



**Community  
Development District**

**August 5, 2021**

**Workshop Meeting  
Agenda**



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

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

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

July 29, 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 Community Workshop on August 5, 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:

Residents have the option of calling in via Zoom with the call-in information below:

Call-In Number: +1 (929) 205-6099

Meeting ID: 204 359 6216

Link: <https://us06web.zoom.us/j/2043596216>

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS (*3-Minute Rule*)
4. DISCUSSION ITEMS
  - A. EXHIBIT 1: District's IT Contractor, Celera, to Present Proposals for Discussion, Recommending Security & Improvements to the CDD's IT Infrastructure
  - B. Discussion Regarding the Strategy for Long Term Planning Sessions
    - EXHIBIT 02: Board Goals Updated Sheet
    - EXHIBIT 03: 10 Year Reserve Study
    - Operation's Manager Input
    - Board's Input

**ATTENDEES:**

Meetings/Workshops are now held in person. The District is making technology improvements to the Grand Haven Room in order for future meetings/workshops to be attended remotely. During public comments, please state your name and address.

- Resident's Input

5. STAFF UPDATES

6. NEXT BOARD OF SUPERVISORS MEETING DATE: August 19, 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 |

7. SUPERVISORS' REQUESTS

8. EXHIBIT 4: TIMELINE MATRIX

9. ADJOURNMENT

Should you have any questions, please do not hesitate to contact me directly at (904) 386-0186 or the District Manager's office at 321-263-0132.

Sincerely,



Howard McGaffney  
District Manager

# EXHIBIT 1

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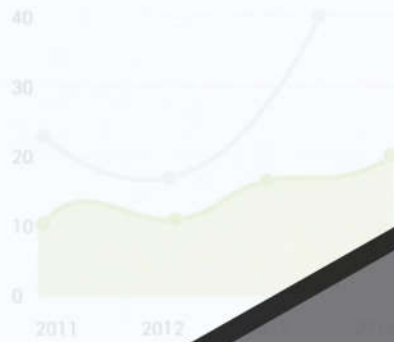
|                                |    |
|--------------------------------|----|
| 1 - GHCDD Assessment Summary   | 2  |
| 2 - GHCDD Phishing Report      | 5  |
| 3 - GHCDD Phishing Report 2    | 8  |
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# Celera IT Services

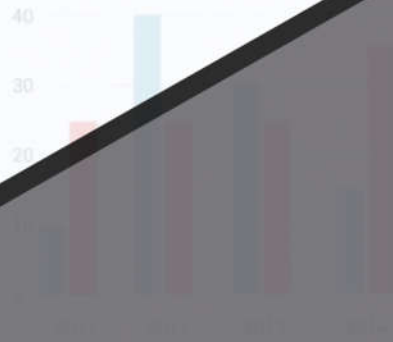
Line Chart



Area Chart



Bar Chart



Sparkline Charts

Line Chart

GHCDD

# NIST CSF

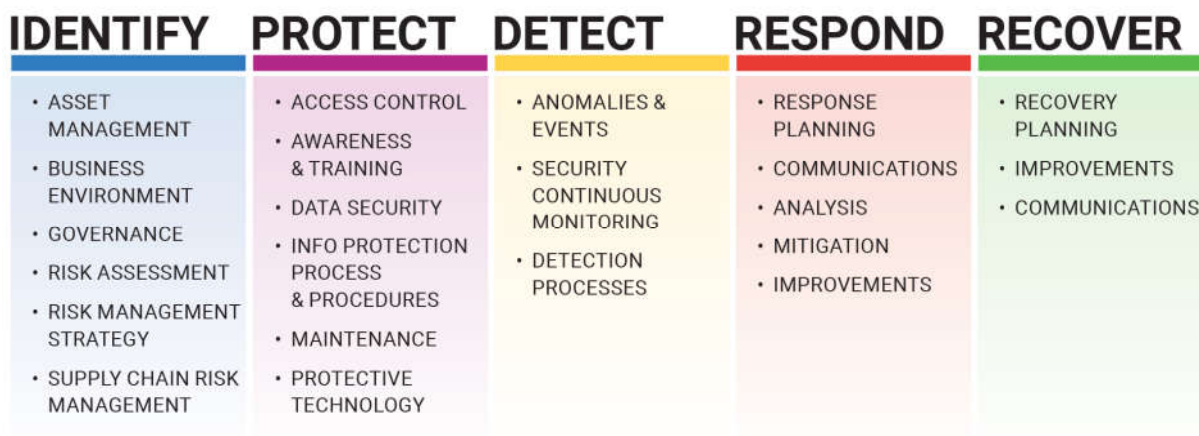
# Assessment

Risk Assessment Report  
Completed On: 14 Jun 2021

Thank you for taking the time to participate in this risk assessment process. The goal of this assessment is to identify your security strengths and weaknesses, and to provide advice as to the improvements you should be considering relative to your security posture.

The assessment and your results are aligned to the National Institute of Standards and Technology, Cybersecurity Framework v1.1, (NIST CSF), considered to be a best practice for firms such as yours.

The assessment spanned the five core areas of the framework as detailed below, and this report will show you results against the framework, as well as how your business aligns to other firms with respect to size, location, and industry.



For your reference we have provided a link to the NIST Cybersecurity Framework and encourage you to download the document and become more familiar with the valuable information that can help you in your journey to better secure your business.

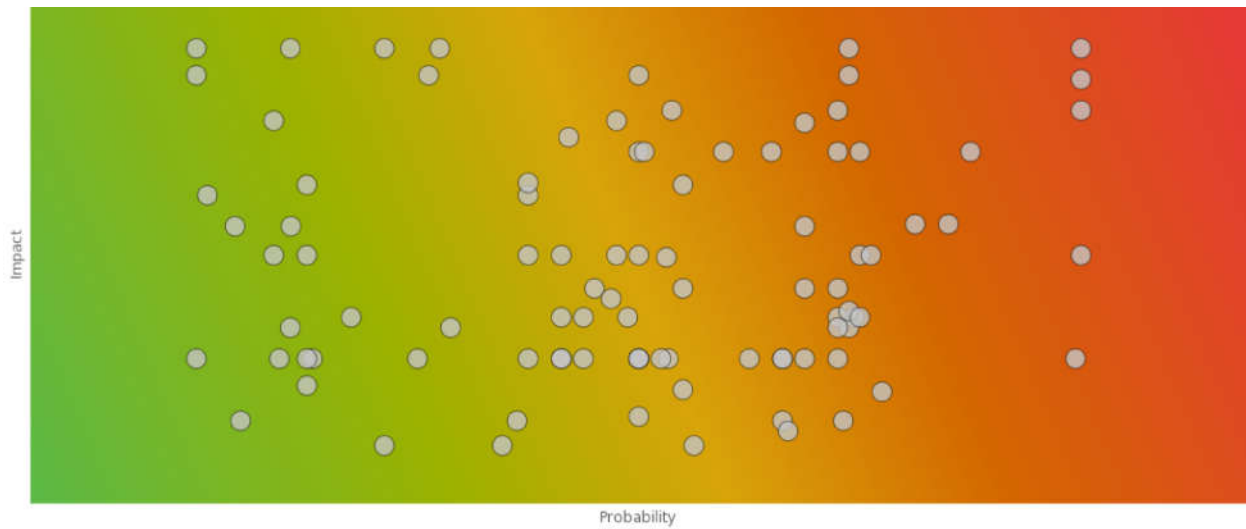
<https://nvlpubs.nist.gov/nistpubs/CSWP/NIST.CSWP.04162018.pdf>

