



**COMMUNITY DEVELOPMENT  
DISTRICT**

**July 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**

July 8, 2021

Board of Supervisors  
Grand Haven Community Development District

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, July 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. Update: North Parking Lot
  - B. Presentation: Health Insurance
    - 125/HSA Plans
    - Update: CDD Insurance Pool
    - Update: State Retirement Plan
  - C. Consideration of 4 C's Trucking & Excavation, Inc., Second Amendment to Disaster Debris Removal Stand-By Agreement
  - D. Consideration of Resolution 2021-08, Appointing and Removing Officers of the District, and Providing for an Effective Date
  - E. Consideration of Resolution 2021-09, Authorizing and Approving of Designated Registered Agent and Registered Office

**ATTENDEES:**

Meetings/Workshops are now held in person. During public comments, please state your name and address.

**PUBLIC PARTICIPATION INFORMATION**

**CALL IN NUMBER: [1-929-205-6099](tel:1-929-205-6099)**

**MEETING ID: [204 359 6216](tel:204-359-6216)**

- F. Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2020, Prepared by Grau & Associates
  - G. Consideration of Resolution 2021-10, Hereby Accepting the Audited Financial Report for Fiscal Year Ended September 30, 2020
  - H. Consideration of Campus Suite Proposals (Website)
5. CONSENT AGENDA ITEMS
- A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS
    - Unaudited Financial Statements as of May 31, 2021
  - B. APPROVAL OF MINUTES
    - I. June 3, 2021 Community Workshop
    - II. June 17, 2021 Regular Meeting
6. STAFF REPORTS
- A. District Engineer: *DRMP, Inc.* [David Sowell]
  - B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]
  - C. Operations Manager: [Barry Kloptosky]
    - I. CIP
    - II. Monthly Report
  - D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]
7. UPCOMING WORKSHOP AGENDA ITEMS
8. SUPERVISORS' REQUESTS
9. NEXT WORKSHOP: August 5, 2021 at 9:00 A.M.

- QUORUM CHECK

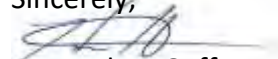
John Polizzi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Dr. Merrill Stass-Isern	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<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

*Board of Supervisors  
Grand Haven Community Development District  
July 15, 2021, Regular Meeting Agenda  
Page 3*

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

Sincerely,



Howard McGaffney  
District Manager



**COMMUNITY DEVELOPMENT DISTRICT**

**4C**

**SECOND AMENDMENT TO DISASTER DEBRIS  
REMOVAL STAND-BY AGREEMENT**

**THIS SECOND AMENDMENT** (“Second Amendment”) is entered into by and between GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT, a Florida community development district (the "District") and 4 C'S TRUCKING & EXCAVATION, INC., a Florida corporation (the "Contractor").

**WHEREAS**, District and Contractor entered into that certain Disaster Debris Removal Stand-by Agreement dated August 17, 2017, for emergency removal of storm-generated or disaster-generated debris upon the request of the District, subject to the terms and conditions more particularly spelled out in the Agreement, and as amended by the First Amendment to Disaster Debris Removal Stand-by Agreement (the “Agreement”); and

**WHEREAS**, capitalized terms not otherwise defined herein shall have the same meaning ascribed to them in the Agreement; and

**WHEREAS**, District and Contractor now desire to again amend the Agreement as more particularly described herein.

**NOW, THEREFORE**, for and in exchange of good and valuable consideration, the receipt and sufficiency of which being hereby acknowledged, the parties agree as follows:

1. **Recitals.** The foregoing recitals are true and are incorporated herein by reference as if they are set forth below.

2. **Contract Price.** Section 4 of the Agreement is deleted in its entirety and replaced with the following new paragraph:

“4. **Contract Price.** Contractor will be compensated in accordance with the pricing list attached to the Second Amendment as Exhibit “A” (the “Contract Sum”) to be paid not more than thirty (30) days after completion and acceptance of the Scope of Work. Invoices shall be generated from the Contractor and delivered to the District as work progresses. No invoice shall be for a period of time exceeding thirty days, and invoices shall be accompanied by with sufficient documentation to support the charges reflected in the invoice (such as truck tickets and time logs for matters billed on a time basis). Final Payment will not be made until Contractor produces a final contractor’s affidavit and final lien waivers as required by Florida Statutes Chapter 713. By executing the Agreement, Contractor covenants, represents and warrants that it has had ample opportunity to, and by careful examination has, satisfied itself as to the nature and location of the Work, the conditions of the site, the character, quality and quantity of the materials to be encountered, the soil, subsoil and subsurface condition of the site, the equipment and facilities needed preliminary to and during the prosecution and completion of the Work, the general and local conditions, including weather, and all other matters whatsoever which can or could in any way affect the Work, and has, as necessary, consulted with the District or District’s consultants as Contractor, in its expertise,

deemed necessary to obtain any and all clarifications necessary to establish the Contract Sum and the time for performance of the Work.”

3. E-Verify Requirement. The following is added as new Section 22 to the Agreement:

“22. E-Verify Requirement.

A. The District is subject to the requirements of section 448.095, Florida Statutes, 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. By signing this Agreement Contractor acknowledges and confirms that it is registered with and uses the E-Verify system to confirm the work authorization status of all new hires. Contractor further confirms that it shall only subcontract work to be performed under this Agreement to subcontractors who are registered with and use the E-Verify system and have provided to Contractor the affidavit described in section 448.095(2)(b). Contractor must maintain a copy of the subcontractor’s affidavit for the duration of this Agreement.

B. Upon a good faith belief that Contractor has knowingly violated section 448.09(1), District shall terminate this Agreement. Such termination shall not constitute a breach by the District. In addition, Contractor may not thereafter be awarded a public contract for at least 1 year after the date on which this Agreement was terminated and shall be liable to District for any additional costs incurred thereby as a result of the termination.

C. Upon a good faith belief that any of Contractor’s subcontractors have knowingly violated section 448.09(1), but the Contractor otherwise complied with this subsection, District shall promptly notify the Contractor and order the Contractor to immediately terminate its contract with the subcontractor.”

4. Ratification. Except as modified herein, the Agreement remains unchanged and is in full force and effect. In the event of a conflict between the terms and provisions of this Second Amendment and the Agreement, the terms and provisions of this Second Amendment shall control and be given effect.

5. Execution. To facilitate execution, the parties hereto agree that this Second Amendment may be executed and telecopied to the other party, and that the executed telecopy shall be binding and enforceable as an original. This Second Amendment may be executed in as many counterparts as may be required, and it shall not be necessary that a signature of, or on behalf of, each party, or that the signatures of all persons required to bind any party, appear on each counterpart; it shall be sufficient that the signature of, or on behalf of, each party, or that the signatures of the persons required to bind any party, appear on one or more of such counterparts. All counterparts shall collectively constitute a single agreement.

**IN WITNESS WHEREOF**, this Second Amendment is entered into as of the date the last of the parties shall execute this Second Amendment as set forth below.

“DISTRICT”

"CONTRACTOR"

GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT

4 C'S TRUCKING & EXCAVATION,  
INC.

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

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

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

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

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

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

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

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



**Exhibit “A” to  
Second Amendment  
Revised Pricing**

Item	Description	Unit	Unit Price
1	Loading and Hauling Debris from Public Property and Rights-of-way to a temporary Debris Staging and Reduction Site	Cubic Yard	N/A*
2	Loading and Hauling Debris from Public Property and Rights-of-Way to a Final Disposal Site	Cubic Yard	\$ 8.5
3	Management and Operation of a Temporary Debris Staging and Reduction Site	Cubic Yard	\$ N/A*
4	Debris Reduction by Chipping/Grinding	Cubic Yard Per Unit	N/A
5	Flurocarbon Refrigerant Management and Recycling	Pound	N/A
6	Animal Carcass Collection, Hauling, and Final Disposal and Hauling Debris Reduction BY-Products to a Final Disposal Site	Loading Cubic Yard	\$ 7
7	Loading and Hauling Household Hazardous Waste to a Final Disposal Site	Pound	N/A
8	Hazardous Stump Removal, Loading, and Hauling		
	A. 24 Inch to 35.99 Inch diameter	Each	\$ 2,200
	B. 36 Inch to 47.99 inch diameter	Each	\$ 2,800
	C. 48 Inch and lerger diameter	Each	\$ 3,300
11	Clean, Fill Dirt	Cubic Yard	\$ 12.00
12	Sand Screening	Cubic Yard	\$ N/A*
13	Hazardous Tree Removal	Each	\$ 4,000

Item	Description	Hourly Price
1	938M CAT Wheel Loader with Debris Grapple	\$ 150
2	950M CAT Wheel Loader with Debris Grapple	\$ 160
3	259D CAT Skidsteer with Debris Grapple	\$ 130
4	259D CAT Skidsteer with Bucket	\$ 120
5	259D CAT Skidsteer with Street Sweeper	\$ 130
6	30 - 50 H Farm Tractor with box blade or rake	\$ 95
7	CAT D5 Dozer	\$ 160
8	CAT D6 Dozer	\$ 170
9	CAT D7 Dozer	\$ 180
10	CAT D8 Dozer	\$ 200
11	CAT 125- 140 HP Motor Grader	\$ 200
12	308 CAT Excavator	\$ 130
13	120 Volvo Excavator with Bucket & Thumb	\$ 130
14	336EL CAT Excavator	\$ 160
15	210 Prentiss Knuckleboom with debris grapple	\$ 120
16	Hand-fed Debris Chipper	\$ 90
17	800 - 1000 HP Horizontal Grinder	\$ 750
18	30 Ton Crane	\$ 600
19	50 Ton Crane	\$ 750
20	100 Ton Crane (8 hour minimum)	\$ 900
21	40 - 60' Bucket Truck	\$ 150
22	Greater than 6-0' Bucket Truck	\$ 180
23	Fuel/Service Truck	\$ 85

24	Water Truck	\$	85
25	Portable Light Plant	\$	50
26	Lowboy Trailer with Tractor	\$	175
27	Flatbed Truck	\$	120
28	Pick-up Truck (unmanned)	\$	43
29	Self-loading Dump Truck with debris grapple	\$	120
30	Single Axle Dump Truck, 5 - 12 cu. Yd.	\$	75
31	Tandem Axle Dump Truck, 6 - 20 cu. Yd.	\$	85
32	Power Screen	\$	195
33	Stacking Conveyor	\$	40
34	Chainsaw	\$	40
35	Laborer, with dmsll hand tools, and Traffic Control Flagperson	\$	35
36	Skilled Sawman	\$	45
37	Crew Foreman with cell phone	\$	55
38	Operations Manager with cell phone	\$	75
39	Tree Climber	\$	120



**COMMUNITY DEVELOPMENT DISTRICT**

**4D**

**RESOLUTION 2021-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

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

WHEREAS, the Board of Supervisors of the District desires to appoint and remove Officers of the District.

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

Section 1. Howard McGaffney is appointed Secretary.

Section 2. Patricia Thibault is appointed Treasurer.

Section 3. Jackie Leger Assistant Secretary.

Section 4. Howard McGaffney is appointed Assistant Treasurer.

Section 5. This Resolution supersedes any prior appointments made by the Board for Secretary, Treasurer, Assistant Secretary Treasurer and Assistant Treasurer. Craig Wrathell is hereby removed as Secretary and Treasurer, Howard McGaffney is removed as Assistant Secretary and Jeff Pinder is removed as Assistant Treasurer.

Section 6. This Resolution shall become effective at 12:01 a.m. on August 1, 2021.

**PASSED AND ADOPTED THIS 15<sup>TH</sup> DAY OF JULY, 2021.**

**ATTEST:**

**GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**SECRETARY/ASST. SECRETARY**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**



## **COMMUNITY DEVELOPMENT DISTRICT**

# **4E**

**RESOLUTION 2021-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND APPROVING OF DESIGNATED REGISTERED AGENT AND REGISTERED OFFICE OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT.**

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

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of records keeping and accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.416(1), Florida Statutes.

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

Section 1. Scott D. Clark is hereby designated as Registered Agent for the Grand Haven Community Development District.

Section 2. The District’s Registered Office shall be located at 700 W. Morse Boulevard, Suite 101, Winter Park, Florida 32789.

Section 3. In accordance with Section 189.416, Florida Statutes, the District’s Secretary is hereby directed to file certified copies of this resolution with Flagler County and the Florida Department of Economic Opportunity.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 15<sup>TH</sup> DAY OF JULY, 2021.

ATTEST:

GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT

\_\_\_\_\_  
SECRETARY/ASST. SECRETARY

\_\_\_\_\_  
CHAIRMAN/VICE CHAIRMAN





## **COMMUNITY DEVELOPMENT DISTRICT**

# **4F**

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
FLAGLER COUNTY, FLORIDA  
FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2020**

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
FLAGLER COUNTY, FLORIDA**

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**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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Fax (561) 994-5823  
www.graucpa.com

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Supervisors  
Grand Haven Community Development District  
Flagler County, Florida

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of Grand Haven Community Development District, Flagler County, Florida (the "District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of September 30, 2020, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.


## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



June 21, 2021



## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Grand Haven Community Development District, Flagler County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2020. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the fiscal year ended September 30, 2020 resulting in a net position balance of \$16,673,633.
- The change in the District's total net position in comparison with the prior fiscal year was (\$34,155), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2020, the District's governmental funds reported combined ending fund balances of \$3,980,291, an increase of \$608,240 in comparison with the prior fiscal year. A portion of the fund balance is non-spendable for prepaid items, committed for disaster, assigned to working capital and subsequent years expenditures, and the remainder is an unassigned fund balance which is available for spending at the District's discretion.

### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessments. The District does not have any business-type activities. The governmental activities of the District include the general government (management), maintenance and recreational functions.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

## OVERVIEW OF FINANCIAL STATEMENTS (Continued)

### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains one individual governmental fund for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, which is a major fund.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION		
SEPTEMBER 30,		
	2020	2019
Current and other assets	\$ 4,255,596	\$ 3,527,009
Capital assets, net of depreciation	12,638,224	13,312,435
Total assets	16,893,820	16,839,444
Current liabilities	220,187	131,656
Total liabilities	220,187	131,656
Net position		
Investment in capital assets	12,638,224	13,312,435
Unrestricted	4,035,409	3,395,353
Total net position	\$ 16,673,633	\$ 16,707,788

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure); less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending.

The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which the cost of operations and depreciation expense exceeded ongoing program revenues.

Key elements of the change in net position are reflected in the following table:

	CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,	
	2020	2019
Revenues:		
Program revenues		
Charges for services	\$ 4,309,030	\$ 4,272,723
Operating grants and contributions	-	6,040
General revenues		
Miscellaneous revenues	343,116	302,031
Unrestricted investment earnings	7,916	14,012
Total revenues	<u>4,660,062</u>	<u>4,594,806</u>
Expenses:		
General government	339,372	318,834
Maintenance and operations	2,905,877	2,743,317
Culture and recreational	1,448,968	1,411,774
Interest	-	38,480
Total expenses	<u>4,694,217</u>	<u>4,512,405</u>
Change in net position	<u>(34,155)</u>	<u>82,401</u>
Net position - beginning	<u>16,707,788</u>	<u>16,625,387</u>
Net position - ending	<u>\$ 16,673,633</u>	<u>\$ 16,707,788</u>

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2020 was \$4,694,217. The costs of the District's activities were primarily funded by program revenues. Program revenues are comprised primarily of assessments. Revenue increased mostly due to an increase in miscellaneous income; whereas, expenses increased mainly as a result of an increase in maintenance and operations expense.

## GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.



## CAPITAL ASSETS

At September 30, 2020, the District had \$44,989,023 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$32,350,799 has been taken, which resulted in a net book value of \$12,638,224. More detailed information about the District's capital assets is presented in the notes of the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND OTHER EVENTS

The District anticipates continued costs from its infrastructure reinvestment program.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Grand Haven Community Development District's Finance Department at 2300 Glades Road, Suite 410W, Boca Raton, Florida, 33431.

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
 FLAGLER COUNTY, FLORIDA  
 STATEMENT OF NET POSITION  
 SEPTEMBER 30, 2020**

	Governmental Activities
<b>ASSETS</b>	
Cash	\$ 4,057,739
Accounts receivable	63,060
Assessments receivable	27,670
Prepays	107,127
Capital assets:	
Nondepreciable	4,108,198
Depreciable, net	8,530,026
Total assets	16,893,820
<b>LIABILITIES</b>	
Accounts payable and accruals	216,697
Contracts and retainage payable	3,453
Due to other governments	37
Total liabilities	220,187
<b>NET POSITION</b>	
Investment in capital assets	12,638,224
Unrestricted	4,035,409
Total net position	\$ 16,673,633

See notes to the financial statements

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
FLAGLER COUNTY, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	<u>Net (Expense) Revenue and Changes in Net Position</u>
Primary government:		<u>Charges for Services</u>	<u>Governmental Activities</u>
Governmental activities:			
General government	\$ 339,372	\$ 339,372	\$ -
Maintenance and operations	2,905,877	3,954,012	1,048,135
Culture and recreational	1,448,968	15,646	(1,433,322)
Total governmental activities	4,694,217	4,309,030	(385,187)
General revenues:			
Unrestricted investment earnings			7,916
Miscellaneous income			343,116
Total general revenues			351,032
Change in net position			(34,155)
Net position - beginning			16,707,788
Net position - ending			\$ 16,673,633

See notes to the financial statements

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
FLAGLER COUNTY, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2020**

	Major Funds	Total Governmental Funds
	General	
<b>ASSETS</b>		
Cash	\$ 4,057,739	\$ 4,057,739
Assessments receivable	27,670	27,670
Accounts receivable	63,060	63,060
Prepaids	107,127	107,127
Total assets	\$ 4,255,596	\$ 4,255,596
<b>LIABILITIES</b>		
Liabilities:		
Accounts payable and accruals	\$ 216,697	\$ 216,697
Contracts and retainage payable	3,453	3,453
Due to other	37	37
Total liabilities	220,187	220,187
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Unavailable revenue	55,118	55,118
Total deferred inflows of resources	55,118	55,118
<b>FUND BALANCES</b>		
Nonspendable:		
Prepaid items	107,127	107,127
Committed:		
Disaster	690,235	690,235
Assigned to:		
Working capital	836,831	836,831
Subsequent year's expenditures	229,216	229,216
Unassigned	2,116,882	2,116,882
Total fund balances	3,980,291	3,980,291
Total liabilities, deferred inflows of resources and fund balances	\$ 4,255,596	\$ 4,255,596

See notes to the financial statements

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**  
**FLAGLER COUNTY, FLORIDA**  
**RECONCILIATION OF THE BALANCE SHEET- GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2020**

Fund balance - governmental funds \$ 3,980,291

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the assets of the government as a whole.

Cost of capital assets	44,989,023	
Accumulated depreciation	<u>(32,350,799)</u>	12,638,224

Assets recorded in the governmental fund financial statements that are not available to pay for the current-period expenditures are unavailable revenue in the governmental funds.

55,118

Net position of governmental activities	<u><u>\$ 16,673,633</u></u>
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See notes to the financial statements

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
 FLAGLER COUNTY, FLORIDA  
 STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUNDS  
 FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Major Funds	Total
	General	Governmental Funds
<b>REVENUES</b>		
Assessments	\$ 4,261,568	\$ 4,261,568
Interest income	7,916	7,916
Recreation and amenity fees	15,646	15,646
Miscellaneous	343,116	343,116
Total revenues	4,628,246	4,628,246
<b>EXPENDITURES</b>		
Current:		
General government	339,372	339,372
Maintenance and operations	1,599,283	1,599,283
Culture and recreational	1,387,946	1,387,946
Capital outlay	693,405	693,405
Total expenditures	4,020,006	4,020,006
Excess (deficiency) of revenues over (under) expenditures	608,240	608,240
Fund balances - beginning	3,372,051	3,372,051
Fund balances - ending	\$ 3,980,291	\$ 3,980,291

See notes to the financial statements

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**  
**FLAGLER COUNTY, FLORIDA**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Net change in fund balances - total governmental funds	\$	608,240
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures, however, the cost of capital assets is eliminated in the statement of activities and capitalized in the statement of net position.		693,405
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Certain revenues were unavailable for the fund financial statements however they are recorded on the government wide financial statements.		31,816
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Depreciation of capital assets is not recognized in the governmental fund statements but is reported as an expense in the statement of activities.		(1,367,616)
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Change in net position of governmental activities	\$	<u>(34,155)</u>
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See notes to the financial statements

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
FLAGLER COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY**

Grand Haven Community Development District ("District") was created March 3, 1997 by the Board of County Commissioners of Flagler County, Flagler County Ordinance 97-3, under the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes.

The Ordinance defines the boundaries of the District and provides among other things, the power to manage basic services for community development and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District is governed by the Board of Supervisors ("the Board"), which is composed of five members. The Supervisors are elected by the owners of the property within the District. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment (Operating-type special assessments for maintenance and debt service are treated as charges for services.) and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.



## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

### **Assessments**

Assessments are non-ad valorem assessments on certain land and all platted lots within the District. Assessments are levied each November 1 on property of record as of the previous January. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. For debt service assessments, amounts collected as advance payments are used to prepay a portion of the Bonds outstanding. Otherwise, assessments are collected annually to provide funds for the debt service on the portion of the Bonds which are not paid with prepaid assessments.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental fund:

### **General Fund**

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

### **Assets, Liabilities and Net Position or Equity**

#### **Restricted Assets**

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

#### **Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Inter-local Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Assets, Liabilities and Net Position or Equity (Continued)**

Deposits and Investments (Continued)

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	15-25
Equipment	5-10

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received but not yet earned.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

## **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### Fund Balance/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

### **Other Disclosures**

#### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

### NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

### NOTE 4 – DEPOSITS

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

### NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2020 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land and land improvements	\$ 4,080,698	\$ -	\$ -	\$ 4,080,698
Construction in progress	27,500	-	-	27,500
Total capital assets, not being depreciated	4,108,198	-	-	4,108,198
Capital assets, being depreciated				
Furniture, fixtures and equipment	1,479,578	118,445	-	1,598,023
Infrastructure - water control	910,255	-	-	910,255
Infrastructure - roadways & other	22,533,731	504,075	-	23,037,806
Infrastructure - recreational	15,263,856	70,885	-	15,334,741
Total capital assets, being depreciated	40,187,420	693,405	-	40,880,825
Less accumulated depreciation for:				
Furniture, fixtures and equipment	732,882	130,346	-	863,228
Infrastructure - water control	490,425	46,608	-	537,033
Infrastructure - roadways & other	15,037,690	1,129,640	-	16,167,330
Infrastructure - recreational	14,722,186	61,022	-	14,783,208
Total accumulated depreciation	30,983,183	1,367,616	-	32,350,799
Total capital assets, being depreciated, net	9,204,237	(674,211)	-	8,530,026
Governmental activities capital assets	\$ 13,312,435	\$ (674,211)	\$ -	\$ 12,638,224

**NOTE 5 – CAPITAL ASSETS (Continued)**

Depreciation expense was charged to function/programs as follows:

Maintenance and operations	\$ 1,306,594
Culture and recreational	61,022
Total depreciation expense	<u>\$ 1,367,616</u>

**NOTE 6 – MANAGEMENT COMPANY**

The District has contracted with Wrathell, Hunt and Associates, LLC to perform management advisory services, which include financial and accounting advisory services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

**NOTE 7 – MANAGEMENT SERVICES AGREEMENT**

The District has entered into a management services agreement with Amenity Management Group, Inc (AMG). The District owns the 'Village Center' and the 'Creekside Athletic Club', located within the District, together with certain buildings, furniture, fixtures, machinery, appliances, operating equipment, books, records and other personal property used in the operation of said amenity centers, known as (the 'Amenity Centers'). The management service company is to manage and operate the Amenity Centers. The current year's contract was approximated \$455,000. Contracts are renewable on a 2 year basis.

**NOTE 8 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations.



**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
FLAGLER COUNTY, FLORIDA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Budgeted Amounts <u>Original &amp; Final</u>	Actual Amounts	Variance with Final Budget - Positive (Negative)
<b>REVENUES</b>			
Assessments	\$ 4,238,843	\$ 4,261,568	\$ 22,725
Interest income	-	7,916	7,916
Recreation and amenity fees	-	15,646	15,646
Miscellaneous	39,500	343,116	303,616
Total revenues	<u>4,278,343</u>	<u>4,628,246</u>	<u>349,903</u>
<b>EXPENDITURES</b>			
Current:			
General government	371,531	339,372	32,159
Maintenance and operations	1,531,576	1,599,283	(67,707)
Culture and recreational	1,444,215	1,387,946	56,269
Capital outlay	<u>1,181,681</u>	<u>693,405</u>	<u>488,276</u>
Total expenditures	<u>4,529,003</u>	<u>4,020,006</u>	<u>508,997</u>
Excess (deficiency) of revenues over (under) expenditures	(250,660)	608,240	858,900
<b>OTHER FINANCING SOURCES</b>			
Carry Forward	250,660	-	(250,660)
Total other financing sources (uses)	<u>250,660</u>	<u>-</u>	<u>(250,660)</u>
Net change in fund balances	<u>\$ -</u>	<u>608,240</u>	<u>\$ 608,240</u>
Fund balance - beginning		<u>3,372,051</u>	
Fund balance - ending		<u>\$ 3,980,291</u>	

See notes to required supplementary information

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
FLAGLER COUNTY, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Grand Haven Community Development District  
Flagler County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Grand Haven Community Development District, Flagler County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 21, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*B. & Associates*

June 21, 2021



**Grau & Associates**  
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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA.**

To the Board of Supervisors  
Grand Haven Community Development District  
Flagler County, Florida

We have examined Grand Haven Community Development District, Flagler County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2020. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Grand Haven Community Development District, Flagler County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

*Grau & Associates*

June 21, 2021



**MANAGEMENT LETTER PURSUANT TO THE RULES OF  
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors  
Grand Haven Community Development District  
Flagler County, Florida

**Report on the Financial Statements**

We have audited the accompanying basic financial statements of Grand Haven Community Development District ("District") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June 21, 2021.

**Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 21, 2021, should be considered in conjunction with this management letter.

**Purpose of this Letter**

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. **Current year findings and recommendations.**
- II. **Status of prior year findings and recommendations.**
- III. **Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Grand Haven Community Development District, Flagler County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Grand Haven Community Development District, Flagler County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

*Grau & Associates*

June 21, 2021

## REPORT TO MANAGEMENT

### I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

### II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

### III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2019.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2020.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2020.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2020. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.





## **COMMUNITY DEVELOPMENT DISTRICT**

# **4G**

**RESOLUTION 2021-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT HEREBY ACCEPTING THE AUDITED FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

**WHEREAS**, the District's Auditor, Grau & Associates, has heretofore prepared and submitted to the Board, for accepting, the District's Audited Financial Report for Fiscal Year 2020;

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

1. The Audited Financial Report for Fiscal Year 2020, heretofore submitted to the Board, is hereby accepted for Fiscal Year 2020, for the period ending September 30, 2020; and
2. A verified copy of said Audited Financial Report for Fiscal Year 2020 shall be attached hereto as an exhibit to this Resolution, in the District's "Official Record of Proceedings".

**PASSED AND ADOPTED** this 15<sup>th</sup> day of July, 2021.

**GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

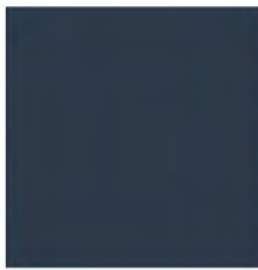
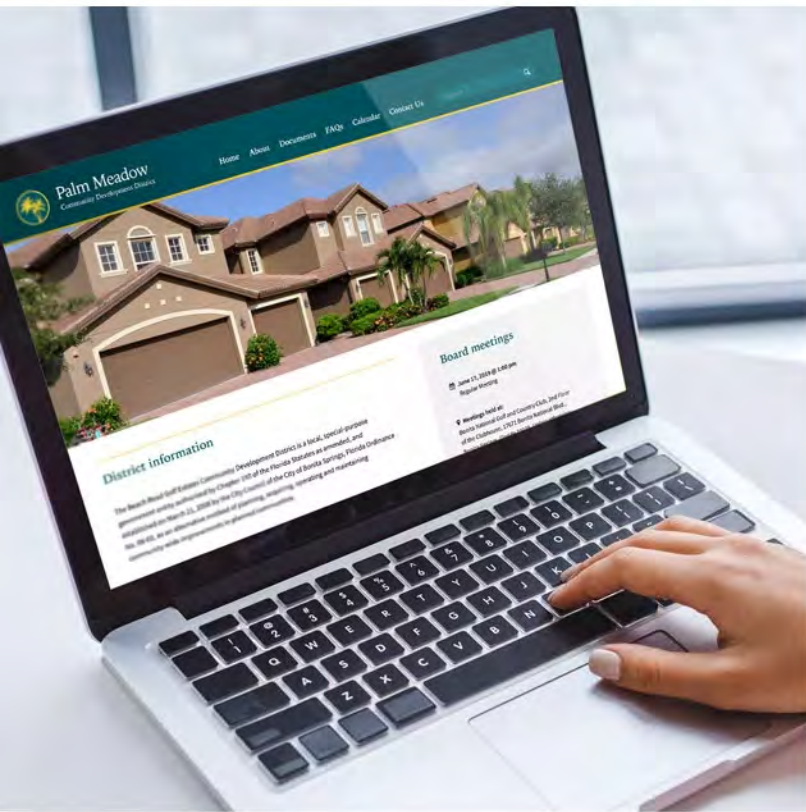
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Chair/Vice Chair, Board of Supervisors



## **COMMUNITY DEVELOPMENT DISTRICT**

# **4HI**



# Keeping your community informed. And you compliant.

Grand Haven Community Development District

Proposal date: July 1, 2021

Proposal ID: D5XMS-7VZCY-DDTYD-PKUW9

Pricing.....	2
Services.....	3-5
FAQs.....	6
Statement of work.....	7-8
Terms and conditions.....	9-12



**Ted Saul**

*Director - Digital Communication*

 *Certified Specialist*





# Pricing

Effective date: August 01, 2021

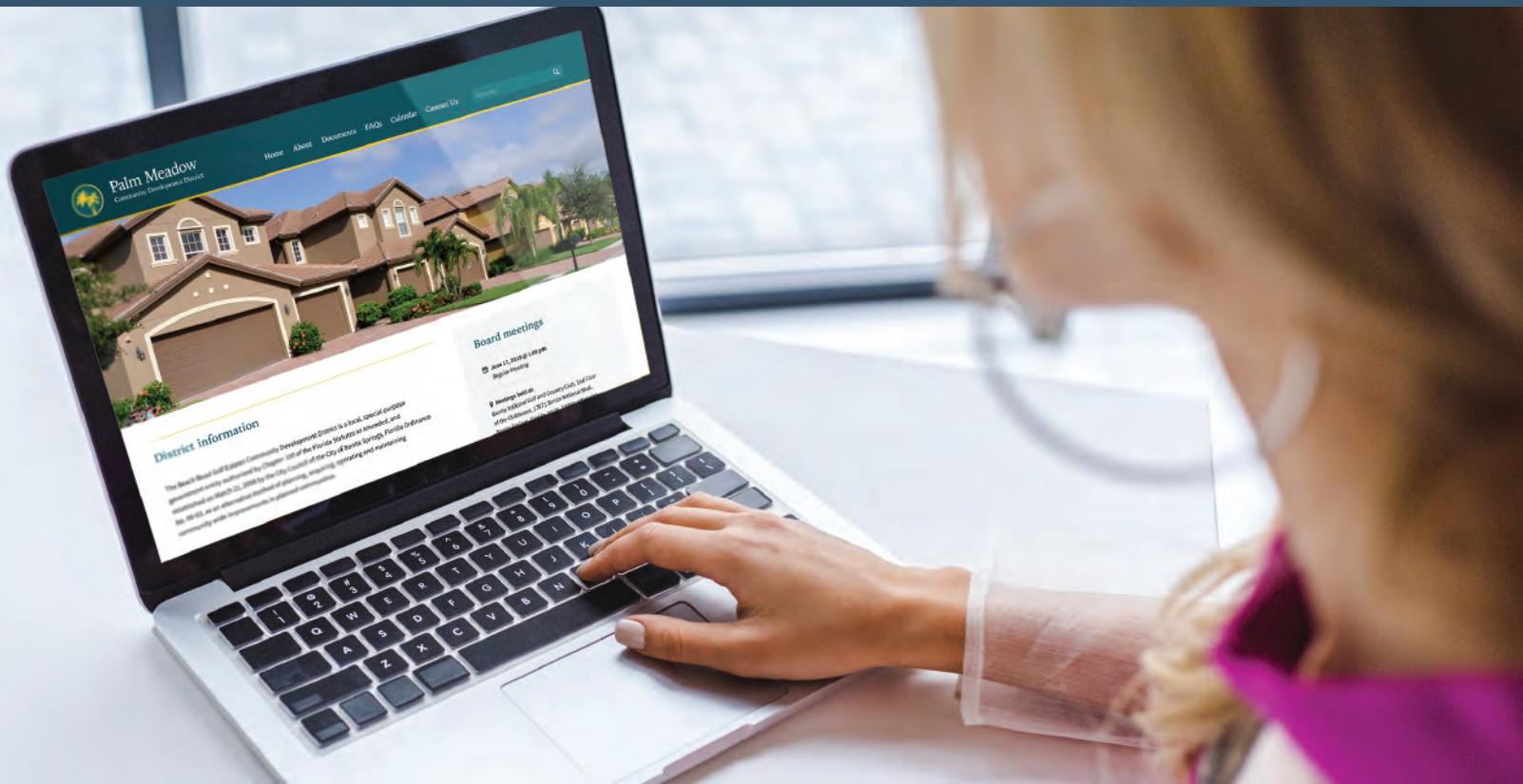
Implementation	Quantity	Subtotal
<b>On-boarding of ADA Compliant Website and Remediation of Historical Documents</b> <ul style="list-style-type: none"><li>• Migration website pages and present on a staged website for approval</li><li>• Initial PDF Accessibility Compliance Service for 1500 pages of remediation</li></ul>	1	\$1,470.00
<hr/>		
Annual ongoing services	Quantity	Subtotal
<b>Website services</b> <ul style="list-style-type: none"><li>• Hosting, support and training for users</li><li>• Website management tools to make updates</li><li>• Secure certification (https)</li><li>• Monthly accessibility site reporting, monitoring and error corrections</li></ul>	0	N/A
<hr/>		
<b>Ongoing PDF Accessibility Compliance Service</b> <ul style="list-style-type: none"><li>• Remediation of all PDFs stored on your website</li><li>• Remediation of up to 750 PDF pages</li><li>• Dashboard for reporting and managing all PDFs</li><li>• 48-hour turnaround for fixes for board agendas</li><li>• PDF manager dashboard</li></ul>	N/A*	N/A
<hr/>		
<b>Social Media Manager</b>		Included

\*Maximum PDF pages per 12 month period

**Total: \$1,470.00**



**Accessibility Compliance**  
*with Campus Suite*



## Accountable, compliant communications

Keeping your residents and property owners informed is a big responsibility – one that requires constant diligence. Staying current with the laws that apply to public access to district records, reports and other legal requirements presents a big challenge for many CDD communities.

When it comes to your website and all the web-based documents you are required to publish, they all need to be fully accessible. Florida statutes and federal laws require you and every special district be compliant with ADA (Americans with Disabilities Act) and accessibility regulations.

### Keeping it all accessible – and legal

Campus Suite provides the total accessibility solution to keep all your web communications and web documents on the right side of these laws – specifically chapters 189 and 282 of the Florida Statutes.

### Designed for districts



Easy-to-update website, hosting and support



Worry-free ADA-compliance, auditing and full reporting



Meets Florida statutes and federal laws

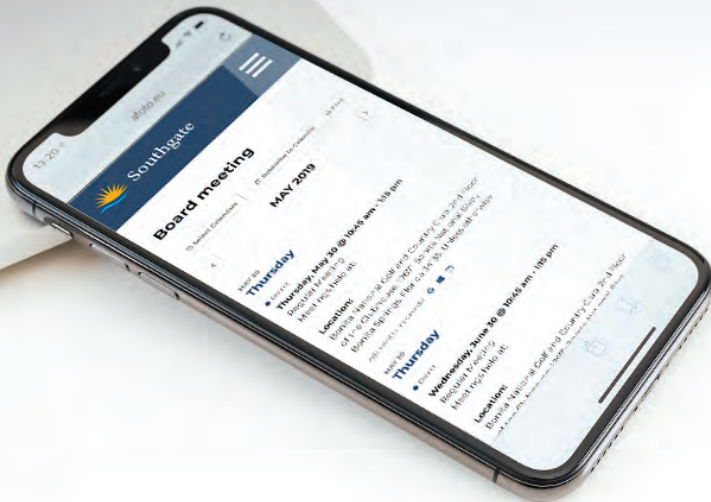


Save CDD board time and money

# Keeping your community informed and compliant.



**Accessibility Compliance**  
with Campus Suite



## We'll handle all your website and document accessibility.

We take on the responsibility of making and keeping your website fully accessible to people with disabilities. We know what's at stake if your website is not ADA-compliant, so we handle it all – monitoring, reporting, and remediation.

### We stand behind our seal of approval.

Each page of your website will have our official certification of a website that meets the required accessibility standards.

## A website with all the features your district needs.

Communication is key to success in any organization, and your community development district is no exception. At Campus Suite, we understand the unique communication needs of CDDs and create a comprehensive website that serves as your communication hub.

Your property owners and residents will come to depend on the wealth of information at their fingertips. And your board members, management team and staff will come to rely on the role your website serves in streamlining the critical communications functions you're required by law to provide.

### Maintain ADA compliance:

- ✓ Website and documents meet WCAG 2.1 requirements
- ✓ Monthly accessibility scanning audits and reporting
- ✓ In-house team that fixes all of the accessibility errors
- ✓ On-demand PDF remediation (48-hour turnaround)

### Your district website features:

- ✓ Professional website design
- ✓ Easy-to-use tools to make updates
- ✓ Total document management
- ✓ Support and training for users
- ✓ Calendar of events
- ✓ Clubhouse and rental scheduling
- ✓ Meeting notices and minutes



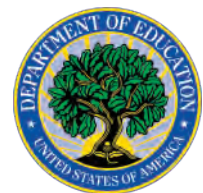


## A trusted name for compliance.

For over 15 years, Campus Suite has built a reputation helping public schools across the country eliminate communication barriers and improve school community engagement. We do it by creating easy-to-use, affordably priced websites featuring professional design, unmatched customer service, and paving a leadership role in website accessibility.

We've helped districts build web accessibility policies and websites, and even created contingency plans for responding to web issues and complaints from the OCR (U.S. Office for Civil Rights). These include detailed resolution plans when clients need to respond to avoid fines and the negative publicity that sometimes surrounds non-compliance.

Campus Suite has also pioneered educating public institutions about website accessibility by establishing the Website Accessibility Education Center, a valuable resource for website administrators..



**Campus Suite Academy  
Website Accessibility Center**

[www.campussuite.com/accessibility-center](http://www.campussuite.com/accessibility-center)

# Frequently asked questions

## **For PDF service, what is the price per page?**

Pricing can range based on the volume of PDFs you have on your website and if it is part of the initial remediation or the on-demand service. The price range is between \$1.05 per page to \$1.75 per page.

## **What does the PDF scan and remediation process look like?**

You'll upload your documents to the dashboard. We are notified and begin setting up the scan. After the fixes are made, we put the documents back onto the dashboard and you are notified. You then put them back to the appropriate location on your website.

## **What does the ADA managed service process for our website look like?**

Our team performs monthly scans of your site utilizing software. Our team then goes through the results and fixes the content-related errors by hand. A report is produced for your records and uploaded to your ADA dashboard. Any outlying issues we may encounter, you will be notified until the issue is resolved.

## **How long does it take?**

For non-urgent doc remediation, we can scan and fix up to 2000 pages per week. We also have urgent services available for an additional fee with a turnaround time of 48 hours.

## **What standards do you follow for ADA?**

We follow WCAG AA 2.1 guidelines

## **Are there any hidden fees?**

No.

## **How long does it take to build the website?**

It depends upon your responsiveness, but generally only a couple of weeks.

## **Can we change the design of our website?**

Our themes are customizable to address your preferences. There are some guardrails in place to help ensure ADA compliance to a degree, but you can select colors, images, etc...

## **Do your sites offer a calendar?**

Yes. This site can be utilized in many different ways. One of which is a calendar to help with your clubhouse availability/rental schedule.

# Statement of work

1. **On-boarding of ADA Compliant Website and Remediation of Historical Documents.** Contractor will deliver a functional, responsive, working ADA compliant website that can display content submitted to the Contractor by the District. At a minimum, the website and the documents on the website will:
  1. Comply with the guidelines provided by Web Content Accessibility Guidelines 2.1, as amended and/or replaced by new releases from time to time (“WCAG”);
  2. Contain a website accessibility policy that includes: a commitment to accessibility for persons with disabilities, the accessibility standard used and applied to the website (at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) in case users encounter any problems;
  3. Display an ADA compliance shield, seal, or certification;
  4. Provide options to create a CDD-branded design (colors, logo, etc...)
  5. Be accessible on modern versions of Internet Explorer, Edge, Mozilla, Safari, and Chrome web browsers and be “mobile friendly” and offer a “mobile version” of the sites content for access from tablets or smart phones.
  6. Be free of any commercial advertising;
  7. Be free of any known spyware, virus, or malware;
  8. Secure certification (https)
  9. Secure cloud hosting with fail-overs
  10. Allow for data backups, and record retention as required by law;
  11. Allow for the display a calendar, reservation request form, and newsletter;
  12. Creation of a dashboard for the District to upload and remove content, manage all documents, manage document remediation, and review reports generated by the Contractor; and
  13. Remediate 1500 pages identified by the District for the new website in an ADA compliant format.\*
2. **Domain Fee.** The Contractor shall pay the annual fee for the domain name of the District’s website.
3. **Maintenance and Management of the Website.**
  1. Contractor will manage and maintain the website;
  2. Remediate in an ADA compliant format new documents (a not to exceed N/A pages per year) uploaded by the District Manager to the document portal;\*
    1. For Agenda Packages, the Contractor shall turn around the documents within 2 business days
  3. District shall be responsible for uploading the documents onto the document portal for the website. Upon completion of the remediation services, Contractor shall ensure that the remediated documents are live on the website. Contractor shall ensure that the District only has the ability to upload documents to the document portal (not the ability to make documents go live on the website) or remove documents on the website and cannot alter any other aspect of the website;

4. Contractor will store all District data, including files, text and parameters; data will be backed-up on a separate storage system at regular intervals; and
5. The ADA compliant website will be on-line at all times unless maintenance or upgrades require it to be unavailable. When maintenance or upgrades require the website to be unavailable, Contractor will provide the District with reasonable advance notice in writing.

4. **Monthly Auditing and Remediation Services.**

1. Every month Contractor will comprehensively audit the website's compliance with (1) WCAG and (2) any applicable laws, rules, and regulations (including, the Department of Justice);
  2. After the audit, Contractor will remediate any web accessibility deficiencies of the website or content on the website; and
  3. The Contractor will provide a written report to the District that summarizes the audit and any remediations made.
5. **Support Services.** Contractor will supply telephone and/or email support to the District on a reasonable and necessary basis to within business hours – Monday to Friday 9 am to 6 pm EST, exclusive of holidays. The Contractor will provide a listing of detailed hours, holidays, and service availability on their website, and reserves the right to modify the times technical support is available.

\*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.



# Website Creation and Management Agreement

This Website Creation and Management Agreement (this “Agreement”) is entered into as of August 01, 2021, between the Grand Haven Community Development District, whose mailing address is 256 International Parkway, Lake Mary, FL 32746 (the “District”) and Innersync Studio, LLC., an Ohio limited liability company (d/b/a Campus Suite), whose mailing address is 752 Dunwoodie Dr., Cincinnati, Ohio 45230 (the “Contractor”).

## Background Information:

The District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes. The District is required to have a website and desires to have a website created, regularly updated, managed, inspected, and remediated to ensure compliance with the Americans with Disabilities Act (the “ADA”). The Contractor has the technical expertise to provide the above-mentioned services. The District desires to retain the Contractor to provide services as described in this Agreement.

## Operative Provisions:

**1. Incorporation of Background Information.** The background information stated above is true and correct and by this reference is incorporated as a material part of this Agreement.

