



**COMMUNITY DEVELOPMENT
DISTRICT**

May 6, 2021

**VIRTUAL COMMUNITY
WORKSHOP AGENDA**



**Community Development District
OFFICE OF THE DISTRICT MANAGER**

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Fax: (954) 571-0013 • Toll-free: (877) 276-0889

April 29, 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 Virtual Community Workshop on May 6, 2021 at 9:00 a.m., accessible via Zoom video at <https://zoom.us/j/2043596216> or via phone at 1-929-205-6099 followed by Meeting ID 204 359 6216. The agenda is as follows:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS (*3-Minute Rule*)
4. RECOGNITION OF FORMER SUPERVISOR: Marie Gaeta
5. DISCUSSION ITEMS
 - A. Presentation: Landscape Enhancement and Firewise Plans [Louise Leister]
 - B. Easing of COVID Restrictions
 - C. Fiscal Year 2022 Proposed Budget
 - General Fund
 - Special Revenue Fund
 - Fiscal Year 2022 CIP
 - Road Resurfacing Plan
6. REPORT: Operations Manager [Barry Kloptosky]
7. NEXT BOARD OF SUPERVISORS MEETING DATE: May 20, 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

8. SUPERVISORS' REQUESTS

9. ADJOURNMENT

Should you have any questions, please do not hesitate to contact me directly at (904) 386-0186 or our office at (561) 571-0010.

Sincerely,



Howard McGaffney
District Manager

FOR VIRTUAL PARTICIPATION:
JOIN ZOOM MEETING: <https://zoom.us/j/2043596216>
MEETING ID: 204 359 6216
OR
VIA PHONE: 1-929-205-6099
MEETING ID: 204 359 6216



COMMUNITY DEVELOPMENT DISTRICT

5A

Grand Haven
'Main Entrance'

Palm Coast, Florida





Landscape Design Suggestions

Extend: Annual Beds

Add: Liriope
Blue My Mind







Landscape Design Suggestions

Remove: Jack Frost
Fire Cracker
Shillings Holly

Transplant Front Half Of:
Variegated Shell Gings
Holly Leaf Fern

Add:
Bougainvillea
Dwarf Burfordi Holly
Croton, 'Petra'
Cardboard Palm
Hawaiian Ti
Bird Of Paradise
Foxtail Fern
Blue My Mind
Annuals, (Enlarge Bed)



Landscape Design Suggestions


Remove: Jack Frost

Transplant: Liriope

Add:
Bougainvillea
Bird Of Paradise
Hawaiian Ti
Cardboard Palm
Croton, 'Petra'
Blue My Mind





A photograph of a landscaped garden area. In the foreground, there is a concrete path that curves through the scene. To the left, a brick wall with a lattice pattern runs along the edge. Several large trees with thick trunks and dense green foliage are scattered throughout the garden. The ground is covered with a layer of brown mulch. Various plants are planted in the garden, including large green ferns and smaller, bushy plants. In the background, a white fence and a blue car are visible. The overall scene is bright and sunny, with shadows cast by the trees and path.

Landscape Design Suggestions

Plant From Front Of Fence:

Variegated Shell Ginger
Holly Leaf Fern

Pine Straw





Landscape Design Suggestions

Plant From Front Of Fence:

Variegated Shell Ginger
Holly Leaf Fern

Remove: Declining Tree

Add: Reclinata Specimen
Liriope



Landscape Design Suggestions

Remove: Large Sheered Shrubs

Add: Selloum Philodendron
Viburnum, 'odo'
Azalea, 'Formosa'
Liriope





Landscape Design Suggestions

Add: Croton, 'Petra'
Xandadu Philodendron
Sword Fern





3335 North State Street/P.O.Box 789
Bunnell, FL 32110
386-437-3122

VERDEGO.COM



Existing



Proposed

Design Suggestions:

Remove: Asiatic Jasmine & Sod

Add: Eagleston Holly > Ligustrum, 'japonicum' > Jack Frost Ligustrum > Boulders

Landscape Design Suggestions

Add: Eagleston Holly
Lignostrum
Jack Frost Lignostrum
Dwarf Bottlebrush
Coccoloba Boulder