## OVERALL RISK ASSESSMENT

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Your overall risk rating is **HIGH**

Your overall rating for this assessment raises some concerns as to your ability to detect and prevent threats that would negatively impact your organization. You should pay careful attention to the recommendations and remediate as many of the high risk items as you can.

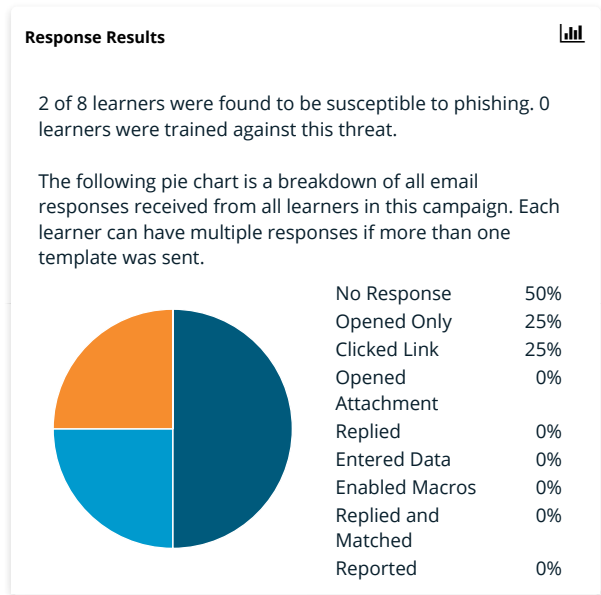
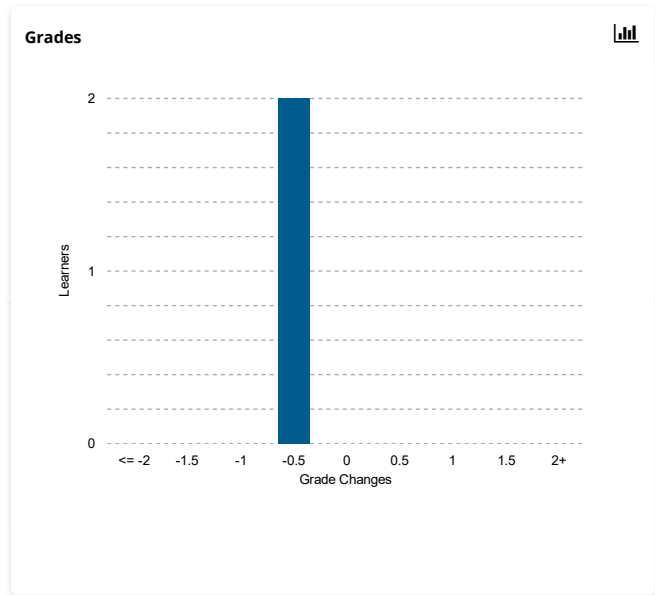




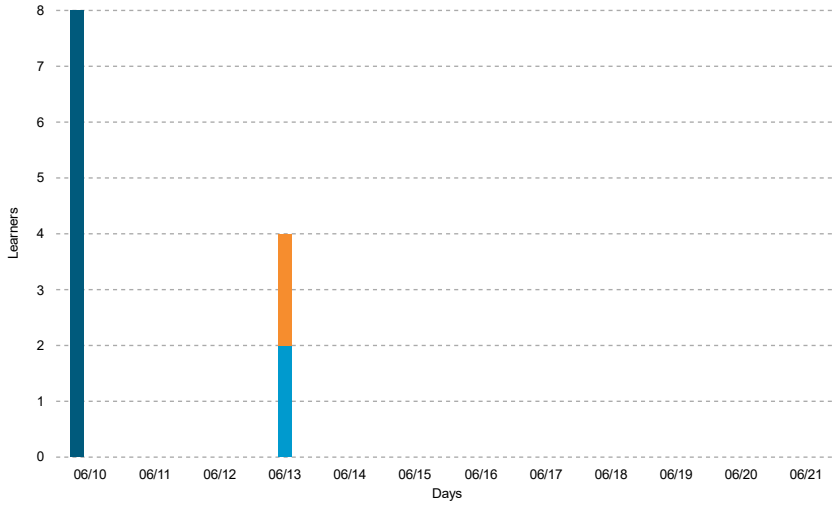
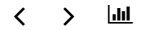


|                 |            |                  |     |                   |     |                      |     |
|-----------------|------------|------------------|-----|-------------------|-----|----------------------|-----|
| Unique Learners | 8          | Templates        | 1   | Opened Attachment | N/A | Emails Bounced       | N/A |
| Campaign Runs   | 1          | Emails Delivered | 8   | Enabled Macros    | N/A | PhishNotify Reported | N/A |
| Started         | 06/10/2021 | Opened Only      | 2   | Replied           | N/A | Started Education    | N/A |
| Completed       | 06/10/2021 | Clicked Link     | 2   | Met Reply RegEx   | N/A | Completed Education  | N/A |
| Duration        | 1 day      | Entered Data     | N/A | Avoided           | N/A |                      |     |

|                                                                    |                                                                     |                                                                               |                                                                                                     |                                                                        |
|--------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <p><b>Batteries</b></p> <p>N/A</p> <p><a href="#">View All</a></p> | <p><b>Categories</b></p> <p>N/A</p> <p><a href="#">View All</a></p> | <p><b>Education</b></p> <p>System Default</p> <p><a href="#">View All</a></p> | <p><b>Learner Groups</b></p> <p>Phishing Risk Test Jun 10, 2021</p> <p><a href="#">View All</a></p> | <p><b>Not in Groups</b></p> <p>N/A</p> <p><a href="#">View All</a></p> |
|--------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|



