</b>     |
| Bill                   | 0094003      | 12/23/2020        |   | 572.780 · Amenity Maintenance                    | -1,325.00   | 1,325.00             |
| Bill                   | 0094002      | 12/23/2020        |   | 572.780 · Amenity Maintenance                    | -711.00     | 711.00               |
| Bill                   | 0093997      | 12/23/2020        |   | 572.785 · Community Maintenance                  | -480.00     | 480.00               |
| TOTAL                  |              |                   |   |  | -2,516.00   | 2,516.00             |
| <b>Bill Pmt -Check</b> | <b>12550</b> | <b>12/28/2020</b> | <b>VERDEGO, LLC</b>                       | <b>101.002 · Suntrust #8388 - Operating Acct</b> |             | <b>-3,562.50</b>     |
| Bill                   | 4282         | 12/23/2020        |   | 539.607 · Landscape Enhancement                  | -3,562.50   | 3,562.50             |
| TOTAL                  |              |                   |   |  | -3,562.50   | 3,562.50             |
| <b>Grand Total</b>     |              |                   |   |  |             | <b>\$ 444,318.23</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 January 7, 2021 at 10:00 a.m., via Zoom video at <https://zoom.us/j/2043596216> and at 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 |
| Roy Deary        | Vesta/AMG          |
| John Likanski    | Vesta/AMG          |
| Jay King         | Vesta/AMG          |
| Kevin Johnson    | Vesta/AMG          |
| Serena Sembreu   | Vesta/AMG          |

**Residents present, were:**

|              |              |                 |                 |
|--------------|--------------|-----------------|-----------------|
| Denise Gallo | John Polizzi | Tom Byrne       | Lisa Mrakovcic  |
| Charlie      | Ron Merlo    | Dr. Rob Carlton | Other Residents |

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:03 a.m. All Supervisors were present. This workshop was being held virtually, via Zoom, and telephonically. The workshop was advertised to be held virtually and telephonically and the workshop agenda was posted on the District website.

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

41 **SECOND ORDER OF BUSINESS****PLEDGE OF ALLEGIANCE**

42

43 All present recited the Pledge of Allegiance.

44

45 **THIRD ORDER OF BUSINESS****PUBLIC COMMENTS (3-Minute Rule)**

46

47 Resident John Polizzi expressed his support for the communications implemented at the  
48 last meeting. Mr. McGaffney stated the District Manager would provide these updates  
49 following Board meetings but updates would not be sent following workshops.

50 Resident Tom Byrne stated that concerns were received regarding tennis court  
51 reservations and, in the future, one week's notice would be given regarding maintenance.

52 Resident Lisa Mrakovcic expressed her appreciation of the Board's transparency and for  
53 the communications.

54 Resident Ron Merlo asked if leftover materials from contractor repairs were refunded or  
55 if the materials become District property. Mr. McGaffney stated that construction materials  
56 were often purchased in bulk; however, Mr. Kloptosky could respond to specific inquiries via  
57 email.

58

59 **FOURTH ORDER OF BUSINESS****DISCUSSION ITEMS**

60

61 **A. Presentation: Parking Lot Expansion Concepts [District Engineer]**

62 Mr. Sowell discussed the roadway repaving plans, as follows:

63 ➤ The estimate prioritized paving based on pavement age and condition. Future  
64 resurfacing dates, total linear miles and anticipated future construction costs were provided.

65 ➤ Resurfacing in The Crossings was suggested in the plans for Fiscal Year 2022.

66 Discussion ensued regarding the longevity of the roadways and previous roadway  
67 projects. Mr. Sowell stated that core samples were commissioned to determine how best to  
68 approach each paving project and that, while the program was based on age and roadway  
69 condition, the plan was flexible and could be reprioritized if emergency roadway repairs  
70 became necessary.

71 ➤ The Legend would be amended to include the date ranges for each fiscal year.

72 Discussion ensued regarding how the roadwork sections were prioritized. Mr. Sowell  
73 stated that the roadways were in good condition, overall, and that paving was planned to  
74 proactively maintain the roadways according to Grand Haven standards. Individual segments of  
75 roadway, contractors and age of the roadways were discussed.

76 Mr. McGaffney asked Mr. Kloptosky and Mr. Sowell to, by March, evaluate and provide  
77 projected costs for curb and gutter repairs for Fiscal Year 2022 for budgeting purposes so the  
78 total capital project, including contingency, could be considered.

79 Discussion ensued regarding concrete roads, previous paving projects, estimated cost of  
80 curb and gutter repairs and developing a plan to address damage from oak trees. Mr.  
81 McGaffney stated he would work with Mr. Kloptosky and Mr. Sowell to present  
82 recommendations at the next meeting.

83 Mr. Sowell presented several parking lot expansion conceptual plans with cost  
84 estimates. Traffic flow, total number of parking spaces, safety, turnarounds, Americans with  
85 Disabilities Act (ADA) accessible parking and restrictions on large delivery trucks were  
86 discussed. Mr. Sowell stated the more extensive concept would affect existing utilities, lighting,  
87 irrigation and landscaping. Discussion ensued regarding the parking lot concepts presented,  
88 safety issues, the number of additional parking spaces needed and increasing walking distance  
89 to the furthest parking spot by approximately 100'.