COMMUNITY DEVELOPMENT DISTRICT

5C

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2022**

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
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**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2022**

REVENUES

Assessments (net of discounts)	\$ 3,828,188
Miscellaneous	55,842
Total revenues	3,884,030

EXPENDITURES

Professional & admin

Supervisors	21,000
Professional services	227,210
Insurance	18,900
Property taxes	2,400
Tax collector	79,754
Miscellaneous	38,215
Total professional & admin	387,479

Field operations

Utilities	294,600
Pump house shared facility	43,000
Aquatic contract	65,642
Insurance	86,035
Property maintenance	849,214
Employees	905,324
Amenity management	592,786
Repairs & maintenance: projects	5,300
Amenity & community maintenance	303,600
Gate access control (formerly: Security operations)	265,375
Miscellaneous contingency	5,000
Miscellaneous field operations	80,675

Total field operations	3,496,551
Total expenditures	3,884,030

Net change in fund balances	-
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Fund balance - beginning (unaudited)	3,725,132
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Fund balance - ending (projected)	
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Committed	
Disaster	750,000

Assigned	
3 months working capital	971,008

Unassigned	582,913
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Fund balance - ending	\$ 3,725,132
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**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2022**

	Adopted	Actual through 3/31/2021	Projected through 9/30/2021	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2022
REVENUES					
Assessment levy: general	\$ 3,662,033				\$ 3,979,070
Assessment levy: infrastructure reinvestment	831,757				-
Assessment levy - Escalante, LLC ³	8,626				8,626
Allowable discounts (4%)	(180,097)				(159,508)
Assessment levy - net	4,322,319	\$4,206,618	\$ 115,701	\$ 4,322,319	3,828,188
Reuse water	21,000	5,781	15,219	21,000	23,166
Gate & amenity guest	8,000	4,631	3,369	8,000	8,000
Tennis	3,000	297	2,703	3,000	500
Room rentals	2,000	-	2,000	2,000	500
Interest and miscellaneous	5,500	8,953	-	8,953	23,676
Grant	-	10,650	-	10,650	-
Total revenues	4,361,819	4,236,930	138,992	4,375,922	3,884,030
EXPENDITURES					
Professional & admin					
Supervisors - regular meetings	12,000	6,000	6,000	12,000	12,000
Supervisor - workshops	10,000	3,800	6,200	10,000	9,000
District management	39,127	19,563	19,564	39,127	40,301
Administrative	10,413	5,206	5,207	10,413	10,725
Accounting	21,478	10,739	10,739	21,478	22,122
Assessment roll preparation	9,478	4,739	4,739	9,478	9,762
Audit	11,300	2,500	8,800	11,300	11,300
Legal - general counsel	92,000	40,883	51,117	92,000	103,000
Engineering	30,000	31,500	10,000	41,500	30,000
Insurance: general liability & public officials	11,896	11,531	-	11,531	18,900
Legal advertising	3,500	1,701	1,799	3,500	5,200
Bank fees	1,500	743	757	1,500	1,500
Dues & licenses	175	175	-	175	175
Website hosting & development	1,800	-	1,800	1,800	730
ADA website compliance	210	210	-	210	210
Communications: e-blast	500	459	41	500	480
Music licensing	3,350	3,435	-	3,435	3,520
IT support	18,000	9,020	8,980	18,000	21,900
Property taxes	3,000	-	3,000	3,000	2,400
Postage	3,000	1,401	1,599	3,000	3,000
Office supplies	500	514	400	914	1,000
Tax collector	90,048	84,132	5,916	90,048	79,754
Contingencies	-	449	-	449	500
Total professional & admin	373,275	238,700	146,658	385,358	387,479