### Phish Timeline



#### Legend and Display Options

- Daily Breakdown
- First 12-Hour Breakdown

- Delivered
- Opened Only
- Reported as Suspicious
- Replied
- Opened Attachment
- Clicked Link
- Entered Data
- Enabled Macros
- Replied and Matched
- Trained

### Template Performance



### Event Timeline

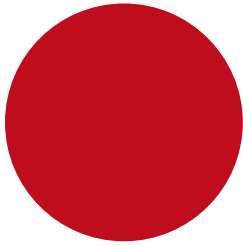


#### Legend

- Phish Sent
- Phished Learner
- Reported as Suspicious

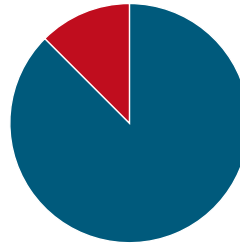


Total Number Phished: 2



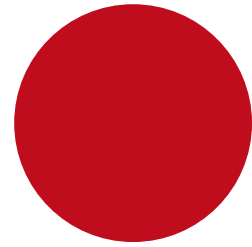
Trained 0%  
Non-Compliant 100%

Out Of Date Browsers



Up To Date 88%  
Out Of Date 13%

Phished Out Of Date

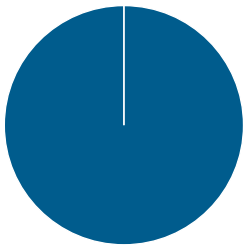


Not Phished 0%  
Phished 100%

**PhishNotify**



|                |     |                      |   |
|----------------|-----|----------------------|---|
| Fastest Report | N/A | Phished and Reported | 0 |
| Average Report | N/A | Reported Only        | 0 |



Phished 100%  
Phished and Reported 0%  
Reported 0%

## Phishing Risk Test

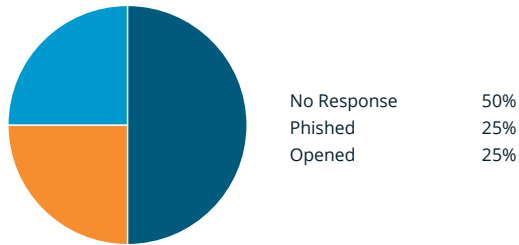
### The Results Are In

Your phishing risk test results indicate that your organization exhibits vulnerability to phishing attempts. You can reduce your susceptibility to this risk by scheduling your next PhishSim campaign.

[Schedule Next Campaign](#)

### Phishing Results

2 of 8 learners were found to be susceptible to phishing.

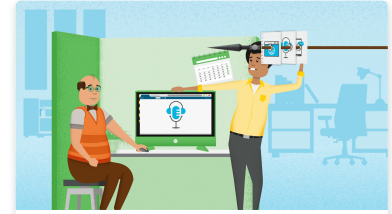


### Phishing Timeline



### Individual Recipients

| Recipient            | Email status | Date       | Time  |
|----------------------|--------------|------------|-------|
| michart@ghcdd.com    | Sent         | 06/10/2021 | 16:17 |
| vstepniak@ghcdd.com  | Phished      | 06/14/2021 | 13:39 |
| SAcrin@ghcdd.com     | Sent         | 06/10/2021 | 16:17 |
| dconforti@ghcdd.com  | Opened       | 06/14/2021 | 14:28 |
| bcross@ghcdd.com     | Phished      | 06/14/2021 | 13:52 |
| MGuard@ghcdd.com     | Sent         | 06/10/2021 | 16:17 |
| Bkloptosky@ghcdd.com | Opened       | 06/14/2021 | 14:35 |
| Office@ghcdd.com     | Sent         | 06/10/2021 | 16:17 |



### RECOMMENDED TRAINING Need to Know: Phishing

Learn how to spot the bait as Anthony guides his friend Cecil through the dangers of phishing. Is this actually a very exciting email from the boss, or is it just another hacker's trap?

[Preview](#)

