



**COMMUNITY DEVELOPMENT
DISTRICT**

April 15, 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

April 8, 2021

Board of Supervisors
Grand Haven Community Development District

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

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, April 15, 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. Authorization of RFP for District Manager Services
 - B. Discussion/Consideration: Proposed Amendment to Rules, Policies and Fees for All Amenity Facilities
 - C. Consideration of Operations Manager's Annual Performance Evaluation
 - D. Consideration of Resolution 2021-05, Designating Dates, Times and Locations for Community Workshops and Regular Public Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022; and Providing for an Effective Date
 - E. Consideration of S.E. Cline Construction, Inc., Proposal for Curb/Root Repairs Before Asphalt
5. CONSENT AGENDA ITEMS
 - A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS
 - Unaudited Financial Statements as of February 28, 2021
 - B. APPROVAL OF MINUTES
 - I. March 4, 2021 Virtual Community Workshop

- II. March 18, 2021 Public Hearing and Regular Meeting
- C. Purchase of Materials and Completion of Grand Haven Room
 - I. Palm Coast Flooring Outlet [\$12,100.28]
 - II. US Blinds [\$13,539.56]
- 6. STAFF REPORTS
 - A. District Engineer: *DRMP, Inc.* [David Sowell]
 - B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]
 - C. Operations Manager: [Barry Kloptosky]
 - I. CIP
 - II. Monthly Report
 - D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]
- 7. UPCOMING WORKSHOP AGENDA ITEMS
- 8. SUPERVISORS' REQUESTS
- 9. NEXT COMMUNITY WORKSHOP DATE: May 6, 2021 at 9:00 A.M.

- QUORUM CHECK

John Polizzi	<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

4A

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**Proposals Must Be Submitted No Later Than
3:00 PM**

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

The Grand Haven Community Development District (“GHCDD”) seeks proposals from firms interested in providing District Manager services to the GHCDD in compliance with Chapter 190, Florida Statutes, Section 190.007.

Proposals shall be made to the Grand Haven Community Development District, c/o Scott D. Clark, Esq., District Counsel, 700 W. Morse Blvd., Suite 101, Winter Park, FL 32789, prior to 3:00 PM on _____. At approximately 3:05 PM, five (5) minutes after submittal deadline on _____, the proposals will be opened publicly at this location.

Proposals shall include six (6) signed originals of the proposal. Proposals must comply with all of the specifications and instructions in the Request for Proposals, a copy of which may be obtained by contacting GHCDD’s District Counsel, Scott D. Clark, Esq. via email at sclark@winterparklawyers.com.

GHCDD reserves the right to reject any or all proposals, to waive technicalities, to re-advertise, and to otherwise conduct this Request for Proposals in the manner it deems to be in the best interests of the GHCDD.

Prospective firms, as well as any agents, representatives or persons acting at the request of such prospective firms, shall be prohibited from discussing any matters related in any way to this Request for Proposals with any GHCDD officer, agent, or employee, other than the GHCDD’s District Counsel, Scott D. Clark, Esq., or as may otherwise be directed in the Request for Proposals.

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

GENERAL INSTRUCTIONS

Grand Haven Community Development District (“GHCDD”) seeks proposals from firms interested in providing District Manager services to GHCDD, and which shall specifically include those district management services set forth in Exhibit A hereunder and all anticipated Miscellaneous Fees contained in Exhibit B hereunder.

Proposals shall be made to the Grand Haven Community Development District, c/o Scott D. Clark, Esq., District Counsel, 700 W. Morse Blvd., Suite 101, Winter Park, FL 32789, prior to 3:00 PM on _____. At approximately 3:05 PM on _____, the proposals will be opened publicly at _____.

Proposals received after the established deadline will not be opened.

Proposals shall include six (6) signed originals of the proposal. Proposals must comply with all of the specifications and instructions in this Request for Proposal (“RFP”).

1. PURPOSE

GHCDD is seeking proposals from qualified firms interested in providing District Manager services to the GHCDD. Grand Haven is a gated, golf course community consisting of 1901 residential units within the District’s boundaries in the City of Palm Coast. The community covers approximately 1,315 acres partially overlooking Intracoastal Waterway. Property in Grand Haven is owned by a numerous individuals and entities. There is an HOA in the community. The assets, which fall under the management of the GHCDD, include but may not be limited to, roadways, stormwater management systems, parks and common areas, two amenity centers, including fitness facilities, tennis courts, pickleball courts, croquet courts, basketball and soccer facilities and a café. There are a guardhouse and several gated entries, with 24-hour security service.

2. SELECTION CRITERIA

The following criteria will be used in selecting the proposal that meets the best interest of the District:

1. The firm’s experience and expertise in providing District Manager services to community development districts and similar entities. Please provide Five (5) references from current CDD Customers.
2. The firm’s proposed staffing, management structure, devoted resources, in-house capabilities, and ability to provide all required District Manager services in a competent and timely manner.
3. Approach to District Management, cost-control techniques, pricing and fee schedule.
4. Ownership status and employment practices.

3. PREPARATION OF PROPOSAL

An authorized representative of the firm shall sign the proposal and all of the required forms attached to this RFP.

If the firm is a partnership, the proposal shall provide the names and addresses of all partners, and the proposal shall be signed by at least one partner with authorization to act on behalf of the partnership.

If the firm is a corporation, the proposal shall provide the name of the state in which the corporation's articles are held. The proposal must be signed in the name of, and under the seal of, the corporation, by a duly authorized officer or agent of the corporation, and their address must be given. Such officer or agent must present legal evidence that they have lawful authority to sign said bid, that the signature is binding upon the corporation, and that the corporation has a legal existence. In the event that any corporation, organized and doing business under the laws of any foreign state, is selected as the winning firm, such corporation shall present evidence before a Purchase Order for said work is executed, that it is authorized to do business in the State of Florida.

GHCDD shall not be responsible for any expenses incurred by the firm in preparing or submitting a proposal in response to this RFP, nor any expenses associated with interviews, presentations or contract negotiations related to the proposal.

4. CLARIFICATION AND INTERPRETATION

Any comments, questions, or requests for clarification, interpretation or additional information concerning the RFP shall be submitted in writing, or by e-mail to the GHCDD District Counsel, at the contact information below on or before 3:00 PM on _____. Firms are not entitled to rely upon, and GHCDD will not be bound by, any oral interpretations given by GHCDD or its staff or representatives. Written addenda or determinations issued by the GHCDD are the only method by which this RFP may be clarified, interpreted or modified. If any such written decisions are issued, GHCDD will make reasonable efforts to notify all firms, and will generally post such written decisions on GHCDD's website, www.grandhavencdd.org. However, each firm shall be responsible for contacting the GHCDD District Counsel prior to submitting its proposal to determine if any such written addenda have been issued and to amend their proposal as necessary.

Grand Haven Community Development District
Scott D. Clark, Esq., District Counsel
700 W. Morse Blvd, Suite 101
Winter Park, FL 32789

Alternatively via email at: sclark@winterparklawyers.com

5. CORRECTION OR WITHDRAWAL OF PROPOSALS

Correction or withdrawal of inadvertently erroneous bids or proposals before or after opening, or cancellation of awards or contracts based on mistakes, may be permitted in the sole discretion of the Grand Haven Community Development District. In any bid based, in whole or in part, upon a

price calculated by multiplying a unit cost by the number of units to be purchased, the accurate calculation of price shall control over a total price that is based on an error in such calculation. Bids or proposals may be modified or withdrawn by written notice received by the GHCDD District Counsel at 700 W. Morse Blvd., Suite 101, Winter Park, FL 32789, or, alternatively, via email to sclark@winterparklawyers.com prior to the time set for opening of bids or proposals. After the opening, corrections shall be permitted only to the extent that the person submitting a bid or proposal can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the price and term of the bid or proposal actually intended. The person submitting the bid or proposal with the lowest price alleging a material mistake of fact may be permitted to withdraw their bid or proposal if:

- a. The mistake is clearly evident on the face of the document but the intended correct bid or proposal is not similarly evident; or
- b. The person submits evidence that clearly and convincingly demonstrates that a mistake was made.

6. PUBLIC PRESENTATIONS

GHCDD may conduct discussions with and may require public presentations by firms, regarding their qualifications and ability to furnish the required services. GHCDD shall not be responsible for any expenses incurred for public presentations.

7. PUBLIC RECORDS

The firm understands that upon receipt of the proposal by the GHCDD, the proposal documents become a “public record,” as defined in Chapter 119, Florida Statutes, and those documents are subject to public disclosure in accordance with that Chapter.

8. ANTI-COLLUSION

By offering a proposal in response to this RFP, the firm is certifying that it has not colluded in any way with any other firm or parties to the proposal, or made any communication that would be reasonably understood to be detrimental to the public purpose of the RFP process, and will not do so during the RFP process. Such prohibited communications include but are not limited to discussion of prices and data with competitors or other applicants, attempting to induce other firms not to submit proposals, and the employment of a person or agency to solicit or secure this contract upon a commission, percentage, brokerage, or contingent fee arrangement.

9. PUBLIC ENTITY CRIMES STATEMENT

As required by Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted contractor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bids on leases of real property to a Public Entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or contractor under a contract with any Public Entity, and may

not transact business with any Public Entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted contractor list. Any person must notify the GHCDD within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person. It is required that the attached Public Entity Form be signed and returned to this office with the proposal.

10. LOBBYING PROHIBITED

Upon the issuance of this RFP, all prospective firms, and any agent, representative or person acting at the request of such prospective firm, shall be prohibited from discussing any matters related in any way to this RFP with any officer, agent, or employee of the GHCDD, other than the Grand Haven Community Development District, c/o Scott D. Clark, Esq., District Counsel, 700 W. Morse Blvd., Suite 101, Winter Park, FL 32789 or, alternatively, via email at: sclark@winterparklawyers.com, or as may otherwise be directed in this RFP.

11. CANCELLATION

All contracts arising out of this RFP process shall provide that the GHCDD shall have the right to unilaterally cancel, terminate or suspend the contract, in whole or in part, by providing thirty (30) days written notice by certified mail.

12. DISCRETION OF THE GHCDD

GHCDD reserves the right to accept any or all proposals, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. GHCDD reserves the right to select any proposal that meets the requirements of this RFP and shall have sole discretion to determine which proposal is in the best interests of GHCDD.

13. PROHIBITED INTERESTS

(a) No GHCDD officer, employee, or agent shall participate, directly or indirectly, in the selection of a contractor, or in the award or administration of a contract if such officer, employee, or agent, or a spouse, child, parent, brother or sister of such officer, employee or agent, or a person that employs any of the above has an interest, financial, or otherwise, in a person or entity submitting a bid or proposal, except where such interest is not substantial and such interest is disclosed to and approved by the GHCDD Board of Supervisors prior to such participation.

(b) No GHCDD officer, employee, or agent shall solicit or accept a gratuity, favor or anything of monetary value from contractors, bidders, offerors or any person with an interest in a contract except where such is unsolicited, of a nominal value and disclosed to the GHCDD Board of Supervisors and the Board of Supervisors approve acceptance thereof.

(c) No GHCDD officer, employee or agent that participates, directly or indirectly, in the procurement process shall be employed by any person or firm bidding for or contracting with the GHCDD for contracts hereunder.

14. MINORITY BUSINESS ENTERPRISES

GHCCDD hereby notifies prospective firms that it will ensure that minority business enterprises will be afforded full opportunity to participate in response to this RFP, and that during the RFP and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origin, or disability. Anyone requiring accommodations to access any public meetings required as part of the RFP or contract process should contact Grand Haven Community Development District, c/o Scott D. Clark, Esq., District Counsel, 700 W. Morse Blvd., Suite 101, Winter Park, FL 32789 or, alternatively, via email at: sclark@winterparklawyers.com, at least 24 hours in advance of the meeting.