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2022**

	Adopted	Actual through 3/31/2021	Projected through 9/30/2021	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2022
EXPENDITURES (continued)					
Field operations					
Electric					
Electric services - #12316, 85596, 65378	4,300	2,226	2,074	4,300	5,200
Electric- Village Center - #18308	31,500	13,715	17,785	31,500	31,500
Electric - Creekside - #87064, 70333	21,500	7,450	14,050	21,500	21,500
Street lights ¹	20,000	8,367	11,633	20,000	21,000
Propane - spas/café	38,750	19,539	19,211	38,750	40,600
Garbage - amenity facilities	11,000	7,943	3,057	11,000	15,200
Water/sewer					
Water services ²	98,750	48,838	49,912	98,750	139,300
Water - Village Center - #324043-44997	13,500	5,901	7,599	13,500	13,000
Water - Creekside - #324043-45080	10,000	3,657	6,343	10,000	7,300
Pump house shared facility	15,500	250	15,250	15,500	43,000
Aquatic contract	44,615	22,022	22,593	44,615	51,438
Aquatic contract: lake watch	4,076	-	4,076	4,076	4,076
Aquatic contract: aeration maintenance	4,000	-	4,000	4,000	4,000
Lake bank spraying	6,128	-	6,128	6,128	6,128
Storm clean-up	20,000	1,155	18,845	20,000	26,000
Insurance: property	65,117	69,140	-	69,140	78,435
Insurance: auto general liability	2,000	1,980	-	1,980	4,000
Flood insurance	4,700	3,450	-	3,450	3,600
Property maintenance					
Horticultural consultant	9,600	4,000	5,600	9,600	9,600
Landscape enhancement	112,220	90,296	21,924	112,220	80,000
Landscape repairs & replacement	20,000	8,500	11,500	20,000	38,000
Stormwater system repairs & maintenance	15,000	-	15,000	15,000	15,000
Roads & bridges repairs	15,000	-	15,000	15,000	15,000
Sidewalk repairs & replacement	20,000	49,656	26,000	75,656	-
Landscape maintenance contract services	574,328	239,305	335,023	574,328	585,814
Landscape maintenance: croquet	50,800	13,316	37,484	50,800	50,800
Tree maintenance (Oak tree pruning)	35,000	14,950	20,050	35,000	35,000
Optional flower rotation	20,000	-	20,000	20,000	20,000
Irrigation repairs & replacement	20,000	10,430	9,570	20,000	22,000
Street light maintenance	15,000	4,233	10,767	15,000	15,000
Lift truck repairs & maintenance	5,000	928	4,072	5,000	5,000
Holiday lights	9,000	3,276	5,724	9,000	9,000

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2022**

	Adopted	Actual through 3/31/2021	Projected through 9/30/2021	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2022
EXPENDITURES (continued)					
Staff support and amenity operations					
Payroll	520,345	209,097	311,248	520,345	659,287
Merit pay/bonus	20,000	8,322	11,678	20,000	25,000
Payroll taxes	67,905	18,019	49,886	67,905	86,037
Health insurance	65,000	26,119	38,881	65,000	80,000
Insurance: workers' compensation	26,500	18,667	-	18,667	30,000
Payroll services	4,100	1,866	2,234	4,100	6,250
Mileage reimb: operations manager	2,750	1,104	1,646	2,750	2,750
Car allowance: staff	6,000	4,920	1,080	6,000	16,000
Amenity Management	479,000	238,612	246,994	485,606	592,786
Amenity Operations & Maintenance	73,000	30,897	42,103	73,000	-
A/C maintenance and service	3,750	-	3,750	3,750	3,900
Fitness equipment service	7,500	935	6,565	7,500	7,500
Cable/internet	14,500	7,324	7,176	14,500	14,700
Office supplies: field operations	12,000	6,738	690	7,428	14,000
Village center telephone, fax	10,000	2,255	7,745	10,000	4,800
Creekside telephone, fax	10,000	5,481	4,519	10,000	11,600
Pool/spa permits	875	-	875	875	875
Pool chemicals	13,176	5,981	7,195	13,176	15,500
Pest control	3,050	3,015	35	3,050	3,900
Amenity maintenance	110,000	91,706	18,294	110,000	110,000
Community maintenance	110,000	58,096	51,904	110,000	110,000
CERT operations	500	162	338	500	500
Repairs & maintenance: projects					
Fire & security system	3,350	1,738	1,612	3,350	5,300
Gate access control (formerly: Security operations)					
Gate access control staffing	198,373	95,229	103,144	198,373	204,375
Additional guards	15,000	-	15,000	15,000	8,000
Guardhouse facility maintenance	21,000	6,102	14,898	21,000	16,000
Gate communication devices	20,000	14,551	5,449	20,000	21,000
Gate operating supplies	22,000	8,378	13,622	22,000	16,000
Special events	10,000	258	9,742	10,000	10,000
Miscellaneous contingency	4,000	5,855	-	5,855	5,000
Total field operations	3,190,058	1,525,950	1,718,573	3,244,523	3,496,551
Total admin & field ops expenditures	3,563,333	1,764,650	1,865,231	3,629,881	3,884,030
Infrastructure reinvestment					
Capital improvements ⁴					
General infrastructure replacement/repair	1,027,702	510,760	501,000	1,011,760	-
Total infrastructure reinvestment	1,027,702	510,760	501,000	1,011,760	-
Total expenditures	4,591,035	2,275,410	2,366,231	4,641,641	3,884,030