**2. Scope of Services.** The Contractor will perform all work, including all labor, equipment, and supervision necessary to perform the services described in the “Statement of Work” attached hereto.

**3. Term and Renewal.** The initial term of this Agreement will be until September 30, 2021. At the end of the initial term, this Agreement will automatically terminate.

### 4. Termination.

a. Either party may terminate this Agreement without cause, with an effective termination date of the next scheduled renewal date, by providing at least thirty (30) days written (letter, facsimile, email) notice to the other party prior to the next renewal date.

b. Either party may terminate this Agreement with cause for material breach provided, however, that the terminating party has given the other party at least thirty (30) days written (letter, facsimile, email) of, and the opportunity to cure the breach.

c. Upon termination of this Agreement:

- i. The Contractor will be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor. If any deposit or advanced payments exceeds these costs, Contractor will refund the appropriate amount to the District.
- ii. The Contractor will provide the District or its designee with all domain names, authorizations, usernames, passwords, and content (including remediated content) in the format in which it was stored on the server, at a cost not to exceed \$50 to the District.
- iii. The Contractor will be permitted to remove its name and ADA compliance shield, seal, or certificate from the website on the effective date of the termination.
- iv. If the Contractor was using certain software (including content management software) that is proprietary and was licensed to the District during the term of the Agreement, then the Contractor shall coordinate with the District as to the end of the license or simply create a simple splash page of the District with information on the transition to a new website.

**5. Compensation and Prompt Payment.**

- a. Upon execution of this Agreement, the District agrees to pay Contractor for a one-time payment of \$1,470.00 for the On-boarding of ADA Compliant Website and Remediation of Historical Documents.

**6. Additional Work.** If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the parties will agree in writing to an addendum (for changes to the regular services) or work authorization order (for all other services). The Contractor will be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing.

**7. Ownership of Website, Domain Name, and Content.** The District will be the owner of the website, domain name, and all content (including remediated content provided by the Contractor) on the website.

**8. No Infringement of Intellectual Property.** Contractor warrants and represents that neither the Statement of Work nor any product or services provided by Contractor will infringe, misappropriate, or otherwise violate the intellectual property rights of any third-party. Contractor shall take all steps to ensure that the District has no access to confidential software or data that is proprietary (whether it's the Contractor's or another provider's through a license agreement).

**9. Promotion.** The District permits Contractor to identify the District as a customer of Contractor in Contractor's marketing materials (including using the District's name and logo for such limited purposes).

**10. Warranty.** The Contractor warrants that the work: (a) will conform to the requirements of the Statement of Work, (b) will be performed in a prompt, diligent, good, safe and workmanlike manner in accordance with all laws, industry standards, and all applicable ADA and WCAG regulations, and (c) will be performed without defects in workmanship or in code. To the extent that any defects are found and reported to the Contractor, the Contractor shall correct such defects within thirty (30) days.

**11. Relationship Between the Parties.** It is understood that the Contractor is an independent contractor and will perform the services contemplated under this Agreement. As an independent contractor, nothing in this Agreement will be deemed to create a partnership, joint venture, or employer-employee relationship between the Contractor and the District. The Contractor will not have the right to make any contract or commitments for, or on behalf of, the District without the prior written approval of the District. The Contractor assumes full responsibility for the payment and reporting of all local, state, and federal taxes and other contributions imposed or required of the Contractor during the performance of services to the District.

**12. Compliance with Governmental Regulations.** The Contractor will comply with necessary economic, operational, safety, insurance, and other compliance requirements imposed by federal, state, county, municipal or regulatory bodies, relating to the contemplated operations and services hereunder. The Contractor warrants and represents the Contractor is currently in compliance with and will hereafter comply with all federal, state and local laws and ordinances relating in any way to the services provided hereunder. Contractor is solely responsible for complying with all applicable laws pertaining to website accessibility, including but not limited to the ADA and those certain WCAG standards, and other web accessibility guidelines as amended from time to time.

**13. Insurance.** Contractor will, at its own expense, maintain commercial general liability insurance coverage of no less than \$1,000,000 for the duration of the term of this Agreement and for any renewals of the term, as mutually agreed upon by the parties, which names the District, its officers, agents, staff, and employees as an additional insured. The Contractor will deliver to the District proof of insurance referred to herein or a certificate evidencing the coverage provided pursuant to this Agreement. Such insurance policy may not be canceled without a thirty-day written notice to the District. The Contractor will maintain Workers Compensation insurance as required by law.

**14. Limitation of Liability.** Either party's total liability under this Agreement, regardless of cause or theory of recovery, will not exceed the total amount of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim. Contractor shall not be liable for ADA compliance of any content posted by the District without first being remediated by the Contractor.

**15. Indemnification.** Contractor agrees to, subject to the limitation of liability described above, indemnify, defend and hold the District and its supervisors, officers, managers, agents and employees harmless from any

and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries or damage of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein will constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute or law. Any subcontractor retained by the Contractor will acknowledge the same in writing. Obligations under this section will include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

**16. Conditions Precedent Prior to Any Litigation.** In the event that either party is dissatisfied with the other party and as a condition precedent prior to commencing any litigation, such party shall communicate in writing to the other party with their specific concerns. The parties shall make a good faith effort toward the resolution of any such issues. If the parties are not able to reach a mutually acceptable solution, then either party may request arbitration at their own expense. If such arbitration is requested, it shall be held within sixty (60) days of such request.

**17. Remedies in the Event of Default.** Subject to the limitation of liability described above, a default by either party under this Agreement will entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages and/or specific performance. Nothing contained in this Agreement will limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

**18. Controlling Law.** This Agreement is governed under the laws of the State of Florida with venue in the county the District is located in.

**19. Enforcement of Agreement.** Only after satisfying the conditions precedent prior to any litigation above, in the event it becomes necessary for either party to institute legal proceedings in order to enforce the terms of this Agreement, the prevailing party will be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party, with a not to exceed limit of the total amount of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim.

**20. Public Records.** Contractor acknowledges the District is a special purpose unit of local government in the State of Florida, and that all documents of any kind provided to or in possession of Contractor in connection with this Agreement are subject to Florida's public records laws, pursuant to Chapter 119, Florida Statutes. As required under Section 119.0701, Florida Statutes, Contractor will (a) keep and maintain public records that would ordinarily and necessarily be required by the District in order to perform the Service Provided, b) provide the public with access to public records on the same terms and conditions that the

District would provide the records and at a cost that does not exceed the cost of reproduction permitted by law, (c) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost to the District, all public records in possession of the Contractor upon termination of this Agreement, and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District. Upon receipt by Contractor of any request for copies of public records, Contractor will immediately notify the District of such request. Failure of Contractor to comply with public records laws to the extent required by statute may result in immediate termination of the Agreement.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT \_\_\_\_\_, OR BY EMAIL AT \_\_\_\_\_, OR BY REGULAR MAIL AT \_\_\_\_\_.**

**21. Scrutinized Companies.** Pursuant to Section 287.135, Florida Statutes, Contractor represents that in entering into this Agreement, the Contractor has not been designated as a "scrutinized company" under the statute and, in the event that the Contractor is designated as a "scrutinized company", the Contractor will immediately notify the District whereupon this Agreement may be terminated by the District.

**22. Severability.** If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will remain in full force and effect.

**23. Assignment.** This Agreement is not transferrable or assignable by either party without the written approval of both parties.

**24. Amendment.** This Agreement may not be altered, changed or amended, except by an instrument in writing, signed by both parties hereto.

**25. Arm's Length Transaction.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**26. Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered will be an original; however, all such counterparts together will constitute, but one and the same instrument.

**27. Entire Agreement.** This Agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party, except as set forth in this Agreement. This Agreement supersedes and subsumes any prior agreements. To the extent that any provisions of this Agreement conflict with the provisions in any exhibit, the provisions in this Agreement controls over provisions in any exhibit.

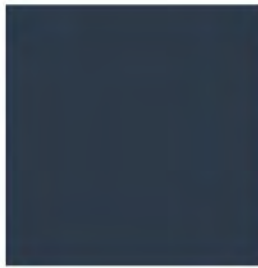
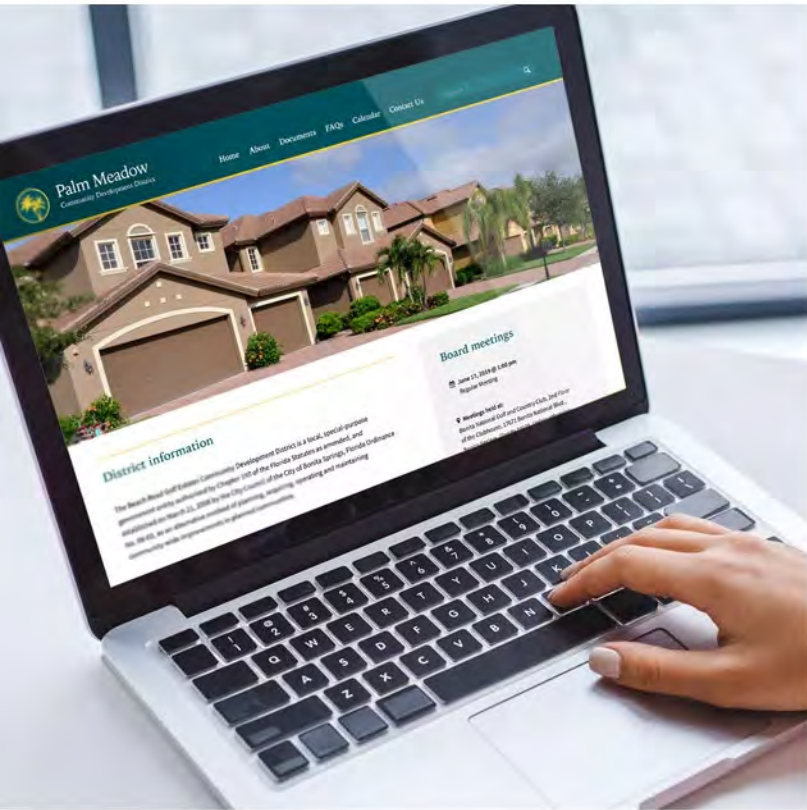
Innersync Studio, LLC.	Grand Haven Community Development District
<hr/> Steve Williams VP of Marketing	<hr/> Print name
Date	Date



## COMMUNITY DEVELOPMENT DISTRICT

4H11





# Keeping your community informed. And you compliant.

Grand Haven Community Development District

Proposal date: July 01, 2021

Proposal ID: R6VZX-EAEJQ-JXKB3-NGSOW

Pricing.....	2
Services.....	3-5
FAQs.....	6
Statement of work.....	7-8
Terms and conditions.....	9-12



**Ted Saul**

*Director - Digital Communication*

 *Certified Specialist*

**campus**  
suite



# Pricing

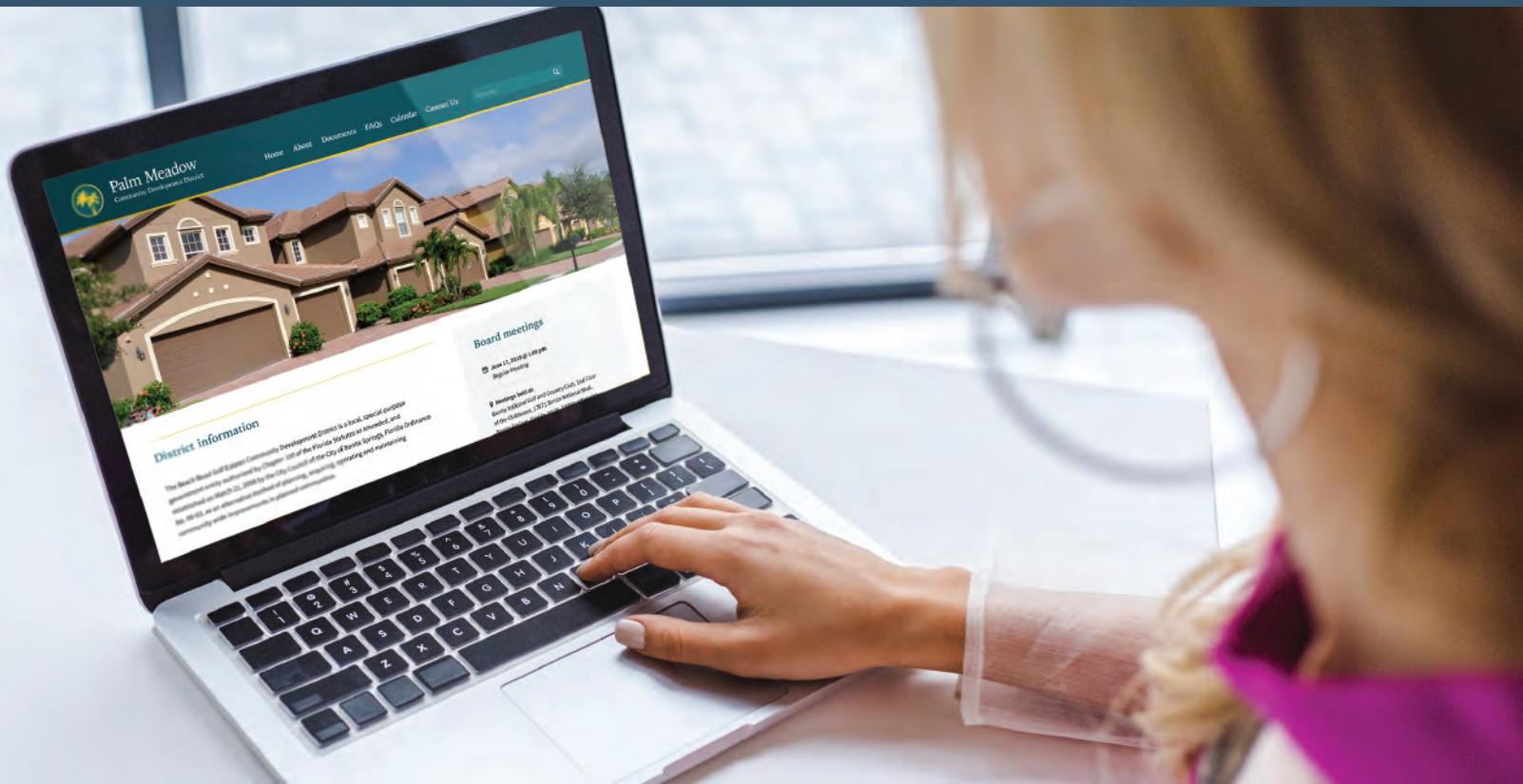
Effective date: Oct 01, 2021

Implementation	Quantity	Subtotal
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Annual ongoing services	Quantity	Subtotal
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<b>Ongoing PDF Accessibility Compliance Service</b> <ul style="list-style-type: none"><li>• Remediation of all PDFs stored on your website</li><li>• Remediation of up to 750 PDF pages</li><li>• Dashboard for reporting and managing all PDFs</li><li>• 48-hour turnaround for fixes for board agendas</li><li>• PDF manager dashboard</li></ul>	750*	\$900.00
<hr/>		
<b>Social Media Manager</b>		Included

*\*Maximum PDF pages per 12 month period*

**Total: \$1,515.00**





## Accountable, compliant communications

Keeping your residents and property owners informed is a big responsibility – one that requires constant diligence. Staying current with the laws that apply to public access to district records, reports and other legal requirements presents a big challenge for many CDD communities.

When it comes to your website and all the web-based documents you are required to publish, they all need to be fully accessible. Florida statutes and federal laws require you and every special district be compliant with ADA (Americans with Disabilities Act) and accessibility regulations.

### Keeping it all accessible – and legal

Campus Suite provides the total accessibility solution to keep all your web communications and web documents on the right side of these laws – specifically chapters 189 and 282 of the Florida Statutes.

### Designed for districts



Easy-to-update website, hosting and support



Worry-free ADA-compliance, auditing and full reporting



Meets Florida statutes and federal laws

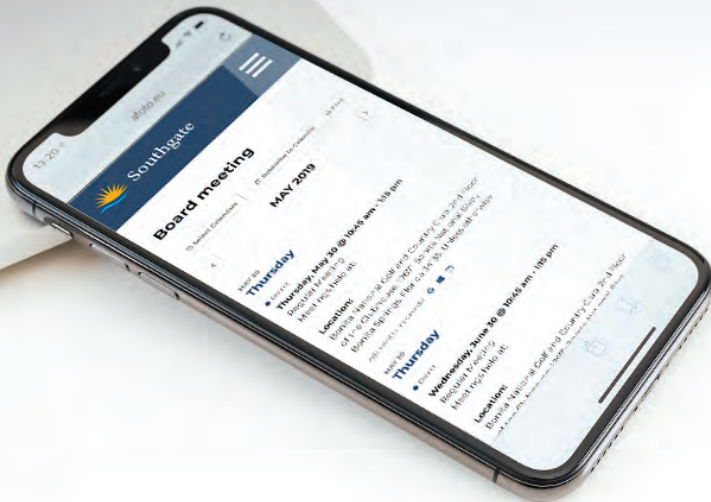


Save CDD board time and money

# Keeping your community informed and compliant.



**Accessibility Compliance**  
with Campus Suite



## We'll handle all your website and document accessibility.

We take on the responsibility of making and keeping your website fully accessible to people with disabilities. We know what's at stake if your website is not ADA-compliant, so we handle it all – monitoring, reporting, and remediation.

### We stand behind our seal of approval.

Each page of your website will have our official certification of a website that meets the required accessibility standards.

## A website with all the features your district needs.

Communication is key to success in any organization, and your community development district is no exception. At Campus Suite, we understand the unique communication needs of CDDs and create a comprehensive website that serves as your communication hub.

Your property owners and residents will come to depend on the wealth of information at their fingertips. And your board members, management team and staff will come to rely on the role your website serves in streamlining the critical communications functions you're required by law to provide.

### Maintain ADA compliance:

- ✓ Website and documents meet WCAG 2.1 requirements
- ✓ Monthly accessibility scanning audits and reporting
- ✓ In-house team that fixes all of the accessibility errors
- ✓ On-demand PDF remediation (48-hour turnaround)

### Your district website features:

- ✓ Professional website design
- ✓ Easy-to-use tools to make updates
- ✓ Total document management
- ✓ Support and training for users
- ✓ Calendar of events
- ✓ Clubhouse and rental scheduling
- ✓ Meeting notices and minutes



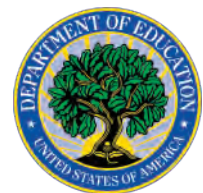


## A trusted name for compliance.

For over 15 years, Campus Suite has built a reputation helping public schools across the country eliminate communication barriers and improve school community engagement. We do it by creating easy-to-use, affordably priced websites featuring professional design, unmatched customer service, and paving a leadership role in website accessibility.

We've helped districts build web accessibility policies and websites, and even created contingency plans for responding to web issues and complaints from the OCR (U.S. Office for Civil Rights). These include detailed resolution plans when clients need to respond to avoid fines and the negative publicity that sometimes surrounds non-compliance.

Campus Suite has also pioneered educating public institutions about website accessibility by establishing the Website Accessibility Education Center, a valuable resource for website administrators..



**Campus Suite Academy  
Website Accessibility Center**

[www.campussuite.com/accessibility-center](http://www.campussuite.com/accessibility-center)

# Frequently asked questions

## **For PDF service, what is the price per page?**

Pricing can range based on the volume of PDFs you have on your website and if it is part of the initial remediation or the on-demand service. The price range is between \$1.05 per page to \$1.75 per page.

## **What does the PDF scan and remediation process look like?**

You'll upload your documents to the dashboard. We are notified and begin setting up the scan. After the fixes are made, we put the documents back onto the dashboard and you are notified. You then put them back to the appropriate location on your website.

## **What does the ADA managed service process for our website look like?**

Our team performs monthly scans of your site utilizing software. Our team then goes through the results and fixes the content-related errors by hand. A report is produced for your records and uploaded to your ADA dashboard. Any outlying issues we may encounter, you will be notified until the issue is resolved.

## **How long does it take?**

For non-urgent doc remediation, we can scan and fix up to 2000 pages per week. We also have urgent services available for an additional fee with a turnaround time of 48 hours.

## **What standards do you follow for ADA?**

We follow WCAG AA 2.1 guidelines

## **Are there any hidden fees?**

No.

## **How long does it take to build the website?**

It depends upon your responsiveness, but generally only a couple of weeks.

## **Can we change the design of our website?**

Our themes are customizable to address your preferences. There are some guardrails in place to help ensure ADA compliance to a degree, but you can select colors, images, etc...

## **Do your sites offer a calendar?**

Yes. This site can be utilized in many different ways. One of which is a calendar to help with your clubhouse availability/rental schedule.

# Statement of work

1. **On-boarding of ADA Compliant Website and Remediation of Historical Documents.** Contractor will deliver a functional, responsive, working ADA compliant website that can display content submitted to the Contractor by the District. At a minimum, the website and the documents on the website will:
  1. Comply with the guidelines provided by Web Content Accessibility Guidelines 2.1, as amended and/or replaced by new releases from time to time (“WCAG”);
  2. Contain a website accessibility policy that includes: a commitment to accessibility for persons with disabilities, the accessibility standard used and applied to the website (at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) in case users encounter any problems;
  3. Display an ADA compliance shield, seal, or certification;
  4. Provide options to create a CDD-branded design (colors, logo, etc...)
  5. Be accessible on modern versions of Internet Explorer, Edge, Mozilla, Safari, and Chrome web browsers and be “mobile friendly” and offer a “mobile version” of the sites content for access from tablets or smart phones.
  6. Be free of any commercial advertising;
  7. Be free of any known spyware, virus, or malware;
  8. Secure certification (https)
  9. Secure cloud hosting with fail-overs
  10. Allow for data backups, and record retention as required by law;
  11. Allow for the display a calendar, reservation request form, and newsletter;
  12. Creation of a dashboard for the District to upload and remove content, manage all documents, manage document remediation, and review reports generated by the Contractor; and
  13. Remediate 1,500 pages identified by the District for the new website in an ADA compliant format.\*
2. **Domain Fee.** The Contractor shall pay the annual fee for the domain name of the District’s website.
3. **Maintenance and Management of the Website.**
  1. Contractor will manage and maintain the website;
  2. Remediate in an ADA compliant format new documents (a not to exceed 750 pages per year) uploaded by the District Manager to the document portal;\*
    1. For Agenda Packages, the Contractor shall turn around the documents within 2 business days
  3. District shall be responsible for uploading the documents onto the document portal for the website. Upon completion of the remediation services, Contractor shall ensure that the remediated documents are live on the website. Contractor shall ensure that the District only has the ability to upload documents to the document portal (not the ability to make documents go live on the website) or remove documents on the website and cannot alter any other aspect of the website;



4. Contractor will store all District data, including files, text and parameters; data will be backed-up on a separate storage system at regular intervals; and
5. The ADA compliant website will be on-line at all times unless maintenance or upgrades require it to be unavailable. When maintenance or upgrades require the website to be unavailable, Contractor will provide the District with reasonable advance notice in writing.