90 Supervisor Howden asked if adding parking at The Village Center croquet practice court  
91 was still under consideration. Discussion ensued regarding the concepts presented, future  
92 population growth and the need for additional parking. Supervisor Howden stated he would  
93 like to keep The Village Center croquet area under consideration for additional parking.  
94 Supervisor Gaeta concurred and Supervisors Flanagan, Foley and Stass-Isern did not. Options  
95 for the north and south parking lots, the number of additional parking spaces needed, costs,  
96 permitting and stormwater management were discussed.

97 Supervisor Howden noted the Supervisors' agreement that additional information was  
98 desired for Concept 2, for the south parking lot, and Concept 2A, for the north parking lot.  
99 These options would be included on a future meeting agenda.

100 **The meeting recessed at 12:00 p.m., and reconvened at 12:11 p.m.**

101 **B. Presentation: Online Resident Directory [Amenity Manager]**

102 Mr. Johnson, Ms. Sembreu and Mr. King demonstrated the Online Resident Directory  
103 and responded to questions regarding registration, login pages, processes, features of the  
104 directory and protection of data. Access would be limited to only residents. Users would be  
105 advised that data would be shared with other registered users and that misuse of the site, such  
106 as spam, may lead to being blocked or legal action. Upon registration, login credentials would  
107 require authorization by an administrator. Discussion ensued regarding hosting, database  
108 backup and security.

109 **Mr. Clark joined the meeting at 12:20 p.m.**

110 Functionality of the directory, search and scrolling options, images and profile photos  
111 were discussed. Supervisor Howden noted that the photo of the Golf Clubhouse must be  
112 removed from the Amenity website. The consensus was to exclude the photo gallery option.  
113 Discussion ensued regarding the District's ownership of the data within the directory. Mr.  
114 Johnson stated that the directory data may be exported to the District, as necessary.

115 Mr. McGaffney noted that Vesta owns the URL "grandhavenamenity.com" and the  
116 District owns the URL "grandhavencdd.org". Discussion ensued regarding ownership of the  
117 amenity website URL. Mr. Clark stated separate URLs were used due to public records  
118 requirements and other issues; transferability was not a concern. Mr. McGaffney recalled the  
119 Board's preference not to offer a print version of the directory. Mr. Clark stated the directory  
120 should be considered a public record; he would review the language for Terms and Conditions.

121 Mr. King stated that, following final adjustments and testing, a link would be sent to the  
122 Supervisors for additional testing, feedback and adjustments, before determining a rollout date.  
123 Supervisor Gaeta asked for the cost and who would maintain the website. Mr. King stated the  
124 intent was still to provide this service at no cost to the District and, while Vesta would maintain  
125 the website, CDD Staff would verify residency, for registration purposes. The Board discussed  
126 the rollout of communications to residents. Supervisor Flanagan offered to assist.

127 **C. Staffing Levels, Evaluation, Compensation, Job Descriptions**

128 Mr. McGaffney discussed the need to review staffing levels, job descriptions and  
129 evaluations. Mr. Clark felt that engaging employment counsel may not be necessary unless  
130 employee policies and manuals required revision.

131 Supervisor Howden felt that the District job descriptions should be revised to better  
132 describe each position, title and reporting relationships, and a quantitative evaluation process  
133 was needed. He suggested that the District Manager recruit assistance, as needed, to facilitate  
134 this process and submit recommendations to the Board.

135 Discussion ensued regarding the role of the Operations Manager, long-term planning  
136 and staff and contractor management and accountability. The consensus was for Mr.  
137 McGaffney to work with Mr. Kloptosky to compile job descriptions and address human  
138 resources issues, in conjunction with a designated Board liaison, to develop draft job  
139 descriptions for Board consideration. Mr. McGaffney discussed the need for an accurate  
140 Operations Manager job description in order to perform an objective evaluation of Mr.  
141 Kloptosky. Supervisor Gaeta recommended designating Supervisor Howden as the Board  
142 liaison.

143 The next meeting agenda would include "CDD Job Descriptions and Evaluations" and  
144 compensation and staffing levels would be included in a subsequent agenda.

145 **D. Amenity Management Services RFP (Scope of Services, Qualifications & Licenses)**

146 The Board and Staff discussed current Vesta staffing levels and whether the Amenity  
147 Manager should report to Mr. Kloptosky. Discussion ensued regarding the many staff members  
148 and contractors reporting to Mr. Kloptosky, the role of the Amenity Manager and the  
149 Operations Manager's role in contract oversight, management and purchasing.

150 Discussion ensued regarding the pros and cons of a management fee versus a revenue-  
151 sharing arrangement. Quality of service, staff turnover, competitive prices, use of District  
152 facilities, incentivizing the amenity company, previous Café deficiencies and measurement of  
153 performance were discussed.

154 The consensus was not to pursue a revenue-sharing arrangement. Discussion ensued  
155 regarding ways to ensure the Café offers reasonable prices, defining a management fee and the

156 language throughout the Request for Proposals (RFP). Mr. McGaffney would include language  
157 stipulating that periodic surveys should be delivered to District Staff.