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2022**

	Adopted	Actual through 3/31/2021	Projected through 9/30/2021	Total Actual & Projected Revenue & Expenditures	Proposed Budget FY 2022
EXPENDITURES (continued)					
Excess/(deficiency) of revenues over/(under) expenditures	(229,216)	1,961,520	(2,227,239)	(265,719)	-
OTHER FINANCING SOURCES/(USES)					
Transfer out	-	-	-	-	(1,421,211)
Total other financing sources/(uses)	-	-	-	-	(1,421,211)
Net change in fund balances	(229,216)	1,961,520	(2,227,239)	(265,719)	(1,421,211)
Fund balance - beginning (unaudited)	3,327,233	3,990,851	5,952,371	3,990,851	3,725,132
Fund balance - ending (projected)					
Committed					
Disaster ⁶	981,211	981,211	981,211	981,211	750,000
Future capital improvements	940,000	940,000	940,000	940,000	-
Assigned					
3 months working capital ⁵	890,833	890,833	890,833	890,833	971,008
Unassigned	285,973	3,140,327	913,088	913,088	582,913
Fund balance - ending	<u>\$ 3,098,017</u>	<u>\$5,952,371</u>	<u>\$3,725,132</u>	<u>\$ 3,725,132</u>	<u>\$ 2,303,921</u>

¹See exhibit 1.

²See exhibit 2.

³See exhibit 3

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

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

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

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

EXPENDITURES

Professional and Administrative Services

Supervisors - regular meetings	\$ 12,000
<p style="padding-left: 20px;">Statutorily set at \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates twelve meetings and all five Board Members receiving fees.</p>	
Supervisor - workshops	9,000
<p style="padding-left: 20px;">Statutorily set at \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates eleven workshop meetings and all five Board Members receiving fees.</p>	
District management	40,301
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC specializes in managing community development districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, administer the issuance of tax exempt bonds and operate & maintain the assets of the community.</p>	
Administrative	10,725
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC provides administrative services to the District under the management services agreement. These services include preparation of meeting agenda and minutes, maintaining the District website, records retention, resident requests and all regulatory requirements involving documentation of District activities.</p>	
Accounting	22,122
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC provides budget preparation and reporting, cash management, revenue reporting and accounts payable functions.</p>	
Assessment roll preparation	9,762
<p style="padding-left: 20px;">Wrathell, Hunt and Associates, LLC provides assessment roll services, which include preparing, maintaining and transmitting the annual lien roll with the annual special assessment amounts for the operating, maintenance and capital assessments. This was titled "financial consulting services" in the previous fiscal year.</p>	
Audit	11,300
<p style="padding-left: 20px;">The District is required to undertake an independent examination of its books, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General. Grau & Associates conducts the District's audit.</p>	
Legal - general counsel	103,000
<p style="padding-left: 20px;">Clark & Albaugh, LLP. provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, this firm provides services as "local government lawyers" realizing that this type of local government is very limited in its scope – providing infrastructure and services to developments.</p>	

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

EXPENDITURES (continued)