4. **Monthly Auditing and Remediation Services.**

1. Every month Contractor will comprehensively audit the website's compliance with (1) WCAG and (2) any applicable laws, rules, and regulations (including, the Department of Justice);
  2. After the audit, Contractor will remediate any web accessibility deficiencies of the website or content on the website; and
  3. The Contractor will provide a written report to the District that summarizes the audit and any remediations made.
5. **Support Services.** Contractor will supply telephone and/or email support to the District on a reasonable and necessary basis to within business hours – Monday to Friday 9 am to 6 pm EST, exclusive of holidays. The Contractor will provide a listing of detailed hours, holidays, and service availability on their website, and reserves the right to modify the times technical support is available.

\*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.

# Website Creation and Management Agreement

This Website Creation and Management Agreement (this “Agreement”) is entered into as of Oct 01, 2021, between the Grand Haven Community Development District, whose mailing address is 256 International Parkway, Lake Mary, FL 332746 (the “District”) and Innersync Studio, LLC., an Ohio limited liability company (d/b/a Campus Suite), whose mailing address is 752 Dunwoodie Dr., Cincinnati, Ohio 45230 (the “Contractor”).

## Background Information:

The District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes. The District is required to have a website and desires to have a website created, regularly updated, managed, inspected, and remediated to ensure compliance with the Americans with Disabilities Act (the “ADA”). The Contractor has the technical expertise to provide the above-mentioned services. The District desires to retain the Contractor to provide services as described in this Agreement.

## Operative Provisions:

**1. Incorporation of Background Information.** The background information stated above is true and correct and by this reference is incorporated as a material part of this Agreement.

**2. Scope of Services.** The Contractor will perform all work, including all labor, equipment, and supervision necessary to perform the services described in the “Statement of Work” attached hereto.

**3. Term and Renewal.** The initial term of this Agreement will be for one year from the date of this Agreement. At the end of the initial term, this Agreement will automatically renew for subsequent one-year terms pursuant to the same price and contract provisions as the initial term, until terminated by either party pursuant to the termination provisions below.

### 4. Termination.

a. Either party may terminate this Agreement without cause, with an effective termination date of the next scheduled renewal date, by providing at least thirty (30) days written (letter, facsimile, email) notice to the other party prior to the next renewal date.

b. Either party may terminate this Agreement with cause for material breach provided, however, that the terminating party has given the other party at least thirty (30) days written (letter, facsimile, email) of, and the opportunity to cure the breach.

c. Upon termination of this Agreement:

- i. The Contractor will be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor. If any deposit or advanced payments exceeds these costs, Contractor will refund the appropriate amount to the District.
- ii. The Contractor will provide the District or its designee with all domain names, authorizations, usernames, passwords, and content (including remediated content) in the format in which it was stored on the server, at a cost not to exceed \$50 to the District.
- iii. The Contractor will be permitted to remove its name and ADA compliance shield, seal, or certificate from the website on the effective date of the termination.
- iv. If the Contractor was using certain software (including content management software) that is proprietary and was licensed to the District during the term of the Agreement, then the Contractor shall coordinate with the District as to the end of the license or simply create a simple splash page of the District with information on the transition to a new website.

## **5. Compensation and Prompt Payment.**

a. Upon execution of this Agreement, the District agrees to pay Contractor for a one-time payment of N/A for the On-boarding of ADA Compliant Website and Remediation of Historical Documents.

b. Starting on October 1, 2021 the District agrees to compensate the Contractor \$1,515.00 for Domain Fee, Maintenance and Management of the Website, Monthly Auditing and Remediation Services, and Support Services as described in the Statement of Work. The District shall make such payments in advance of the services to be provided. Contractor will provide the District with an invoice on a quarterly basis for work to be performed. The District will pay Contractor within 15 days of receipt of the invoice.

**6. Additional Work.** If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the parties will agree in writing to an addendum (for changes to the regular services) or work authorization order (for all other services). The Contractor will be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing.

**7. Ownership of Website, Domain Name, and Content.** The District will be the owner of the website, domain name, and all content (including remediated content provided by the Contractor) on the website.

**8. No Infringement of Intellectual Property.** Contractor warrants and represents that neither the Statement of Work nor any product or services provided by Contractor will infringe, misappropriate, or otherwise

violate the intellectual property rights of any third-party. Contractor shall take all steps to ensure that the District has no access to confidential software or data that is proprietary (whether it's the Contractor's or another provider's through a license agreement).

**9. Promotion.** The District permits Contractor to identify the District as a customer of Contractor in Contractor's marketing materials (including using the District's name and logo for such limited purposes).

**10. Warranty.** The Contractor warrants that the work: (a) will conform to the requirements of the Statement of Work, (b) will be performed in a prompt, diligent, good, safe and workmanlike manner in accordance with all laws, industry standards, and all applicable ADA and WCAG regulations, and (c) will be performed without defects in workmanship or in code. To the extent that any defects are found and reported to the Contractor, the Contractor shall correct such defects within thirty (30) days.

**11. Relationship Between the Parties.** It is understood that the Contractor is an independent contractor and will perform the services contemplated under this Agreement. As an independent contractor, nothing in this Agreement will be deemed to create a partnership, joint venture, or employer-employee relationship between the Contractor and the District. The Contractor will not have the right to make any contract or commitments for, or on behalf of, the District without the prior written approval of the District. The Contractor assumes full responsibility for the payment and reporting of all local, state, and federal taxes and other contributions imposed or required of the Contractor during the performance of services to the District.

**12. Compliance with Governmental Regulations.** The Contractor will comply with necessary economic, operational, safety, insurance, and other compliance requirements imposed by federal, state, county, municipal or regulatory bodies, relating to the contemplated operations and services hereunder. The Contractor warrants and represents the Contractor is currently in compliance with and will hereafter comply with all federal, state and local laws and ordinances relating in any way to the services provided hereunder. Contractor is solely responsible for complying with all applicable laws pertaining to website accessibility, including but not limited to the ADA and those certain WCAG standards, and other web accessibility guidelines as amended from time to time.

**13. Insurance.** Contractor will, at its own expense, maintain commercial general liability insurance coverage of no less than \$1,000,000 for the duration of the term of this Agreement and for any renewals of the term, as mutually agreed upon by the parties, which names the District, its officers, agents, staff, and employees as an additional insured. The Contractor will deliver to the District proof of insurance referred to herein or a certificate evidencing the coverage provided pursuant to this Agreement. Such insurance policy may not be canceled without a thirty-day written notice to the District. The Contractor will maintain Workers Compensation insurance as required by law.

**14. Limitation of Liability.** Either party's total liability under this Agreement, regardless of cause or theory of recovery, will not exceed the total amount of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim. Contractor shall not be liable for ADA compliance of any content posted by the District without first being remediated by the Contractor.

**15. Indemnification.** Contractor agrees to, subject to the limitation of liability described above, indemnify, defend and hold the District and its supervisors, officers, managers, agents and employees harmless from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries or damage of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein will constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute or law. Any subcontractor retained by the Contractor will acknowledge the same in writing. Obligations under this section will include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

**16. Conditions Precedent Prior to Any Litigation.** In the event that either party is dissatisfied with the other party and as a condition precedent prior to commencing any litigation, such party shall communicate in writing to the other party with their specific concerns. The parties shall make a good faith effort toward the resolution of any such issues. If the parties are not able to reach a mutually acceptable solution, then either party may request arbitration at their own expense. If such arbitration is requested, it shall be held within sixty (60) days of such request.

**17. Remedies in the Event of Default.** Subject to the limitation of liability described above, a default by either party under this Agreement will entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages and/or specific performance. Nothing contained in this Agreement will limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

**18. Controlling Law.** This Agreement is governed under the laws of the State of Florida with venue in the county the District is located in.

**19. Enforcement of Agreement.** Only after satisfying the conditions precedent prior to any litigation above, in the event it becomes necessary for either party to institute legal proceedings in order to enforce the terms of this Agreement, the prevailing party will be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party, with a not to exceed limit of the total amount

of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim.

**20. Public Records.** Contractor acknowledges the District is a special purpose unit of local government in the State of Florida, and that all documents of any kind provided to or in possession of Contractor in connection with this Agreement are subject to Florida’s public records laws, pursuant to Chapter 119, Florida Statutes. As required under Section 119.0701, Florida Statutes, Contractor will (a) keep and maintain public records that would ordinarily and necessarily be required by the District in order to perform the Service Provided, b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost of reproduction permitted by law, (c) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost to the District, all public records in possession of the Contractor upon termination of this Agreement, and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District. Upon receipt by Contractor of any request for copies of public records, Contractor will immediately notify the District of such request. Failure of Contractor to comply with public records laws to the extent required by statute may result in immediate termination of the Agreement.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT \_\_\_\_\_, OR BY EMAIL AT \_\_\_\_\_, OR BY REGULAR MAIL AT \_\_\_\_\_.**

**21. Scrutinized Companies.** Pursuant to Section 287.135, Florida Statutes, Contractor represents that in entering into this Agreement, the Contractor has not been designated as a “scrutinized company” under the statute and, in the event that the Contractor is designated as a “scrutinized company”, the Contractor will immediately notify the District whereupon this Agreement may be terminated by the District.

**22. Severability.** If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will remain in full force and effect.

**23. Assignment.** This Agreement is not transferrable or assignable by either party without the written approval of both parties.

**24. Amendment.** This Agreement may not be altered, changed or amended, except by an instrument in writing, signed by both parties hereto.

**25. Arm’s Length Transaction.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**26. Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered will be an original; however, all such counterparts together will constitute, but one and the same instrument.

**27. Entire Agreement.** This Agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party, except as set forth in this Agreement. This Agreement supersedes and subsumes any prior agreements. To the extent that any provisions of this Agreement conflict with the provisions in any exhibit, the provisions in this Agreement controls over provisions in any exhibit.

Innersync Studio, LLC.	Grand Haven Community Development District
_____	_____
Steve Williams VP of Marketing	Print name
Date	Date
	_____





**COMMUNITY DEVELOPMENT DISTRICT**

**5A**

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
MAY 31, 2021**

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
MAY 31, 2021**

	<u>Major Funds</u>	Total
	General	Governmental Funds
<b>ASSETS</b>		
Operating account		
SunTrust - operating acct	\$2,978,377	\$ 2,978,377
SunTrust - petty cash	3,032	3,032
Investments		
Stonegate Bank	1,219	1,219
Finemark	249,014	249,014
Finemark - ICS	1,671,951	1,671,951
Centennial Bank	256,214	256,214
Intracoastal Bank	259,107	259,107
Iberia - (MMKT)	49,095	49,095
SBA -161601A	6,981	6,981
Undeposited funds	27,565	27,565
Due from other	344	344
Accounts receivable (rev deferred)	61,263	61,263
Deposits	110	110
Total assets	<u>\$ 5,564,272</u>	<u>\$ 5,564,272</u>
<b>LIABILITIES</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 73,487	\$ 73,487
Due to other entity	41	41
Total liabilities	<u>73,528</u>	<u>73,528</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred receipts	59,084	59,084
Total deferred inflows of resources	<u>59,084</u>	<u>59,084</u>
<b>FUND BALANCES</b>		
Committed		
Disaster	981,211	981,211
Future capital projects	940,000	940,000
Assigned		
3 months working capital	890,833	890,833
Unassigned	2,619,616	2,619,616
Total fund balances	<u>5,431,660</u>	<u>5,431,660</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$ 5,564,272</u>	 <u>\$ 5,564,272</u>

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED MAY 31, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: net of allowable discounts	\$ 20,766	\$ 4,300,588	\$ 4,322,319	99%
Reuse water	4,947	11,380	21,000	54%
Gate & amenity guest	1,852	7,742	8,000	97%
Tennis fees	-	297	3,000	10%
Room rentals	-	-	2,000	0%
Interest and miscellaneous	27	9,130	5,500	166%
Grant	-	10,650	-	N/A
Total revenues	27,592	4,339,787	4,361,819	99%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Legislative				
Supervisors - regular meetings	2,000	8,000	12,000	67%
Supervisors - workshops	1,000	5,800	10,000	58%
Financial & administrative				
District management	3,260	26,085	39,127	67%
Administrative services	868	6,942	10,413	67%
Accounting services	1,790	14,319	21,478	67%
Assessment roll preparation	790	6,319	9,478	67%
Auditing services	-	4,000	11,300	35%
Legal - general counsel	13,015	63,121	92,000	69%
Engineer	6,312	37,812	30,000	126%
Insurance	-	11,531	11,896	97%
Legal advertising	-	1,959	3,500	56%
Bank fees	185	1,129	1,500	75%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	-	210	210	100%
Communications: e-blast	-	459	500	92%
Music licensing	-	3,435	3,350	103%
IT support	1,266	11,552	18,000	64%
Property taxes	-	1,925	3,000	64%
Postage	215	2,115	3,000	71%
Office supplies	-	514	500	103%
Tax collector	-	82,933	90,048	92%
Contingencies	-	649	-	N/A
Total administrative	30,701	290,984	373,275	78%

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED MAY 31, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
<b>Field operations</b>				
Electric utility services				
Electric services - #12316, 65378, 85596	175	2,775	4,300	65%
Electric- Village Center - #18308	-	15,595	31,500	50%
Electric - Creekside - #87064, 70333	-	8,474	21,500	39%
Street lights	1,159	11,105	20,000	56%
Propane - spas/café	867	23,998	38,750	62%
Garbage - amenity facilities	-	8,854	11,000	80%
Water/sewer				
Water services	-	58,243	98,750	59%
Water - Village Center	-	6,980	13,500	52%
Water - Creekside	-	4,223	10,000	42%
Pump house shared facility	-	250	15,500	2%
Aquatic contract	3,940	28,186	44,615	63%
Aquatic contract: lake watch	343	2,401	4,076	59%
Aquatic contract: aeration maintenance	608	1,216	4,000	30%
Lakebank spraying	-	-	6,128	0%
Hurricane clean-up	-	1,155	20,000	6%
Insurance: property	-	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	5,600	9,600	58%
Landscape enhancement	-	95,081	112,220	85%
Landscape repairs & replacement	5,955	14,455	20,000	72%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	-	49,656	20,000	248%
Landscape maintenance contract services	47,861	335,027	574,328	58%
Landscape maintenance: croquet	2,633	17,974	50,800	35%
Oak tree pruning	-	17,250	35,000	49%
Optional 3rd flower rotation	-	-	20,000	0%
Irrigation repairs & replacement	1,299	17,009	20,000	85%
Street light maintenance	-	6,162	15,000	41%
Lift truck repairs & maintenance	-	1,048	5,000	21%
Holiday lights	-	3,386	9,000	38%
Staff support and amenity operations				
Payroll	35,001	268,071	520,345	52%
Merit pay/bonus	5,728	14,050	20,000	70%
Payroll taxes	3,081	22,896	67,905	34%
Health insurance	5,649	37,418	65,000	58%
Insurance: workers' compensation	(4,752)	13,915	26,500	53%
Payroll services	287	2,564	4,100	63%
Mileage reimb: operations manager	235	1,574	2,750	57%
Car allowance: staff	871	6,582	6,000	110%
Amenity Management Group, Inc.	49,399	327,780	479,000	68%

**GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED MAY 31, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	-	36,047	73,000	49%
Amenity A/C maintenance and service	-	-	3,750	0%
Fitness equipment service	-	935	7,500	12%
Amenity cable/internet	966	9,469	14,500	65%
Office supplies: field operations	891	8,264	12,000	69%
Village center telephone, fax	378	3,012	10,000	30%
Creekside telephone & fax	1,219	7,571	10,000	76%
Pool/spa permits	875	875	875	100%
Pool chemicals	1,196	8,374	13,176	64%
Pest control	85	3,190	3,050	105%
Amenity maintenance	26,762	134,848	110,000	123%
Community maintenance	7,858	76,589	110,000	70%
CERT operations	-	342	500	68%
Repairs & maintenance: projects				
Fire & security system	87	2,260	3,350	67%
Security operations				
Security staffing contract services	15,597	126,256	198,373	64%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	391	6,963	21,000	33%
Gate communication devices	672	17,946	20,000	90%
Gate operating supplies	31	9,097	22,000	41%
Special events	-	258	10,000	3%
Miscellaneous contingency	-	285	4,000	7%
Total field operations	<u>218,147</u>	<u>1,958,104</u>	<u>3,190,058</u>	61%
<b>Infrastructure reinvestment</b>				
Capital improvements				
General infrastructure replacement/repair	86,050	639,330	1,027,702	62%
Total infrastructure reinvestment	<u>86,050</u>	<u>639,330</u>	<u>1,027,702</u>	62%
Total expenditures	<u>334,898</u>	<u>2,888,418</u>	<u>4,591,035</u>	63%
Excess/(deficiency) of revenues over/(under) expenditures	(307,306)	1,451,369	(229,216)	
Fund balance - beginning (unaudited)	<u>5,738,966</u>	<u>3,980,291</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	2,619,616	2,619,616	285,973	
Fund balance - ending	<u>\$ 5,431,660</u>	<u>\$ 5,431,660</u>	<u>\$ 3,098,017</u>	

## Grand Haven Community Development District

### Check Detail

May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/03/2021</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-996.27</b>
Bill	8839225	04/28/2021		572.785 · Community Maintenance	-69.94	69.94
Bill	88943164	04/28/2021		572.785 · Community Maintenance	-57.94	57.94
				572.780 · Amenity Maintenance	-37.03	37.03
Bill	88027201	04/28/2021		572.785 · Community Maintenance	-9.01	9.01
				572.780 · Amenity Maintenance	-822.35	822.35
<b>TOTAL</b>					<b>-996.27</b>	<b>996.27</b>
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/03/2021</b>	<b>SPECTRUM BUSINESS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-104.28</b>
Bill	032153701042121	04/28/2021		572.716 · Amenity Cable/Internet	-104.28	104.28
<b>TOTAL</b>					<b>-104.28</b>	<b>104.28</b>
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/03/2021</b>	<b>AT &amp; T</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,070.70</b>
Bill	386-445-2376 042221	04/28/2021		529.103 · Gate Communication Devices	-869.33	869.33
Bill	386-445-7774 042221	04/28/2021		529.103 · Gate Communication Devices	-201.37	201.37
<b>TOTAL</b>					<b>-1,070.70</b>	<b>1,070.70</b>
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/03/2021</b>	<b>FPL</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-3,220.76</b>
Bill	02759-70333 042721	04/28/2021		531.309 · Utility - Creekside	-365.87	365.87
				531.307 · Street Lights	-15.39	15.39
				531.307 · Street Lights	-22.52	22.52
				531.307 · Street Lights	-29.26	29.26
				531.301 · Utility Services	-38.78	38.78
				531.307 · Street Lights	-12.73	12.73
				531.307 · Street Lights	-14.49	14.49
				531.309 · Utility - Creekside	-658.46	658.46
				531.307 · Street Lights	-13.28	13.28
				531.301 · Utility Services	-64.63	64.63
				531.304 · Utility - Village Center	-1,880.13	1,880.13
Bill	23753-67154 042721	04/28/2021		531.301 · Utility Services	-74.07	74.07
Bill	04372-49345 042721	04/28/2021		531.307 · Street Lights	-22.05	22.05
Bill	46892-40333 042721	04/28/2021		531.307 · Street Lights	-9.10	9.10



## Grand Haven Community Development District

### Check Detail

May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-3,220.76	3,220.76
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/03/2021</b>	<b>SPRINT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-608.29</b>
Bill	757386291 042321	04/28/2021		572.785 · Community Maintenance	-608.29	608.29
TOTAL					-608.29	608.29
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/03/2021</b>	<b>WASTE MANAGEMENT OF ORMOND BEACH</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-910.70</b>
Bill	8515519-0146-1	04/28/2021		534.305 · Garbage - Recreation Facility	-670.37	670.37
Bill	8515868-0146-2	04/28/2021		534.305 · Garbage - Recreation Facility	-240.33	240.33
TOTAL					-910.70	910.70
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/14/2021</b>	<b>FLAGLER COUNTY HEALTH DEPARTMENT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-875.35</b>
Bill	18-BID-5259511	05/12/2021		572.713 · Pool/Spa Permits	-250.00	250.00
Bill	18-BID-5259590	05/12/2021		572.713 · Pool/Spa Permits	-125.00	125.00
Bill	18-BID-5259571	05/12/2021		572.713 · Pool/Spa Permits	-125.00	125.00
Bill	18-BID-5259525	05/12/2021		572.713 · Pool/Spa Permits	-250.00	250.00
Bill	18-BID-5259560	05/12/2021		572.713 · Pool/Spa Permits	-125.00	125.00
Bill	051421	05/14/2021		513.901 · Bank Fees	-0.35	0.35
TOTAL					-875.35	875.35
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/14/2021</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-560.20</b>
Bill	23781285	05/12/2021	Wild Oaks Boardwalk	539.612 · Gen Infrastructr replace/repair	-128.19	128.19
Bill	2714224	05/12/2021		572.785 · Community Maintenance	-432.01	432.01
TOTAL					-560.20	560.20
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/21/2021</b>	<b>AT &amp; T</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-671.88</b>
Bill	386-447-3959 050821	05/19/2021		529.103 · Gate Communication Devices	-219.72	219.72
Bill	386-447-8191 050821	05/19/2021		529.103 · Gate Communication Devices	-237.94	237.94
Bill	386-447-0206 050821	05/19/2021		529.103 · Gate Communication Devices	-214.22	214.22
TOTAL					-671.88	671.88
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>05/21/2021</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-3,785.65</b>