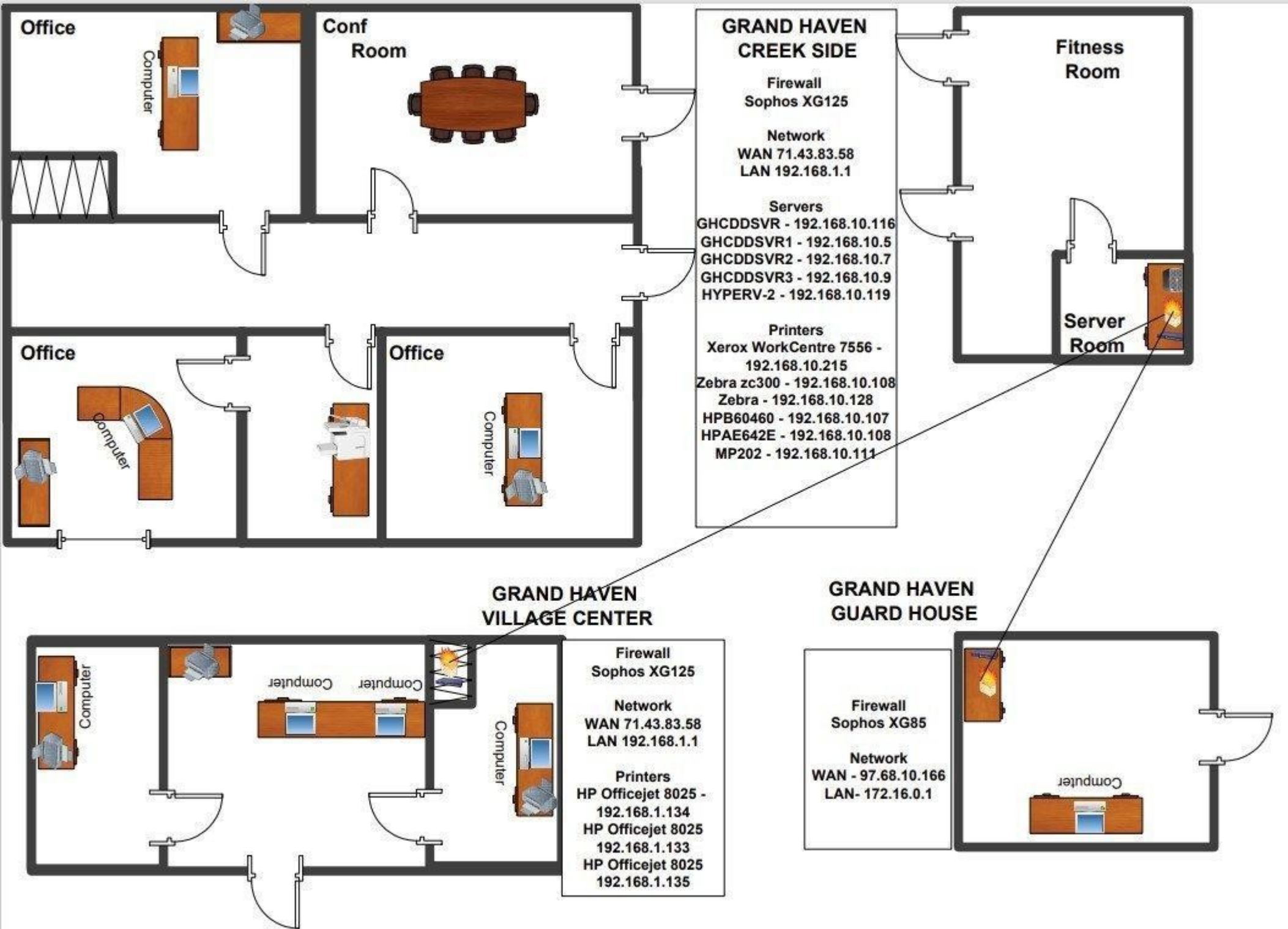
### Results

|                    |            |
|--------------------|------------|
| Date sent          | 06/10/2021 |
| Emails sent        | 8          |
| Total phished      | 2          |
| Percentage phished | 25%        |



[Start New Phishing Risk Test](#)







| Description                                                      | Quantity          |
|------------------------------------------------------------------|-------------------|
| Maintainence and Support - Servers                               | 3                 |
| Maintenance, Support, Web Protection, Antivirus, Patching - PC's | 11                |
| Firewall Maintenance, Switches, Modem, Network Infrastructure    | 3                 |
| Celera Cloud - Secure File Sync and Share Solution               | 0                 |
| Office 365 Business Premium (Email and Desktop Apps)             | 10                |
| Office 365 - No Applications + Spam and Virus Filter             | 0                 |
| G Suite                                                          | 0                 |
| Password Manager                                                 | 0                 |
| Scans Network for Credit Card Risk                               | 0                 |
| Cyber Hawk                                                       | 0                 |
| 2FA for Domains and other Cloud Services                         | 0                 |
| Backup and Disaster Recovery Service - Server                    | 3                 |
| Backup and Disaster Recovery Service - PC's                      | 1                 |
| 500GB Team Data Share                                            | 0                 |
| Email Security End User Training                                 | 0                 |
| Email Encryption Service                                         | 0                 |
| Advanced Spam Filter Domains                                     | 1                 |
| Advanced Spam Filter Users                                       | 10                |
| Email Signature Management                                       | 0                 |
| <b>Total for Locations</b>                                       | <b>\$1,266.00</b> |

Fees will be invoiced in advance to Customer on a monthly basis.

Fees may fluctuate up or down based on devices, users, services or other items added or subtracted.

Payments can be made via check or credit card.

Out of project services will be billed at our reduced rate of \$80 / hour.

After hour services will be billed at \$120 / hour

Fees will become due and payable on the fifteenth (15<sup>th</sup>) day of each invoice period. The first month will include an additional one-time setup fee of \$0.00 per covered device.

GHCDD Celera 360 Pricing Help close gaps for Detect, Respond and Recover

**\*\*Centralized Services\*\***

Monitoring  
Asset discovery  
Vulnerability scanning  
Patch management  
Antivirus / Anti-Malware  
MFA  
Password manager  
APT hunting  
Security Awareness Training

**\*\*TAM\*\***

Implement best practices across technology stack  
Alignment reviews  
Works closely with vCIO

**\*\*Reactive Support Services\*\***

Remote helpdesk  
Onsite service  
How to questions  
Securely erase old hard drives with evidence report

**\*\*Business Consulting / vCIO\*\***

QBR's  
Business risk identification  
Bomb / similar report for QBR's  
Talk more about business rather than technology  
Works closely with TAM

**Professional Support Services**

NIST-CSF / framework assessments (GAP ASMT)  
Roadmap to close gaps  
On prem migrations  
New servers, cloud migrations, firewalls installs, etc.  
Project work

**\*\*Add-on Items\*\***

SIEM + 24/7 Detection for 365, svrs, pc's, firewalls, etc  
Backup and Disaster Recovery - Server  
Backup and Disaster Recovery - PC  
Firewall subscriptions  
E-mail incl spam Filter, security and signature mgmt

\*\* Included in monthly

**Monthly total \$2,308.50**

# GHCDD ROADMAP

## PHASE ONE

1. Move to new CRM system

## PHASE TWO

1. Separate camera system from LAN
2. Configure new domain to migrate internal domain
3. Setup group policies
4. Join workstations to the new domain
5. Setup MFA
6. Implement SAT (security awareness training)
7. Implement password manager
8. Setup Advanced Persistent Threat Hunting
9. Setup Bitlocker
10. Setup email encryption
11. Move Laserfiche to new server
12. Decommission old Laserfiche server
13. Decommission SBS2011

## PHASE THREE

1. Setup SIEM for LAN and M365 (detection)

## PHASE FOUR

1. Implement items for "Respond" and "Recover" (policies, people and procedures)

## PHASE FIVE

1. Maintain alignment with NIST-CSF, technology is a moving target and frameworks keep getting updated, we have a system in place that can monitor and help keep your business aligned with these best practices. Businesses that go this route are 96% less likely to get hit by hackers/ransomware saving money, downtime and reputation.