Engineering	30,000
<p>The District has engaged a District Engineer to provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Insurance: general liability & public officials ³	18,900
<p>The District carries public officials and general liability and public officials insurance with policies written by Florida Insurance Alliance and these amounts have been combined for the current year budget. The limit of liability is set at \$2,000,000 for general liability (\$4,000,000 general aggregate) and \$1,000,000 for public officials liability (\$2,000,000 general aggregate).</p>	
Legal advertising	5,200
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Bank fees	1,500
<p>Bank charges incurred during the year.</p>	
Dues & licenses	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Website hosting & development	730
<p>Strange Zone, provides website hosting for a fee of \$10.00 per month and website maintenance at an hourly rate of \$115.00.</p>	
ADA website compliance	210
Communications: e-blast	480
<p>Constant Contact, Inc. transmits District news and information to the residents via email.</p>	
Music licensing	3,520
IT support	21,900
<p>Celera: June 1, 2020 - May 31, 2021 = \$1,278.50/mon, \$15,342/yr. + repairs/calls</p>	
Property taxes	2,400
<p>The District pays property taxes to Flagler County on certain parcels of land within the District. Ad valorem taxes are assessed for the parking lot at Escalante Golf.</p>	
Postage	3,000
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Office Supplies	1,000
<p>Accounting and administrative supplies and automated AP routing.</p>	
Tax collector	79,754
<p>The tax collector's fee is 2% of assessments collected.</p>	
Field operations	
<i>Electric</i>	
Electric services - #12316,65378,85596	5,200
<p>FPL charges for electric usage at the main entrance, guardhouse (AC/heat) and lights(#65378), pond aerator, electric at south entrance (#12316) and electric at the north entrance gate house.</p>	
Electric- Village Center - #18308	31,500
<p>FPL charges for electric usage at the Village Center, which includes air conditioning, heating, pool equipment, café appliances and lights.</p>	

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

EXPENDITURES (continued)

Electric - Creekside - #87064, 70333	21,500
FPL charges for electric usage at the Creekside facility, which includes air conditioning, heating, pool equipment and lights. Account #87064 is for air conditioning and account #70333 is for pool pumps and lighting.	
Street lights ¹	21,000
FPL bills for energy usage of the 495 streetlights located within the District as shown in exhibit 1.	
Propane - Pool/spas/café	40,600
Amerigas Corporation: Propane Heating for Pools/Spas and Café March 2, 2021 - March 1, 2022 = \$1.84 per gallon	
Garbage - amenity facilities	15,200
Waste Management Corp: Creekside: April 1, 2018 - March 31, 2021 = \$870.46/month, \$10,445.52/yr. Village Center: April 1, 2018 - March 31, 2021 = 276.77/month, \$3,321.24/yr.	
<i>Water/Sewer</i>	
Water services ²	139,300
Reuse and potable water is supplied by City of Palm Coast for irrigation purposes. Exhibit 2 lists all of the accounts. The potable water accounts were not converted to reuse because of the extensive conversion costs (account #'s 46201, 46064 and 46200).	
Water - Village Center	13,000
Potable water/sewer is supplied to the Village Center by the City of Palm Coast. (account # 44997)	
Water - Creekside	7,300
Potable water/sewer is supplied to Creekside by the City of Palm Coast (account # 45080).	
Pump house shared facility	43,000
The District has a shared services agreement with Escalante Golf for the operation and maintenance costs of the Marlin Drive pump house. The District bills Escalante Golf 75% of all costs and pays the remaining 25% per the agreement. The agreement went into effect on November 10, 2005 and shall terminate upon the termination of the reclaimed water agreement that went into effect November 17, 2005 and is still in effect.	
Aquatic contract	51,438
Solitude Lake Management: \$3,935.75/mon, \$47,229/yr., for algae and aquatic weed control, monthly inspections, management and reporting for the 47 waterways. Additional costs for fish stocking.	
Aquatic contract: lake watch	4,076
Solitude Lake Management: \$333/mon, \$3996/yr., for water quality monitoring/testing	
Aquatic contract: aeration maintenance	4,000
Solitude/Vertex: \$608/semi-annually, \$1,216/yr., for planned aeration maintenance. Additional costs for repairs.	
Lake bank spraying	6,128
Storm clean-up	26,000
Property insurance	78,435
The District carries property insurance with Florida Property Alliance. This policy insures District property and contents.	