**Grand Haven Community Development District**  
**Check Detail**  
**May 2021**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2397289	05/19/2021		572.785 · Community Maintenance	-108.21	108.21
Bill	2240250	05/19/2021		572.785 · Community Maintenance	-39.79	39.79
Bill	2657596	05/19/2021		572.785 · Community Maintenance	-17.98	17.98
				572.780 · Amenity Maintenance	-75.33	75.33
Bill	10228841	05/19/2021	WILD OAKS BRIDGE REPAIR	539.612 · Gen Infrastructr replace/repair	-341.99	341.99
Bill	2046649	05/19/2021		572.785 · Community Maintenance	-37.90	37.90
				572.780 · Amenity Maintenance	-69.55	69.55
			Jasmine Walking Bridge	539.612 · Gen Infrastructr replace/repair	-58.90	58.90
Bill	2395211	05/19/2021	Jasmine Walking Bridge	539.612 · Gen Infrastructr replace/repair	-1,218.16	1,218.16
Bill	60404198	05/19/2021	Jasmine Walking Bridge	539.612 · Gen Infrastructr replace/repair	-1,784.64	1,784.64
Bill	8764885	05/19/2021		572.785 · Community Maintenance	-33.20	33.20
TOTAL					-3,785.65	3,785.65
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>05/03/2021</b>	<b>AT &amp; T</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-469.26</b>
Bill	386-447-0244 040821	04/28/2021		572.708 · Creekside Telephone & Fax	-469.26	469.26
TOTAL					-469.26	469.26
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>05/03/2021</b>	<b>AT&amp;T MOBILITY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-212.55</b>
Bill	28726221560304142021	04/28/2021		572.707 · Village Ctr Telephone & Fax	-106.28	106.28
				572.708 · Creekside Telephone & Fax	-106.27	106.27
TOTAL					-212.55	212.55
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>05/10/2021</b>	<b>FLORIDA BLUE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,099.13</b>
Bill	75079389	05/05/2021		572.913 · Health insurance	-5,649.10	5,649.10
				572.910 · Payroll Expense	-450.03	450.03
TOTAL					-6,099.13	6,099.13
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>05/14/2021</b>	<b>SPECTRUM BUSINESS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-768.08</b>
Bill	032640301050421	05/12/2021		572.716 · Amenity Cable/Internet	-356.31	356.31
Bill	032851101050421	05/12/2021		572.716 · Amenity Cable/Internet	-214.00	214.00
Bill	032796901050421	05/12/2021		572.716 · Amenity Cable/Internet	-197.77	197.77
TOTAL					-768.08	768.08

**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>05/21/2021</b>	<b>SPECTRUM BUSINESS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-197.96</b>
Bill	032153401050721	05/19/2021		572.716 · Amenity Cable/Internet	-197.96	197.96
TOTAL					-197.96	197.96
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>05/21/2021</b>	<b>AT &amp; T</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-841.22</b>
Bill	386-447-0244 050821	05/19/2021		572.708 · Creekside Telephone & Fax	-620.46	620.46
Bill	386-446-0940 050121	05/19/2021		572.708 · Creekside Telephone & Fax	-220.76	220.76
TOTAL					-841.22	841.22
<b>Bill Pmt -Check</b>	<b>CBP</b>	<b>05/21/2021</b>	<b>AT&amp;T MOBILITY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-209.50</b>
Bill	28726221560305142021	05/19/2021		572.707 · Village Ctr Telephone & Fax	-104.75	104.75
				572.708 · Creekside Telephone & Fax	-104.75	104.75
TOTAL					-209.50	209.50
<b>Check</b>	<b>DD</b>	<b>05/07/2021</b>	<b>KENNETH BROKAW</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-873.17</b>
				572.910 · Payroll Expense	-873.17	873.17
TOTAL					-873.17	873.17
<b>Check</b>	<b>DD</b>	<b>05/07/2021</b>	<b>KENNETH BROKAW</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-52.00</b>
				572.910 · Payroll Expense	-52.00	52.00
TOTAL					-52.00	52.00
<b>Check</b>	<b>DD</b>	<b>05/07/2021</b>	<b>DONNA CONFORTI</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,237.48</b>
				572.910 · Payroll Expense	-1,237.48	1,237.48
TOTAL					-1,237.48	1,237.48
<b>Check</b>	<b>DD</b>	<b>05/07/2021</b>	<b>MARC ICHART</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,818.49</b>
				572.910 · Payroll Expense	-1,818.49	1,818.49
TOTAL					-1,818.49	1,818.49

**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	05/07/2021	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-3,198.48
				572.910 · Payroll Expense	-3,198.48	3,198.48
TOTAL					-3,198.48	3,198.48
Check	DD	05/07/2021	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-569.95
				572.910 · Payroll Expense	-569.95	569.95
TOTAL					-569.95	569.95
Check	DD	05/07/2021	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		-3,756.55
				572.912 · Merit/Bonus Pay	-3,756.55	3,756.55
TOTAL					-3,756.55	3,756.55
Check	DD	05/07/2021	BRYON LENHART	101.002 · Suntrust #8388 - Operating Acct		-1,305.55
				572.910 · Payroll Expense	-1,305.55	1,305.55
TOTAL					-1,305.55	1,305.55
Check	DD	05/07/2021	JOSEPH A. OSBORNE	101.002 · Suntrust #8388 - Operating Acct		-1,222.62
				572.910 · Payroll Expense	-1,222.62	1,222.62
TOTAL					-1,222.62	1,222.62
Check	DD	05/07/2021	VANESSA STEPNIAK	101.002 · Suntrust #8388 - Operating Acct		-1,764.61
				572.910 · Payroll Expense	-1,764.61	1,764.61
TOTAL					-1,764.61	1,764.61
Check	DD	05/07/2021	EDWARD F. WEYANT	101.002 · Suntrust #8388 - Operating Acct		-1,222.62
				572.910 · Payroll Expense	-1,222.62	1,222.62
TOTAL					-1,222.62	1,222.62
Check	DD	05/07/2021	JEREMEY D. WILSON	101.002 · Suntrust #8388 - Operating Acct		-1,392.57

**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				572.910 · Payroll Expense	-1,392.57	1,392.57
TOTAL					<u>-1,392.57</u>	<u>1,392.57</u>
Check	DD	05/21/2021	KENNETH BROKAW	101.002 · Suntrust #8388 - Operating Acct		<b>-1,042.19</b>
				572.910 · Payroll Expense	-1,042.19	1,042.19
TOTAL					<u>-1,042.19</u>	<u>1,042.19</u>
Check	DD	05/21/2021	KENNETH BROKAW	101.002 · Suntrust #8388 - Operating Acct		<b>-920.04</b>
				572.912 · Merit/Bonus Pay	-920.04	920.04
TOTAL					<u>-920.04</u>	<u>920.04</u>
Check	DD	05/21/2021	DONNA CONFORTI	101.002 · Suntrust #8388 - Operating Acct		<b>-1,237.50</b>
				572.910 · Payroll Expense	-1,237.50	1,237.50
TOTAL					<u>-1,237.50</u>	<u>1,237.50</u>
Check	DD	05/21/2021	MARC ICHART	101.002 · Suntrust #8388 - Operating Acct		<b>-1,821.32</b>
				572.910 · Payroll Expense	-1,821.32	1,821.32
TOTAL					<u>-1,821.32</u>	<u>1,821.32</u>
Check	DD	05/21/2021	BARRY KLOPTOSKY	101.002 · Suntrust #8388 - Operating Acct		<b>-3,072.66</b>
				572.910 · Payroll Expense	-3,072.66	3,072.66
TOTAL					<u>-3,072.66</u>	<u>3,072.66</u>
Check	DD	05/21/2021	BRYON LENHART	101.002 · Suntrust #8388 - Operating Acct		<b>-1,290.41</b>
				572.910 · Payroll Expense	-1,290.41	1,290.41
TOTAL					<u>-1,290.41</u>	<u>1,290.41</u>
Check	DD	05/21/2021	BRYON LENHART	101.002 · Suntrust #8388 - Operating Acct		<b>-1,051.66</b>
				572.912 · Merit/Bonus Pay	-1,051.66	1,051.66

**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,051.66	1,051.66
Check	DD	05/21/2021	JOSEPH A. OSBORNE	101.002 · Suntrust #8388 - Operating Acct		<b>-1,222.62</b>
				572.910 · Payroll Expense	-1,222.62	1,222.62
TOTAL					-1,222.62	1,222.62
Check	DD	05/21/2021	VANESSA STEPNIAK	101.002 · Suntrust #8388 - Operating Acct		<b>-1,764.62</b>
				572.910 · Payroll Expense	-1,764.62	1,764.62
TOTAL					-1,764.62	1,764.62
Check	DD	05/21/2021	EDWARD F. WEYANT	101.002 · Suntrust #8388 - Operating Acct		<b>-1,222.62</b>
				572.910 · Payroll Expense	-1,222.62	1,222.62
TOTAL					-1,222.62	1,222.62
Check	DD	05/21/2021	JEREMEY D. WILSON	101.002 · Suntrust #8388 - Operating Acct		<b>-1,466.88</b>
				572.910 · Payroll Expense	-1,466.88	1,466.88
TOTAL					-1,466.88	1,466.88
Bill Pmt -Check	12909	05/03/2021	AMERIGAS - 1	101.002 · Suntrust #8388 - Operating Acct		<b>-580.16</b>
Bill	3120898332 0414121	04/28/2021		532.306 · Propane Services - Spas/Cafe	-580.16	580.16
TOTAL					-580.16	580.16
Bill Pmt -Check	12910	05/03/2021	CITY OF PALM COAST	101.002 · Suntrust #8388 - Operating Acct		<b>-11,049.68</b>
Bill	14544531	04/28/2021		536.304 · Utility - Village Center	-1,078.89	1,078.89
Bill	14544593	04/28/2021		536.309 · Utilitiy - Creekside	-565.62	565.62
Bill	14546483	04/28/2021		536.301 · Utility Services	-237.51	237.51
Bill	14542041	04/28/2021		536.301 · Utility Services	-5,567.10	5,567.10
Bill	14546715	04/28/2021		536.301 · Utility Services	-566.54	566.54
Bill	14544574	04/28/2021		536.301 · Utility Services	-30.06	30.06
Bill	14544575	04/28/2021		536.301 · Utility Services	-25.12	25.12
Bill	14544576	04/28/2021		536.301 · Utility Services	-16.48	16.48

**Grand Haven Community Development District**  
**Check Detail**  
**May 2021**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	14544578	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544584	04/28/2021		536.301 · Utility Services	-14.91	14.91
Bill	14544585	04/28/2021		536.301 · Utility Services	-156.64	156.64
Bill	14544588	04/28/2021		536.301 · Utility Services	-25.10	25.10
Bill	14544983	04/28/2021		536.301 · Utility Services	-54.98	54.98
Bill	14544984	04/28/2021		536.301 · Utility Services	-21.81	21.81
Bill	14544526	04/28/2021		536.301 · Utility Services	-16.97	16.97
Bill	14544527	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544528	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544532	04/28/2021		536.301 · Utility Services	-37.32	37.32
Bill	14544533	04/28/2021		536.301 · Utility Services	-74.95	74.95
Bill	14544535	04/28/2021		536.301 · Utility Services	-21.05	21.05
Bill	14544536	04/28/2021		536.301 · Utility Services	-99.71	99.71
Bill	14544537	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544538	04/28/2021		536.301 · Utility Services	-45.52	45.52
Bill	14544539	04/28/2021		536.301 · Utility Services	-22.40	22.40
Bill	14544540	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544541	04/28/2021		536.301 · Utility Services	-22.95	22.95
Bill	14544542	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544543	04/28/2021		536.301 · Utility Services	-40.54	40.54
Bill	14544544	04/28/2021		536.301 · Utility Services	-17.84	17.84
Bill	14544545	04/28/2021		536.301 · Utility Services	-24.96	24.96
Bill	14544546	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544548	04/28/2021		536.301 · Utility Services	-16.70	16.70
Bill	14544549	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544550	04/28/2021		536.301 · Utility Services	-16.27	16.27
Bill	14544551	04/28/2021		536.301 · Utility Services	-13.72	13.72
Bill	14544552	04/28/2021		536.301 · Utility Services	-13.23	13.23
Bill	14544554	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14544555	04/28/2021		536.301 · Utility Services	-52.92	52.92
Bill	14544558	04/28/2021		536.301 · Utility Services	-14.86	14.86
Bill	14545178	04/28/2021		536.301 · Utility Services	-13.34	13.34
Bill	14545541	04/28/2021		536.301 · Utility Services	-9.10	9.10
Bill	14545295	04/28/2021		536.301 · Utility Services	-7.13	7.13
Bill	14545296	04/28/2021		536.301 · Utility Services	-7.13	7.13
Bill	14545297	04/28/2021		536.301 · Utility Services	-7.13	7.13
Bill	14545298	04/28/2021		536.301 · Utility Services	-7.13	7.13



**Grand Haven Community Development District**  
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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	14545299	04/28/2021		536.301 · Utility Services	-562.53	562.53
Bill	14545300	04/28/2021		536.301 · Utility Services	-647.17	647.17
Bill	14544952	04/28/2021		536.301 · Utility Services	-16.05	16.05
Bill	14546484	04/28/2021		536.301 · Utility Services	-264.17	264.17
Bill	14546737	04/28/2021		536.301 · Utility Services	-505.13	505.13
Bill	14546738	04/28/2021		536.301 · Utility Services	-9.10	9.10
TOTAL					-11,049.68	11,049.68
<b>Bill Pmt -Check</b>	<b>12911</b>	<b>05/03/2021</b>	<b>COASTAL SUPPLIES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-45.00</b>
Bill	56968	04/28/2021		572.702 · Oper Mgr - Office Supplies	-45.00	45.00
TOTAL					-45.00	45.00
<b>Bill Pmt -Check</b>	<b>12912</b>	<b>05/03/2021</b>	<b>COMMUNITY CONTROLS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,131.80</b>
Bill	AAAO536082	04/28/2021		529.103 · Gate Communication Devices	-1,131.80	1,131.80
TOTAL					-1,131.80	1,131.80
<b>Bill Pmt -Check</b>	<b>12913</b>	<b>05/03/2021</b>	<b>DAYTONA PRESSURE OF FLAGLER COUNTY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-422.62</b>
Bill	5985	04/28/2021		572.785 · Community Maintenance	-422.62	422.62
TOTAL					-422.62	422.62
<b>Bill Pmt -Check</b>	<b>12914</b>	<b>05/03/2021</b>	<b>DEERING PARK STEWARDSHIP DISTRICT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-7.27</b>
Bill	042721	04/28/2021		519.410 · Postage	-7.27	7.27
TOTAL					-7.27	7.27
<b>Bill Pmt -Check</b>	<b>12915</b>	<b>05/03/2021</b>	<b>DOORKING, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-30.95</b>
Bill	1600716	04/28/2021		529.736 · Gate Operating Supplies	-30.95	30.95
TOTAL					-30.95	30.95
<b>Bill Pmt -Check</b>	<b>12916</b>	<b>05/03/2021</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-657.00</b>
Bill	17276	04/28/2021		529.736 · Gate Operating Supplies	-657.00	657.00
TOTAL					-657.00	657.00

## Grand Haven Community Development District

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12917</b>	<b>05/03/2021</b>	<b>JASON SHAW TREE SERVICE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,200.00</b>
Bill	041421	04/28/2021	Landscape Renovation - Firewise	539.612 · Gen Infrastructr replace/repair	-2,300.00	2,300.00
Bill	041421 - 2	04/28/2021	Landscape Renovation - Firewise	539.612 · Gen Infrastructr replace/repair	-3,900.00	3,900.00
TOTAL					<u>-6,200.00</u>	<u>6,200.00</u>
<b>Bill Pmt -Check</b>	<b>12918</b>	<b>05/03/2021</b>	<b>VERDEGO, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,327.71</b>
Bill	5148	04/28/2021		539.609 · Irrigation Repairs & Maint	-751.91	751.91
Bill	5158	04/28/2021		539.609 · Irrigation Repairs & Maint	-575.80	575.80
TOTAL					<u>-1,327.71</u>	<u>1,327.71</u>
<b>Bill Pmt -Check</b>	<b>12919</b>	<b>05/03/2021</b>	<b>WEBSTAIRANTSTORE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-36.70</b>
Bill	65173172	04/28/2021		572.780 · Amenity Maintenance	-36.70	36.70
TOTAL					<u>-36.70</u>	<u>36.70</u>
<b>Bill Pmt -Check</b>	<b>12920</b>	<b>05/03/2021</b>	<b>WELCH TENNIS COURTS, INC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,093.57</b>
Bill	61522	04/28/2021		572.780 · Amenity Maintenance	-1,093.57	1,093.57
TOTAL					<u>-1,093.57</u>	<u>1,093.57</u>
<b>Bill Pmt -Check</b>	<b>12921</b>	<b>05/03/2021</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-161.46</b>
Bill	7-345-33005	04/28/2021		519.410 · Postage	-161.46	161.46
TOTAL					<u>-161.46</u>	<u>161.46</u>
<b>Bill Pmt -Check</b>	<b>12922</b>	<b>05/10/2021</b>	<b>AMENITY MANAGEMENT GROUP, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-49,398.80</b>
Bill	383390	05/05/2021		572.305 · Mgmt Cont - Vill Ctr, Cafe,Cree	-49,398.80	49,398.80
TOTAL					<u>-49,398.80</u>	<u>49,398.80</u>
<b>Bill Pmt -Check</b>	<b>12923</b>	<b>05/10/2021</b>	<b>AMERIGAS - 3</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-382.78</b>
Bill	3121007031 041721	05/05/2021		532.306 · Propane Services - Spas/Cafe	-382.78	382.78
TOTAL					<u>-382.78</u>	<u>382.78</u>

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12924</b>	<b>05/10/2021</b>	<b>BARRY, KLOPTOSKY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-235.20</b>
Bill	043021	05/05/2021		572.304 · Operations Mgr- Mileage	-235.20	235.20
TOTAL					-235.20	235.20
<b>Bill Pmt -Check</b>	<b>12925</b>	<b>05/10/2021</b>	<b>BRYON C. LENHART</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-166.67</b>
Bill	043021	05/01/2021		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67
<b>Bill Pmt -Check</b>	<b>12926</b>	<b>05/10/2021</b>	<b>BUG-GUARD SERVICES INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-40.00</b>
Bill	198407	05/05/2021		572.765 · Termite Bonds	-20.00	20.00
Bill	198408	05/05/2021		572.765 · Termite Bonds	-20.00	20.00
TOTAL					-40.00	40.00
<b>Bill Pmt -Check</b>	<b>12927</b>	<b>05/10/2021</b>	<b>CLARK &amp; ALBAUGH, LLP</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-13,015.42</b>
Bill	17464	05/05/2021		514.007 · District Counsel	-12,685.42	12,685.42
Bill	17465	05/05/2021		514.007 · District Counsel	-330.00	330.00
TOTAL					-13,015.42	13,015.42
<b>Bill Pmt -Check</b>	<b>12928</b>	<b>05/10/2021</b>	<b>COMMERCIAL FITNESS PRODUCTS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-29,378.17</b>
Bill	DHAYQ1324	05/05/2021	Replace Fitness Equipment	539.612 · Gen Infrastructr replace/repair	-29,378.17	58,756.33
TOTAL					-29,378.17	58,756.33
<b>Bill Pmt -Check</b>	<b>12929</b>	<b>05/10/2021</b>	<b>DRMP</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,312.44</b>
Bill	0162012	05/05/2021		519.320 · Engineering	-6,312.44	6,312.44
TOTAL					-6,312.44	6,312.44
<b>Bill Pmt -Check</b>	<b>12930</b>	<b>05/10/2021</b>	<b>EDWARD WEYANT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-166.67</b>
Bill	043021	05/01/2021		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12931</b>	<b>05/10/2021</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-67.97</b>
Bill	7-360-37567	05/05/2021		519.410 · Postage	-67.97	67.97
TOTAL					<u>-67.97</u>	<u>67.97</u>
<b>Bill Pmt -Check</b>	<b>12932</b>	<b>05/10/2021</b>	<b>FLORIDA POWER &amp; LIGHT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,334.34</b>
Bill	76833-72397 042921	05/05/2021		531.301 · Utility Services	-174.91	174.91
				531.307 · Street Lights	-1,159.43	1,159.43
TOTAL					<u>-1,334.34</u>	<u>1,334.34</u>
<b>Bill Pmt -Check</b>	<b>12933</b>	<b>05/10/2021</b>	<b>FLORIDA STYLE TRIM, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-350.00</b>
Bill	68872	05/05/2021		572.780 · Amenity Maintenance	-350.00	350.00
TOTAL					<u>-350.00</u>	<u>350.00</u>
<b>Bill Pmt -Check</b>	<b>12934</b>	<b>05/10/2021</b>	<b>FONALITY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-547.06</b>
Bill	IN-US1150979	05/05/2021		572.708 · Creekside Telephone & Fax	-273.53	273.53
				572.707 · Village Ctr Telephone & Fax	-273.53	273.53
TOTAL					<u>-547.06</u>	<u>547.06</u>
<b>Bill Pmt -Check</b>	<b>12935</b>	<b>05/10/2021</b>	<b>GUARD ONE PROTECTIVE SERVICES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-7,798.56</b>
Bill	105409	05/05/2021		529.306 · Access Control Contract	-7,798.56	7,798.56
TOTAL					<u>-7,798.56</u>	<u>7,798.56</u>
<b>Bill Pmt -Check</b>	<b>12936</b>	<b>05/10/2021</b>	<b>HOME DEPOT CREDIT SERVICES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-188.69</b>
Bill	4024119	05/05/2021		572.780 · Amenity Maintenance	-15.70	15.70
Bill	9013933	05/05/2021		572.785 · Community Maintenance	-152.31	152.31
Bill	6023996	05/05/2021		572.780 · Amenity Maintenance	-20.68	20.68
TOTAL					<u>-188.69</u>	<u>188.69</u>
<b>Bill Pmt -Check</b>	<b>12937</b>	<b>05/10/2021</b>	<b>JASON SHAW TREE SERVICE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-7,800.00</b>