15. EQUAL EMPLOYMENT

Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or handicap.

16. COMPLIANCE WITH THE LAW

The act of submitting a response to this bid shall constitute an agreement by the firm that they have made themselves familiar with, and shall at all times observe and comply with, Federal, State, and Local laws, ordinances, codes, and regulations. No plea of misunderstanding will be considered on account of ignorance thereto. The firm shall indemnify and hold harmless the GHCCDD and all of their officers, agents, employees, or representatives from all suits, actions, or claims arising from or based on the violation of any such laws, ordinances, codes, and regulations whether by themselves, their employees, subcontractors, or agents.

17. ASSIGNMENT OF CONTRACT

The winning firm shall not be permitted to assign the contract without the written consent of the GHCCDD.

18. DISPUTE AND COMPLAINT

All complaints or grievances during the RFP process should be first submitted in writing to the SBWCCD District Counsel who will take prompt remedial action. The SBWCCD District Counsel shall investigate the validity of the complaint and present the findings in writing to the firm. If the firm is dissatisfied with the remedies, they may then make a written appeal, in accordance with Section 1.15 of the GHCCDD Rules. This policy does not preclude consideration of legal questions in connection with any decisions made by the GHCCDD.

19. INSURANCE REQUIREMENTS

The successful firm(s) shall be required to supply, at their cost, the following minimum insurance coverage:

A. Workers Compensation: Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers'

Liability with a limit of \$500,000 each accident; \$500,000 each employee; and \$500,000 policy limit for disease.

B. *Professional Liability Insurance*: with minimum \$1,000,000 per occurrence for this project with a \$2,000,000 policy term general aggregate. Coverage shall be extended beyond the policy year term either by a supplemental extended reporting period (ERP) with as great of duration as available, with no less coverage and reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

C. *Comprehensive Commercial General Liability Insurance*: Occurrence form required. Aggregate must apply separately to this contract/job. Minimum \$500,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 fire damage.

D. *Automobile Insurance*: To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident and for property damage and bodily injury, with contractual liability coverage for all work performed under this agreement.

E. Grand Haven Community Development District is to be named additional insureds on Comprehensive Commercial General Liability Policy and the Business Auto Policy. Certification of same shall be required. All certificates of insurance must be on file with and approved by the GHCDD before commencement of any work activities.

F. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.

G. *Hold Harmless*: GHCDD shall be held harmless and indemnified against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of this agreement or contract, unless such claims are a result of GHCDD's sole negligence. GHCDD shall also be held harmless and indemnified against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of this agreement or contract, unless such claims are a result of GHCDD's sole negligence.

20. E-VERIFY REQUIREMENT

The successful firm must be able to demonstrate its compliance with the provisions of Fla. Stat. §448.095 pertaining to the use of the E-Verify system to confirm the work authorization status of all employees hired on or after January 1, 2021.

FIRM'S CERTIFICATION

STATE OF
COUNTY OF

I, _____, of _____ (company),
submitting to furnish the following described materials, equipment, and/or services to the Grand Haven
Community Development District (“GHCDD”).

HEREBY CERTIFIES THAT:

1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is Contractual and binding and shall be valid for not less than sixty (60) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and GHCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of GHCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

Print Name: _____

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____, 2021,
by _____, as _____ (title) of
_____ (name of company), on behalf of ____ (type of entity).
Who is personally known to me, or Who produced _____ as identification, who did take an oath,
and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein
expressed.

(Notary Seal)

Signature
Print Name
NOTARY PUBLIC-STATE OF _____
My Commission Expires: _____
Commission No. _____

NO LOBBYING AFFIDAVIT

STATE OF _____

COUNTY OF _____

This, _____, of _____, 2021, _____
being first duly sworn, deposes and says that he or she is the authorized representative of

(Name of the authorized Contractor , Contractor or individual), maker of the attached request for proposal released by Grand Haven Community Development District, and that the Firm and any of its agents agrees to abide by Grand Haven Community Development District’s no lobbying restrictions in regards to this solicitation.

Affiant

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by _____ (name of person, officer, or agent, title of officer or agent), of _____ (name of corporation or partnership, a _____ (state of incorporation or partnership, if applicable).

Who is personally known to me,

Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature

Print Name

NOTARY PUBLIC-STATE OF _____

My Commission Expires: _____

Commission No. _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Grand Haven Community Development District (“GHCDD”)

by:

(Print individual’s name and title)

For:

(Print name of entity submitting sworn statement)

Whose business address is:

And (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement
.)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms-length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1) (e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the

legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: _____

Signature

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, as _____ of _____, on behalf of _____.

Who is personally known to me, or Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature _____

Print Name _____

NOTARY PUBLIC-STATE OF _____

My Commission Expires: _____

Commission No. _____

EXHIBIT "A"

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
MANAGEMENT SERVICES STATEMENT OF WORK**

GENERAL INFORMATION

The Grand Haven CDD, encompassing approximately 1,315 acres, is located in the City of Palm Coast in Flagler County, Florida through annexation by the city during the fourth quarter of 2001. The main entrance is situated on Colbert Lane and is approximately three (3) miles from the Palm Coast Parkway and the I-95 interchange. Palm Coast is situated just south of St. Augustine and north of Daytona Beach.

Infrastructure includes roadways, stormwater management facilities, earthwork and clearing, recreation facilities and common areas. The District employs an Operations Manager who oversees maintenance and capital projects as well as the District's third-party vendors. The Operations Manager also oversees a staff of office and field employees. The District does not currently have any outstanding Bonds.

The District desires to employ the services of a qualified contractor to provide management, financial and accounting advisory services under the following statement of work.

STATEMENT OF WORK

This statement of work (SOW) defines the Management Services that shall be provided to the District Board of Supervisors.

I. GENERAL CONSULTATION, MEETINGS AND DISTRICT REPRESENTATION

The Manager shall:

- a. Assign a District Manager (Manager) subject to Board of Supervisor's approval. As the Manager, consult with the District Board of Supervisors and its designated representative, and when necessary, participate in such meetings, discussions, project site visits, workshops and hearings as may pertain to the administration, accomplishment and fulfillment of the professional services set forth herein with regards to the projects and general interest of the District.
- b. Provide consultation and representation work with pertinent public agencies and private individuals in connection with the interests of the District. The service to be provided shall also include, but not be limited to planning, scheduling, production and quality control; coordination and administration of various professional service elements.
- c. Attend regular and special meetings and workshops of the Board of Supervisors and promptly thereafter provide to the Board a meeting summary and list of followup items.
- d. Manage the activities of the District financial consultants (i.e., accounts, financial advisors, Trustee as necessary so that required reports are made timely to bondholders, State Comptroller and Auditor General of the State of Florida.)

- e. Coordinate activities between the District's Engineer for infrastructure and operations and maintenance to ensure that all District operations are conducted in accordance with the required permits and regulations.
- f. Coordinate with the District's legal counsel to ensure that all District operations are conducted in accordance with Chapter 190, Florida Statutes and all other related Florida Statutes.
- g. Prepare, coordinate, and submit to the District's Board of Supervisors a proposed Annual Budget and administer the Adopted Budget of the District. The Budget process includes the maintenance of a capital improvement program and reserve spreadsheet.
- h. Review draft audited financial statements from independent auditors, management letter suggestions and internal control opinions issued by the auditor.
- i. Coordinate activities between the District, County, property Appraiser and Tax Collector's office pursuant to Chapters 197, 190, and 170, Florida Statutes.
- j. Coordinate filing of any special assessment tax roll with County and City governments by the District's financial advisor.
- k. Support District contract negotiations as needed.
- l. Coordinate with and oversee the Operations Manager. Consult with and advise the District's Board of Supervisors on matters related to the operation and maintenance of District's property.
- m. Coordinate the activities and advise any advisory boards of the District.
- n. Implement the rules and policies established by the District, in connection with the operation of the District.
- o. Immediately notify the Board of Supervisors and other interest parties of any major issue that could have a negative impact the District.
- p. Provide all other services necessary to effectively manage the operation of the District.

II. ADMINISTRATIVE SERVICES

The Manager shall:

- a. Notice all public meetings and other required legal advertising (i.e., public bidding, rates and rule amendments) in accordance with Chapters 189 and 190, Florida Statutes.
- b. Prepare Board meeting agenda packages and submit same to the Board of Supervisors in accordance with meeting schedule.

- c. Record and transcribe summarized meeting minutes, review for correctness, and provide same to the Board of Supervisors.
- d. Provide Oath of Office and Notary Public for all newly elected members of the Board of Supervisors.
- e. Provide coordination and information for the General Election Process, including required notices and information.
- f. Maintain an action item list, oversee open items until completion, and recommend closure of each action by the Board of Supervisors.
- g. Serve as the District's agent in disseminating information that is requested pursuant to the public records of the State of Florida.
- h. Prepare correspondence and other reports as required.
- i. Maintain District files in accordance with public record laws.
- j. Provide and maintain District's website for communications with residents in the community.
- k. Transmit approved minutes to local governing authorities.

III. GENERAL SERVICES

The Manager shall provide the following Annual services:

- a. Establish an annual calendar of activities relating to:
 - 1. Accounting/financial reporting
 - 2. Milestone dates for annual audits (preliminary, start, field work, draft report, and final report.)
 - 3. If applicable, Arbitrage calculation dates.
 - 4. If applicable, Bond compliance pursuant to the trust indenture.
 - 5. Budget process dates.
 - 6. Special assessment certification dates.
- b. Implement internal controls and procedures providing adequate segregation of duties and proper separation between various funds and account groups in order to safeguard District assets including bank accounts, and check stock.
- c. Maintain books and records and related back-up documentation for all fund types and account groups consistent with Government Generally Accepted Accounting Principles; including:
 - 1. General fund (O&M)

2. Capital project funds
 3. If applicable, Debt service fund (including revenue and reserve funds)
 4. Fixed asset account group
 5. Long-term debt group
- d. If applicable, establish bond compliance tracking procedures and completion of all requirements.
 - e. Coordinate year-end financial audits, including meeting with and providing all requested information needed by the auditor to timely perform said audit and to review audit invoices to ensure that audit work remains within authorized limits.
 - f. File audited financial statements and annual financial report to local governments and State agencies in accordance with Florida Statutes and District's bond covenants.
 - g. If applicable, coordinate annual arbitrage calculations with arbitrage consultants and ensure that deposits into the related accounts are made by the Trustee as identified by the arbitrage rebate calculation.
 - h. File, as required, certificates requesting exemption from County and City taxes.
 - i. File Federal and State taxes, when required.
 - j. Ensure District maintains adequate insurance. (i.e., general liability, public officials' liability/error and omissions and property).
 - k. File required reports for local government (i.e., public depositors report, public facilities report.)
 - l. Issue monthly financial statements to the Board of Supervisors and all other interested parties.
 - m. Issue monthly action item list tracking open issues and recommending closure for Board of Supervisor's approval.
 - n. Reconcile monthly investment statements:
 1. Review investment types to determine whether they comply with indenture requirements and meet District cash flow needs.
 2. Direct Trustee on investment portfolios.
 3. Review investment performance
 - o. Review and process all general operating expenditures incurred by the District to ensure payment are in accordance with approved contracts, which include obtaining Board approval and disbursement from the appropriate funds.
 - p. Provide any additional financial reporting that maybe requested by Board of Supervisors.
 - q. Maintain database for assessment roll.