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

EXPENDITURES (continued)

Insurance: Auto general liability	4,000
Represents automobile insurance for the District's E-350 work truck with lift bucket. The limit of liability is \$1,000,000 for any one accident or loss.	
Flood insurance	3,600
The District carries flood insurance. The limit of coverage is \$4,000,000. The deductible is \$1,000 (except for the conspan and walking bridges). The deductible for the conspan and walking bridges is 5% of their respective values.	
Property maintenance	
Horticultural consultant	9,600
The District has a continuous contract with Louise Leister (horticulturalist) in March 2010 to audit current landscape specifications and develop a landscape master plan that will provide ecological, environmental and economical benefits.	
Landscape enhancement	80,000
Firewise, Vine removal and landscape enhancement projects (formally in Capital)	
Landscape repairs & replacement	38,000
Repairs and/or replacement of existing turf, trees, plants and other landscaping.	
Stormwater system repairs & maintenance	15,000
Repairs and maintenance to the District's stormwater system	
Roads & bridges repairs	15,000
Repairs and maintenance to the District's curbs, gutters, roads and bridges	
Sidewalk repairs & replacement	-
Repairs and/or replacement of existing sidewalks.	
Landscape maintenance service contract	585,814
Verdego Agreement commenced on May 1, 2020 Expires September 30, 2022.	
Year 2-October 1, 2020 through September 30, 2021=\$574,328	
Year 3-October 1, 2021 through September 30, 2022=\$585,814	
Can auto renew until either party terminates, under year 3 price	
Landscape maintenance: croquet	50,800
Precision Land Grading: Maintenance of the croquet courts.	Year
1 (additional new court)-October 1,2021 through September 30, 2022=\$50,800	
Tree maintenance (Oak tree pruning)	35,000
Optional flower rotation	20,000
Irrigation repairs & maintenance	22,000
Irrigation repairs and maintenance, including sprinkler system inspections, nozzle adjustments, cleaning, and timer adjustments. Additional repairs are provided upon district approval.	
Street light maintenance	15,000
Painting, repairs and maintenance costs associated with the 495 streetlights including all fixtures and lighting parts.	
Lift truck repairs & maintenance	5,000
Holiday lights	9,000
The District provides annual holiday decorations.	
<i>Staff support and amenity operations</i>	

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

EXPENDITURES (continued)

Payroll	659,287
This is payroll for all District employees, which includes: Operations Manager, Field Superintendent (7) maintenance workers, 1 Office Manager, 1 Executive Assistant to the Operations Manager, and 1 Office Assistant	
Merit pay/bonus	25,000
Employee merit and performance based compensation.	
Payroll taxes	86,037
FICA tax	
Health insurance	80,000
Estimated cost of health insurance for the District's employees.	
Insurance: workers' compensation	30,000
Payroll services	6,250
Payroll for District Supervisors and employees is provided by ADP Corporation	
Mileage reimb: operations manager	2,750
Operations Manager is reimbursed for business mileage at a rate of \$.585/mile per employment agreement. If this is above IRS guideline for mileage reimbursement, the difference will be a taxable benefit.	
Car allowance: staff	16,000
Maintenance workers receive \$2000 / year for vehicle allowance	
Amenity Management	592,786
Vesta Property Services: For Amenity/Cafe Management, programs and activities at the Village Center and Creekside Amenity Centers.	
Year 1 May 1, 2021 - Sept. 30, 2022 = \$592,785.60 annually, \$49,398.80 monthly	
Year 2 Oct. 1, 2022 - Sept. 30, 2023 = \$632,226 annually, \$52,685.50 monthly	
Year 3 Oct. 1, 2023 - Sept. 30, 2024 = \$664,639.13 annually, \$55,386.59 monthly Opt.	
Yr. 4 Oct. 1, 2024 - Sept. 30, 2025 = \$698,571.93 annually, \$58,214.33 monthly	
Amenity A/C maintenance and service	3,900
District contractor provides preventative maintenance on air conditioning systems including filters.	
Fitness equipment service	7,500
Lloyd's exercise equipment provides quarterly maintenance on the exercise equipment at Village Center and Creekside fitness centers for \$1700 annually. Lloyd's charges the District \$175 four times per year for service to Creekside and charges \$250 four times per year for service to the Village Center. Lloyd's also performs any repairs or adjustment service to fitness equipment for an additional cost.	
Cable/internet	14,700
Spectrum, provides cable and internet service at the V.C., CAC and wife for gates.	
Office supplies: field operations	14,000
Sprint Cell phones, paper, printer cartridges, toner, supplies, folders, binders, equipment purchases, coffee supplies, employee logo shirts and other miscellaneous items.	
Village center telephone, fax	4,800
AT&T and Fonality, provides telephone and fax service at the Village Center.	
Creekside telephone, fax	11,600
AT&T and Fonality provides telephone and fax service at Creekside.	
Pool/spa permits	875
City of Palm Coast requires annual pool and spa permits to operate these facilities.	
Pool chemicals	15,500
The District is billed for pool and spa chemicals at the Village Center and Creekside by Poolsure, Inc.	