# GHCDD

## Network rebuild

*Presented by Celera I.T Services.*

| Item                     | Description              | Quantity | Cost       | Total             |
|--------------------------|--------------------------|----------|------------|-------------------|
| <b>Managed Services</b>  |                          |          |            |                   |
| Rebuild domain + network | Phase two of roadmap     | 1        | \$2,500.00 | \$2,500.00        |
| Server 2019 STD license  | Operating system license | 1        | \$999.00   | \$999.00          |
| CAL                      | Client Access licenses   | 1        | \$260.72   | \$260.72          |
|                          | <b>One time total</b>    |          |            | <b>\$3,759.72</b> |

Mark Rohrbeck  
Celera I.T Services, Inc  
mrohrbeck@celera.it.com  
(386) 246-7394




# GHCDD

## Setup SIEM + 24/7 detection

*Presented by Celera I.T Services.*

| Item                    | Description            | Quantity | Cost       | Total             |
|-------------------------|------------------------|----------|------------|-------------------|
| <b>Managed Services</b> |                        |          |            |                   |
| Setup SIEM              | Phase three of roadmap | 1        | \$1,250.00 | \$1,250.00        |
| Hardware                | Sensor for detection   | 1        | \$850.00   | \$850.00          |
| <b>One time total</b>   |                        |          |            | <b>\$2,100.00</b> |

|                                                                                        |                                                                                     |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Mark Rohrbeck<br>Celera I.T Services, Inc<br>mrohrbeck@celera.it.com<br>(386) 246-7394 |  |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

# EXHIBIT 2

| Goal / Ranking |                                                                                                                                   | Dr. Merrill | Marie Gaeta | Chip Howden | Kevin Foley | Michael Flanagan | Dr. Davidson | Ray Smith |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|------------------|--------------|-----------|
| 1              | Board Accountability, Code of Conduct, Meeting Efficiency                                                                         | 7,10        |             | 1           | 4,10        | 1,15             | 4            | 1         |
| 2              | Staffing Levels, Staff Evaluations, Job Descriptions, Wages/Bonuses                                                               | 3           |             | 6           | 3           | 2,14,17          |              | 2         |
| 3              | Budget, Debt and Assessments                                                                                                      |             |             | 3           |             | 4,5              | 1,2,3        |           |
| 4              | Improve Communications                                                                                                            | 2           |             | 5           |             |                  |              | 3         |
| 5              | 3-5 Year Capital Planning "Long Term"                                                                                             | 4           |             | 4           | 1,5         | 3,16             |              |           |
|                | 2-3 Year Capital Planning "Short Term" Sidewalks, Crosswalks, Speed Control, Parking and Amenity Expansion, Vehicle Speed Control | 1           |             |             | 6,7         | 11,12            | 10,11,12     | 4,6       |
| 6              | Health and Safety, Security                                                                                                       | 1           |             |             |             | 6                | 5            | 5         |
| 7              | Landscape Management Plan, including Oak Tree Management                                                                          | 6           |             |             | 2,9         | 13               |              |           |
|                | External District Resources, Consultants, Intergovernmental Relations                                                             | 5           |             |             |             | 8                | 7            | 8         |
| 8              | Stormwater/Ponds Management                                                                                                       | 8           |             | 7           |             |                  |              | 7         |
| 9              | Other Funding Sources, Grants                                                                                                     | 9           |             |             |             | 7                | 6            |           |
| 10             | Update Technology / Access Control, Resident Directory, CRM                                                                       |             |             |             |             | 9,10             | 8,9          |           |
|                | Contractors Annual Review                                                                                                         |             |             |             | 8           |                  |              |           |
|                | Vehicle Speed Control                                                                                                             |             |             |             |             |                  |              |           |
|                | Amenity Management RFP                                                                                                            |             |             | 2           |             | 18               |              |           |

## **Board Actions (through 07/2021)**

### **1) Board Accountability, Code of Conduct, Meeting Efficiency**

- a) The new Board of Supervisors agreed to sign the Code of Conduct.
- b) The District Counsel and District Manager provided a Supervisors and Orientation of Supervisors Responsibilities, based on Policy and Budgeting.
- c) The Chairman approves the agenda, and the Board agreed to have the District Manager run the meetings. Board Members will ask during Supervisor Requests for agenda items to be approved for an agenda, so that the entire Board can agree on the agenda items.
- d) The Board will keep to a 4 hour or less meeting and strive to reduce workshops.

### **2) Staffing Levels, Staff Evaluations, Job Descriptions, Wages and Bonuses**

- a) The Board approved the addition of 2 Maintenance Workers to focus on repairing and replacing concrete sidewalks, and other maintenance items such as painting streetlights, repairing mailboxes which the District recently took over from USPS. Starting in 2022.
- b) The Board approved the promotion of Vanessa to the Office Manager Position.
- c) Currently, the Board has not approved hiring an Assistant Operations Manager. TBD
- d) The Board approved the revised Job Descriptions written by the District Manager.
- e) The Board approved the evaluation criteria for the Operations Managers annual performance review and completed their independent review for FY2021.
- f) The Board agreed to allow the Operations Manager to manage the CDD employees and to continue his process of their evaluations, wage increases and bonuses.
- g) The Office Manager has posted the additional office worker position.

### **3) Budget, Debt and Assessments**

- a) The Board approved the creation of a standalone Special Revenue Fund (SRF) for Capital Improvements. Previously this area was part of the General Fund.
- b) The Board approved the General Fund and SRF Fund budgets with appropriate increases to the annual assessments.
- c) Currently the District has no outstanding bonds or debt.
- d) The Board will make future determinations on long term debt after going through the Long-Term Capital Planning Sessions.

### **4) Improve Communications**

- a) The District sends out an eblast after every Regular meeting, outlining the action the Board took at the meeting.
- b) The Operations Manager's written reports are included in the agenda's
- c) The Board approved IT enhancements to make remote attendance of meetings available for residents via Zoom.
- d) The Board approved a new Website Vendor. District Management will be evaluating the costs associated with remediating historical and helpful District documents to be posted to the website to help residents have quicker access to them.

### **5) Capital Planning (Short and Long Term)**

- a) The Board will start the planning sessions in August.

### **6) Health, Safety and Security**

- a) The Board continues to take a cautious approach to Covid but has opened all facilities.
- b) The Board will review Sidewalks, Pedestrian Crossings, and the perimeter areas of the District as part of the Capital Improvement Planning.

### **7) External District Resources, Consultants, Intergovernmental Relations**

### **8) Stormwater/Pond Management**

### **9) Other Funding Sources, Grants**

### **10) Update Technology**

## DR. MERRILL

### **11) Safety-**

- e) during our Pandemic we must continue to protect our residents by adhering to the guidelines and action plans that have been set up by Dr. Davidson. As the pandemic evolves so must we with additional measures as needed.
- f) Street safety- as per Supervisor Foley Goal #7 – we need to develop and implement motorized vehicle safety strategies aimed a speed control particular as it affects pedestrians and bicyclists.
- g) Raised sidewalks and sidewalks slippery from algae remain a danger to our pedestrians and bicyclists. We need to create a system that identifies, tracks and corrects these issues.