IV. FIELD MANAGEMENT OVERSIGHT

The District Manager shall:

- a. Coordinate activities with the Operations Manager for planning, developing, controlling and evaluating field maintenance contracts and programs.
- b. Develop and oversee the annual maintenance program as identified in the adopted budget of the District; develop policies, purchase requests and conduct competitive bidding, when necessary.
- c. In cooperation with the Operations Manager, review and sign purchase orders and service contracts to facilitate field operations. Approve invoices for payment.
- d. Through the Operations Manager, direct contractors who provide installation, repair and maintenance of District properties or areas within District's responsibility for maintenance areas including:
 1. Landscaping
 2. Irrigation systems
 3. Common fences and walls
 4. Ponds and lakes
 5. Fountains
 6. Stormwater infrastructure
 7. Roads and sidewalks
 8. Gatehouse and security services
 9. Recreation and community amenities
- e. Develop and implement a capital improvement plan based on the approved District Reserve Study and Board of Supervisors approval of the plan.
- f. Answer questions and requests from Grand Haven residents concerning District field operations.
- g. Coordinate with City and County officials regarding related field maintenance issues.
- h. Coordinate with insurance carriers, District and non-District, for damages to District property and oversee restoration of these properties.
- i. Prepare, as required, portions of the District operations budget and monitor budget line item activity for field maintenance.
- j. Correspond as required with the District Board of Supervisors and with the public as District representative. Provide to the Board of Supervisors a monthly status report.

- k. Help develop and enforce District policies and procedures including preventing, resident and non-resident, intrusion and/or damage to District property; ensure restoration is completed if necessary.
- l. Implement, as necessary, emergency management plans as required in times of natural disasters, pandemic or other state and local emergency.

V. FUND SPECIFIC SERVICES

The Manager shall provide the following General Fund services:

- a. Bill and collect fees as needed (e.g., permits, inspections, document preparations).
- b. Receive and transmit assessment receipts to appropriate funds in accordance with adopted budgets and annual assessments.



COMMUNITY DEVELOPMENT DISTRICT

4D

RESOLUTION 2021-05

A RESOLUTION OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR COMMUNITY WORKSHOPS AND REGULAR PUBLIC MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2021/2022; AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the District is required by Florida law to prepare an annual schedule of its community workshops and regular public meetings, which designates the date, time and location of the District's workshops and meetings; and

WHEREAS, the Board has proposed the Fiscal Year 2021/2022 annual community workshop and regular public meeting schedules as attached in **Exhibit A**;

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

1. The Fiscal Year 2021/2022 annual community workshop and regular public meeting schedule attached hereto and incorporated by reference herein as **Exhibit "A"** is hereby approved and will be published and filed in accordance with the requirements of Florida law.
2. The District Manager is hereby directed to submit a copy of the Fiscal Year 2021/2022 annual community workshop and regular public meeting schedule to Flagler County and the Department of Economic Opportunity.
3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 15th day of April, 2021.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit "A"

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**BOARD OF SUPERVISORS FISCAL YEAR 2021/2022
COMMUNITY WORKSHOP AND REGULAR MEETING SCHEDULE****LOCATION***Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 7, 2021	Community Workshop	9:00 AM
October 21, 2021	Regular Meeting	9:00 AM
November 4, 2021	Community Workshop	9:00 AM
November 18, 2021	Regular Meeting	9:00 AM
December 2, 2021	Community Workshop	9:00 AM
December 16, 2021	Regular Meeting	9:00 AM
January 6, 2022	Community Workshop	9:00 AM
January 20, 2022	Regular Meeting	9:00 AM
February 3, 2022	Community Workshop	9:00 AM
February 17, 2022	Regular Meeting	9:00 AM
March 3, 2022	Community Workshop	9:00 AM
March 17, 2022	Regular Meeting	9:00 AM
April 7, 2022	Community Workshop	9:00 AM
April 21, 2022	Regular Meeting	9:00 AM
May 5, 2022	Community Workshop	9:00 AM
May 19, 2022	Regular Meeting	9:00 AM

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
June 2, 2022	Community Workshop	9:00 AM
June 16, 2022	Regular Meeting	9:00 AM
July 21, 2022	Regular Meeting	9:00 AM
August 4, 2022	Community Workshop	9:00 AM
August 18, 2022	Regular Meeting	9:00 AM
September 1, 2022	Public Hearing & Regular Meeting	3:00 PM
September 15, 2022	Community Workshop	9:00 AM



COMMUNITY DEVELOPMENT DISTRICT

4E

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

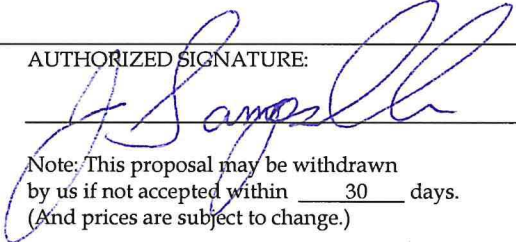
Proposal Submitted To: Barry Kloptosky/Mark Ichart Date: 4/5/2021
Company: Grand Haven CDD Phone: 386-447-1181
Fax: 386-447-1131
Street/ P.O. Box: B# / Job Name: Curb/root repairs before asphalt
City/ State/ Zip Code: Palm Coast, FL 32137 Job Location: Grand Haven Creekside subdivision

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: **Budget pricing for Grand Haven Creekside curb & asphalt repairs root areas**
Budget Price - \$ 73,239.00
Deduct for no asphalt - \$ 15,480.00

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

Location 1 - Crossbar Way and 44 West Waterside Pkwy remove & replace 42 LF of curb and asphalt - 1 lump sum =	\$ 3,306.00
Deduct for no asphalt patch on 44 West Waterside Pkwy - -1 lump sum =	-\$ 756.00
Location 2 - 1 Crossbar Way and West Waterside Pkwy remove & replace 30 LF of curb and asphalt - 1 lump sum =	\$ 2,976.00
Deduct for no asphalt patch on 1 Crossbar Way & West Waterside Pkwy - -1 lump sum =	-\$ 648.00
Location 3 - 5 Crossbar Way remove & replace 42 LF of curb & asphalt - 1 lump sum =	\$ 3,282.00
Deduct for no asphalt patch on 5 Crossbar Way - -1 lump sum =	-\$ 756.00
Location 4 - Across from 69 West Waterside Pkwy remove & replace 42 LF of curb and asphalt - 1 lump sum =	\$ 3,282.00
Deduct for no asphalt patch on 69 West Waterside Pkwy - -1 lump sum =	-\$ 756.00
Location 5 - 77 West Waterside Pkwy remove & replace 24 LF of curb & asphalt - 1 lump sum =	\$ 2,080.00
Deduct for no asphalt patch on 77 West Waterside Pkwy - -1 lump sum =	-\$ 432.00
Location 6 - 88 West Waterside Pkwy remove & replace 54 LF of curb & asphalt - 1 lump sum =	\$ 5,405.00
Deduct for no asphalt patch on 88 West Waterside Pkwy - -1 lump sum =	-\$ 972.00
Location 7 - 91 West Waterside Pkwy remove & replace 63 LF of curb & asphalt - 1 lump sum =	\$ 5,331.00
Deduct for no asphalt patch on 91 West Waterside Pkwy - -1 lump sum =	-\$ 1,134.00
Location 8 - 109 West Waterside Pkwy remove & replace 60 LF of curb & asphalt - 1 lump sum =	\$ 5,240.00
Deduct for no asphalt patch on 109 West Waterside Pkwy - -1 lump sum =	-\$ 1,080.00
Location 9 - Rt. side 109 West Waterside on Crosslink Ct. remove & replace 51 LF of curb & asphalt - 1 lump sum =	\$ 4,791.00
Deduct for no asphalt on rt. side 109 West Waterside on Crosslink Ct. - -1 lump sum =	-\$ 918.00
Location 10 - 123 West Waterside Drive remove & replace 24 LF of curb & asphalt - 1 lump sum =	\$ 2,080.00
Deduct for no asphalt patch on 123 West Waterside Drive - -1 lump sum =	-\$ 432.00
Location 11 - 127 West Waterside Pkwy remove & replace 27 LF of curb & asphalt - 1 lump sum =	\$ 2,385.00
Deduct for no asphalt patch on 127 West Waterside Drive - -1 lump sum =	-\$ 486.00
Location 12 - 131 West Waterside Pkwy remove & replace 24 LF of curb & asphalt - 1 lump sum =	\$ 2,080.00
Deduct for no asphalt patch on 131 West Waterside Drive - -1 lump sum =	-\$ 432.00
Location 13 - 151 West Waterside Pkwy remove & replace 62 LF of curb & asphalt - 1 lump sum =	\$ 5,298.00
Deduct for no asphalt patch on 151 West Waterside Pkwy - -1 lump sum =	-\$ 1,116.00
Location 14 - Right side of 151 West Waterside Pkwy 1st tree remove & replace 33 LF of curb & asphalt - 1 lump sum =	\$ 2,853.00
Deduct for no asphalt patch on rt. side of 151 West Waterside Pkwy 1st tree - -1 lump sum =	-\$ 594.00
Location 15 - 152 West Waterside Pkwy left of house 2nd tree remove & replace 42 LF of curb & asphalt - 1 lump sum =	\$ 3,282.00
Deduct for no asphalt patch on 152 West Waterside Pkwy left of house 2nd tree - -1 lump sum =	-\$ 756.00
Location 16 - 8 Crosslink Court right of driveway remove & replace 33 LF of curb & asphalt - 1 lump sum =	\$ 2,853.00
Deduct for no asphalt patch on 8 Crosslink Court - -1 lump sum =	-\$ 594.00
Location 17 - 9 Crosslink Court remove & replace 66 LF of curb and asphalt - 1 lump sum =	\$ 5,340.00
Deduct for no asphalt patch on 9 Crosslink Court - -1 lump sum =	-\$ 1,188.00
Location 18 - 14 Crosslink Court left of driveway remove & replace 33 LF of curb and asphalt - 1 lump sum =	\$ 2,853.00
Deduct for no asphalt patch on 14 Crosslink Court - -1 lump sum =	-\$ 594.00
Location 19 - 17 Crosslink Court right of driveway remove & replace 30 LF of curb and asphalt - 1 lump sum =	\$ 2,620.00
Deduct for no asphalt patch on 17 Crosslink Court - -1 lump sum =	-\$ 540.00
Location 20 - 16 Crosslink Court right of driveway remove & replace 30 LF of curb and asphalt - 1 lump sum =	\$ 2,620.00
Deduct for no asphalt patch on 16 Crosslink Court - -1 lump sum =	-\$ 540.00
Location 21 - 18 Crosslink Court left of driveway remove & replace 42 LF of curb and asphalt - 1 lump sum =	\$ 3,282.00
Deduct for no asphalt patch on 18 Crosslink Court - -1 lump sum =	-\$ 756.00