## Grand Haven Community Development District

### Check Detail

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	042121	05/05/2021	Landscape Renovation - Firewise	539.612 · Gen Infrastructr replace/repair	-3,900.00	3,900.00
Bill	042821	05/05/2021	Landscape Renovation - Firewise	539.612 · Gen Infrastructr replace/repair	-3,900.00	3,900.00
TOTAL					-7,800.00	7,800.00
<b>Bill Pmt -Check</b>	<b>12938</b>	<b>05/10/2021</b>	<b>JEREMEY WILSON</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-166.67</b>
Bill	043021	05/01/2021		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67
<b>Bill Pmt -Check</b>	<b>12939</b>	<b>05/10/2021</b>	<b>JOSEPH OSBORNE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-166.67</b>
Bill	043021	05/01/2021		572.315 · Mileage Reimb- Maint Worker 1	-166.67	166.67
TOTAL					-166.67	166.67
<b>Bill Pmt -Check</b>	<b>12940</b>	<b>05/10/2021</b>	<b>KEN BROKAW</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-125.00</b>
Bill	043021	05/01/2021		572.315 · Mileage Reimb- Maint Worker 1	-125.00	125.00
TOTAL					-125.00	125.00
<b>Bill Pmt -Check</b>	<b>12941</b>	<b>05/10/2021</b>	<b>KES CONSTRUCTION, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,045.00</b>
Bill	1090	05/05/2021	Grand Haven Room Renovations	539.612 · Gen Infrastructr replace/repair	-5,195.00	5,195.00
Bill	1091	05/05/2021	Grand Haven Room Renovations	539.612 · Gen Infrastructr replace/repair	-850.00	850.00
TOTAL					-6,045.00	6,045.00
<b>Bill Pmt -Check</b>	<b>12942</b>	<b>05/10/2021</b>	<b>LOUISE LEISTER</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-800.00</b>
Bill	0140	05/05/2021		539.600 · Horticultural Expense	-800.00	800.00
TOTAL					-800.00	800.00
<b>Bill Pmt -Check</b>	<b>12943</b>	<b>05/10/2021</b>	<b>LOWE'S HOME CENTERS, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-471.44</b>
Bill	2105961	05/05/2021		572.785 · Community Maintenance	-97.32	97.32
			WILD OAKS BRIDGE REPAIR	539.612 · Gen Infrastructr replace/repair	-99.69	99.69
Bill	23552861	05/05/2021		572.780 · Amenity Maintenance	-268.27	268.27
Bill	2531236	05/05/2021		572.780 · Amenity Maintenance	-6.16	6.16
TOTAL					-471.44	471.44

## Grand Haven Community Development District

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12944</b>	<b>05/10/2021</b>	<b>MARC A. ICHART</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-78.96</b>
Bill	043021	05/05/2021		572.315 · Mileage Reimb- Maint Worker 1	-78.96	78.96
TOTAL					<u>-78.96</u>	<u>78.96</u>
<b>Bill Pmt -Check</b>	<b>12945</b>	<b>05/10/2021</b>	<b>MARC A. ICHART (REIMBURSEMENTS)</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-72.00</b>
Bill	042321	05/05/2021		572.785 · Community Maintenance	-22.00	22.00
Bill	042721	05/05/2021		572.785 · Community Maintenance	-50.00	50.00
TOTAL					<u>-72.00</u>	<u>72.00</u>
<b>Bill Pmt -Check</b>	<b>12946</b>	<b>05/10/2021</b>	<b>POOLSURE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,196.28</b>
Bill	111295593404	05/05/2021		572.744 · Pools Chemicals	-1,196.28	1,196.28
TOTAL					<u>-1,196.28</u>	<u>1,196.28</u>
<b>Bill Pmt -Check</b>	<b>12947</b>	<b>05/10/2021</b>	<b>PRECISION LAND GRADING, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-2,633.33</b>
Bill	391	05/05/2021		539.606 · Landscape Maintenance - Croquet	-2,633.33	2,633.33
TOTAL					<u>-2,633.33</u>	<u>2,633.33</u>
<b>Bill Pmt -Check</b>	<b>12948</b>	<b>05/10/2021</b>	<b>SOLITUDE LAKE MANAGEMENT</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-4,890.74</b>
Bill	PI-A00577420	05/05/2021		538.605 · Aquatic Contract - lake watch	-342.99	342.99
Bill	PI-A00577419	05/05/2021		538.602 · Aquatic Contract	-3,939.75	3,939.75
Bill	PI-A00577418	05/05/2021		538.606 · Aquatic Contract - aeration	-608.00	608.00
TOTAL					<u>-4,890.74</u>	<u>4,890.74</u>
<b>Bill Pmt -Check</b>	<b>12949</b>	<b>05/10/2021</b>	<b>SUNSHINE STATE HEATING &amp; AIR CONDITIO</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,800.00</b>
Bill	050521	05/05/2021		572.780 · Amenity Maintenance	-1,750.00	1,750.00
Bill	10466	05/05/2021		572.780 · Amenity Maintenance	-50.00	50.00
TOTAL					<u>-1,800.00</u>	<u>1,800.00</u>
<b>Bill Pmt -Check</b>	<b>12950</b>	<b>05/10/2021</b>	<b>TUI TOTAL SOLUTIONS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-105.59</b>

## Grand Haven Community Development District

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	AR25043	05/05/2021		572.702 · Oper Mgr - Office Supplies	-105.59	105.59
TOTAL					-105.59	105.59
<b>Bill Pmt -Check</b>	<b>12951</b>	<b>05/10/2021</b>	<b>VERDEGO, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-53,816.12</b>
Bill	5003	05/05/2021		539.604 · Landscape Maintenance - Contrac	-47,861.12	47,861.12
Bill	5175	05/05/2021		539.608 · Landscape Repairs & Replacement	-5,955.00	5,955.00
TOTAL					-53,816.12	53,816.12
<b>Bill Pmt -Check</b>	<b>12952</b>	<b>05/10/2021</b>	<b>WEBWATCHDOGS</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-549.00</b>
Bill	6839	05/05/2021		572.785 · Community Maintenance	-250.00	250.00
Bill	6831	05/05/2021		572.785 · Community Maintenance	-299.00	299.00
TOTAL					-549.00	549.00
<b>Bill Pmt -Check</b>	<b>12953</b>	<b>05/10/2021</b>	<b>WHITE RIVER HARDWOODS-WOODWORKS,</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-816.90</b>
Bill	INV19597	05/05/2021	Grand Haven Room Renovations	539.612 · Gen Infrastructr replace/repair	-816.90	816.90
TOTAL					-816.90	816.90
<b>Bill Pmt -Check</b>	<b>12954</b>	<b>05/10/2021</b>	<b>WRATHELL, HUNT &amp; ASSOCIATES, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,708.00</b>
Bill	2019-2244	05/05/2021		513.100 · District Management	-3,260.58	3,260.58
				513.101 · Administrative Services	-867.75	867.75
				513.201 · Accounting Services	-1,789.83	1,789.83
				513.310 · Assessment Roll Preparation	-789.84	789.84
TOTAL					-6,708.00	6,708.00
<b>Bill Pmt -Check</b>	<b>12955</b>	<b>05/14/2021</b>	<b>AMERIGAS - 1</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-484.12</b>
Bill	3121222174 042321	05/12/2021		532.306 · Propane Services - Spas/Cafe	-484.12	484.12
TOTAL					-484.12	484.12
<b>Bill Pmt -Check</b>	<b>12956</b>	<b>05/14/2021</b>	<b>CELERA IT SERVICES, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,266.00</b>
Bill	9187	05/12/2021		519.952 · IT support	-1,266.00	1,266.00
TOTAL					-1,266.00	1,266.00

## Grand Haven Community Development District

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Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12957</b>	<b>05/14/2021</b>	<b>CITY ELECTRIC SUPPLY INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-63.18</b>
Bill	PMC/203984	05/12/2021		572.780 · Amenity Maintenance	-63.18	63.18
TOTAL					-63.18	63.18
<b>Bill Pmt -Check</b>	<b>12958</b>	<b>05/14/2021</b>	<b>ET &amp; T DISTRIBUTORS, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-6,937.46</b>
Bill	18671	05/12/2021		572.785 · Community Maintenance	-808.50	808.50
				572.780 · Amenity Maintenance	-6,128.96	6,128.96
TOTAL					-6,937.46	6,937.46
<b>Bill Pmt -Check</b>	<b>12959</b>	<b>05/14/2021</b>	<b>FEDEX</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-142.69</b>
Bill	7-368-36402	05/12/2021		519.410 · Postage	-142.69	142.69
TOTAL					-142.69	142.69
<b>Bill Pmt -Check</b>	<b>12960</b>	<b>05/14/2021</b>	<b>FLORIDA WILDLIFE MANAGEMENT, LLC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-595.00</b>
Bill	03-23-21-RC-VC	05/12/2021		572.780 · Amenity Maintenance	-595.00	595.00
TOTAL					-595.00	595.00
<b>Bill Pmt -Check</b>	<b>12961</b>	<b>05/14/2021</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-240.00</b>
Bill	17350	05/12/2021		529.700 · Guard & Gate Facility Maint	-120.00	120.00
Bill	17351	05/12/2021		529.700 · Guard & Gate Facility Maint	-120.00	120.00
TOTAL					-240.00	240.00
<b>Bill Pmt -Check</b>	<b>12962</b>	<b>05/14/2021</b>	<b>GRAPHIC SIGN DESIGN OF CENTRAL FL, LL</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-10,495.00</b>
Bill	13119	05/12/2021		572.780 · Amenity Maintenance	-4,250.00	4,250.00
Bill	13129	05/12/2021		572.780 · Amenity Maintenance	-1,400.00	1,400.00
Bill	13116	05/12/2021		572.785 · Community Maintenance	-2,550.00	2,550.00
Bill	13130	05/12/2021		572.702 · Oper Mgr - Office Supplies	-85.00	85.00
Bill	13152	05/12/2021		572.785 · Community Maintenance	-2,210.00	2,210.00
TOTAL					-10,495.00	10,495.00



**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>12963</b>	<b>05/14/2021</b>	<b>NEXSTAR ELECTRICAL CONTRACTORS, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-730.00</b>
Bill	0094098	05/12/2021		572.780 · Amenity Maintenance	-730.00	730.00
TOTAL					-730.00	730.00
<b>Bill Pmt -Check</b>	<b>12964</b>	<b>05/14/2021</b>	<b>VECTOR SECURITY INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-86.95</b>
Bill	67897564	05/12/2021		572.907 · Fire & Security System	-86.95	86.95
TOTAL					-86.95	86.95
<b>Bill Pmt -Check</b>	<b>12965</b>	<b>05/14/2021</b>	<b>VERDEGO, LLC</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-1,299.36</b>
Bill	5197	05/12/2021		539.609 · Irrigation Repairs & Maint	-1,299.36	1,299.36
TOTAL					-1,299.36	1,299.36
<b>Check</b>	<b>12966</b>	<b>05/18/2021</b>	<b>MERRILL STASS-ISERN</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12967</b>	<b>05/18/2021</b>	<b>JOHN A. POLIZZI</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12968</b>	<b>05/18/2021</b>	<b>KEVIN FOLEY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12969</b>	<b>05/18/2021</b>	<b>FLANAGAN, MICHAEL J.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12970</b>	<b>05/18/2021</b>	<b>WARRINGTON HOWDEN</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>

**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12971</b>	<b>05/18/2021</b>	<b>MERRILL STASS-ISERN</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.111 · Supervisor Workshop Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12972</b>	<b>05/18/2021</b>	<b>JOHN A. POLIZZI</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.111 · Supervisor Workshop Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12973</b>	<b>05/18/2021</b>	<b>KEVIN FOLEY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.111 · Supervisor Workshop Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12974</b>	<b>05/18/2021</b>	<b>FLANAGAN, MICHAEL J.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.111 · Supervisor Workshop Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Check</b>	<b>12975</b>	<b>05/18/2021</b>	<b>WARRINGTON HOWDEN</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.111 · Supervisor Workshop Fees	-200.00	200.00
TOTAL					-200.00	200.00
<b>Bill Pmt -Check</b>	<b>12976</b>	<b>05/21/2021</b>	<b>A &amp; A LOCK, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-3,235.00</b>
Bill	103756	05/19/2021		572.780 · Amenity Maintenance	-2,175.00	2,175.00
Bill	103757	05/19/2021		572.780 · Amenity Maintenance	-1,060.00	1,060.00
TOTAL					-3,235.00	3,235.00
<b>Bill Pmt -Check</b>	<b>12977</b>	<b>05/21/2021</b>	<b>CITY ELECTRIC SUPPLY INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-31.59</b>
Bill	PMC/204303	05/19/2021		572.780 · Amenity Maintenance	-31.59	31.59

## Grand Haven Community Development District

### Check Detail

May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-31.59	31.59
<b>Bill Pmt -Check</b>	<b>12978</b>	<b>05/21/2021</b>	<b>COASTAL SUPPLIES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-375.00</b>
Bill	57101	05/19/2021		572.702 · Oper Mgr - Office Supplies	-375.00	375.00
TOTAL					-375.00	375.00
<b>Bill Pmt -Check</b>	<b>12979</b>	<b>05/21/2021</b>	<b>DAYTONA PRESSURE OF FLAGLER COUNTY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-153.98</b>
Bill	6090	05/19/2021		572.785 · Community Maintenance	-153.98	153.98
TOTAL					-153.98	153.98
<b>Bill Pmt -Check</b>	<b>12980</b>	<b>05/21/2021</b>	<b>FLORIDA STYLE TRIM, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-5,509.78</b>
Bill	69091	05/19/2021		572.780 · Amenity Maintenance	-472.57	472.57
Bill	69089	05/19/2021		572.780 · Amenity Maintenance	-909.07	909.07
Bill	68467	05/19/2021		572.780 · Amenity Maintenance	-4,128.14	4,128.14
TOTAL					-5,509.78	5,509.78
<b>Bill Pmt -Check</b>	<b>12981</b>	<b>05/21/2021</b>	<b>GATE STORE, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-151.50</b>
Bill	17382	05/19/2021		529.700 · Guard & Gate Facility Maint	-151.50	151.50
TOTAL					-151.50	151.50
<b>Bill Pmt -Check</b>	<b>12982</b>	<b>05/21/2021</b>	<b>GUARD ONE PROTECTIVE SERVICES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-7,798.56</b>
Bill	106008	05/19/2021		529.306 · Access Control Contract	-7,798.56	7,798.56
TOTAL					-7,798.56	7,798.56
<b>Bill Pmt -Check</b>	<b>12983</b>	<b>05/21/2021</b>	<b>HOME DEPOT CREDIT SERVICES</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-402.76</b>
Bill	1363480	05/19/2021		572.780 · Amenity Maintenance	-107.82	107.82
Bill	9064313	05/19/2021		572.785 · Community Maintenance	-74.98	74.98
Bill	8290185	05/19/2021		572.780 · Amenity Maintenance	-219.96	219.96
TOTAL					-402.76	402.76
<b>Bill Pmt -Check</b>	<b>12984</b>	<b>05/21/2021</b>	<b>MARC A. ICHART (REIMBURSEMENTS)</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-50.00</b>

**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	002800	05/19/2021		572.785 · Community Maintenance	-50.00	50.00
TOTAL					<u>-50.00</u>	<u>50.00</u>
<b>Bill Pmt -Check</b>	<b>12985</b>	<b>05/21/2021</b>	<b>MASSEY SERVICES, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-45.00</b>
Bill	43215773	05/19/2021		572.765 · Termite Bonds	-45.00	45.00
TOTAL					<u>-45.00</u>	<u>45.00</u>
<b>Bill Pmt -Check</b>	<b>12986</b>	<b>05/21/2021</b>	<b>PRECISION LAND GRADING, INC.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-9,000.00</b>
Bill	393	05/19/2021	Croquet Court	539.612 · Gen Infrastructr replace/repair	-7,000.00	7,000.00
Bill	394	05/19/2021	Croquet Court	539.612 · Gen Infrastructr replace/repair	-2,000.00	2,000.00
TOTAL					<u>-9,000.00</u>	<u>9,000.00</u>
<b>Bill Pmt -Check</b>	<b>12987</b>	<b>05/21/2021</b>	<b>SUNSHINE STATE HEATING &amp; AIR CONDITIO</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-375.00</b>
Bill	22608292	05/19/2021		572.780 · Amenity Maintenance	-375.00	375.00
TOTAL					<u>-375.00</u>	<u>375.00</u>
<b>Bill Pmt -Check</b>	<b>12988</b>	<b>05/21/2021</b>	<b>WEBSTAUANTSTORE</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-44.41</b>
Bill	65660076	05/19/2021		572.780 · Amenity Maintenance	-44.41	44.41
TOTAL					<u>-44.41</u>	<u>44.41</u>
<b>Check</b>	<b>12989</b>	<b>05/25/2021</b>	<b>JOHN A. POLIZZI</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					<u>-200.00</u>	<u>200.00</u>
<b>Check</b>	<b>12990</b>	<b>05/25/2021</b>	<b>MERRILL STASS-ISERN</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					<u>-200.00</u>	<u>200.00</u>
<b>Check</b>	<b>12991</b>	<b>05/25/2021</b>	<b>KEVIN FOLEY</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>

**Grand Haven Community Development District**  
**Check Detail**  
May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					<u>-200.00</u>	<u>200.00</u>
<b>Check</b>	<b>12992</b>	<b>05/25/2021</b>	<b>FLANAGAN, MICHAEL J.</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					<u>-200.00</u>	<u>200.00</u>
<b>Check</b>	<b>12993</b>	<b>05/25/2021</b>	<b>WARRINGTON HOWDEN</b>	<b>101.002 · Suntrust #8388 - Operating Acct</b>		<b>-200.00</b>
				511.110 · Supervisor's Fees	-200.00	200.00
TOTAL					<u>-200.00</u>	<u>200.00</u>
				<b>Grand Total</b>		<b><u><u>\$ 387,765.44</u></u></b>



**COMMUNITY DEVELOPMENT DISTRICT**

**5BI**

**DRAFT**

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

The Board of Supervisors of the Grand Haven Community Development District held a Community Workshop on June 3, 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
Barry Kloptosky	Operations Manager
Vanessa Stepniak	Office Manager
John Lucansky	Vesta/AMG
Robert Ross	Vesta/AMG
Donna McGevena	Resident
Ken McGevena	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 9:03 a.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

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

Supervisor Howden stated the new audio system was progressing slowly; it was hoped that members of the public would soon be able to participate remotely and submit public

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

40 comments via Zoom. The Board was working to ensure that the agenda would be e-blasted to  
41 residents and posted at both Amenity Centers on the Friday before workshops and meetings.

42 Resident Donna McGevna stated she took issue with an apology letter submitted by Ms.  
43 Louise Leister, the District's Horticultural Consultant, regarding unprofessional comments made  
44 at a previous meeting and discussed the reasons.

45 Resident Ken McGevna discussed why he also took issue with the apology letter and  
46 stated he considered Ms. Leister's comments defamatory. He stated that the photographs Ms.  
47 Leister provided regarding their property in 2017 were not photographs of his property. He  
48 also took issue with Ms. Leister's characterization of Mrs. McGevna and was dissatisfied with  
49 the remedy to the property. He stated that he requested a verbatim transcript of the May 6,  
50 2021 meeting and a digital copy of the May 19, 2021 meeting and noted that he would request  
51 a copy of today's meeting.

52 Mr. McGaffney stated the request for audio files was forwarded to Wrathell, Hunt and  
53 Associates, LLC. He stated that the minutes are transcribed in summary format and verbatim  
54 transcription would require direction from the Board.

55 Supervisor Howden asked the Board to discuss an apology for the recent situation and  
56 issues related to FireWise mowing. Discussion ensued regarding the importance of the FireWise  
57 program, the need to clarify whether mowing was done in accordance with FireWise  
58 requirements and the need to communicate and engage with residents proactively and address  
59 questions and concerns.

60 Supervisor Foley stated, following a meeting at the McGevna's residence, his  
61 understanding of the incident was that one next door neighbor requested selective vine  
62 removal, which was done, and the homeowner on the other side did not permit any mowing.  
63 The McGevnas were not home when mowing was done and their backyard was mowed to the  
64 point that the Grand Haven Realty office could be seen. He stated that he was sympathetic to  
65 the McGevnas and he felt that what was done was unacceptable. In his opinion, improved  
66 communication and equal treatment of residents is necessary.

67 Discussion ensued regarding the importance of detailed FireWise communications to  
68 residents and the need to ensure that all work is on CDD property and not private property. Mr.  
69 Kloptosky asked Mrs. McGevna if the vines cleared were requested by a neighbor and whether



70 the removal was on their private property or on CDD property. Mrs. McGevna stated that her  
71 neighbor requested vine removal because vines were strangling bushes on his property. She  
72 believed that Ms. Leister had the vines cut on the neighbor's property and then, while the  
73 McGevnas were not home, the neighbor gave permission so they proceeded to cut the vines on  
74 the McGevna's property. The neighbor on the other side of the McGevnas did not give  
75 permission and nothing was cut on their property. Mrs. McGevna voiced her opinion that vine  
76 removal was not part of the FireWise program. She stated that she met with Mr. Kloptosky  
77 after the incident and stated she was dissatisfied with the replacement trees planted by  
78 VerdeGo. Mrs. McGevna stated that vines were removed from her private property. She  
79 expressed support for the FireWise program.

80 Mr. Kloptosky discussed the FireWise program and stated the CDD does not generally  
81 address private property issues because residents are permitted to cut anything hanging over  
82 their property lines. He stated he was concerned when residents are exposed to traffic or noise.  
83 The trees planted on CDD property were expected to fill in; however, maintenance was  
84 necessary because they were being choked by vines. Discussion ensued regarding plantings,  
85 remedying the situation, property lines and the need for corrective action if private property  
86 was affected. Mr. Kloptosky requested a copy of the survey of the McGevna property and  
87 stated he would stake out the property boundaries. Mr. Kloptosky would meet with Ms. Leister,  
88 review the boundaries, look at the 2017 work and provide a summary at the July meeting with  
89 any actionable items for the Board to consider.

90 The Board discussed Ms. Leister's comments and the apology letter and directed the  
91 District Manager to work with Ms. Leister to address the situation.