### **12) Resident communication program**

The Board needs to provide an outline of a resident communication program to the District Manager, to be implemented within a 3-month period.

This should have electronic, verbal and written components. It should encompass all aspects of information. As per Supervisor Howden Goal # 5: This will help residents understand availability and sources of services. Also, this will allow for understanding of rules governing operations, future plans, and GH CDD Board decisions, reducing time spent by staff and others responding to questions and providing staff more time to accomplish required tasks

### **13) Operations Manager**

Per Goal # 3 of Supervisor Foley: Develop specific and measurable performance goals and accountabilities for OM the by 3/31/21.

DM and OM will be tasked to develop a maintenance and project work schedule that is time sensitive, measurable and periodically provided to the board. Additionally, the DM will assign some specific and measurable accountabilities to the broader responsibilities in the annual evaluation.

### **14) Comprehensive long-term plan**

Per Goal #1 of Supervisor Foley: The board will produce a comprehensive long-term plan consistent with our vision statement that shows annual assessments driven by OM budget projections together with CIP's to include reserve study and other projects approved by the board.

The plan will be a WIP with monthly updates and a plan finalization date of 12/31/21. The plan will be reviewed annually and serve as the basis for annual budgets.

The benefit of this plan will be to provide some certainty to residents about needed assessments over the next 3 years and, at least directionally certain needs, for 7 years thereafter.

### **15) Consulting Pools**

Continue to identify state or local organizations to provide free scientific based information on specific points of interest to the community. Example – ponds, oak trees. This pool should also include ad hoc resident groups with expertise in needed areas. These resident groups should provide scientific data on the given topic and not just opinion.

### **16) Oak Tree management plan**

A consulting pool should be formed to study our oak tree issues (sidewalk and street damage) and complete a list of strategies and costs.

### **17) Increase efficiency of Board meetings and Work shops**

Per Goal # 10 Supervisor Foley: Reduce board meeting times to 2 hours from the current 4+ norm. Achievement of the goal will be partly dependent on providing for fewer in-person AM & OM meetings and more written reports done in a template focused on contract and maintenance progress to plan.

DM will provide examples from other districts and suggestions to achieve this by 3/31/21.

Achievement of this goal may reduce some costs but will also focus the BOS on policy matters and not management concerns. It will also serve to make board positions more attractive and make meetings more “resident friendly”.

## **18) Ponds**

A consulting pool should be formed to investigate the problems and solutions for:

- A. Chronic superficial and deep algae blooms
- B. Bank erosion

## **19) Outside Funding**

Per Dr. Davidson's Goal # 6: Continue identification and pursuit of outside funding sources. Appoint Board Grant/Funding Liaison to County, City, and other outside funding sources.

## **20) Supervisor Accountability**

As our communication with the residents improve so will our accountability. We should provide at the end of each year, both in electronic and written form a list and price of all projects accomplished along with our annual budget. It should also contain a list of projects put on hold and rationale behind such decision.

## **CHIP HOWDEN**

1. Shorten GH CDD Board meeting time on some agenda items.  
Beginning with the January 2021 Board Meetings all Agenda packets will contain written reports and proposals with associated cost for all items on the Agenda and additional verbal reports will only be made in cases of significant changes, urgently needed information or in response to Board requests. This will allow the Board to make timely informed decisions and put more focus on in-depth future planning for the benefit of the District.
2. Re-write, issue and evaluate responses for the RFP for Amenity services. Final action by the GH CDD Board at the Feb. 2021 Regular Board Meeting. This will allow all parties to agree on acceptable operations of the Amenities that provide high quality service to Grand Haven residents.
3. Establish and institute a revision to the financial and budget reporting format for the GH CDD.  
District Manager to present to GH CDD Board at the March 2021 Regular Board Meeting. This will clearly identify funds budgeted, in process and finalized for operations and capital project and identify operational contributions to capital projects, facilitate Board decisions in current spending and future budgeting, providing better understanding by residents and Board control of finances.
4. Approval of a 3-5 Year Capital Plan for GH CDD including current reserve study findings.  
Adoption by GH CDD Board at the May 2021 Regular Meeting. Will facilitate future budgeting and provide the current and potential future residents an understanding of the direction of the district.
5. Implement a clearly defined Resident Communications Program defined by subject area and utilizing written, electronic and verbal messaging by all involved parties. Process will begin by Aug. 1 2021. This will help residents understand availability and sources of services. Also, this will allow for understanding of rules governing operations, future plans, and GH CDD Board decisions, reducing time spent by staff and others responding to questions and providing staff more time to accomplish required tasks.
6. Determine appropriate staffing design for the District. Design and initial implementation approval By GH CDD Board at the Aug. 2021 Regular Board Meeting. This will identify internal staff needs verses contractual needs so appropriate planning, task assignment and budgeting can be accomplished. This will enhance stewardship.
7. Identify timing and process needs for maintenance and, if needed, improvements to the Districts storm water control system. Complete report including timeline for action proposals with projected cost by District Engineer at a Dec. 2021 Board Meeting. This will identify protentional issues with possible silting, erosion, vegetation, aquatic life, etc. It will enumerate projects needed for continued proper operation, compliance, community aesthetics and quality of life and identify future financial planning needs.

## KEVIN FOLEY

1. The board will produce a comprehensive long-term plan consistent with our vision statement that shows annual assessments driven by OM budget projections together with CIP's to include reserve study and other projects approved by the board.

The plan will be a WIP with monthly updates and a plan finalization date of 12/31/21. The plan will be reviewed annually and serve as the basis for annual budgets.

The benefit of this plan will be to provide some certainty to residents about needed assessments over the next 3 years and, at least directionally certain needs, for 7 years thereafter.
2. Develop and implement an oak tree management plan aimed at reducing the increasingly costly work to repair damage to CDD sidewalks, gutters and roads. A resident group will be formed to study the issue with tree experts, other community representatives and experienced contractors to complete a list of alternative strategies, costs and payment sources by 4/30/2021. A budget may be necessary to cover some costs of consultants. A supervisor will be assigned to the group. This will serve to finalize a long-term solution to this very real issue that has the potential to negatively affect real estate values.
3. Develop an OM organization plan aimed at providing sufficient human resources including additional management for completion of all scheduled maintenance (schedule needed) and emergency maintenance that may have become normal as assets continue to depreciate.

OM and DM to provide a plan/request for resources with associated cost estimates by 3/31/21.