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

5A

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2021**

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2021**

	<u>Major Funds</u>	Total
	<u>General</u>	<u>Governmental Funds</u>
ASSETS		
Operating account		
SunTrust - operating acct	\$3,794,382	\$ 3,794,382
SunTrust - petty cash	5,947	5,947
Investments		
Stonegate Bank	1,229	1,229
Finemark	249,013	249,013
Finemark - ICS	1,671,839	1,671,839
Centennial Bank	256,171	256,171
Intracoastal Bank	259,018	259,018
Iberia - (MMKT)	49,093	49,093
SBA -161601A	6,979	6,979
Undeposited funds	135,599	135,599
Due from other	5,378	5,378
Accounts receivable (rev deferred)	58,004	58,004
Deposits	110	110
Total assets	<u>\$6,492,762</u>	<u>\$ 6,492,762</u>
LIABILITIES		
Liabilities:		
Accounts payable	\$ 62,444	\$ 62,444
Retainage payable	22,612	22,612
Due to other entity	36	36
Total liabilities	<u>85,092</u>	<u>85,092</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	<u>55,827</u>	<u>55,827</u>
Total deferred inflows of resources	<u>55,827</u>	<u>55,827</u>
FUND BALANCES		
Committed		
Disaster	981,211	981,211
Future capital projects	940,000	940,000
Assigned		
3 months working capital	890,833	890,833
Unassigned	<u>3,539,799</u>	<u>3,539,799</u>
Total fund balances	<u>6,351,843</u>	<u>6,351,843</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$6,492,762</u>	 <u>\$ 6,492,762</u>

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
REVENUES				
Assessment levy: net of allowable discounts	\$ 137,284	\$ 4,185,710	\$ 4,322,319	97%
Reuse water	2,775	5,628	21,000	27%
Gate & amenity guest	1,476	4,160	8,000	52%
Tennis fees	297	297	3,000	10%
Room rentals	-	-	2,000	0%
Interest and miscellaneous	160	8,793	5,500	160%
Grant	-	10,650	-	N/A
Total revenues	<u>141,992</u>	<u>4,215,238</u>	<u>4,361,819</u>	97%
EXPENDITURES				
Administrative				
Legislative				
Supervisors - regular meetings	1,000	4,000	12,000	33%
Supervisors - workshops	800	2,800	10,000	28%
Financial & administrative				
District management	3,260	16,303	39,127	42%
Administrative services	868	4,339	10,413	42%
Accounting services	1,790	8,949	21,478	42%
Assessment roll preparation	790	3,949	9,478	42%
Auditing services	1,000	1,000	11,300	9%
Legal - general counsel	8,697	35,988	92,000	39%
Engineer	8,340	26,795	30,000	89%
Insurance	-	11,531	11,896	97%
Legal advertising	528	1,389	3,500	40%
Bank fees	112	628	1,500	42%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	-	210	210	100%
Communications: e-blast	459	459	500	92%
Music licensing	-	3,435	3,350	103%
IT support	3,516	7,754	18,000	43%
Property taxes	-	-	3,000	0%
Postage	284	1,254	3,000	42%
Office supplies	-	166	500	33%
Tax collector	2,746	83,714	90,048	93%
Contingencies	-	449	-	N/A
Total administrative	<u>34,190</u>	<u>215,287</u>	<u>373,275</u>	58%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
Field operations				
Electric utility services				
Electric services - #12316, 65378, 85596	411	1,662	4,300	39%
Electric- Village Center - #18308	2,575	9,258	31,500	29%
Electric - Creekside - #87064, 70333	1,487	4,888	21,500	23%
Street lights	1,410	6,468	20,000	32%
Propane - spas/café	3,604	15,371	38,750	40%
Garbage - amenity facilities	-	5,967	11,000	54%
Water/sewer				
Water services	8,325	33,976	98,750	34%
Water - Village Center	1,052	3,504	13,500	26%
Water - Creekside	412	2,453	10,000	25%
Pump house shared facility	-	250	15,500	2%
Aquatic contract	4,283	17,739	44,615	40%
Aquatic contract: lake watch	-	-	4,076	0%
Aquatic contract: aeration maintenance	-	-	4,000	0%
Lakebank spraying	-	-	6,128	0%
Hurricane clean-up	-	1,155	20,000	6%
Insurance: property	2,691	69,140	65,117	106%
Insurance: auto general liability	-	1,980	2,000	99%
Insurance: flood	-	3,450	4,700	73%
Property maintenance				
Horticultural consultant	800	3,200	9,600	33%
Landscape enhancement	10,350	84,006	112,220	75%
Landscape repairs & replacement	-	-	20,000	0%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	609	35,738	20,000	179%
Landscape maintenance contract services	47,861	191,444	574,328	33%
Landscape maintenance: croquet	2,633	10,682	50,800	21%
Oak tree pruning	-	14,950	35,000	43%
Optional 3rd flower rotation	-	-	20,000	0%
Irrigation repairs & replacement	1,068	8,625	20,000	43%
Street light maintenance	2,726	4,233	15,000	28%
Lift truck repairs & maintenance	162	698	5,000	14%
Holiday lights	-	3,276	9,000	36%
Staff support and amenity operations				
Payroll	32,867	173,022	520,345	33%
Merit pay/bonus	-	8,322	20,000	42%
Payroll taxes	3,590	13,843	67,905	20%
Health insurance	-	18,976	65,000	29%
Insurance: workers' compensation	(4,940)	18,667	26,500	70%
Payroll services	269	1,599	4,100	39%
Mileage reimb: operations manager	214	871	2,750	32%
Car allowance: staff	1,014	4,033	6,000	67%
Amenity Management Group, Inc.	39,769	198,844	479,000	42%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	5,149	25,748	73,000	35%
Amenity A/C maintenance and service	-	-	3,750	0%
Fitness equipment service	175	685	7,500	9%
Amenity cable/internet	1,430	6,145	14,500	42%
Office supplies: field operations	1,050	5,941	12,000	50%
Village center telephone, fax	377	1,878	10,000	19%
Creekside telephone & fax	1,023	4,459	10,000	45%
Pool/spa permits	-	-	875	0%
Pool chemicals	1,196	4,785	13,176	36%
Pest control	85	2,785	3,050	91%
Amenity maintenance	17,341	63,999	110,000	58%
Community maintenance	6,595	41,211	110,000	37%
CERT operations	-	162	500	32%
Repairs & maintenance: projects				
Fire & security system	-	1,651	3,350	49%
Security operations				
Security staffing contract services	15,132	80,127	198,373	40%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	640	5,418	21,000	26%
Gate communication devices	1,403	11,138	20,000	56%
Gate operating supplies	5,723	7,146	22,000	32%
Special events	258	258	10,000	3%
Miscellaneous contingency	-	2,210	4,000	55%
Total field operations	<u>222,819</u>	<u>1,238,036</u>	<u>3,190,058</u>	39%
Infrastructure reinvestment				
Capital improvements				
General infrastructure replacement/repair	5,950	400,923	1,027,702	39%
Total infrastructure reinvestment	<u>5,950</u>	<u>400,923</u>	<u>1,027,702</u>	39%
Total expenditures	<u>262,959</u>	<u>1,854,246</u>	<u>4,591,035</u>	40%
Excess/(deficiency) of revenues over/(under) expenditures	(120,967)	2,360,992	(229,216)	
Fund balance - beginning (unaudited)	<u>6,472,810</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	3,539,799	3,539,799	285,973	
Fund balance - ending	<u>\$ 6,351,843</u>	<u>\$ 6,351,843</u>	<u>\$ 3,098,017</u>	



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 March 4, 2021 at 9:00 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 via Zoom were:

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

Also present via Zoom were:

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Vanessa Stepniak	Office Manager
John Lucansky	Vesta/AMG

Residents present via Zoom were:

Denise Gallo	Kathleen Fuss	David Alfin
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FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the workshop to order at 9:04 a.m. All Supervisors were present. This workshop was advertised to be held virtually and telephonically and the workshop agenda was posted on the District website.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

PUBLIC COMMENTS (3-Minute Rule)

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

40 No members of the public spoke.

41

42 **FOURTH ORDER OF BUSINESS**

DISCUSSION ITEMS

43

44 **A. General Fund (GF): Operations and Maintenance Budget**

45 Mr. McGaffney discussed the need to divide infrastructure reinvestment funds into two
46 different assessment values in two different reserve funds to avoid the future risk of using
47 funds designated for capital projects to offset Operations & Maintenance (O&M) expenditures,
48 which generally increase at Consumer Price Index (CPI) levels or 3% each year. Contract renewal
49 and bidding processes for items such as landscaping, Amenity and District Management fees
50 and anticipated cost increases for deliverables, goods and utilities, were discussed.

51 Mr. McGaffney displayed and reviewed a spreadsheet that included the O&M and
52 Capital Reserves line items and calculated the resulting proposed changes to assessments.
53 Infrastructure reinvestment was now represented as the "Special Revenue Fund", with a
54 separate accounting system and financials. As discussed in previous years, the Wild Oaks \$300
55 assessment decrease recognized in Fiscal Year 2020 was taken back in Fiscal Year 2021;
56 therefore, all property owners would have the same assessment in Fiscal Year 2022.

57 **I. Determine Staffing Levels**

58 Mr. McGaffney recalled previous discussions regarding the addition of two field
59 employees to complete work in house, such as concrete projects. Mr. Kloptosky stated that
60 they could also work on other projects, such as painting, pressure washing and street light
61 maintenance. Discussion ensued regarding the year-to-year increase in internal payroll of
62 \$191,724, which included raises and bonuses and the District being fully staffed. Difficulty hiring
63 contractors, cost of hiring employees versus contractors, the extent of necessary sidewalk
64 repairs and replacement and rising cost per square foot and quality control, were discussed.
65 Supervisor Flanagan asked if additional staff members could perform concrete work for the
66 HOA. Mr. McGaffney would consult with District Counsel to determine if this was feasible.

67 Supervisor Polizzi felt that it is important to effectively articulate to residents the
68 rationale, benefits and cost savings of adding two staff members. He asked if factoring in open
69 positions and payroll saved could be included as an offset. Mr. McGaffney discussed the

70 governmental accounting methods used by the District and noted that any savings due to open
71 positions would increase fund balance. Discussion ensued regarding funds budgeted for
72 material costs and possible adjustments resulting from hiring in-house staff. Supervisor
73 Howden asked how much internal payroll costs would increase with the proposed addition of
74 two additional field staff members. Mr. McGaffney stated payroll costs would increase by
75 approximately \$191,000.

76 **II. Review Initial Draft of O&M/General Fund Expenditures**

77 Mr. McGaffney reviewed proposed O&M and General Fund Budget revenues and
78 expenditures, highlighting line item increases, decreases and adjustments, compared to the
79 Fiscal Year 2020 budget. He discussed the reasons for suggested adjustments, responded to
80 questions and made adjustments as necessary.

81 Mr. McGaffney noted that utilities were less than usual due to reduced activity during
82 periods of lockdown. Discussion ensued regarding the possibility of implementing solar
83 technology, which may be discussed at a workshop for consideration as a future Capital Project.

84 Mr. McGaffney would review the "Aquatic contract" increase of \$7,000.

85 The "Insurance: property" line item increases were from the inclusion of additional
86 infrastructure on existing policies. An on-site insurance audit completed two years ago led to
87 unbundling structures, which benefited the District by reducing the insurance deductibles.

88 Discussion ensued regarding "Landscape enhancements", which would include Firewise
89 and vine removal, and whether \$75,000 would be sufficient if \$35,000 was spent on Firewise,
90 given that the previous year \$112,000 was budgeted, without Firewise. Mr. Kloptosky discussed
91 the prioritization of annual landscape enhancements, in coordination with Horticulturist Louise
92 Leister, who worked within the given budget, focusing on areas most in need of repair and
93 replacement, including vine and Brazilian Pepper removal. Mr. McGaffney stated \$144,741 was
94 spent on this line item last year, without Firewise, and the first year of Firewise would
95 determine future scheduling and needs. This item would be adjusted to \$112,200 and it would
96 be discussed with Ms. Leister at a future workshop.

97 The "Sidewalk repairs & replacement" line item would be zeroed out, as \$100,000
98 would be included in Capital Projects and two field employees would be hired. All concrete
99 projects would be coded as Capital Projects, to remove redundancy in O&M.