92

93 **FOURTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

94

95 **A. Employee Benefits**

96 • **Health, Dental, Vision**

97 Mr. McGaffney stated that, at the Board's direction, he contacted the Insurance Agent  
98 to explore opportunities for health coverage. Plans, costs and dependent costs for the current  
99 Florida Blue plan and other comparable plans were presented and discussed. Discussion ensued  
100 regarding the Medical Plans, Section 125 Cafeteria Plans, HSA Plans, increasing company paid

101 dependent premiums from 30% to 50% and the need to remain competitive to attract and  
102 retain employees. The Board's consensus was to keep the current plan, increase the employer  
103 funded portion of the spouse's premium to 50% and add dental and vision coverage. Discussion  
104 ensued regarding costs and benefits, possible budgetary adjustments to the \$80,000 budgeted  
105 for seven employees, possible rate decrease when the District employs ten or more, the need  
106 to evaluate additional options to benefit employees and the District's desire to offer a  
107 competitive employee compensation package. Mr. McGaffney stated he would discuss possible  
108 additional benefits with the agent. This item may be presented for discussion and the agent  
109 may be invited to attend the August workshop.

110 • **Mileage Reimbursement vs. Vehicle Allowance**

111 Mr. McGaffney recommended discontinuing vehicle allowances in favor of mileage  
112 reimbursement for the sake of consistency. Discussion ensued regarding the current vehicle  
113 allowance amount, the administrative burden with tracking mileage reimbursement, personal  
114 and company vehicle use and the possibility of purchasing additional CDD vehicles. The Board  
115 was unable to reach a consensus. Mr. McGaffney would work with the Operations Manager and  
116 present recommendations.

117 **The meeting recessed at 10:24 a.m., and reconvened at 10:51 a.m.**

118 **B. Long Term Planning and Financing of Future Capital Improvement Plans (10-Year**  
119 **Outlook)**

- 120 • **Staff Review: District Engineer, Operations Manager, Amenity Manager**
- 121 • **Reserve Study: 10-Year Outlook**
- 122 • **10- Year Projection of Future Assessments: General Fund & Capital (SRF)**
- 123 • **Board Review**
- 124 • **Resident Feedback/Survey**
- 125 • **Communication of End Result**

126 Mr. McGaffney discussed the steps involved in the long-term planning process, including  
127 collecting and incorporating Staff and resident feedback, organizing each Board Member's ideas  
128 and feedback and communication to residents, with the goal of planning a series of workshops  
129 working towards a 10-year outlook. An initial review would be provided by Staff; items would  
130 be assigned to the Reserve Study if appropriate and scheduled on a year-by-year outlook with

131 graphs, as projects are identified. The District Manager would compile a document including all  
132 Board Member suggestions and priorities for discussion and decision making.

133 Supervisor Polizzi requested ongoing updates, data and information, such as local  
134 demographics and income levels. Mr. McGaffney stated he would provide timelines using the  
135 matrix provided. The process would likely take until the end of the year to complete.  
136 Information would be requested from local Realtors including Mr. David Alfin.

137 Supervisor Stass-Isern discussed the importance of a concise resident survey. Mr.  
138 McGaffney stated it would be approved by the Board prior to dissemination to residents.

139 Supervisor Flanagan requested updates in advance of meetings so they can be reviewed  
140 before the meetings. Mr. McGaffney discussed preparation, data collection and Staff reports  
141 and stated developing initial data for the Board to review for a 10-year plan would take a  
142 minimum of 90 days, given that none of the data currently exists other than the Reserve Study.  
143 Discussion ensued regarding obtaining data, informing the Board and the data in the budget  
144 and the Capital Improvement Plan (CIP). Mr. McGaffney stated additional updates may be  
145 emailed.

146 Supervisor Howden noted that the plan would include both physical and intangible  
147 projects. He suggested giving Staff 90 days to create the plan but requested that it be  
148 completed more quickly, if possible.

149 Supervisor Foley suggested the long-term plan, include implementing the technology to  
150 communicate information such as progress on jobs and FireWise, on the website. Discussion  
151 ensued regarding whether to update the Reserve Study. Mr. McGaffney noted that the Reserve  
152 Study spreadsheet can be updated, as needed. Project tracking, Parcel K, the Realtors  
153 Roundtable and the possibility of hiring an external resource, such as an Architect, to consider  
154 future amenities and the future growth and vision for Grand Haven, were discussed.

155 Supervisor Howden noted the requests for data and stated, with 30% annual turnover in  
156 the community, it is important to consider the changing needs and demographics of Grand  
157 Haven. He discussed the need to rebuild the community following COVID-19.

158 Mr. Kloptosky stated the Office Manager could implement an initial survey for new  
159 registrations and residents.

160 Mr. McGaffney displayed a project tracker report implemented by Bay County and  
161 stated that, while the CDD does not have the resources to do something on the same level of  
162 complexity, it could serve as an example of the type of simple project tracker that could be  
163 implemented. Software and logistics could be discussed with direction from the Board.

164 Discussion ensued regarding the project tracker, Staff resources needed to implement it,  
165 cost, etc. The consensus was that Mr. Kloptosky would speak with the IT Consultant, Celera,  
166 regarding how best to implement the project tracker. Mr. McGaffney noted that better audio  
167 integration was also needed for meetings and a proposal would be requested.

168 Discussion ensued regarding the timing for the 10-year plan. Mr. McGaffney stated it  
169 might be possible to provide an update at the September meeting but not a plan. How best to  
170 meet resident communication needs with technology, the website and communications  
171 planning, were discussed. Mr. McGaffney would gather specific feedback from residents about  
172 how to improve communications.

173

174 **FIFTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING**

175

**DATE: June 17, 2021 at 9:00 A.M.**

176

177 ○ **QUORUM CHECK**

178 The next meeting would be held on June 17, 2021.

179

180 **SIXTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

181

182 Supervisor Polizzi asked for the status of upgrading of fitness equipment in The Village  
183 Center. Mr. Lucansky stated delivery was tentatively scheduled for June 21, 2021; upon  
184 confirmation of delivery, an e-blast would be sent regarding closure of the fitness center.

185 Supervisor Polizzi asked for the Board to receive a preview of the Fiscal Year 2022  
186 budget prior to the September meeting, including history and impacts to the budget.

187 Supervisor Flanagan asked for the package to be sent to the Board Members 10 days in  
188 advance. He asked for "Future Use of the Tiki Bar at Creekside" be included as an agenda item.  
189 This would be included on the August workshop agenda.

190 Supervisor Flanagan stated that residents reported irrigation interruptions at the same  
191 time the tennis court irrigation was interrupted. Mr. Kloptosky stated that technology was  
192 upgraded and a glitch was recently fixed; his understanding was that it was not operational. He  
193 noted that private property is not tied into the District's irrigation system.

194 Supervisor Foley asked if the drinking fountains would be opened. Mr. Kloptosky stated  
195 all maintenance was current and up to date. The consensus was to open the drinking fountains.  
196 Supervisor Foley stated he had concerns regarding transition to a new District Management  
197 company.

198 **Mr. McGaffney left the meeting at 12:30 p.m.**

199 Discussion ensued regarding projects underway, such as the Reserve Study and the 10-  
200 Year plan. Supervisor Howden stated that, per Mr. Clark, work product would be provided by  
201 Wrathell, Hunt and Associates, LLC to be given to the new firm.

202 Supervisor Polizzi stated the documents should be backed up and the transition plans  
203 should be addressed with each company during the presentations.

204 Mr. Kloptosky stated he discussed these issues with Mr. McGaffney and he was assured  
205 that the transition would progress smoothly. The consensus was that the Supervisors would  
206 forward their questions to Mr. Clark, unless they could be addressed during the presentations.

207 Supervisor Howden stated that each Supervisor may contact the references provided by  
208 each respondent. Discussion ensued regarding the request for each presenter to give a 15-  
209 minute presentation. The consensus was that, while an absolute limit would not be set,  
210 approximately one hour per presenter seemed an appropriate amount of time.

211 **Mr. McGaffney returned to the meeting at 12:40 p.m.**

212

213 **SEVENTH ORDER OF BUSINESS**

**ADJOURNMENT**

214

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

216

217 **On MOTION by Supervisor Polizzi and seconded by Supervisor Stass-Isern, with**  
218 **all in favor, the workshop adjourned at 12:41 p.m.**

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Secretary/Assistant Secretary

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Chair/Vice Chair



**COMMUNITY DEVELOPMENT DISTRICT**

**5B11**

**DRAFT**

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

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on Thursday, June 17, 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
David Sowell	District Engineer
Barry Kloptosky	Operations Manager
Vanessa Stepniak	Office Manager
Roy Deary	Vesta/AMG
Jay King	Vesta/AMG
John Lucansky	Vesta/AMG
Robert Ross	Vesta/AMG
Bob Koncar	Inframark
Janice Davis	Inframark
Paula Davis	Inframark
Sandra DeMarco	Inframark
Darrin Mossing	GMS
Jim Perry	GMS
David Surface	Vesta Property Services
Patricia Tebow	Vesta/AMG
Bobby Canton	Vesta/AMG
Jackie Chow	Vesta/AMG

**Residents present, were:**

Denise Gallo	Dan Wiggin	Lisa Mrakovcic	Kathleen Fuss
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*Disclaimer: These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.*



43 **FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

44

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

46

47 **SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

48

49 All present recited the Pledge of Allegiance.

50

51 **THIRD ORDER OF BUSINESS**

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

52

53 Resident Lisa Mrakovcic voiced her opinion that the temperature in The Grand Haven  
54 Room has been too warm during Move to Music. She felt that the optimal temperature should  
55 be 65 to 68 degrees and asked for the temperature to be adjusted accordingly.

56 • **Discussion: Vinny Thompson Memorial Plaque**

57 **This item, previously Item 4E, was presented out of order.**

58 Resident Dan Wiggins and other residents presented a proposal for placement of a  
59 plaque honoring Mr. Vinny Thompson for his contributions to the CDD tennis facilities.  
60 Testimonies and memories submitted by Mr. Jim Cullis and Mr. Rich Walker were read.  
61 Photographs of the proposed plaque, reading “In memory of Vinnie Thompson, who loved  
62 tennis and whose efforts were instrumental in the development of this facility. - 2021”, were  
63 distributed. A photograph and specifications for the aluminum plaque were submitted. Mr.  
64 Wiggins presented a photo of the proposed location and placement on a rock near the entrance  
65 to the tennis courts. Mr. Kloptosky discussed two methods by which the plaque could be  
66 installed and stated he would work with Mr. Wiggins. Mr. Wiggins stated the project, if  
67 approved, would be funded by the residents submitting the proposal.

68

69 **On MOTION by Supervisor Foley and seconded by Supervisor Flanagan, with all**  
70 **in favor, the donation of the plaque to the CDD and authorizing Staff to install**  
71 **the plaque, was approved.**

72

73

74 **FOURTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

75

76 **A. Presentation of Proposals for District Manager Services**

77 Supervisor Howden asked Resident Denise Gallo to draw the names of the three  
78 respondents to determine the order in which the presentations would be conducted.

79 • **Q & A**

80 Mr. David Surface, CEO of Vesta Property Services, introduced himself and thanked the  
81 Board for the long-term relationship Vesta has enjoyed with Grand Haven. Mr. Roy Deary,  
82 President of Vesta's District Services Division, introduced the following employees:

- 83 ➤ Ms. Patricia Tebow, Controller
- 84 ➤ Mr. Howard McGaffney, Vice President, District Management Services
- 85 ➤ Mr. Bobby Canton, Director of I.T. Services
- 86 ➤ Ms. Jackie Chow, H.R. Business Partner, Northeast Florida

87 Mr. McGaffney discussed his qualifications, experience and dedication to Grand Haven  
88 and stated that he is operationally minded and there would be no disruption in service, given  
89 his 13 years of lessons learned working with Grand Haven.

90 Ms. Patricia Tebow discussed her qualifications and expertise in accounting, district  
91 management and financial management for large and small governments.

92 Mr. Deary and other staff members presented the Vesta proposal and responded to  
93 questions regarding specific solutions and the logistics of Mr. McGaffney continuing to serve as  
94 District Manager, along with his new role, for the foreseeable future. Weekly accounts payable,  
95 Federal Emergency Management Agency (FEMA) reimbursements, avoiding conflicts of interest  
96 between Vesta holding both the District Manager and Amenity Management contracts and  
97 organizational structure, were discussed. Vesta personnel discussed accounting functionality,  
98 website management, providing iPads to the Supervisors to use at meetings, access to historical  
99 District documents, document storage, data security and backups. Vesta personnel responded  
100 to questions regarding Vesta's pursuit of growth in the District Management field, website  
101 development and enhancements, unique role of the Operations Manager and potential  
102 conflicts of interest between The Café and Vesta, as the District Manager. Leveraging of  
103 combined amenity and District management, check processing, agenda distribution, unique

104 reporting relationship of the Operations Manager to the District Manager, role and  
105 responsibilities of the District Manager following a disaster and fees and costs were discussed.

106 **The meeting recessed at 10:37 a.m., and reconvened at 10:42 a.m.**

107 Mr. Bob Koncar, Regional Manager of Inframark, presented the Inframark proposal and  
108 introduced the following team members who would be assigned to the District:

- 109 ➤ Ms. Paula Davis, Accounts Payable
- 110 ➤ Ms. Janice Davis, Primary District Manager
- 111 ➤ Ms. Sandra DeMarco, Reporting Department
- 112 ➤ Mr. Bob Koncar, secondary District Manager

113 Mr. Koncar stated that twelve senior individuals would be assigned to provide services  
114 to the District and the team would be backed up by additional personnel. He discussed the 24-  
115 hour I.T. help desk, computer security and backups.

116 Ms. Janice Davis discussed her qualifications and experience in real estate and  
117 construction accounting, government consulting accounting, management and district  
118 management. She currently manages 11 districts and discussed districts comparable to Grand  
119 Haven, including amenities, expansion, improvements, recreational events, local amenity  
120 partnerships, staffing and employee leasing, operations and maintenance (O&M) and budgets.

121 Mr. Koncar discussed Inframark's customized accounting system, which provides for  
122 financial and accounting reports and formats. Ms. Paula Davis discussed Inframark's integrated  
123 accounting system for invoice approvals, Board access to documents and reporting. Ms. Sandra  
124 DeMarco discussed Inframark's electronic document management systems. Mr. Koncar  
125 discussed recommendations for expediting meetings, pricing and scope of service.

126 Mr. Koncar and other Inframark personnel responded to questions regarding human  
127 resources, ongoing employee training and background checks, working relationships between  
128 District Managers and Property Managers and management of onsite O&M, vendors and  
129 emergencies. Transition, operations, financials, recordkeeping, project management, disaster  
130 recovery, FEMA processes, financing capital projects, availability of the district management  
131 team, long-term planning, development of goals and objectives and processes for financial and  
132 operational needs were discussed.

133 Ms. Janice Davis discussed her experience managing events, communicating and  
134 enforcing policies and procedures and dealing with unruly guests. Inframark personnel  
135 responded to questions related to communications and preparation in advance of Board  
136 meetings, management of critical issues and Board liaisons. Check processing turnaround time,  
137 staff management, leadership style, operations and payment processing and storm preparation  
138 and communications to residents, were discussed.

139 **The meeting recessed at 11:56 a.m., and reconvened at 12:04 p.m.**

140 Mr. Darrin Mossing, President and Founder of GMS, introduced the following team  
141 members:

- 142 ➤ Mr. Jim Perry, Managing Partner
- 143 ➤ Mr. Daniel Loughlin, District Manager Designee

144 Mr. Mossing presented the GMS proposal. He discussed GMS's growth, experience,  
145 focus on client and employee retention, its clients comparable to Grand Haven, public records  
146 management, audit material management, transition systems and pricing.

147 Mr. Loughlin discussed his district management, accounting and industry experience  
148 and responded to questions related to the transition plans, comparable districts currently  
149 managed GMS, disaster management, communications and the district manager's role in long-  
150 term planning and budgeting. He responded to questions regarding working with the  
151 Operations Manager, website considerations and requirements, communicating and enforcing  
152 rules and suspensions, planning process for meetings, agenda preparation, letters,  
153 informational communications to residents and oversight and management of service level  
154 organizations. Mr. Loughlin stated he would work closely with CDD Staff to ensure a smooth  
155 transition and transfer of knowledge for long-term planning and to run efficient meetings. Mr.  
156 Mossing noted that the fee includes all 24 scheduled meetings/workshops, based on an average  
157 of them lasting five hours. Typical communications with residents and the Board, Board access  
158 to document systems, timely payment processing and disaster recovery, were discussed.

159 • **Board Discussion**

160 Mr. Clark discussed the deliberation and discussion process the Board may follow in  
161 order to reach consensus. He discussed the strengths and weaknesses of each respondent. He

162 noted that the conflict of interest in hiring Vesta must be navigated and addressed and voiced  
163 his opinion that Mr. McGaffney has a great breadth of experience and knowledge of the  
164 District. Each Supervisor shared their initial impressions and recommendations and discussed  
165 their reasons. The strengths and weaknesses of each firm and district manager candidate,  
166 system capabilities, integration, logistics in navigating potential conflicts of interest, back-office  
167 capabilities and costs were discussed. References, strengths and qualifications of the firms and  
168 district managers, each firm's responses to questions, the District's goals and needs and  
169 transition issues were discussed at length.

170 • **Award of Contract**

171  
172 **On MOTION by Supervisor Polizzi and seconded by Supervisor Stass-Isern, with**  
173 **all in favor, awarding the District Management contract to Vesta, authorizing**  
174 **District Staff negotiate a contract and authorizing the Chair to execute, was**  
175 **approved.**

176  
177

178 Discussion ensued regarding the transition timing and clauses to include in the contract.  
179 Mr. Clark asked each Supervisor to email suggestions and requests directly to him. He invited  
180 the group back so that the decision could be announced. Supervisor Howden thanked all in  
181 attendance for their presentations and announced that the contract was awarded to Vesta.

182 **Representatives from Inframark and GFS left the meeting at 1:45 p.m.**

183 • **Transition**

184 Mr. Clark stated that Mr. Wrathell indicated he would accommodate the District's  
185 requested transition timing. Discussion ensued regarding the suggested August 1, 2021  
186 transition date, banking, auditing, accounting and transition considerations.

187

188 **On MOTION by Supervisor Foley and seconded by Supervisor Flanagan, with all**  
189 **in favor, authorizing the Chair, Vice Chair and Staff to take the actions**  
190 **necessary to accomplish the transition, was approved.**

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193 Mr. McGaffney thanked the Board for the opportunity to serve as District Manager.  
194 Transition issues and the Board's desire for better access to electronic reporting and historical  
195 data, were discussed.

196 ▪ **Consideration of Resolution 2021-07, Adopting the Flagler County Local Mitigation**  
197 **Strategy in Order to Mitigate the Vulnerabilities of the District to the Impacts of**  
198 **Future Disasters; and Providing for an Effective Date**

199 **This item, previously Item 4D, was presented out of order.**

200 Mr. Clark presented Resolution 2021-07.

201

202 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**  
203 **in favor, Resolution 2021-07, Adopting the Flagler County Local Mitigation**  
204 **Strategy in Order to Mitigate the Vulnerabilities of the District to the Impacts**  
205 **of Future Disasters; and Providing for an Effective Date, was adopted.**

206

207

208 Supervisor Howden asked for a document that the Amenity Employees could show  
209 deputies in the event of a trespass incident between CDD Board meetings. Mr. Clark stated that  
210 he was working on rule changes to allow Staff to impose a suspension in between meetings.

211 **Mr. Clark left the meeting at 1:56 p.m.**

212 **The meeting recessed at 1:56 p.m., and reconvened at 2:07 p.m.**

213 **B. Consideration of Change in Medical Cost Sharing and Addition of Dental and Vision**

214 Mr. McGaffney presented information pertaining to the addition of dental and vision  
215 coverage for CDD employees. He recalled the Board's consensus at the workshop was to keep  
216 the current Florida Blue plan, increase the employer-funded percentage of dependent coverage  
217 from 30% to 50% and to add dental and vision coverage. Discussion ensued regarding the  
218 possibility of bundling group insurance with other CDDs and participation in the state  
219 retirement plan. Mr. McGaffney stated he would request additional information for future  
220 discussion. Ms. Stepniak stated the employees' response to the addition of dental and vision  
221 coverage was very positive.

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**On MOTION by Supervisor Foley and seconded by Supervisor Flanagan, with all in favor, increasing the employer-funded portion of the spouse/dependent Florida Blue premium from 30% to 50% and adding dental and vision coverage, was approved.**

Mr. McGaffney stated the insurance agent would attend the July meeting to discuss Cafeteria and HSA plan options and the payroll ramifications.

**C. Update: North Parking Lot**

Mr. McGaffney stated, per Mr. Sowell, good progress was made with the St. Johns River Water Management District (SJRWMD) regarding the expansion and using regular asphalt pavement would help to keep costs low. A bid would be requested to proceed with the project in the upcoming fiscal year. Discussion ensued regarding allowing the District Engineer to participate in meetings via Zoom and engineering fees.

**D. Consideration of Resolution 2021-07, Adopting the Flagler County Local Mitigation Strategy in Order to Mitigate the Vulnerabilities of the District to the Impacts of Future Disasters; and Providing for an Effective Date**

This item was presented following Item 4A.

**E. Discussion: Vinny Thompson Memorial Plaque**

This item was presented following the Third Order of Business.

**FIFTH ORDER OF BUSINESS**

**CONSENT AGENDA ITEMS**

**A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS**

- **Unaudited Financial Statements as of April 30, 2021**

**B. APPROVAL OF MINUTES**

**I. May 6, 2021 Virtual Community Workshop**

**II. May 20, 2021 Regular Meeting**

The following change was made:

Lines 293 through 294: Change “services of the special events contractor” to “special events budget”

255 **On MOTION by Supervisor Foley and seconded by Supervisor Howden, with all**  
256 **in favor, the Consent Agenda Items, as amended to include the revisions to the**  
257 **May 20, 2021 Regular Meeting Minutes, were accepted and approved.**

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260 **SIXTH ORDER OF BUSINESS**

**STAFF REPORTS**

261  
262 **A. District Engineer: *DRMP, Inc.* [David Sowell]**

263 There was nothing further to report.

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

265 There was no report.

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

267 **I. CIP**

268 **II. Monthly Report**

269 Mr. Kloptosky presented the CIP Project Tracker and the Monthly Report. He discussed  
270 the following:

271 ➤ Sidewalk Deflection Repairs: Village View Way and North Park Circle were completed.