This plan will show the board the anticipated costs of the first few years of the LT plan and give the board the ability to adjust the LT plan or proceed with the OM resource request.
4. Develop specific and measurable performance goals and accountabilities for OM and the board by 3/31/21. DM and OM will be tasked to develop a maintenance and project work schedule that is time sensitive, measurable and periodically provided to the board. Additionally, the DM will assign some specific and measurable accountabilities to the broader responsibilities in the annual evaluation. Board accountability will be to the residents and will be achieved by writing a letter to residents explaining our views and goals to be followed up by a YE self-assessment letter to the residents.
5. Develop a plan for parcel K; the only 1+ acre lot that could be developed into outdoor or indoor use. A resident group including one supervisor will engage to research the short- and long-term needs/desires of the community for such things as office and amenities that satisfy existing and longer-term needs for keeping GH competitive. A budget may be necessary for consulting costs. A target date for finalization will be established later as the complexity of this effort includes such things as rationalization of existing building use, office space, parking and amenities.
6. Develop a general plan including estimated cost to renovate and possibly expand the café. This may include also include an expansion of the kitchen with new equipment.

OM and DM with the assistance of amenity management will put a proposal(s) together by 6/30/2021. This will provide a sorely needed 1st rehab to the café that is 20+ years old so that residents can enjoy a new setting and be served faster.
7. Develop and implement motorized vehicle safety strategies aimed at speed control particularly as it affects pedestrian and bicyclist safety. A resident group will consider alternatives and report back to the board by 3/31/20. This will greatly enhance the safety of pedestrians and bicyclists who have been threatened by car and truck drivers.
8. Establish an annual performance appraisal schedule for each major contractor that will address not only contract specifics but, in some cases, resident user feedback.

OM and DM will develop a written template of contract terms & responsibilities for board review by 4/30/2021. Contractors to be assessed will include amenity & café management, landscape, pond management, district management, horticulture, engineering and security.



This new assessment process will provide identification of any weaknesses that should be addressed and corrected before having to resort to an RFP.

9. Develop a landscape project plan to cover a 5-year span showing needed and desired common area work that remediates some areas (vines, dead plant material etc.) and enhance other areas with attractive and economically viable low-maintenance plantings. OM and horticulturist to provide the plan by 6/30/21. This plan will be made part of the overall long-term plan and aimed at keeping GH fresh and attractive helping to maintain/increase real estate values.
10. Reduce board meeting times to 2 hours from the current 4+ norm. Achievement of the goal will be partly dependent on providing for fewer in-person AM & OM meetings and more written reports done in a template focused on contract and maintenance progress to plan. DM will provide examples from other districts and suggestions to achieve this by 3/31/21. Achievement of this goal may reduce some costs but will also focus the BOS on policy matters and not management concerns. It will also serve to make board positions more attractive and make meetings more "resident friendly".

## **MICHAEL FLANAGAN**

1. Set Board meeting rules to ensure meetings complete in 2 hours and enforce.
2. Update job descriptions for all employees. Include measurable goals and establish how achievement of goals drives bonus and pay.
3. Develop 3 year operational and improvement plan which requires no more than a 2-3% COLA yearly increase in assessments  
Develop yearly budgets and related spending with focus on Operations, Maintenance and Repair. Establish and institute a revision to the financial and budget reporting format for the GH CDD.
4. Secure 51% resident approval for any new Special Assessments/Third Party Debt obligations.
5. Protect residents, staff by adhering to all infectious disease mitigation protocols by properly setting up and maintaining buildings and policies.
6. Continue identification and pursuit of outside funding sources. Engage community and establish Grant/Funding Liaison to County, City, and other outside funding sources.
7. Continue to identify organizations available to provide free scientific and unbiased expertise on District special projects/areas of concern. Reduce reliance on expensive "Paid consultants" with predetermined points of view (things to sell, etc.)
8. Update Gate Access Control Systems.
9. Develop legal online secure interactive resident updateable community information guide to include voluntary resident contact information directory.
10. Develop final plan and construct additional parking area at Village Center without altering green space and architectural integrity.
11. Develop safety plan for V.C./Waterside Parkway crosswalk safety. Engage community to lead.
12. Develop and implement an oak tree management plan.
13. Develop specific and measurable performance goals and accountabilities for OM and DM with a report format for the community to consume.
14. Board accountability will be reported to the residents through a semiannual letter to residents reviewing established goals and accomplishments.
15. Develop a plan for parcel K in concert with a community group.
16. Establish an annual performance appraisal schedule for each major contractor, DM, and OM that will address not only contract specifics but, in some cases, resident user feedback.
17. Re-write, issue and evaluate responses for the Amenity and Café services. Have new contracts in place by 4/1/2021.

## DR. DAVIDSON

- 1. ASSESSMENTS:** Maintain no more than a 2-3% COLA yearly increase in assessments. DM and CDD Board will pledge to develop yearly budgets adhering to this goal. All residents of all GH Villages will hold BOS accountable to this pledge. Will increase desirability of community, enhances property values.
- 2. BUDGET FOR THE BENEFIT OF ALL:** Develop yearly budgets and related spending for the general benefit of all resident., Emphasis on Operations, Maintenance and Repair of aging infrastructure. All residents of all GH Villages will hold BOS accountable for equitable distribution of maintenance, repairs and projects. Will increase desirability of community, enhances property values.
- 3. NO SPECIAL ASSESSMENTS, BOND DEBT:** Eliminate any possibility of any new Special Assessments/Third Party Debt obligations for new "Special Interest" projects benefitting a limited number of residents. Will increase desirability of community, enhances property values.
- 4. CODE OF CONDUCT:** Conduct all interactions with other Board members, staff, and District contractors in a courteous, professional. and legal manner. All Supervisors pledge to and sign and updated GH CDD BOS Code of Conduct and to honor the State of Florida Sunshine Laws.
- 5. INFECTION CONTROL MITIGATION:** Protect residents, staff by adhering to all infectious disease mitigation protocols. Inspect, maintain and utilize all a/c air handler ventilation and hard surface disinfection equipment and supplies. Facilitators and staff to provide these services under direct supervision and quality control by Operations and Amenity Managers.
- 6. PURSUE OUTSIDE FUNDING SOURCES:** Continue identification and pursuit of outside funding sources. Appoint Board Grant/Funding Liaison to County, City, and other outside funding sources.
- 7. PURSUE AVAILABLE FREE CONSULTING SERVICES:** Continue to identify state/local organizations, universities and agencies (U of F, Coop. Ext., etc.) available to provide free scientific and unbiased expertise on District special projects/areas of concern. Reduce reliance on expensive "Paid consultants" with predetermined points of view (things to sell, etc.)
- 8. UPDATE ACCESS CONTROL SYSTEMS:** Update Gate Access Control Systems. Add new technologies to include secure cell phone activation of gates, communications with guards.
- 9. CREATE LEGALLY AUTHORIZED INTERACTIVE RESIDENT DATABASE:** Develop online secure but legal interactive resident community information guide to include voluntary and self-updateable resident contact information directory. DM, DC, AM to coordinate selection and implementation based on legal review and authorization by DC.
- 10. EXPAND VEHICULAR PARKING AT THE VILLAGE CENTER AMENITY COMPLEX:** Develop final plan and construct additional parking area at Village Center. OM, DE, HC, DC, AM to coordinate input to project. Relieves lack of parking for expanded amenity facilities at the V.C.
- 11. DEVELOP VILLAGE CENTER CROSWALK SAFETY PLAN:** Develop safety plan for V.C./Waterside Parkway crosswalk safety. Investigate pedestrian hand-held flags with bins on both sides of crosswalks. OM, DE, DC, Am to coordinate input to project.
- 12. DEVELOP NATIONALLY RECOGNIZED AUDUBON SOCIETY BIRDING TRAIL:** Develop Birding Trail for enjoyment of residents and National Audubon Society recognition. OM, HC, De and DC to develop and seek national Audubon Society recognition. Will increase desirability of community, enhance property values.