100 Mr. McGaffney stated the District has nearly 500 street lights. The "Street light
101 maintenance" line item, which included painting, photocell replacement and repairs, was
102 doubled to \$30,000 to increase proactive maintenance. Mr. Kloptosky discussed ongoing rust
103 issues, due to salt in the air, and reported structural damage to poles. An ongoing inspection,
104 maintenance and repair plan would be implemented and a Capital Project line item would be
105 added to proactively replace up to ten damaged street lights per year.

106 Ms. Stepniak would negotiate landline telephone and fax services for Creekside, The
107 Village Center and gate call boxes. Quotes would be requested from AT&T, Spectrum (formerly
108 BrightHouse) and Verizon, taking infrastructure needs into account.

109 Mr. McGaffney stated "Total field operations" increased from \$3.1 million to \$3.3
110 million and "Total admin & field ops expenditures" increased from \$3.5 to \$3.7 million. The
111 majority of the \$193,061 increase was payroll-related.

112 Discussion ensued regarding items that were adjusted or zeroed out and moved to the
113 Capital Projects. Mr. McGaffney noted that, in the Fiscal Year 2021 budget, \$229,216 of fund
114 balance was utilized and over \$1 million of infrastructure repairs were planned. Splitting
115 expenses into two different funds would reduce the risk of utilizing fund balance set aside for
116 infrastructure reinvestment to offset increases due to O&M projects. The Capital Reserve Fund
117 would be established by transferring the \$940,000 set aside for future improvements and
118 \$281,211 from disaster improvement funds for a total of approximately \$1.1 million, which
119 would appear as an additional page for the Special Revenue Fund.

120 Supervisor Polizzi asked if six months of actuals and the remaining six months of budget
121 would be available in April. Mr. McGaffney stated that updated financials would be available for
122 review prior to the April meeting. The budget and more updated financials would be emailed
123 no later than a week before the May workshop. Discussion ensued regarding a Virtual
124 Workshop/Town Hall to be held at the August workshop to educate and advise residents of the
125 upcoming assessment increase.

126 Supervisor Foley asked how working capital funds would be used, given his
127 understanding that those funds were earmarked for expenses to be paid before assessment
128 revenues are received. Discussion ensued regarding governmental accounting standards and
129 use of fund balance. Supervisor Foley asked if the CDD could use a line of credit to offset
130 assessments and/or to bridge timing differences. Mr. McGaffney would ask the Comptroller if
131 this was permissible.

132 **The meeting recessed at 11:16 a.m., and reconvened at 11:29 a.m.**

133 **B. Special Revenue Fund (SRF): Infrastructure Reinvestment Budget**

134 Mr. McGaffney presented the proposed Infrastructure Reinvestment Budget, which was
135 related to capital reserve and items on the Capital Improvement Plan (CIP) and sought to
136 balance wants and needs with infrastructure.

137 **• FY2022 CIP**

138 Mr. McGaffney presented the revised proposed Fiscal Year 2022 CIP, which included
139 items identified in the Reserve Study and preliminary budget estimates. The Board and Staff
140 discussed and adjusted line items and noted if additional information, discussion or decisions
141 were necessary.

142 Discussion ensued regarding concrete curb and gutter repairs to be made during Fiscal
143 Year 2021, in preparation for planned road resurfacing. The CIP amount would reflect only the
144 material costs and might be adjusted to reflect anticipated workload.

145 Mr. McGaffney presented two financing structures for self-funding projects through
146 assessments and he discussed the effects on assessments, project completion, project timelines
147 and budget. The CIP and the budget would be reviewed at the April and May workshops and
148 approved at the May regular meeting. Discussion ensued regarding financing, current and
149 future projects, infrastructure, use of reserves and impact on the assessments for O&M and the
150 Capital Fund.

151 Supervisor Howden thanked Mr. McGaffney and Mr. Kloptosky for their work
152 developing the CIP and proposed Fiscal Year 2022 budget and stated that he felt comfortable
153 with the direction of the CIP and addition of staff members discussed. Supervisor Flanagan
154 expressed support for additional staffing and stated that, in his opinion, the bathroom

155 renovation was not critical and could be removed to reduce assessments. Supervisor Foley
156 expressed support for the direction of the CIP and staffing. Discussion ensued regarding
157 resurfacing the existing pickleball courts and amenity furniture. Supervisor Stass-Isern
158 supported the direction of the CIP, considering deferring the bathroom renovation and
159 investigating solar options for heating the pools. Supervisor Polizzi supported the direction of
160 the CIP and reevaluating the bathroom renovations.

161 ○ **Other Projects Determined by the Board**

162 ■ **Direction on Café Renovation**

163 The consensus was that the Café Renovation would be excluded from the Fiscal Year
164 2022 budget and be further qualified and considered in conjunction with the long-term
165 strategy.

166 ■ **Direction on Phase 3 Village Center Bathroom Project**

167 Mr. Kloptosky discussed the project scope and why it could not be split into phases. The
168 project would remain in the CIP for future discussion.

169 ■ **Determine Staffing Levels – Discussion Resumed**

170 Supervisor Howden stated that providing data showing that the cost of hiring two
171 additional field workers, plus materials, would be less than the cost of hiring contractors for
172 necessary work would facilitate approval. Mr. Kloptosky would provide cost estimates and Mr.
173 McGaffney would provide employee costs to compare hiring two field workers versus utilizing
174 contractors.

175 Mr. McGaffney noted that items for future discussion included optional flower rotation,
176 landscape enhancement, Amenity Management, telephone and fax technology, purchase of a
177 new Staff vehicle and Staff car allowance expenses.

178 **C. FY2021 Meeting Timeline and Matrix (*for informational purposes only*)**

179 Mr. McGaffney presented the timeline and matrix and asked Supervisors to submit
180 suggestions and additions. An updated document would be sent to the Board and Staff.

181

182 **FIFTH ORDER OF BUSINESS**

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

183

184

185 Mr. Kloptosky stated there was nothing additional to report. Discussion ensued
 186 regarding a resident email regarding Firewise-related landscaping relocation. Mr. Kloptosky
 187 stated he discussed the incident with Ms. Leister, who spoke with the resident prior to
 188 removing vegetation. There was a misunderstanding because the resident seemed to think that
 189 plantings would be done on his property but the tall vegetation was removed due to fire risk.
 190 Mr. Kloptosky would ensure that Ms. Leister follows up with the resident and he would follow
 191 up regarding a gap in the hedge, which may be on townhome property.

192 Ms. Leister would be asked to present budget data at the April meeting. Supervisor
 193 Howden would send his notes and research regarding oak trees to Ms. Gillyard for distribution
 194 to the Board and for future discussion with Ms. Leister later in the year.

195 Discussion ensued regarding turnaround time for Staff response to resident issues. Ms.
 196 Stepniak stated that response time varies with issues and, while some issues are resolve
 197 quickly, in other cases ongoing updates would be provided. She stated she would follow up
 198 with a resident who complained about a lack of response to puddling at the mailboxes.

199

200 **SIXTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING
DATE**

201
202

- 203 • **March 18, 2021 at 9:00 A.M.**
- 204 ○ **QUORUM CHECK**

205 All Supervisors confirmed their attendance at the March 18, 2021 meeting.

206

207 **SEVENTH ORDER OF BUSINESS**

SUPERVISORS' REQUESTS

208

209 There being no Supervisors' requests, the next item followed.

210

211 **EIGHTH ORDER OF BUSINESS**

ADJOURNMENT

212

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

214

215

216 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Flanagan,**
 217 **with all in favor, the workshop adjourned at 1:30 p.m.**

218
219
220
221
222
223

Secretary/Assistant Secretary

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 Public Hearing and Regular Meeting on Thursday, March 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.

Present were:

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

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky (via telephone)	Operations Manager
John Lucansky	Vesta/AMG
Roy Deary	Vesta/AMG
Jay King	Vesta/AMG
Robert Ross	Vesta/AMG

Residents present, were:

Holly Emerson	John Giordano	Carla Martins	Greg Robinson
Linda Lake	Kathleen Fuss	Ken Ersbak	Other Residents

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 9:02 a.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

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

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

43

44 Resident Holly Emerson read a letter expressing her opinion that the Wild Oaks Dog Park
45 is a neglected amenity in need of grass, water, mulch and routine maintenance. She felt that
46 this was not a reflection on VerdeGo, as they were following Board direction, and that
47 maintenance should be possible without disturbing the eagles. Her letter was submitted to Mr.
48 McGaffney. Mr. Kloptosky would discuss the dog park during his report and Mr. McGaffney
49 would respond directly to Ms. Emerson following the meeting.

50 Resident John Giordano suggested that the Grand Haven Room be reopened to
51 vaccinated residents for table tennis. Mr. McGaffney stated the Board would discuss the policy
52 regarding reopening, possibly today.

53 A resident expressed his support of a neighbor following a recent situation, which, in his
54 opinion, resulted in a police response for a minor issue. Mr. McGaffney stated the incident
55 would be discussed later in the meeting. Resident Carla Martins was in attendance to discuss
56 the incident. Mr. McGaffney stated that communications were forwarded to the Board for
57 discussion today and, if the Board permits, he would work with the family to reach a resolution.
58 The resident expressed his opinion that The Crossings mailboxes required attention. Mr.
59 McGaffney stated the mailboxes would be discussed during the Public Hearing and stated that
60 the District intends to take over maintenance of the mailboxes.

61 Resident Linda Lake recommended that the District consider installing cushioned
62 pickleball court surfaces, such as the type used at the US Open in Naples, and offered to obtain
63 an estimate. Mr. McGaffney stated the Board previously approved a not-to-exceed amount to
64 construct the courts; the project was underway and the contractor was selected. Ms. Lake was
65 invited to send the information to Mr. McGaffney for distribution to the Board.

66 Supervisor Stass-Isern asked where the new defibrillator is located. Mr. Kloptosky stated
67 it is located in the river run bed on the northeast corner of Tennis Court 1, centrally located
68 between the pickleball, tennis and bocce courts. The AED was designated for use by trained
69 Staff members only. Mr. McGaffney requested additional suggestions be emailed to him.

70 Resident Ken Ersbak commended the District for procuring an additional defibrillator
71 and expressed concern about the location being in direct sunlight. Mr. Kloptosky stated that
72 defibrillator model was purchased for that location based on manufacturer recommendations.

73 Mr. Ersbak wanted to review the Engineer's Report because the pickleball community
74 wants some input on the pickleball court location and construction. Mr. Kloptosky would
75 provide updates during his report. Mr. Ersbak asked for one court to be for community
76 pickleball. Mr. McGaffney asked Mr. Ersbak to contact the Amenity Manager to determine
77 whether this request could be accommodated. Discussion ensued regarding incorporating input
78 from the pickleball community. Mr. Kloptosky would provide an update during his report.

79 Resident Kathleen Fuss stated, while performing routine HOA inspections, she noticed
80 street signs that were indecipherable in daylight, especially in Wild Oaks. Supervisor Foley
81 agreed and stated that, although some street signs were replaced, others needed attention.

82 Resident Greg Robinson asked for the pool hours to be adjusted to accommodate
83 families during morning hours. He discussed the reasons and stated that current pool
84 availability for all ages is 12:00 p.m., at one pool, and 1:00 p.m., at the other. Mr. Robinson
85 stated that visitors were let through the gate without a phone call and requested this be
86 addressed. He discussed his opinion that use of the AED should not be limited to trained Staff.