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

EXPENDITURES (continued)

Pest control	3,900
Massey and Bug Guard: Termite treatment and pest control at each building location.	
<i>Repairs and maintenance</i>	
Amenity maintenance	110,000
These are general expenditures that relate to the maintenance, purchase of bathroom supplies, sanitizer, PPE, paper towels, soap etc., water for fitness centers, repair & replacement items at the amenity centers.	
Community maintenance	110,000
These are general expenditures that relate to the maintenance, repair & replacement of District infrastructure throughout the community.	
CERT operations	500
Fire & security system	5,300
Fire Alarm-Vector Security: \$86.95/mon, \$1,034.40/yr., plus repair/service calls. Security	
Camera's-WebWatchdogs: \$1,800/yr.	Jan1, 2021-Dec
31, 2021 Creekside-AlarmPro: \$144/qtr, \$576/yr., + repairs	Jan 1, 2021-Dec 31,
2021 Village Ctr.-AlarmPro: \$204/qtr, \$816/yr., + repairs	
<i>Gate access control operations</i>	
Gate access control staffing	204,375
Guard One Security Services Agreement	
Year 1 April 1, 2020 - March 31, 2021 = \$198,373 annually, \$16,532 monthly	
Year 2 April 1, 2021 - March 31, 2022 = \$204,375 annually, \$17,032 monthly	
Year 3 April 1, 2022 - March 31, 2023 = \$210,478 annually, \$17,540 monthly	
Additional guards	8,000
As needed for overflow traffic at main gate.	
Guardhouse facility maintenance	16,000
Repairs and maintenance of 3 guard houses / buildings.	
Gate communication devices	21,000
Costs associated with the purchase of access cards and remotes	
Gate operating supplies	16,000
Costs associated with repairs/replacement of gate transmitters, gate poles, keypads, control loops, detectors, and access strips.	
Special events	10,000
Expense associated with Board sanctioned events and activities.	
Miscellaneous contingency	5,000
Expenses of an expedient or required nature that have not been budgeted elsewhere.	
Total expenditures	<u><u>\$ 3,884,030</u></u>

¹See exhibit 1.

²See exhibit 2.

⁴See exhibit 4.

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
SPECIAL REVENUE FUND - INFRASTRUCTURE REINVESTMENT
FISCAL YEAR 2022**

	Proposed Budget FY 2022
REVENUES	
Assessment levy: infrastructure reinvestment	\$ 831,771
Allowable discounts (4%)	(33,271)
Assessment levy - net	798,500
Interest and miscellaneous	5,500
Total revenues	804,000
EXPENDITURES	
Professional & admin	
Tax collector	16,635
Total professional & admin	16,635
Infrastructure reinvestment	
General infrastructure replacement/repair ¹	978,425
Total infrastructure reinvestment	978,425
Total expenditures	995,060
EXPENDITURES (continued)	
Excess/(deficiency) of revenues over/(under) expenditures	(191,060)
OTHER FINANCING SOURCES/(USES)	
Transfer in	1,421,211
Total other financing sources/(uses)	1,421,211
Net change in fund balances	1,230,151
Fund balance - beginning (unaudited)	-
Fund balance - ending (projected)	
Committed	
Future capital improvements	985,545
Assigned	
3 months working capital ²	244,606
Unassigned	-
Fund balance - ending	\$ 1,230,151

¹See exhibit 4. Also, please note that in conformity with the District's capitalization policy, only items/projects in excess of \$5,000 will be reflected on the schedule of capital assets.