158 Discussion ensued regarding amenity staffing levels and holiday hours. Supervisor Foley  
159 voiced his opinion that half day holiday hours at the pool and fitness centers is necessary. Mr.  
160 McGaffney would amend the table to include one facilitator from 5:30 a.m. until 1:00 p.m., on  
161 Thanksgiving and New Year's Day at The Village Center

162

163 **FIFTH ORDER OF BUSINESS**

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

165

166 Mr. Kloptosky stated his Operations Report was emailed... Supervisor Stass-Isern noted  
167 that the Dog Park looked much better and asked if sod would be installed. Mr. Kloptosky stated  
168 that mulch was installed to solve the problems.

169 Supervisors Howden and Gaeta stated they did not receive the Operations Report. Mr.  
170 McGaffney forwarded the emails during the workshop and stated he would address the issue.

171

172 **SIXTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING  
173 DATE**

174

- 175 • **January 21, 2021 at 10:00 A.M.**

- 176 ○ **QUORUM CHECK**

177 All Supervisors confirmed their attendance at the January 21, 2021 meeting. Mr.  
178 McGaffney suggested changing the workshop and meeting times from 10:00 a.m., to 9:00 a.m.  
179 The consensus was for this item to be presented for approval at the next meeting.

180

181 **SEVENTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

182

183 Supervisor Stass-Isern asked if the fountain at The Crossings would be reactivated. Mr.  
184 Kloptosky stated a bubbler was installed, rather than a fountain, as it was an aesthetic issue.  
185 He would consult with the contractors to verify that installing a fountain would not present a  
186 pond management issue and then obtain a proposal for installing a fountain.

187 Supervisor Howden noted that Mr. Kloptosky was awaiting approval for lock and key  
188 replacement. This item would be included on a future agenda.

189 Supervisor Foley asked for suggestions for the next Oak Tree article; the limit is 300  
190 words. Mr. McGaffney stated he would send a meeting update.

191 Supervisor Foley asked Mr. Kloptosky if leaf vacuum trucks could be utilized. Mr.  
192 Kloptosky stated he would ask VerdeGo to obtain pricing.

193 Supervisor Flanagan asked if an e-blast process was finalized for safety issues. Mr.  
194 Kloptosky discussed a recent decision not to send an e-blast about a short gate closure.  
195 Supervisor Flanagan stated staff did a good job marking the area. He asked Mr. Kloptosky to e-  
196 blast a management report on a weekly basis.

197

198 **EIGHTH ORDER OF BUSINESS**

**ADJOURNMENT**

199

200 There being nothing further to discuss, the workshop adjourned.

201

202

203 **On MOTION by Supervisor Gaeta and seconded by Supervisor Stass-Isern, with**  
204 **all in favor, the workshop adjourned at 3:39 p.m.**

205

206

207

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209

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



210  
211  
212  
213  
214  
215

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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, 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.

**Present were:**

|                             |                     |
|-----------------------------|---------------------|
| Chip Howden                 | Chair               |
| Kevin Foley                 | Vice Chair          |
| Marie Gaeta (via telephone) | 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 (via telephone)    | District Engineer  |
| Barry Kloptosky (via telephone) | Operations Manager |
| John Likansky                   | Vesta/AMG          |
| Robert Ross                     | Vesta/AMG          |
| Kathleen Fuss                   | Resident           |
| Other Residents                 |                    |

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 10:08 a.m. Supervisors Howden, Foley, Stass-Isern and Flanagan were present. Supervisor Gaeta was attending via telephone.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

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

Mr. McGaffney stated that a meeting summary would be e-blasted to residents following the meeting.

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

41 Resident Kathleen Fuss asked for fencing between the two new pickleball courts so that  
42 ball machine rental on one court would not require shutdown of the other court.

43

44 **FOURTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

45

46 **A. Consider Adoption of Code of Conduct Policy (Board Signatures Required)**

47 Mr. McGaffney presented the Code of Conduct Policy.

48

49 **On MOTION by Supervisor Howden and seconded by Supervisor Gaeta, with all**  
50 **in favor, the Code of Conduct Policy, was approved.**

51

52

53 **B. Discussion/Consideration: Change Meeting/Workshop Start Time to 9:00 A.M.**

54 Mr. McGaffney recalled previous discussion about changing the start time to 9:00 a.m.

55

56 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Flanagan,**  
57 **with all in favor, changing the Meeting and Workshop start times to 9:00 a.m.,**  
58 **was approved.**

59

60

61 **C. Consideration: Resolution 2021-02, Establishing a Procedure for Virtual Workshops,**  
62 **and Establishing an Effective Date**

63 Mr. Clark presented Resolution 2021-02. The following change was made:

64 Section 2: Insert "or Executive Order" after "Board"

65

66 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Howden,**  
67 **with all in favor, Resolution 2021-02, Establishing a Procedure for Virtual**  
68 **Workshops, as amended, and Establishing an Effective Date, was adopted.**

69

70

71 **D. Discussion/Consideration: Proposed Mailbox Policy**

- 72 • **Approve Policy and Set Interim Replacement Cost - \$25**

73 Mr. McGaffney stated that, based on previous discussions, some costs for mailbox  
74 replacement and repair would be budgeted under Community Maintenance. He recommended  
75 designating an interim replacement cost for mailboxes and keys. Discussion ensued regarding  
76 the proposed policy and a fee to defray the cost of the lock and keys but not labor.