87

88 **FOURTH ORDER OF BUSINESS**

BUSINESS ITEMS

89

90 **A. Public Hearing on Adoption of User Fees for Replacement of Cluster Mailbox Locks and** 91 **Keys**

92 **I. Affidavit/Proof of Publication**

93 The proof of publication was included for informational purposes.

94 **II. Consideration of Resolution 2021-04, Adopting User Fees for Furnishing** 95 **Replacement Locks and Keys for Cluster Mailboxes; Providing a Severability** 96 **Clause; and Providing an Effective Date**

97 Mr. Clark presented Resolution 2021-04 and stated that Florida Statutes require the
98 District to conduct a Public Hearing to establish and adopt a user fee, such as this, for
99 replacement of mailbox keys and locks.

100

101 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**
102 **in favor, the Public Hearing was opened.**

103

104

105 No members of the public spoke.

106

107 **On MOTION by Supervisor Flanagan and seconded by Supervisor Polizzi, with**
108 **all in favor, the Public Hearing was closed.**

109

110

111 Supervisor Flanagan opined that, for security, mailboxes should be rekeyed at no charge

112 to new homeowners. Discussion ensued regarding gate access device procedures for new

113 residents and whether they are charged for activation. Ms. Stepniak stated that gate access

114 devices could be purchased and can be transferred to new homeowners and reprogrammed at

115 no charge. Supervisor Flanagan felt that potential buyers and Realtors should receive

116 information about fees upfront, via an official welcome kit. Discussion ensued regarding

117 communicating District information and fees to prospective homebuyers and Realtors. Ms.

118 Stepniak stated the CDD Office provides a complete Owner Registration Packet and the

119 Community Information Guide includes rules, policies and fees and a page could be added

120 pertaining to keys. Supervisor Flanagan wants the CDD Office to provide 3"x5" cards disclosing

121 the fees. Supervisor Polizzi favored clarity, via an additional page, and noted that mailbox fees

122 do not apply in Wild Oaks.

123 Supervisor Foley's opinion was that communication to Realtors was a broader issue to

124 engage differently. Supervisor Flanagan felt that the CDD should require rekeying mailbox locks

125 to ensure security. Discussion ensued regarding CDD mailbox maintenance responsibilities,

126 whether to charge \$25 for a new lock and key, whether to require rekeying of locks and

127 communication to homeowners. Mr. McGaffney noted the Resolution was specific to the fee,

128 not the processes.

129

130 **On MOTION by Supervisor Foley and seconded by Supervisor Howden, with**
131 **Supervisors Howden, Foley, Stass-Isern and Polizzi in favor and Supervisor**
132 **Flanagan dissenting, Resolution 2021-04, Adopting User Fees for Furnishing**
133 **Replacement Locks and Keys for Cluster Mailboxes; Providing a Severability**
134 **Clause; and Providing an Effective Date, was adopted. [Motion passed 4-1]**

135

136

137 Discussion ensued regarding improving communication to new homeowners and
138 updating the new homeowner's packet to include new fees. Mr. McGaffney stated he would
139 consult with Ms. Stepniak and Mr. Clark and present recommendations. This item might be
140 included on a future workshop agenda.

141 **B. Review of Response(s) to RFP for Amenity Management Services**

142 Mr. McGaffney recalled that the first bids were rejected and the scope of services was
143 clarified to combine Amenity and Café Management into one Request for Proposals (RFP). Only
144 one response was received. Evergreen attended the pre-bid meeting but did not submit a
145 proposal. Mr. Clark stated that, given there was a single respondent, the Board would need to
146 determine whether the proposal was responsive to the RFP and then decide whether to enter
147 into negotiations or decline and begin a new search.

148 **I. Affidavit/Proof of Publication**

149 The affidavit of publication was included for informational purposes.

150 **II. Respondent: Vesta Property Services, Inc.**

151 Mr. Deary presented the Executive Summary and responded to questions regarding The
152 Café's revenues and financial operations. He stated that unaudited financial statements would
153 be provided upon request. Supervisor Polizzi asked why the pricing was increasing 10% in the
154 first year. Mr. Deary stated the pricing table in the RFP displayed Year 1 pricing but the heading
155 encompassed a 17-month time period. The monthly amount was correct, as listed; however,
156 the \$592,785.60 "Total Amount Annually" was the annual rate and represented a 12-month
157 period and not the monthly rate for May 1, 2021 through September 30, 2022. He noted that
158 the Florida minimum wage increase of nearly 17% would go into effect October 1, 2021 and
159 discussed the first impact on wages but pointed out that the wage percentage increase declines
160 in subsequent years. Mr. McGaffney stated, based on the monthly amount shown, the cost for
161 the 17-month period listed in the pricing table was \$839,779.60 for Year 1. Mr. Deary noted
162 that Vesta did not increase its prices over the last seven years. Discussion ensued regarding
163 staff certifications, hourly schedules and rates, staffing, Café revenues and volumes and
164 collaborative team processes.

165 Supervisor Foley asked how the staffing in Grand Haven compares to other locations.
166 Mr. Deary stated the use of Facilitators affects the overall contract because the Grand Haven

167 amenities were was not designed with access control systems and staff must perform access
168 control duties. Supervisor Foley asked if Vesta staff had recommendations for Management.
169 Mr. Deary recommended a greater emphasis on the Resident Directory, CDD website and
170 mobile app versus e-mails for resident engagement. COVID-related adjustments to staffing and
171 the Café menu were discussed. Mr. Deary confirmed that the RFP included holiday coverage for
172 all days except Christmas.

173 Supervisor Foley asked if Vesta received COVID stimulus payments. Mr. Deary replied
174 affirmatively and stated that, because it was uncertain whether the funds would be forgiven,
175 they were reflected as a loan on the balance sheet.

176 Supervisor Stass-Isern asked how the past perception that a profit incentive in the Café
177 led to neglect of amenities could be avoided. Mr. Deary stated the RFP very clearly stated there
178 would be no net revenue share with the District and that Mr. Ross is not incentivized by Café
179 performance.

180 Discussion ensued regarding staff succession planning, the possibility of offering items
181 such as tennis balls at retail, continuation of the electronic reservations system, events, outside
182 dining and self-funded programs.

183 Supervisor Howden stated he supported more, frequent two-way communication with
184 Vesta. Discussion ensued regarding proposed Café renovations, parking and seating
185 constraints, pricing structure, comparable operations, aesthetic of The Café, communication,
186 volume discounts and the goal to keep Café prices low while maintaining high quality.

187 Supervisor Polizzi felt that it might be helpful to know what Vesta does, from a diversity,
188 equity and community impact standpoint. Mr. Deary described Vesta's 501 (c)(3) organization's
189 offerings. Methods of showcasing Vesta's charitable efforts were discussed.

190 III. Ranking

191
192 **On MOTION by Supervisor Polizzi and seconded by Supervisor Flanagan, with**
193 **all in favor, finding the Vesta proposal responsive, ranking Vesta as the #1**
194 **ranked and only respondent, authorizing Staff to negotiate a form of**
195 **Agreement and authorizing the Chair or Vice Chair to execute the Agreement,**
196 **was approved.**

197
198

199 The meeting recessed at 11:05 a.m., and reconvened at 11:20 a.m.

200 C. Consideration of Fitness Proposals

201 I. Commercial Fitness Products

202 II. SOFITCO

203 Mr. McGaffney stated the Board asked Vesta’s Amenity Managers to meet with multiple
204 vendors and present recommendations regarding fitness equipment.

205 Supervisor Howden stated that, while items were included in the CIP as a result of the
206 Reserve Study, Vesta was asked to take a holistic look at the fitness centers and make
207 recommendations, as though they were starting from scratch. Discussion ensued regarding the
208 role of each facility, use data, COVID considerations, popularity of the facilities and planning for
209 future use and growth.

210 Mr. Lucansky stated the Board asked for recommendations to be made as though
211 starting from scratch, including floor plans and cardio and weight equipment. He presented the
212 proposals submitted. He noted that Mr. Lloyd was unable to submit a proposal within the
213 allotted time. Both respondents could split the project into two phases, although additional
214 shipping fees would apply. He responded to questions regarding peak times, attendance,
215 longevity and age appropriateness of equipment, warranties, maintenance and differences
216 between the proposals.

217 Discussion ensued regarding the budget, prioritization of equipment replacement based
218 on age and condition, remaining useful life and maintenance of existing functional equipment
219 and whether to replace some equipment in each facility or completely renovate one facility.

220

221 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**
222 **in favor, designating Supervisor Foley to work with Staff on finalizing the**
223 **equipment purchase and make determinations on equipment for The Village**
224 **Center project, authorizing District Counsel to prepare a form of Agreement**
225 **and authorizing the Chair or Vice Chair to execute the Agreement, in a not-to-**
226 **exceed amount of \$60,000, was approved.**

227

228

229 FIFTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

230

231 A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

232 • Unaudited Financial Statements as of January 31, 2021

233 **B. APPROVAL OF MINUTES**

234 **I. February 4, 2021 Virtual Community Workshop**

235 **II. February 18, 2021 Regular Meeting**

236 Discussion ensued regarding changes made to the Office Manager evaluation process.

237 The following change was made to the February 18, 2020 minutes:

238 Line 123: Change “agreed” to “discussed”

239

240 **On MOTION by Supervisor Stass-Isern and seconded by Supervisor Polizzi, with**
 241 **all in favor, the Consent Agenda Items, as amended to include the revisions to**
 242 **the minutes, were accepted and approved.**

243

244

245 **SIXTH ORDER OF BUSINESS**

STAFF REPORTS

246

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

248 This item was presented in conjunction with Item 6C.

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

250 Mr. Lucansky reported the following:

251 ➤ A group of mah jong players requested permission to play outside at the Creekside pool.

252 Discussion ensued regarding addressing restrictions on activities on a global, rather than

253 a case-by-case basis. The District Manager, District Counsel and Amenity Staff were asked to

254 submit recommendations for discussion at the next Workshop.

255 Supervisor Foley asked if the pool could remain open later than 7:00 p.m.

256

257 **On MOTION by Supervisor Foley and seconded by Supervisor Polizzi, with all in**
 258 **favor, allowing the pool and spa at The Village Center and Creekside to remain**
 259 **open until 8:00 p.m., was approved.**

260

261

262 Mr. Lucansky would ensure that an e-blast is sent advising of the adjusted pool hours.

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

264 **I. CIP**

265 **II. Monthly Report**

266 Supervisor Flanagan noted that the County was placing stakes on Colbert Lane.

267 Mr. Kloptosky stated the City's waterway maintenance standards do not include
268 treatment of invasives and, in his opinion, areas maintained by the City are not maintained up
269 to Grand Haven standards. He would contact the appropriate person at the City to inquire.

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

272 ➤ Mr. Sowell confirmed that core sampling would be scheduled soon.

273 Discussion ensued regarding extending the road resurfacing plan over the next eight
274 years. This item would be discussed at an upcoming workshop.

275 ➤ The pickleball court drawings were received and revised, based on Board and resident
276 requests, including two gates for separate court entries and a dividing fence between the
277 courts. The plan was ready to send out to bid; however, as further revisions would cause
278 delays, Board approval was requested prior to sending the project out to bid.

279 Supervisor Stass-Isern asked Mr. Kloptosky to meet with representatives from the
280 pickleball community before going out to bid. She would facilitate and attend the meeting and
281 submit her notes to the District Manager to circulate to the Board.

282 ➤ Croquet court construction would begin by the end of March. The project would take
283 up to 45 days and the court must remain dormant for 30 days following construction. It was
284 hoped that awning installation would occur during that time to minimize downtime.