272 Mr. Kloptosky stated all funds budgeted for curb and gutter repairs were exhausted. He  
273 presented a \$31,949 proposal from S.E. Cline Construction, Inc. (Cline) for 10 additional  
274 locations that need curb and gutter repairs. Discussion ensued regarding criteria for repairs,  
275 locking in pricing, responding to contractors in a timely manner and a contingency amount.

276  
277 **On MOTION by Supervisor Howden and seconded by Supervisor Foley, with all**  
278 **in favor, the S.E. Cline Construction, Inc., proposal for curb and gutter repairs,**  
279 **in a not-to-exceed amount of \$35,000, was approved.**

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282 Discussion ensued regarding determining how much was historically spent on curb and  
283 gutter repairs and the District's existing codes and subaccounts. Mr. McGaffney stated that the  
284 District's coding needs have grown, over time. He noted the Supervisors' requests for data and  
285 stated that, during the transition, he would implement new codes, as needed.

286 ➤ The Village Center: Outdoor speaker equipment was operational.



287 ➤ Pickleball Courts: Construction would likely begin in early July; it was hoped that the  
288 project would be completed by September 31, 2021.

289 ➤ Croquet Courts: The sod was installed and irrigation was now operational; the courts  
290 required time to grow and might be useable in July.

291 ➤ Audio/Visual Upgrades in Grand Haven Meeting Room: Issues were still being  
292 addressed. Microphones were calibrated and, for the best results, need to be 4" to 5" away  
293 from the person speaking. Additional and/or new microphones may be needed.

294 ➤ Pond Bank Erosion - Osprey Circle: Site visit observations and recommendations were  
295 presented in the agenda. The Board directed Mr. Kloptosky to obtain pricing to address the  
296 safety issues identified.

297 Supervisor Flanagan asked Staff to recommend an average annual budget amount for  
298 these types of repairs. Mr. McGaffney stated this would be included in the long-term plan.

299 Mr. Kloptosky stated he contacted 4Cs, the debris removal company that was very  
300 responsive, to ask if the 2017 Rate Sheet was still in effect. Mr. McGaffney stated a cost  
301 increase was not unheard of and is typically managed via an addendum to the agreement.

302 Mr. Kloptosky discussed an issue related to a well and pumping equipment on Old Kings  
303 Road. Discussion ensued regarding ownership of the equipment, the City's request for  
304 permission to cap the well at the District's expense, the purpose of the equipment and whether  
305 an easement exists. Staff would work with the Grand Haven Golf Club and review available  
306 records. Updates would be provided at the July meeting.

307 Mr. McGaffney stated Mr. Sowell received a \$21,000 proposal for a boundary survey to  
308 determine ownership of Colbert Lane; the proposal would be presented at the July meeting.

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

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

311

312 **SEVENTH ORDER OF BUSINESS**

**UPCOMING WORKSHOP AGENDA ITEMS**

313

314 This item was not addressed. The July workshop would be cancelled.

315

316

317 **EIGHTH ORDER OF BUSINESS****SUPERVISORS' REQUESTS**

318

319 Supervisor Polizzi asked about a gate that was knocked down. Mr. Kloptosky stated the  
320 Field Supervisor was evaluating several necessary fence repairs due to tree damage. It was  
321 unclear whether the trees were on CDD or County property. The CDD was maintaining the area  
322 but an agreement may be in effect; the survey would be consulted to make a determination.

323 Supervisor Polizzi requested that proactive communications be sent to keep residents  
324 apprised about openings and closures of The Grand Haven Room. Discussion ensued regarding  
325 the need to have contractors perform work as soon as possible.

326 Supervisor Stass-Isern discussed an email regarding gate malfunctions. Mr. Kloptosky  
327 assured that issues are fixed promptly. Discussion ensued regarding the resident's request. Mr.  
328 McGaffney asked for the email to be forwarded so that the claims process could be initiated.

329 Supervisor Stass-Isern asked for an update on golf course liability issues. Mr. McGaffney  
330 stated he would follow up with Mr. Clark.

331 Supervisor Foley asked if Ms. Mrakovcic's request to lower the temperature in the  
332 Grand Haven Room could be accommodated. Discussion ensued regarding accommodating  
333 requests, equipment concerns and procedures.

334

335 **NINTH ORDER OF BUSINESS****NEXT COMMUNITY WORKSHOP DATE: July  
1, 2021 at 9:00 A.M.**

336

337

338 • **QUORUM CHECK**

339 The July 1, 2021 workshop would be cancelled.

340 Supervisors Polizzi, Foley, Flanagan and Howden confirmed their in-person attendance  
341 at the July 15, 2021 meeting. Supervisor Stass-Isern confirmed that she would phone in for part  
342 of the meeting.

343

344 **TENTH ORDER OF BUSINESS****ADJOURNMENT**

345

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347 **On MOTION by Supervisor Foley and seconded by Supervisor Stass-Isern, with**  
348 **all in favor, the meeting adjourned at 3:00 p.m.**

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Secretary/Assistant Secretary

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Chair/Vice Chair



**COMMUNITY DEVELOPMENT DISTRICT**

**6C1**

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

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	40,197	132,916		99,185	Waiting for scheduled start date for next round of repairs
2	C		Crossings Curb/Gutter Repair	Crossings		73,239	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				Materials ordered
6			Phase III \$130,000							Moved to FY2022
7	C		Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343					Repairs in progress
8	C		Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606				3,408	Repairs completed by staff
9	C		Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980					Repairs in progress
10	C		Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841				8,788	Repairs completed by staff
11	R		Croquet Court Expansion - 1 x cost to construct	Creekside	124,630		124,630		94,253	Sod installation complete, benches ordered, patio pavers delivered
12	R		Pickleball Expansion - Construction of 2 New Courts	Village Center	65,000	60,000	125,000			Contracts signed, permit applications submitted, waiting for release of permits
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	(7,725)				
15	E		Spa Equipment, Heater, Gas - CAC	Creekside	9,270					
16	RES		Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708	(3,708)				
17	RES		Village Center Fitness Center Equipment	Village Center		59,832	60,000		29,378	Deposit issued to vendor, waiting for delivery date
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		13,414	Upgrades by staff in progress. Waiting for delivery of floor material
26			Grand Haven Room audio visual upgrade	Village Center		30,000	18,397		19,247	Completed. Microphone and Bluetooth issues being addressed
27			Grand Haven Room window treatments/shades	Village Center		13,539	13,539		6,770	Tentative install date 7/19/2021
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				30,700	Firewise mowing FY2021 completed
34			<b>Total capital projects for FY2021</b>		<b>1,027,702</b>	<b>(206,134)</b>	<b>609,821</b>		<b>305,143</b>	
35										
36			<b>FY2019/2020 Carryover Projects</b>							
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	-	239,141	-		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	Village Center	-	-	-		-	Complete including final walkthrough and inspection
46			Office Technology Updates and Upgrades	Office	-	14,225	14,225		7,113	Tentative install date 07/08/2021
47			Village Center Fitness Center Flooring - clean and or replace	Village Center	-	-	6,999		6,999	Complete. Delivered and installed
48			Village Center Office/Fitness Center/Cafe Entry Doors & Trim	Village Center	-	-	20,431		-	Complete, pending final inspection
49			New Tables and chairs for Café outdoor area	Village Center	-	7,198	-		7,198	Approved in FY2020, purchased in FY2021
50			<b>Total Carryover Projects from prior year</b>		<b>\$ -</b>	<b>\$ 325,054</b>	<b>\$ 41,655</b>	<b>\$ -</b>	<b>\$ 317,741</b>	
51			<b>GRAND HAVEN Total</b>		<b>\$ 1,027,702.00</b>	<b>\$ 118,919.77</b>	<b>\$ 651,476.56</b>	<b>\$ -</b>	<b>\$ 622,884.20</b>	

**Type**  
**C** Critical  
**E** Essential  
**R** Request  
**RES** Reserve Study

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

<b>Budgeted cost</b>	This amount is adopted at the public hearing. Board must approve projects
<b>Approved cost</b>	This amount is a refined/actual number based upon either estimates or proposals This could involve a contingency amount, usually a NTE amount.
<b>Change \$ (+/-)</b>	This is an amount above or below the approved amount. Sometimes referred to as a change order amount.
<b>Invoiced Amount</b>	This is the actual invoiced amount and should match the Approve/Change amount



**COMMUNITY DEVELOPMENT DISTRICT**

**6C11**



## **Operations Manager's Report – July 15<sup>th</sup>, 2021**

- **CURB AND GUTTER REPAIRS**
  - Previous round of repairs – complete.
  - Next round of repairs – proposal approved by Board, waiting for start date.
- **VILLAGE CENTER SIGNAGE AND OUTDOOR SPEAKER REPLACEMENT**
  - Equipment on order to correct audio volume control issues.
- **STAFF REPAIRS TO WOODEN WALKING BRIDGES**
  - Wild Oaks and Jasmine walking bridges have been completed.
  - Intracoastal walking bridges are being power washed in preparation to begin repairs by staff.
- **CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER**
  - Permit applications have been submitted to the City of Palm Coast. Application currently in the review process.
  - Construction work cannot proceed because permits have not been released by the city of Palm Coast.
  - Due to the city's failure to release the permit, the court contractor has tentatively moved the start date to August 2021.

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

- CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE
  - Sod installation 90% complete.
  - The court construction is now complete and is sitting dormant to let the grass take root and grow before the court becomes playable.
  - Preparations are being made to install sidewalks, paver patios, canopies, and benches.
- AUDIO/VISUAL UPGRADES IN GRAND HAVEN MEETING ROOM
  - Complete – microphone and Bluetooth issues being addressed.
- GRAND HAVEN MEETING ROOM UPGRADES
  - New trim 90% complete – painting 50% complete. Painting completion scheduled for next week.
  - Flooring tentative delivery date has been moved to July 12th, 2021.
  - Closet doors and trim installed.
  - Closet shelving installed.
  - Doors for rear storage area have been installed. Double-action doors for entry to dry storage awaiting special-order hinges.
  - New shades – tentative installation date July 19<sup>th</sup>, 2021.
  - New baseboard trim will be installed after new flooring is installed.

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- POND BANK EROSION – OSPREY CIRCLE
  - District Engineer has provided a written assessment and recommendation for the Board to review.
  - Currently waiting for proposals for reinforcement of pond banks.
- 4C's STORM DEBRIS REMOVAL CONTRACT
  - After contacting 4C's, they have provided a revised cost sheet.
  - District counsel will be providing an amended contract which will include the revised cost sheet.

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## **COMMUNITY DEVELOPMENT DISTRICT**

# **6D**

## **GRAND HAVEN MEETING ATTORNEY REPORT LIST (7/15/21)**

### **1. Amenity Rules Language**

I have attached some language for discussion as proposed amendments to the Amenity Rules. We discussed this in connection with the recent issue over trespass orders.

### **2. Hourly Rates**

I have attached a letter requesting a modest hourly rate increase for my services. I believe that this increase is already contemplated in the proposed budget. I will entertain any discussion the board has about this but appreciate your consideration.

## TRASH TO TREASURES COMMUNITY YARD SALE

The Amenity Director is authorized to hold a Community Wide “Trash to Treasures” Sale (Garage Sale) on District common property no more than twice per year. The sale cannot be advertised outside Grand Haven and is intended only for Grand Haven Residents.

## EXPULSION FROM PREMISES; SUSPENSION AND TERMINATION OF PRIVILEGES

### Relating to the Health, Safety and Welfare of the Patrons and Damage to Amenity Facilities:

Notwithstanding anything contained herein, the Amenity Facilities Staff may, at any time, remove any Patron, House Guests and Daily Guests from the premises and/or restrict or suspend any Patron’s, House Guests and Daily Guests privileges to use any or all of the Amenity Facilities (the procedures for which are outlined below), when such action is necessary to:

1. Protect the health, safety and welfare of other Patrons, House Guests and Daily Guests.
2. Protect the health, safety and welfare of District and Amenity Facilities Staff.
3. Protect the Amenity Facilities from damage.
4. Protect the District’s Food & Beverage Operator’s ability to comply with all local, state and federal guidelines.

### Expulsion from Premises:

Expulsion of a Patron, House Guests and Daily Guests from District premises shall be at the discretion of the District’s ~~Field~~ Operations Manager, District Manager, amenity facilities Staff, or the Board of Supervisors, resulting from:

1. Hostile behavior, including threatening language, that is a threat or creates a reasonable perception of a threat to other Patrons/ House Guests and Daily Guests, District Staff, Amenity Facilities Staff, and/or district property.
2. Behavior that, if left unchecked by Staff, could either jeopardize the Food & Beverage Operator’s Food & Beverage license(s) or otherwise affect its lawful operation of the District’s Food & Beverage facilities.
3. Commission of a criminal act occurring on District premises.
4. Refusal of a Patron, House Guest or Daily Guest to leave the premises when requested by District staff of Amenity Management Staff who are in the process of enforcing these Amenity Rules.

Such physical expulsion from the premises shall be undertaken only by local Sheriff’s deputies and not District or Amenity Facilities Staff, or a member of the Board of Supervisors. For these purposes, District’s ~~Field~~ Operations Manager, District ~~Manager, and~~ Manager, and the on-duty



members of the amenity facilities Staff are hereby delegated the authority to execute a trespass notice adequate to cause the Sheriff's Department to expel the offending person. An initial notice or warning under this section ("Expulsion Notice"), whether oral or written, shall serve as a prohibition for the party receiving such notice to be physically present on any of the Amenity Facilities from this time of the warning until the next regular meeting of the District's Board of Supervisors. If a person receives a notice of expulsion and fails to leave the Amenity premises, such person shall be subject to the Board issuing a suspension of up to one year without first having received any additional notice of violation. Upon issuance of a trespass notice, a copy shall be promptly transmitted to the District Manager. At the Board of Supervisors meeting next following issuance of the trespass notice, the Board shall discuss the notice and determine whether to ratify, extend or cancel the notice, and the Board shall follow the procedures set forth below in that regard. Upon the Board taking such action, the Sheriff's Department shall be advised of the Board action and shall be requested to issue a formal trespass notice.

### **Restriction or Suspension of District Privileges:**

The authority to restrict or suspend any Patron's, House Guests and Daily Guests privileges to use any or all of the Amenity Facilities is formally granted by the Board of Supervisors to the District Field Operations Manager, District Manager, and/or the Amenity Manager. Such action may be initiated by the District Manager, District Field Operations Manager, or Amenity Manager, with its final determination made by the Board of Supervisors at the next Board of Supervisors meeting (or as soon as practical). For more details, see "District Suspension and Termination Process" outlined below.

### **Relating to District Policies and Fees for All Amenity Facilities:**

A Patron's, House Guests and Daily Guests privileges at any or all Amenity Facilities may be subject to various lengths of suspension or termination for up to one (1) calendar year by the Board of Supervisors, and a Patron, House Guests and Daily Guests may also be required to pay restitution for any property damage, if a he or she:

1. Fails to abide by the District Policies and Fees for All Amenity Facilities established and approved by the Board of Supervisors.
2. Submits false information on the application for an Access Card or House Guests and Daily Guests pass, on the Property Owner or Registered Renter authorization forms, or on any other documents utilized by the District in connection the use of the Amenity Facilities.
3. Permits unauthorized use of an Access Card or House Guests and Daily Guests pass.
4. Violates applicable law or ordinance.
5. Treats District Staff or the personnel or employees of the Amenity Facilities Staff, or Patrons and Guests, in an unreasonable or abusive manner. Such treatment includes, but is not limited to verbal and/or written communication.
6. Engages in conduct that is improper or likely to endanger the welfare, or safety of the District or Amenity Manager's staff, or Patrons and Guests.

7. Damages or destroys District property.
8. Compromises the integrity of security measures at any gated vehicle entry within the District. This activity shall include opening the gate for unauthorized vehicles, lifting the gate arm by hand, driving around the gate arms in motorcycles or other motorized vehicles or otherwise permitting vehicles to enter the District in a manner which is inconsistent with the District's gatehouse and GAD policies.
9. Fails, after notice, to comply with registration policies which may be adopted by the Board from time to time to identify those owners or registered renters who are authorized to use the Amenities.
10. Violates the District's Rules related to parking.
11. [Fails to obey an Expulsion Notice.](#)

#### **Consent to Video or Audio Recording:**

In order to protect the safety of the District, the Amenity Facilities and their guests and occupants, and to otherwise assist in the administration of these rules, the District may elect, from time to time, to install and operate various forms of video and audio monitoring devices within or upon the District's property. By use of the Amenity Facilities or other District property, each user consents to the recording and storage of video images or audio recordings by electronic means. The District shall have the right to disregard incident reports which are not filed within thirty (30) days of the occurrence of an injury or alleged violation of these Rules, because the delay impairs the ability of the District to review and verify the incident through these electronic means.

#### **District Suspension and Termination Process:**

In response to any violation of the rules, regulations, policies and procedures specified herein, including, but not limited to, those set forth in the preceding paragraph, the District shall follow the process outlined below with regard to suspension or termination of a Patron's, House Guests and Daily Guests privileges to use the amenity facilities:

1. First Offense – Issuance of either a Verbal or a Written Warning by Staff of policy violations. After the initial Verbal or Written Warning, a follow-up written summary by the Amenity Manager or Field Operations Manager shall be transmitted to the CDD office. The summary shall describe the alleged offense in sufficient detail, and shall also state whether the matter is considered to have been resolved at the time of the warning. After the time of such transmittal, the summary shall be reviewed by the Chairman of the Board of Supervisors, or his designee, to determine what, if any, additional action shall be taken. The Chairman or his designee may make such investigation or inquiry as may be necessary to determine any further course of action, including efforts to resolve the matter through informal means. At the discretion of the Chairman or such designee, the matter may be considered settled at that time, or further action may be required. The Chairman, or his designee, may at that time determine to deliver



a written warning (a “Notice of First Offense”), which shall be sent by such designee or the District Manager by certified mail to the resident’s mailing address on file. (The Notice of First Offense may not necessarily occur immediately at the time of the violation, due to frequent, past instances of Patrons’ refusal to provide their name or contact information to Staff.) The Notice of First Offense shall have a term of sixty (60) days. However, if the Chairman or his designee believes that a longer term is warranted, the matter may be referred to the Board of Supervisors, which may, by action taken at a Board meeting, elect for the Notice of First Offense to have a longer term. Notwithstanding the foregoing, in the event that the First Offense falls within the scope of conduct described above under “Expulsion from Premises,” no warning shall be necessary prior to contacting the Sheriff’s Department and issuing the trespass notice described above. If the offense involves interference with the integrity of the guardhouse policies or the GAD policy, the Board may elect to suspend and deactivate any GAD that has been assigned to the offender and may suspend the offender’s right to register names with the guardhouse or make use of automatic call boxes to permit entry remotely at gates.

2. Second Offense – In the event that a second violation of the rules regulations and procedures set forth herein occurs during the effective term of an existing Notice of First Offense, or in the event that more than one Notice of First Offense has been delivered to the offender during the twelve (12) month period immediately preceding the offense, the offender shall be subject to suspension of all Amenity Facilities privileges by District Manager or the Board of Supervisors until further notice, for a period of up to ninety (90) days. Again, confirmation of this action shall be sent by certified mail to the resident.

A written report shall be provided by the Amenity Manager or the District Field Operations Manager to the District Manager, and a final decision relating to the final term of suspension of privileges shall be made by the Board of Supervisors either within one (1) month of the incident or by the next Board of Supervisors meeting, whichever comes first.

3. Third Offense – Automatic suspension of all Amenity Facilities privileges for a minimum of ninety (90) days, with confirmation sent to the resident by certified mail. At the next Board of Supervisors meeting, a written account of all previous offenses shall be submitted by the Amenity Manager, Field Operations Manager or District Manager and shall be reviewed by the Board of Supervisors, with possible suspension of privileges beyond ninety (90) days, including possible termination of the Patron’s, House Guests and Daily Guests privileges for one (1) or more years.

4. Expulsion Notice – A person who receives an Expulsion Notice and fails to obey the same shall be subject, at the Board’s determination, with suspension of privileges beyond ninety (90) days, including possible termination of the Patron’s, House Guests and Daily Guests privileges for one (1) or more years.

3.5.



# CLARK & ALBAUGH, LLP

July 8, 2021

Grand Haven Community Development District  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

Re: Fee rates for 2021-22

Board of Supervisors:

With this letter, I am requesting an adjustment in the firm's hourly rates for the fiscal year that starts October 1, 2021. I request the following rates at that time:

Scott Clark	\$285
Mitchell Albaugh	\$285
Paralegal work	\$110

I am always sensitive to changes in hourly rate structure. The last increase in rates occurred three years ago, and at the same time our cost of doing business has increased in many areas. I had informed the board at the time that I intended the rate to hold for two years; however, I did not request an increase last year because of the uncertainty due to COVID-19. The increase is a modest one of 3.6%, which is just more than a percent per year. Grand Haven continues to enjoy our most favorable hourly rate.

I appreciate confidence the Board has given me during these past 13 years and look forward to many more.

Sincerely,

Scott D. Clark





**COMMUNITY DEVELOPMENT DISTRICT**

**9**

## GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

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

#### COMMUNITY WORKSHOPS WILL BE HELD VIRTUALLY

Join Zoom Meeting: <https://zoom.us/j/2043596216> Meeting ID: 204 359 6216

Dial by your location: 1-929-205-6099 Meeting ID: 204 359 6216

#### LOCATION FOR REGULAR MEETINGS

Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2020 <b>CANCELED</b>	Community Workshop	10:00 AM
October 15, 2020 <b>CANCELED</b>	Virtual Regular Meeting	10:00 AM
October 29, 2020	Virtual Regular Meeting	10:00 AM
November 5, 2020 <b>CANCELED</b>	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Virtual Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Virtual Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Virtual Community Workshop	9:00 AM
February 18, 2021	Regular Meeting	9:00 AM
March 4, 2021	Virtual Community Workshop	9:00 AM
March 18, 2021	Regular Meeting	9:00 AM
April 1, 2021	Virtual Community Workshop	9:00 AM
April 15, 2021	Regular Meeting	9:00 AM

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	Community Workshop	9:00 AM
June 17, 2021	Regular Meeting	9:00 AM
July 1, 2021 <b>CANCELED</b>	Community Workshop	9:00 AM
July 15, 2021	Regular Meeting	9:00 AM
August 5, 2021	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	Community Workshop	9:00 AM