- 77 • **Set Public Hearing Date on March 18, 2021 at 10:00 A.M.**

78 Mr. McGaffney noted that the start time would be 9:00 a.m.

79

80 **On MOTION by Supervisor Howden and seconded by Supervisor Flanagan, with**  
81 **all in favor, approval of the \$25 Interim Replacement Cost and setting a Public**  
82 **Hearing for March 18, 2021, at 9:00 a.m., in the Grand Haven Room, at the**  
83 **Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast,**  
84 **Florida 32137, was approved.**

85

86

87 **E. Consider Authorization of RFP for North Parking Lot Expansion Option 2(A) and South**  
88 **Parking Lot Expansion Option (2)**

89 Mr. Sowell stated the North Parking Lot could remain in use during construction of the  
90 new section. Diagonal spaces and a turnaround were functional additions that preserved  
91 visibility. Discussion ensued regarding adding Americans with Disability Act (ADA) accessible  
92 parking spaces, net number of spaces to be gained, permitting, projected start in fall or winter  
93 2021 and when to advertise the Request for Proposals (RFP) to ensure accurate cost estimates.  
94 Mr. Sowell recommended advertising the RFP after the design and permitting are completed.  
95 He and Mr. Kloptosky would obtain cost estimates for budgeting purposes by March.

96 Mr. Sowell presented the conceptual plan for the South Parking Lot, which would offer  
97 diagonal parking spaces, a turnaround near the g basketball court and an estimated net gain of  
98 14 parking spaces. Discussion ensued regarding the conceptual plan, permits, budget, capital  
99 planning and, for Fiscal Year 2022 budgeting, whether to proceed with one or both parking lots.  
100 The consensus was to proceed with permitting and budgeting for Option 2(A) only, at this time.

101

102 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Flanagan,**  
103 **with all in favor, authorizing Staff to begin the permitting and budgeting**  
104 **processes for North Parking Lot Expansion Option 2(A), was approved.**

105

106

107 **F. Consider Authorization of RFP for FY2022 Road Resurfacing Plan**

108 Mr. Sowell presented the updated Road Resurfacing Plan, which included updated  
109 pricing and dates for the Fiscal Year 2022 paving planned at The Crossings, Marshview Lane,  
110 Lakeside Drive, Lakeside Way and Creekside Drive. Mr. McGaffney recalled previous discussions  
111 that identified the road resurfacing as a high priority project. Budgeting and an RFP would be  
112 required in order to begin in October 2021. Discussion ensued regarding core samples, curb

113 and gutter repairs and capital planning. Mr. McGaffney stated he hoped to present updated  
114 figures at the March meeting. The need for an oak tree management program was discussed.  
115 Mr. McGaffney would research this issue and present his findings at an upcoming meeting.

116

117 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Gaeta, with**  
118 **all in favor, authorizing Staff to proceed with the road resurfacing plan for**  
119 **Fiscal Year 2022 and authorizing expenditures for work necessary to prepare**  
120 **the RFP, was approved.**

121

122

123 **The meeting recessed at 11:49 a.m., and reconvened at 12:00 p.m.**

124 **G. Consider Authorization to Publish RFP for Amenity Management Services**

125 Mr. McGaffney presented the updated RFP, which reflected previously discussed  
126 changes. Mr. Likansky noted that, while the Village Center Office Hours (M-F) listed 9:00 a.m. –  
127 5:00 p.m., Staff starts taking reservations at 7:00 a.m. Telephone and online reservations and  
128 additional cost to staff at 7:00 a.m., were discussed. The following change was made:

129 Hours of Operation, Village Center Office Hours (M-F): Change “9:00 a.m. – 5:00 p.m.” to  
130 “8:00 – 4:00 p.m.”

131 Mr. McGaffney stated that language would be added to indicate that the Operations  
132 Manager would respond to contractor service requests in a timely fashion.

133

134 **On MOTION by Supervisor Flanagan and seconded by Supervisor Stass-Isern,**  
135 **with all in favor, authorizing Staff to amend and advertise the Request for**  
136 **Proposals for Amenity Management Services, was approved.**

137

138

139 **H. Consideration of Solitude Lake Management, LLC Proposal for Fountain Installation**  
140 **Services**

141 Supervisor Howden recalled a 2009 pond study that concluded that fountains did not  
142 benefit the pond ecosystem and stated that aerators were required to maintain pond health.  
143 He noted litigation related to a previous pond, funded by residents, and asked the Board to  
144 consider the worth of this project, if fountains do not benefit ponds. Litigation, precedent and  
145 maintenance costs were discussed. The consensus was not to consider installing a fountain.

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

148 I. **Baxter Technologies, Inc., [\$24,485.60]**

149 II. **Tru Tech [\$24,800.00]**

150 Mr. McGaffney presented the proposals. Discussion ensued regarding the proposals,  
151 project goals, resident experience and designating Supervisor Flanagan as the Board liaison.