285 ➤ Speakers were installed at The Village Center; however, the wiring contractor needed to
286 assess.

287 ➤ The proposal for upgrades to the Wild Oaks Dog Park was signed; sod and mulch were
288 ordered but the sod that was delivered was of poor quality and was reordered.

289 ➤ Street signs are being replaced on an ongoing basis; \$11,000 was spent on replacement
290 signs so far this year and \$20,000 was spent on replacement signs last year.

291 Given budgetary restrictions on proactive sign replacement, Mr. McGaffney stated sign
292 replacement requests should be emailed to Mr. Kloptosky and the District Manager. The need
293 for a long-term strategy for these types of maintenance issues, keeping residents informed via
294 an annual report and ongoing communications, were discussed.

295 ➤ Curb and gutter assessments were completed and bids were requested.

296 ➤ The Grand Haven Room: Wiring demolition was completed and audio/visual equipment
297 was ordered.

298 Supervisor Polizzi stated he received good feedback about the clearing of stones on the
299 coquina path and the long bridge and commended Mr. Kloptosky on the work completed.

300 ➤ Flooring samples were requested for The Grand Haven Room. The cost to replace the
301 floor would be approximately \$9,000 for a commercial grade, scratch-resistant laminate.
302 Proposals were requested for mouldings, shades, wall venturing and painting.

303 Mr. McGaffney discussed budgetary and funding processes and stated that, while
304 flooring costs were within spending authority, funding upgrades would likely come from savings
305 on furnishings and other line items previously budgeted and postponed in the CIP.

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

307 Mr. Clark recapped the encroachment discussions with the attorney representing
308 Escalante. Discussion ensued regarding concessions, reducing the District's liability and
309 protecting the District's interests in the land. Mr. Clark stated the cost-sharing agreement states
310 the District is responsible for maintaining parking lot improvements and costs are shared.

311 Mr. Clark stated, on February 28, 2021 and March 1, 2021, Amenity Staff contacted the
312 Sheriff due to uncooperative guests refusing to leave the premises. The Sheriff's Department
313 response, Mr. Clark's letter and conversations with the Sheriff's Department regarding the
314 incidents and policies regarding trespassing were discussed. Mr. McGaffney stated he would
315 meet with the family involved to clearly outline the rules and expectations for youth and
316 parents and attempt to ensure voluntary compliance without undermining the authority of
317 Staff who followed District procedures. Discussion ensued regarding ways to address violations,
318 de-escalation methods, enforcement of rules and regulations, supporting Staff and
319 consequences, including written warnings and immediate suspension. Mr. McGaffney would
320 meet with the family to address rules and expectations, document the incident and advise the
321 Board of the outcome, for discussion and possible future action.

322 Mr. Clark discussed legal consideration and concerns related to requiring vaccinations
323 and advised the District to avoid requiring vaccinations. Recommendations regarding easing of
324 restrictions would be discussed at the next Workshop.

325

326 SEVENTH ORDER OF BUSINESS UPCOMING WORKSHOP AGENDA ITEMS

327

328 Mr. McGaffney stated the upcoming workshop items would be:

329 ✓ Future easing of restrictions and use of facilities.

330 ✓ Updates from discussions with the youth and family.

331 ✓ The Fiscal Year 2022 Proposed budget and CIP.

332

333 EIGHTH ORDER OF BUSINESS SUPERVISORS' REQUESTS

334

335 Supervisor Stass-Isern stated she would like to meet with Mr. Clark and Mr. Kloptosky to
336 evaluate whether non-staff members could utilize the AED.

337 Supervisor Foley stated that leaves from private homeowners were clogging drains.
338 Discussion ensued regarding management of fallen leaves. Mr. Clark stated a public expense
339 rationale would be needed to justify expending CDD funds on private property. This item would
340 be discussed in the summer.

341 Supervisor Polizzi stated that Mr. Kloptosky's interaction at meetings is essential.

342 Supervisor Howden expressed concern about the length of workshops and meetings,
343 efficiency and the Board "getting into the weeds". He suggested using time management and
344 discipline, moving forward, to avoid overburdening Staff and resources. Supervisor Polizzi
345 stated he would work with Mr. McGaffney to draft processes in this regard.

346

347 NINTH ORDER OF BUSINESS NEXT COMMUNITY WORKSHOP DATE:
348 April 1, 2021 at 9:00 A.M.

349

350 • QUORUM CHECK

351 The next workshop will be held April 1, 2021, via Zoom.

352

353 TENTH ORDER OF BUSINESS ADJOURNMENT

354

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

356

357 **On MOTION by Supervisor Foley and seconded by Supervisor Stass-Isern, with**
358 **all in favor, the meeting adjourned at 3:02 p.m.**

359

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365

Secretary/Assistant Secretary

Chair/Vice Chair



COMMUNITY DEVELOPMENT DISTRICT

501



COMMUNITY DEVELOPMENT DISTRICT

5 C II



March 16, 2021

Page 1 of 2

Proposal and Quote for:
Grand Haven Amenities Center
200 Waterside Parkway
Palm Coast, Florida 32137

Golden Charm

Light Filtering: 2538 05 129

* Room Darkening: 2559 05 129

Dear Sirs;

Please find enclosed our proposal and quote for your facilities as below:

29 windows and entry doors

Three (3) Remote controls, Simplicity multichannel to operate all window treatments with rechargeable battery system

Cellular shades, inside mount, bottom up with motorized control system; room darkening feature, motor position right

Color: Golden Charm

Fabric-wrapped Hardware

Installation included and manufacturer's warranty as noted



South Daytona – Ormond Beach – Palm Coast – New Smyrna Beach
Customer-Focused, Performance-Driven Since 1984

Page 2 of 2

Price:

\$13, 539.56 (Thirteen Thousand Five Hundred Thirty Nine and 56/100 Dollars)

Pricing and quote valid for 90 days.

Respectfully submitted,

Approved:

Ulysess Jimenez

Authorized Officer or Agent

Director of Marketing

Grand Haven, Palm Coast

Dated: _____

Dated: _____



COMMUNITY DEVELOPMENT DISTRICT

6C1

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2020/2021 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
EXHIBIT 4
Updated 04/07/2021

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	100,967	100,967		59,510	Next round of repairs in progress
2	C		Crossings Curb/Gutter Repair	Crossings		73,239				In advance of FY2022 road resurfacing
3	RES		Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	Creekside	8,547					Seeking proposal
4	R		Village Center Bathroom Renovation Project	Village Center	212,180	(212,180)				Board approved a NTE \$50,000 for phase 2 improvements
5			Phase II \$50,000			50,000	50,000			Materials being ordered
6			Phase III \$130,000							Moved to FY 2022
7	C		Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343					Waiting for start date
8	C		Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606					Waiting for start date
9	C		Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980					Waiting for start date
10	C		Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841				3,133	Staff has started repairs
11	R		Croquet Court Expansion - 1 x cost to construct	Creekside	124,630		124,630		33,289	Land clearing and sod removal started 04/05/2021
12	R		Pickleball Expansion - 1 x cost to construct 1 court	Village Center	65,000	60,000	125,000			DE drawings provided to contractors for bidding purposes
13	C		Debris Clean Up Allowance - Tract H	Wild Oaks	25,750	(25,750)				Cleanup completed by staff
14	E		Shelter Fabric, Recover - Wild Oaks Park	Wild Oaks	7,725					
15	E		Spa Equipment, Heater, Gas - CAC	Creekside	9,270					
16	RES		Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708					
17	RES		Village Center Fitness Center Equipment	Village Center		59,832	60,000			Board approved NTE \$60,000
18	RES		Fitness, Cardio, Elliptical Cross-Trainer - CAC	Creekside	13,608	(13,608)				
19	RES		Fitness, Cardio, Recumbent Bike - CAC	Creekside	7,626	(7,626)				
20	RES		Fitness, Cardio, Treadmill - CAC	Creekside	16,689	(16,689)				
21	RES		Fitness, Weight Bench - CAC	Creekside	1,702	(1,702)				
22	RES		Fitness, Cardio, Elliptical Cross-Trainer - VC	Village Center	20,413	(20,413)				
23	RES		Fitness, Cardio, Stationary Bike - VC	Village Center	7,031	(7,031)				
24	RES		Fitness, Cardio, Treadmill - VC	Village Center	16,689	(16,689)				
25	RES		Upgrades to the Grand Haven Room	Village Center	20,600		12,100			Upgrades by staff in progress
26			Grand Haven Room audio/visual upgrade	Village Center		30,000	18,397		9,199	Tentative completion date 04/12/2021
27			Grand Haven Room window treatments/shades	Village Center		13,539				
28	RES		Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	Village Center	10,615					
29	RES		Restaurant, Glass Washer - Cafe Bar VC	Village Center	4,777					
30	RES		Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	Village Center	2,706					
31	RES		Restaurant, Ice Machine - Cafe Kitchen VC	Village Center	6,076					
32	C		Expand Village Center Parking area	Village Center	199,820	(199,820)				Board directed to begin October 2021, RFP's being drafted
33	C		Wildfire Mitigation	District-wide	30,000				15,100	Communications with St. John's Water Management regarding permits
34			Total capital projects for FY2021		1,027,702	(133,931)	491,095		120,231	
35										
36			FY2019/2020 Carryover Projects							
37			Village Center Fitness Center Enhancement	Village Center	-	8,947	-		8,947	Complete. Invoiced amount reflects amount completed in FY2021
38			Village Center Office Renovation	Village Center	-	2,538	-		2,538	Complete, open for staff use
39			Replace decking & railings - Front Street Pier	Unspecified	-	40,908	-		40,908	Complete. Invoiced amount reflects amount completed in FY2021
40			Replace decking & railings - Clubhouse Pier	Unspecified	-	5,391	-		5,391	Complete. Invoiced amount reflects amount completed in FY2021
41			Replace columns & railings - Front Street Park Gazebo	Unspecified	-	6,705	-		6,705	Complete. Invoiced amount reflects amount completed in FY2021
42			Replace Village Center walkway awning/ceiling-add gutters	Village Center	-	239,140	-		239,140	Complete including final walkthrough and inspection
43			- Replace 14 columns around pool area	Village Center	-	-	-		-	Complete including final walkthrough and inspection
44			- New stone caps on footings - split column wraps	Village Center	-	-	-		-	Complete including final walkthrough and inspection
45			Replace Village Center Breezeway/Entrance Ceiling (Change Order Request)	Village Center	-	-	-		-	Complete including final walkthrough and inspection
46			Office Technology Updates and Upgrades	Office	-	7,113	14,225		7,113	Waiting for scheduled installation date
47			Village Center Fitness Center Flooring - clean and or replace	Village Center	-	6,999	6,999		6,999	Complete. Delivered and installed
48			Village Center Office/Fitness Center/Cafe Entry Doors & Trim	Village Center	-	-	20,431		-	Waiting for delivery
49			New Tables and chairs for Café outdoor area	Village Center	-	7,198	-		7,198	Approved in FY2020, purchased in FY2021
50			Total Carryover Projects from prior year			\$ 324,939	\$ 41,655	\$ -	\$ 324,939	
51			GRAND HAVEN Total		\$ 1,027,702.00	\$ 191,008.21	\$ 532,749.72	\$ -	\$ 445,169.75	

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

April 15th, 2021 Board Meeting

- **SIDEWALK DEFLECTION REPAIRS**
 - Next round of sidewalk repairs to be done on Waterside Parkway.
 - Awaiting scheduled start date.
- **CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER**
 - District Engineer has completed design plans and scope of work documents for bidding purposes.
 - Staff is currently seeking bids for this project.
 - Preconstruction meeting with Dr. Merrill and resident players on March 25th, 2021.
 - Engineer drawings have been provided to contractors for bidding purposes.
 - Site meeting scheduled with contractor for plan review.
- **CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE**
 - Preconstruction meeting with contractor.
 - Meeting with croquet club members.
 - Land clearing and sod removal started Monday April 5th, 2021.
 - The court construction will take 30-45 days to complete, weather permitting.
 - 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.