²This item represents fund balance that will be needed to cover expenditures from October through December each fiscal year. Note, current fiscal year assessments should be sufficient to replenish this component of fund balance as it will be needed for the same purpose in the subsequent fiscal year.

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED ASSESSMENTS**

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Projected Fiscal Year 2022 Assessments

Description	Number of Units	General Fund		Special Revenue Fund (SRF)		Debt Service Fund		Combined (General & Debt Service Funds)		
		Admin & Field Ops	Prior Year to Current Year Change	Infrastructure Reinvestment	Prior Year to Current Year Change	DSF	Prior Year to Current Year Change	Total FY 2022 Assessments	Total FY 2021 Assessment	Prior Year to Current Year Change
SF	1,806.0	\$ 2,082.24	\$ 165.65	\$ 435.32	\$ -	\$ -	\$ -	\$ 2,517.56	\$ 2,351.91	\$ 165.65
SF - Parcel 505	89.0	2,082.24	165.65	435.32	-	-	-	2,517.56	2,351.91	165.65
Golf Course - Regular	15.7	2,082.24	165.65	435.32	-	-	-	2,517.56	2,351.91	165.65
Golf Course - Escalante, LLC	-	8,626.00	-	-	-	-	-	8,626.00	8,626.00	-
Total	1,910.7									7.04%

Adopted Fiscal Year 2021 Assessments

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

**GRAND HAVEN
SPECIAL REVENUE FUND - INFRASTRUCTURE REINVESTMENT
FISCAL YEAR 2022**

Item	Priority	Description	Location	Budgeted Cost	Revised Budget	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount
1	RES	Concrete Curbing Replacement Plan		100,000				
2	C	Sidewalk Replacement Plan-materials only		50,000				
3	E	Paving Project: The Crossings, Village Center North/South Parking Lots		272,000				
5	R	Village Center North-Parking Lot Expansion - 1x cost to construct		250,000				
6	R	Phase 3 Bathroom Renovation		150,000				
7	E	Additional Work Truck		40,000				
8	C	Planned-Pool Heater Replacements (4), Creekside		45,000				
9	E	Planned-Street Light Replacement (10)		60,000				
4	RES	High Speed Commercial Copier / Scanner / Printer-Replacement		11,425				
11								
Total capital projects for FY2022				\$ 978,425		\$ -	\$ -	\$ -

Priority
C Critical
E Essential
RES Reserve Study
R Requested

**Total approximate value of Capital Assets on Reserve Study = \$18,800,000*

Financing Structure (10 year outlook)						
	Outlook	Net Assessment	(+/-) Prior Year	Planned Capital Projects	Projected (use)/gain of Fund Balance	Projected Ending CIP Fund Balance
Road Resurfacing Plan						
\$272,000	FY2022	\$ 798,500	\$ (33,257)	\$ 978,425	\$ (191,060)	\$ 1,230,151
\$400,000	FY2023	\$ 822,455	\$ 23,955	\$ 849,281	\$ (26,826)	\$ 1,203,325
\$375,000	FY2024	\$ 847,129	\$ 24,674	\$ 796,180	\$ 50,949	\$ 1,254,274
\$438,000	FY2025	\$ 872,543	\$ 25,414	\$ 1,205,543	\$ (333,000)	\$ 921,274
\$366,000	FY2026	\$ 898,719	\$ 26,176	\$ 982,172	\$ (83,453)	\$ 837,821
\$495,000	FY2027	\$ 925,681	\$ 26,962	\$ 976,223	\$ (50,542)	\$ 787,279
\$422,000	FY2028	\$ 953,451	\$ 27,770	\$ 959,101	\$ (5,650)	\$ 781,629
\$535,000	FY2029	\$ 982,055	\$ 28,604	\$ 973,863	\$ 8,192	\$ 789,821
\$3,303,000.00	FY2030	\$ 1,011,517	\$ 29,462	\$ 755,130	\$ 256,387	\$ 1,046,208
	FY2031	\$ 1,041,863	\$ 30,346	\$ 466,750	\$ 575,113	\$ 1,621,321
				\$ 8,942,668		



COMMUNITY DEVELOPMENT DISTRICT

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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