152

153 **On MOTION by Supervisor Howden and seconded by Supervisor Stass-Isern,**  
154 **with all in favor, a not-to-exceed expenditure amount of \$28,000 for**  
155 **technology improvements in the Grand Haven Room, designating Supervisor**  
156 **Flanagan as the Board liaison to work with Staff to select a vendor appropriate**  
157 **for the project and authorizing District Counsel to review the terms of the**  
158 **agreement, was approved.**

159

160

161 **FIFTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS**

162

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

164 • **Unaudited Financial Statements as of November 30, 2020**

165 **B. APPROVAL OF MINUTES**

166 I. **December 3, 2020 Workshop**

167 II. **December 17, 2020 Regular Meeting**

168 Mr. McGaffney presented the Consent Agenda items. He stated that, as indicated in the  
169 December 17, 2020 minutes, the Celera costs would be provided to the Board.

170

171 **On MOTION by Supervisor Howden and seconded by Supervisor Gaeta, with all**  
172 **in favor, the Consent Agenda Items, as presented, were accepted and**  
173 **approved.**

174

175

176 **SIXTH ORDER OF BUSINESS**

**STAFF REPORTS**

177

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

179 There was nothing further to report.

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

181 Mr. Likansky asked the Board for guidance on the procedure when individuals at an  
182 amenity do not have the required I.D. He suggested issuing a verbal warning and logging the  
183 incident for a first offense and requiring the person to retrieve their I.D., on the second offense.  
184 The Board found the suggested policy acceptable; an e-blast would be sent to residents. Repeat

185 offenders would be sent home to retrieve their I.D., as many times as necessary. Belligerent  
186 residents should be reported and, as necessary, disciplinary actions may be taken.

187 Discussion ensued regarding enforcing social distancing requirements, discouraging  
188 large groups at the bocce ball courts and other amenities, the Governor's Executive Order,  
189 fines/penalties for COVID-19 infractions and penalties for amenity rule violations.

190 Mr. Likansky recommended limiting bocce ball play to six people, with three on each  
191 side. An e-blast would be sent to residents advising them of changes, issues and social  
192 distancing guidelines. Discussion ensued regarding empowering Staff to change the rules at all  
193 amenities, as needed.

194

195 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Flanagan,**  
196 **with all in favor, authorizing Staff to make amendments to the size, capacity**  
197 **and use of amenities to preserve the health and safety of residents and**  
198 **directing Staff to send an e-blast to the community reinforcing social distancing**  
199 **guidelines, was approved.**

200

201

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

203

**I. CIP**

204

**II. Monthly Report**

205 Mr. Kloptosky presented the Operations Manager's Report and the CIP and responded  
206 to questions. He discussed the following:

207 ➤ Mulch would be installed at the Dog Park and sod would be installed, as needed.

208 ➤ The pond bulkhead wall on Marshview Lane was completed.

209 ➤ Vesta Staff was helping develop a plan for the fitness equipment noted on the CIP.

210 ➤ Mailbox maintenance was ongoing.

211 ➤ The Village Center was set up and phones and computers would be installed within the  
212 week. Due to COVID-19 guidelines, signs would be posted advising that masks must be worn  
213 and that the office capacity is limited.

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

215 Mr. Clark stated that comments regarding the "Terms of Use" for the online directory  
216 were provided to Vesta. Mr. McGaffney asked Mr. Likansky to assist Supervisors in  
217 participating in the beta test for the online directory.

218



219 SEVENTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

220  
 221 Supervisor Stass-Isern asked about the encroachment survey of Escalante and Grand  
 222 Haven. Mr. Clark stated the survey was presented to Escalante’s counsel; a report may be  
 223 available by the next meeting. Supervisor Stass-Isern requested a timeline for the job  
 224 descriptions and evaluation criteria. Mr. McGaffney discussed the preparation process of the  
 225 Operations Manager evaluation criteria. He hoped to present a draft at the February Workshop.

226 Supervisor Flanagan asked if the Board designated a CDD liaison to work with the City  
 227 and County. Supervisor Howden stated he intended to schedule a meeting with the Mayor and  
 228 that he would review Interlocal Agreements prior to discussion. Discussion ensued regarding  
 229 ongoing surveys for roadwork on County Roads adjacent to the District. Supervisor Flanagan  
 230 stated he would forward contact information for a local pickleball contractor to Mr. Kloptosky.

231 Supervisor Howden discussed the goal of developing a draft of a three to five-year plan  
 232 based on the Reserve Study. Mr. McGaffney discussed the capital planning process and data to  
 233 be presented at the budget workshop. Supervisor Howden stated he was pleased with how the  
 234 Board and Staff were working together.

235 Mr. McGaffney stated he was trying to make a new contact at the St. Johns River Water  
 236 Management District (SJRWMD), as the previous FireWise contact was no longer with SJRWMD.

237

238 EIGHTH ORDER OF BUSINESS

NEXT COMMUNITY WORKSHOP DATE:  
February 4, 2021 at 9:00 A.M.

239

240

241 • QUORUM CHECK

242 Supervisors Howden, Stass-Isern, Flanagan and Foley confirmed their attendance at the  
 243 February 4, 2021 workshop, which would be held via Zoom.