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

GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

- CURB AND GUTTER REPAIRS
 - Next round of repairs is currently in progress.
- CURB AND GUTTER ASSESSMENTS PRIOR TO ROAD RESURFACING
 - Proposal has been received infrastructure contractor for curb and gutter repairs in The Crossings.
- AUDIO/VISUAL UPGRADES IN THE GRAND HAVEN MEETING ROOM
 - Wiring demolition completed on March 10th, 2021.
 - Contractor has equipment on order, waiting for delivery date.
 - Tentative completion date is April 12th, 2021.
- STAFF HAS STARTED UPGRADES TO THE GRAND HAVEN MEETING ROOM
 - The scope of the upgrades includes trim enhancements, wall texturing, repainting, new flooring, and window shades.
- STAFF IS CONTINUING REPAIRS TO THE WOODEN FOOT BRIDGES IN WILD OAKS
- STAFF IS CONTINUING REPAIRS TO THE COQUINA SHELL WALKING PATHS IN WILD OAKS
- VILLAGE CENTER SIGNAGE AND SPEAKER REPLACEMENT
 - Interior signage installed.
 - Installation of the new speakers for the Village Center is in progress.
- VILLAGE CENTER EXTERIOR ENHANCEMENTS
 - Gold tree emblems above exterior doors, windows, and gable vents have been installed.
 - Village Center entrance sign installation is complete.
 - Village Center office and café doors have been installed.

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



COMMUNITY DEVELOPMENT DISTRICT

6D

GRAND HAVEN MEETING ATTORNEY REPORT LIST (4/15/21)

1. COVID Liability Legislation

Attached is a memorandum regarding a new law that passed recently.

2. Amenity trespass notice

An issue has arisen with the Flagler County Sheriff's Office regarding enforcement of trespass warnings in Grand Haven. Additional communications have been held with the Sheriff's Department and I will provide an update.

3. Executive Order regarding Vaccine Passports

I have attached the text of the Governor's order on Vaccine Passports since this was a topic of discussion at our last meeting.

4. AED Liability

An issue was raised at the last meeting on the potential liability associated with persons other than the amenity staff utilizing the AED device. Attached is a memorandum on that topic.



CLARK & ALBAUGH, LLP

M E M O R A N D U M

From: Clark & Albaugh, LLP
To: Grand Haven Community Development District
Date: April 15, 2021
Subject: SB 72 re Liability Protections for Covid Claims

On March 29, 2021, Governor DeSantis signed SB 72 into law, thereby creating **FLA.STAT. §768.38** (“Liability protections for COVID-19-related claims”). The statute protects “certain business entities, educational institutions, *governmental entities*, and religious institutions to enjoy heightened legal protections against liability as a result of the COVID-19 pandemic.”

Section (1) of the statute sets forth legislative findings (i.e., “The Legislature finds that the COVID-19 outbreak in this state threatens the continued viability of certain business entities, educational institutions, governmental entities, and religious institutions that contribute to the overall well-being of this state,” and etc.)

Section (2) of the statute sets forth pertinent definitions, including:

§768.38(2)(b), defining a Covid-related claim: “COVID-19-related claim” means a civil liability claim against a person, including a natural person, a business entity, an educational institution, a governmental entity, or a religious institution, which arises from or is related to COVID-19, otherwise known as the novel coronavirus. The term includes any such claim for damages, injury, or death. Any such claim, no matter how denominated, is a COVID-19-related claim for purposes of this section. The term includes a claim against a health care provider

only if the claim is excluded from the definition of COVID-19- related claim under s. 768.381, regardless of whether the health care provider also meets one or more of the definitions in this subsection.

§768.38(2)(d), defining “governmental entities” to include “the state or any political subdivision thereof, including the executive, legislative, and judicial branches of government; the independent establishments of the state, counties, municipalities, districts, authorities, boards, or commissions; or any agencies that are subject to chapter 286.”

Accordingly, Community Development Districts are entitled to the liability protections afforded by the statute.

Section (3) of the statute sets forth the liability protections:

§768.38(3)(a) requires a complaint for Covid-19 relief to be pled with particularity.

§768.38(3)(b) requires that, at the same time the complaint is filed, the plaintiff must submit an affidavit signed by a physician actively licensed in this state which attests to the physician’s belief, within a reasonable degree of medical certainty, that the plaintiff’s COVID-19-related damages, injury, or death occurred as a result of the defendant’s acts or omissions.

§768.38(3)(c) requires the court to determine as a matter of law, whether:

1. The plaintiff complied with paragraphs (a) and (b). **If the plaintiff did not comply with paragraphs (a) and (b), the court must dismiss the action without prejudice.**
2. The defendant made a good faith effort to substantially comply with authoritative or controlling government-issued health standards or guidance at the time the cause of action accrued.

If the court determines that the defendant made such a good faith effort, **the defendant is immune from civil liability.** If more than one source or set of standards or guidance was authoritative or controlling at the time the cause of action accrued, the defendant’s good faith effort to substantially comply with any one of

those sources or sets of standards or guidance confers such immunity from civil liability.

If the court determines that the defendant did **not** make such a good faith effort, the plaintiff may proceed with the action. However, absent at least gross negligence proven by clear and convincing evidence, the defendant is **not liable** for any act or omission relating to a COVID-19- related claim.

The burden of proof is on the plaintiff to demonstrate that the defendant did not make a good faith effort.

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 21-81 (Prohibiting COVID-19 Vaccine Passports)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52, subsequently extended, declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on December 23, 2020, I issued Executive Order 20-315, as subsequently extended by Executive Orders 21-46, 21-47, 21-62, 21-67, and 21-79, directing Florida's initial phase of vaccine distribution and prioritizing seniors first; and

WHEREAS, the State of Florida is leading the effort to distribute the vaccine to elderly and vulnerable populations of the State and has successfully provided vaccines to nearly 3.5 million seniors; and

WHEREAS, many Floridians have not yet had the opportunity to obtain a COVID-19 vaccination, some have infection-acquired immunity, and others may be unable to obtain a COVID-19 vaccination due to health, religious, or other reasons; and

WHEREAS, Florida seeks to ensure that every Floridian who desires a COVID-19 vaccine can obtain one, but such vaccines will not be mandated; and

WHEREAS, no COVID-19 vaccine is required by law; and

WHEREAS, individual COVID-19 vaccination records are private health information which should not be shared by mandate; and

WHEREAS, so-called COVID-19 vaccine passports reduce individual freedom and will harm patient privacy; and

WHEREAS, requiring so-called COVID-19 vaccine passports for taking part in everyday life—such as attending a sporting event, patronizing a restaurant, or going to a movie theater—would create two classes of citizens based on vaccination; and

WHEREAS, it is necessary to protect the fundamental rights and privacies of Floridians and the free flow of commerce within the state.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section 1(a) of the Florida Constitution and by the Florida Emergency Management Act, as amended, and all other applicable laws, promulgate the following Executive Order:

Section 1. No Florida government entity, or its subdivisions, agents, or assigns, shall be permitted to issue vaccine passports, vaccine passes, or other standardized documentation for the purpose of certifying an individual's COVID-19 vaccination status to a third party, or otherwise publish or share any individual's COVID-19 vaccination record or similar health information.

Section 2. Businesses in Florida are prohibited from requiring patrons or customers to provide any documentation certifying COVID-19 vaccination or post-transmission recovery to gain access to, entry upon, or service from the business.

Section 3. All executive agencies under my direction shall work to ensure businesses comply with this order. Any provision of Florida Statutes is hereby suspended solely to the extent it restricts a Florida agency from requiring compliance with this order as a condition for a license, permit, or other state authorization necessary for conducting business in Florida.

Section 4. All businesses must comply with this order to be eligible for grants or contracts funded through state revenue.

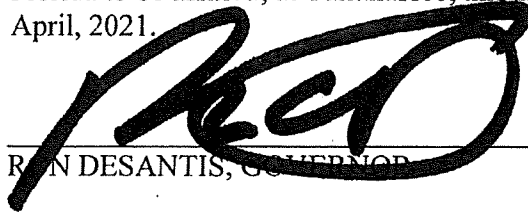
Section 5. The requirements in this order do not otherwise restrict businesses from instituting COVID-19 screening protocols in accordance with state and federal law to protect

public health, and nothing herein shall be construed to interfere with individuals' rights to access their own personal health information under federal law.

Section 6. This order is effective immediately and shall remain in effect for the duration of Executive Order 20-52, as extended.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 2nd day of April, 2021.



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

FILED
2021 APR -2 PM 12: 25
DEPARTMENT OF STATE
TALLAHASSEE, FL



CLARK & ALBAUGH, LLP

M E M O R A N D U M

From: Clark & Albaugh, LLP
To: District Manager
Grand Haven Community Development District
Date: April 15, 2021
Subject: AED Immunity

A question has been raised concerning the potential liability of the District and/or its residents in connection with the use of automated external defibrillator (“AED”) devices. The Florida Legislature has addressed this in FLA.STAT. §768.1325 (the “Cardiac Arrest Survival Act” or the “Act”).

Pursuant to the Act, generally, a person using an AED and the owner of the AED are immune from liability for any harm resulting from the AED’s use, if the following conditions exist:

1. There must be a **perceived medical emergency** (§768.1325(3)) “Perceived medical emergency” means circumstances in which the behavior of an individual leads a reasonable person to believe that an individual is experiencing a life-threatening medical condition that requires an immediate medical response regarding the heart or other cardiopulmonary functioning of the individual. (§768.1325(2)(a))
2. The person using the AED must not have engaged in willful or criminal misconduct, gross negligence, reckless disregard or misconduct, or a conscious, flagrant indifference to the rights or safety of the victim who was harmed. (§768.1325(4)(a))

3. The person using the AED must not be a licensed or certified health professional who used the AED while acting within the scope of the license or certification of the professional and within the scope of the employment or agency of the professional. In other words, for example, the immunity would not apply to an EMT responding to a 911 call. (§768.1325(4)(b))

4. The person must not be the manufacturer of the AED. (§768.1325(4)(e))

The immunity of the District, as the owner of the AED is conditioned upon:

1. Proper maintenance and testing of the AED. (§768.1325(3)(a))
2. If the person using the AED is an employee or agent of the District, the provision of appropriate training in the use of the AED (§768.1325(3)(b)), **except** that such requirement of training does not apply if:
 - (a) The device is equipped with audible, visual, or written instructions on its use, including any such visual or written instructions posted on or adjacent to the device; (§768.1325(3)(b)1)
 - (b) The employee or agent was not an employee or agent who would have been reasonably expected to use the device; (§768.1325(3)(b)2) or
 - (c) The period of time elapsing between the engagement of the person as an employee or agent and the occurrence of the harm, or between the acquisition of the device and the occurrence of the harm in any case in which the device was acquired after engagement of the employee or agent, was not a reasonably sufficient period in which to provide the training. (§768.1325(3)(b)3)



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 CANCELED	Community Workshop	10:00 AM
October 15, 2020 CANCELED	Virtual Regular Meeting	10:00 AM
October 29, 2020	Virtual Regular Meeting	10:00 AM
November 5, 2020 CANCELED	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Virtual Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Virtual Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Virtual Community Workshop	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

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