244

245 NINTH ORDER OF BUSINESS

ADJOURNMENT

246  
 247 There being nothing further to discuss, the meeting adjourned.  
 248

249

250 **On MOTION by Supervisor Foley and seconded by Supervisor Flanagan, with all**  
 251 **in favor, the meeting adjourned at 3:13 p.m.**

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254  
255  
256  
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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 02/10/2021

| Item | Type | Priority / Rank | Description  | Location       | Budgeted Cost          | Revised Budget         | Approved Cost       | Additional Change \$ (+/-) | Invoiced Amount      | Status/Comments  |
|------|------|-----------------|--|----------------|------------------------|------------------------|---------------------|----------------------------|----------------------|--|
| 1    | C    |                 | Concrete Curbing Repair Allowance - CDD Property                         | Roads          | 60,770                 |                        | 59,510              |                            | 26,412               | Currently working on 9 locations. Waiting on Board approval for additional locations |
| 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                | (212,180)              | -                   | -                          |                      | Board approved a NTE \$50,000 for phase 2 improvements                               |
| 4    |      |                 | Phase II \$50,000  |                |                        | 50,000                 | 50,000              |                            |                      |  |
| 5    |      |                 | Phase III \$130,000  |                |                        | 130,000                |                     |                            |                      |  |
| 6    | C    |                 | Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)                   | Esplanade      | 29,343                 |                        |                     |                            |                      | Working on assessments of needed repairs   |
| 7    | C    |                 | Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)                     | Esplanade      | 33,606                 |                        |                     |                            |                      | Working on assessments of needed repairs   |
| 8    | C    |                 | Boardwalk, Wood Deck & Railing - Esplanade (Waterview)                   | Esplanade      | 59,980                 |                        |                     |                            |                      | Working on assessments of needed repairs   |
| 9    | C    |                 | Boardwalk, Wood Deck & Railing - Wild Oaks Park                          | Wild Oaks      | 28,841                 |                        |                     |                            |                      | Repairs in progress  |
| 10   | R    |                 | Croquet Court Expansion - 1 x cost to construct                          | Creekside      | 124,630                |                        | 124,630             |                            | 33,289               | Tentative start date end of March 2021   |
| 11   | R    |                 | Pickleball Expansion - 1 x cost to construct 1 court                     | Village Center | 65,000                 | 60,000                 | 125,000             |                            |                      | DE working on plan and scope of work documents for bidding purposes                  |
| 12   | C    |                 | Debris Clean Up Allowance - Tract H                                      | Wild Oaks      | 25,750                 |                        |                     |                            |                      | Completed by CDD staff, at a cost savings of \$25,750                                |
| 13   | E    |                 | Shelter Fabric, Recover - Wild Oaks Park                                 | Wild Oaks      | 7,725                  |                        |                     |                            |                      |  |
| 14   | E    |                 | Spa Equipment, Heater, Gas - CAC   | Creekside      | 9,270                  |                        |                     |                            |                      |  |
| 15   | RES  |                 | Signage, HD Foam - Decorative Directional Street Signs                   | Roads          | 3,708                  |                        |                     |                            |                      |  |
| 16   | RES  |                 | Fitness, Cardio, Elliptical Cross-Trainer - CAC                          | Creekside      | 13,608                 |                        |                     |                            |                      | Vesta evaluation, TBD  |
| 17   | RES  |                 | Fitness, Cardio, Recumbent Bike - CAC                                    | Creekside      | 7,626                  |                        |                     |                            |                      | Vesta evaluation, TBD  |
| 18   | RES  |                 | Fitness, Cardio, Treadmill - CAC   | Creekside      | 16,689                 |                        |                     |                            |                      | Vesta evaluation, TBD  |
| 19   | RES  |                 | Fitness, Weight Bench - CAC  | Creekside      | 1,702                  |                        |                     |                            |                      | Vesta evaluation, TBD  |
| 20   | RES  |                 | Fitness, Cardio, Elliptical Cross-Trainer - VC                           | Village Center | 20,413                 |                        |                     |                            |                      | Vesta evaluation, TBD  |
| 21   | RES  |                 | Fitness, Cardio, Stationary Bike - VC                                    | Village Center | 7,031                  |                        |                     |                            |                      | Vesta evaluation, TBD  |
| 22   | RES  |                 | Fitness, Cardio, Treadmill - VC  | Village Center | 16,689                 |                        |                     |                            |                      | Vesta evaluation, TBD  |
| 23   | RES  |                 | Furnishings Allowance - Grand Haven Rm VC                                | Village Center | 20,600                 |                        |                     |                            |                      | Soliciting proposals for Audio/Visual Improvements                                   |
| 24   | RES  |                 | Restaurant, Convection Oven, Dbl - Cafe Kitchen VC                       | Village Center | 10,615                 |                        |                     |                            |                      |  |
| 25   | RES  |                 | Restaurant, Glass Washer - Cafe Bar VC                                   | Village Center | 4,777                  |                        |                     |                            |                      |  |
| 26   | RES  |                 | Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC                          | Village Center | 2,706                  |                        |                     |                            |                      |  |
| 27   | RES  |                 | Restaurant, Ice Machine - Cafe Kitchen VC                                | Village Center | 6,076                  |                        |                     |                            |                      |  |
| 28   | C    |                 | Expand Village Center Parking area                                       | Village Center | 199,820                | (199,820)              | -                   |                            |                      | Board directed to begin October 2021, RFP's being drafted                            |
| 29   | C    |                 | Wildfire Mitigation  | District-wide  | 30,000                 |                        |                     |                            | 9,600                | Communications with St. John's Water Management regarding permits                    |
| 30   |      |                 | <b>Total capital projects for FY2021</b>                                 |                | <b>1,027,702</b>       | <b>(172,000)</b>       |                     |                            |                      |  |
| 31   |      |                 |  |                |                        |                        |                     |                            |                      |  |
| 32   |      |                 | <b>FY2019/2020 Carryover Projects</b>                                    |                |                        |                        |                     |                            |                      |  |
| 33   |      |                 | Village Center Fitness Center Enhancement                                | Village Center | -                      |                        | -                   |                            | 8,947                | Complete. Invoiced amount reflects amount completed in FY2021                        |
| 34   |      |                 | Village Center Office Renovation   | Village Center | -                      |                        | -                   |                            | 2,538                | Renovation complete. Office open for staff use.                                      |
| 35   |      |                 | Replace decking & railings - Front Street Pier                           | Unspecified    | -                      |                        | -                   |                            | 40,908               | Complete. Invoiced amount reflects amount completed in FY2021                        |
| 36   |      |                 | Replace decking & railings - Clubhouse Pier                              | Unspecified    | -                      |                        | -                   |                            | 5,391                | Complete. Invoiced amount reflects amount completed in FY2021                        |
| 37   |      |                 | Replace columns & railings - Front Street Park Gazebo                    | Unspecified    | -                      |                        | -                   |                            | 6,705                | Complete. Invoiced amount reflects amount completed in FY2021                        |
| 38   |      |                 | Replace Village Center walkway awning/ceiling-add gutters                | Village Center | -                      |                        | -                   |                            | 173,422              | Complete pending punch list, final walkthrough, and inspection                       |
| 39   |      |                 | - Replace 14 columns around pool area                                    | Village Center | -                      |                        | -                   |                            |                      | Complete pending final walkthrough and inspection                                    |
| 40   |      |                 | - New stone caps on footings - split column wraps                        | Village Center | -                      |                        | -                   |                            |                      | Complete pending final walkthrough and inspection                                    |
| 41   |      |                 | Replace Village Center Breezeway/Entrance Ceiling (Change Order Request) | Village Center | -                      |                        | -                   |                            |                      | Complete pending final walkthrough and inspection                                    |
| 42   |      |                 | Office Technology Updates and Upgrades                                   | Office         | -                      |                        | 14,225              |                            | 20,000               | Proposal approved - contract sent to vendor  |
| 43   |      |                 | Village Center Fitness Center Flooring - clean and or replace            | Village Center | -                      |                        | 6,999               |                            |                      | Tentative delivery and installation date 02/16/2021                                  |
| 44   |      |                 | Village Center Office/Fitness Center/Cafe Entry Doors & Trim             | Village Center | -                      |                        | 20,431              |                            |                      | Waiting for delivery   |
| 45   |      |                 | New Tables and chairs for Cafe outdoor area                              | Village Center | -                      | 7,198                  |                     |                            | 7,198                | Approved in FY2020, purchased in FY2021  |
| 46   |      |                 | <b>Total Carryover Projects from prior year</b>                          |                | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ 41,655</b>    | <b>\$ -</b>                | <b>\$ 257,912</b>    |  |
| 47   |      |                 | <b>GRAND HAVEN Total</b>   |                | <b>\$ 1,027,702.00</b> | <b>\$ (172,000.00)</b> | <b>\$ 41,655.00</b> | <b>\$ -</b>                | <b>\$ 257,911.83</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 – February 18<sup>th</sup>, 2021**

- VILLAGE CENTER BREEZEWAY & AWNING CEILING AND COLUMN REPLACEMENT
  - Project is complete pending punch list items, final walkthrough, and final inspection.
  - Stone material for column bases – delivered and installed.
  - New speakers for the Village Center to be installed. Tentative installation date is Monday, February 15<sup>th</sup>, 2021.
- SIDEWALK DEFLECTION REPAIRS
  - Continuing in various locations – N. Village Parkway and Waterside Parkway
- VILLAGE CENTER OFFICE RENOVATION – complete
  - Waiting for delivery of entry door.
  - Office open for staff use.
- VILLAGE CENTER GYM RENOVATION – complete
  - New floor material – tentative delivery and installation date, February 16<sup>th</sup>, 2021.
- MAILBOX AND MAILBOX SURROUNDS
  - CDD staff continue work on replacing wooden mailbox surrounds.

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Grand Haven CDD  
2 N. Village Pkwy  
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# GRAND HAVEN



## COMMUNITY DEVELOPMENT DISTRICT

- CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER
  - District Engineer currently working on design plans and scope of work documents for bidding purposes.
  - District engineer plans to have the documents ready for presentation at the March regular Board meeting.
  - Once the documents are approved by the Board, the formal bidding process will begin.
- CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE
  - Tentative start date is end of March 2021
  - Once the project is started, it will take 30-45 days to complete
  - Once the court construction is completed, the court will need to sit dormant for at least 30 days to let the grass take root and grow before it becomes playable
  - During this time, the installation of the paver patios, canopies, and benches will be completed
- CURB AND GUTTER REPAIRS
  - Currently working on 9 locations throughout community.
  - 9 additional locations identified.
  - Proposal will be supplied under separate cover for Board review.

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# GRAND HAVEN



## COMMUNITY DEVELOPMENT DISTRICT

- CURB AND GUTTER ASSESSMENTS PRIOR TO ROAD RESURFACING
  - CDD staff assessing curb and gutter repairs prior to road resurfacing at the Crossings and Lakeside Drive.
- FIREWISE MOWING
  - CDD staff currently communicating with St. Johns Water Management District representatives for the purpose of securing permits for Firewise mowing in St. Johns controlled areas.
- TWO NEW AED MACHINES ORDERED AND DELIVERED FOR USE AT THE VILLAGE CENTER
- CDD STAFF HAS MADE REPAIRS TO WILD OAKS CONSPAN BRIDGE RAILINGS
- LANDSCAPING WILL BE CLEARED ON EACH SIDE OF PIER AT FRONT STREET TO PROVIDE RESIDENTS WITH A CLEAR VIEW OF THE INTRACOASTAL WATERWAY FROM PARK AREA

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## COMMUNITY DEVELOPMENT DISTRICT

6C111

# Proposal

## S.E. Cline Construction, Inc.

P. O. Box 354425 ♦ Palm Coast, FL 32135 ♦ Phone: 386-446-6426 ♦ Fax: 386-446-6481 ♦ CGC 057450 ♦ FED ID 59-337-0544

Proposal Submitted To: Barry Kloptosky/Mark Ichart      Date: 2/1/2021  
Company: Grand Haven CDD      Phone: 386-447-1181  
Street/ P.O. Box:      Fax: 386-447-1131  
B# / Job Name: Curb/root infiltration repairs

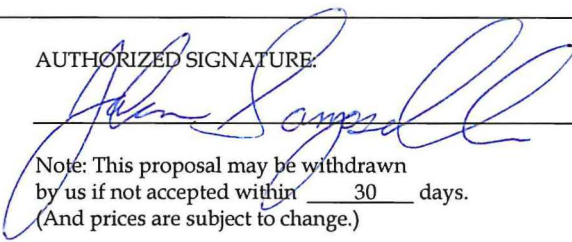
City/ State/ Zip Code: Palm Coast, FL 32137      Job Location: Grand Haven subdivision  
Architect: N/A      Date of Plans: N/A

WE hereby propose to furnish material and labor - complete in accordance with specifications below for the sum of:  
( see below)

Payments to be made as follows:  
Upon receipt of invoice.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our employees are fully covered by Workers' Compensation Insurance.

AUTHORIZED SIGNATURE:

  
Note: This proposal may be withdrawn by us if not accepted within 30 days.  
(And prices are subject to change.)

We hereby submit specifications and estimates for: **Pricing for curb & asphalt repairs to tree root infiltration areas**  
Price - \$ 41,457.00

Scope of Work: Remove popped up curb and asphalt areas in various locations, prune back roots, pour new 18" Miami curb and install new asphalt patch approximately 2'-3' wide (depending on damaged area) in front of newly installed curb. Install new sod where required.

|  |                      |
|--|----------------------|
| Location 1 - 3 Ibis Ct North remove and replace 62 LF of curb and asphalt - 1 lump sum =                         | \$ 5,270.00          |
| Location 2 - 7 Ibis Ct North remove and replace 54 LF of curb and asphalt - 1 lump sum =                         | \$ 4,590.00          |
| Location 3 - 9 Ibis Ct North remove & replace 66 LF of curb & asphalt - 1 lump sum =                             | \$ 7,012.00          |
| Location 4 - 15 Ibis Ct North remove & replace 57 LF of curb and asphalt - 1 lump sum =                          | \$ 4,845.00          |
| Location 5 - 2 Sweetwater Ct remove & replace 28 LF of curb & asphalt - 1 lump sum =                             | \$ 2,275.00          |
| Location 6 - 59 Eastlake Dr remove & replace 36 LF of curb & asphalt - 1 lump sum =                              | \$ 3,033.00          |
| Location 7 - 14 Sailfish Dr remove & replace 75 LF of curb & asphalt - 1 lump sum =                              | \$ 6,094.00          |
| Location 8 - 81 Lagare St remove & replace 54 LF of curb & asphalt (redo paver driveway in front) - 1 lump sum = | \$ 5,738.00          |
| Location 9 - 48 St Andrews Ct remove & replace 32 LF of curb & asphalt - 1 lump sum =                            | \$ 2,600.00          |
|  | Total - \$ 41,457.00 |

### Exclusions:

1. Any item not specifically listed above in scope of work.
2. Removal or rerouting of existing irrigation lines.
3. Removal or replacement of electrical lines or conduit.
4. As-builts.
5. City of Palm Coast permit.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



**COMMUNITY DEVELOPMENT DISTRICT**

**9**

## 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> |
|                           |   |                |