# RAY SMITH

## 1. Efficient meetings:

- a. By December 21, 2020 the BOS will instruct the District Manager to moderate/run all CDD meetings and workshops for the following 12 months for the purpose of streamlining and focusing the meetings on CDD goals.

## 2. CDD staff organization and staffing levels

- a. The District Mgr. and the CDD Ops Mgr. will recommend GH CDD staff organizational structure and staffing levels required to meet CDD goals. Recommendations should be semi-annually given the significant changes possibly caused by other goals.

## 3. Resident communications program

- a. The BOS will provide by January 21, 2021 the conceptual framework and functional requirements for a resident communications program to the CDD Ops Mgr.
- b. The CDD Ops Mgr. will present to the BOS by March 4, 2021 a detailed implementation plan satisfying the defined framework and functionality along with a schedule and costs requesting approval to implement.

## 4. Long term facilities and service plan

- a. Using resident committees and/or outside consultants as needed, the BOS will conduct a resident opinion survey by March 31, 2021 to determine needs, wants, assessment expectations, mandatory Do's and Do not's etc.
- b. By May 20, 2021 BOS will formulate a conceptual long-term plan and distribute it to residents for feedback. By July 8, 2021 BOS will have revised the conceptual plan and will give it to the CDD Ops Mgr.
- c. Using outside A&E support the CDD Ops Mgr. will develop cost estimates to implement the plan by September 16, 2021.
- d. The District Manager will present to the BOS by October 21, 2021 a discounted cash flow analysis using the Reserve Model to estimate the plan's assessment impact.
- e. The BOS will distribute to residents by December 21, 2021 the revised plan with time line and assessment estimates for review and comment.

## 5. Perimeter security

- a. The District Manager will obtain agreement December 31, 2022 from Flagler County for GH CDD to obtain ownership or exclusive right to maintain and landscape the GH perimeter fence thus allow the CDD to continue an aesthetically pleasing exterior and provide security to residents in the future.

## 6. Social reinforcement of responsible driving. CDD has no police powers –be Inventive

- a. By June 17, 2021 the District Mgr. will arrange educational sessions for the CDD concerning alternative methods to lessen speeding on Waterside Parkway and other major thoroughfares within Grand Haven used in other communities and situations without policing authority.

## 7. Ponds

- a. By early 2022-3 BOS will declare Ponds a strategic issue and authorize: Formation of committees to investigate remedies for Chronic algae blooms, Bank erosion, Hard wall bank deterioration, Pond dredging – large financial cost.
- b. By mid-2022-3 the District Mgr., using GH residents and outside consultants, will arrange educational sessions for the CDD concerning alternative methods to address these issues.
- c. Prior to 2022-3 continue current policies – there is no current solution most of this.

## 8. Intergovernmental relationships

- a. The District Manager will establish strong personal working relationships with leaders and key staff members of local governing agencies such as Flagler County, City of Palm Coast and SJWMD. The District Manager will report status to the BOS semi-annually.

# EXHIBIT 3

| Fiscal Year                                                             |           | 2023                                                                     |                  |
|-------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------|------------------|
| Capital Project Costs                                                   |           |                                                                          |                  |
| Location                                                                | Item      | Asset Description                                                        | Total            |
| <b>Painting &amp; Waterproofing</b>                                     | <b>71</b> | Paint Exterior and Waterproof - Clubhouse (CAC)                          | \$27,318         |
|                                                                         | <b>72</b> | Paint Exterior and Waterproof - Tiki Bar (CAC)                           | \$2,394          |
| <b>Paving</b>                                                           | <b>73</b> | Roadway: River Park, Point, Landing, Front, Village View, GC Parking Lot | \$437,091        |
| <b>Misc Building Components - Creekside Amenity Center</b>              | <b>74</b> | Finish, Carpet - Clubhouse (CAC) Office/Conf/Game                        | \$6,556          |
| <b>Misc Building Components - Security Camera System</b>                | <b>75</b> | Access Control, Monitor, Multi-Channel                                   | \$13,054         |
|                                                                         | <b>76</b> | Access Control, Recorder, Digital Video                                  | \$35,614         |
|                                                                         | <b>88</b> | Access Control, Camera                                                   | \$223,740        |
| <b>Misc Site Improvements - Access Control - Vehicular Gate Systems</b> | <b>77</b> | Access Control, Card Reader - The Crossings                              | \$1,923          |
| <b>Misc Site Improvements - Croquet Courts</b>                          | <b>78</b> | Fence, PVC, 6' Solid Panel - Croquet CAC                                 | \$1,096          |
| <b>Misc Site Improvements - Miscellaneous Fencing</b>                   | <b>79</b> | Fence, PVC, 3.5' Picket - Main Entry (Side Parks)                        | \$11,753         |
|                                                                         | <b>80</b> | Fence, PVC, 4' Picket - Waterside Parkway                                | \$5,817          |
|                                                                         | <b>81</b> | Fence, PVC, 6' Solid Panel - Trash CAC                                   | \$2,781          |
|                                                                         | <b>82</b> | Fence, PVC, 6'-8' Solid Panel - VC Trash & Gen Set                       | \$3,898          |
| <b>Misc Site Improvements - Playground &amp; Park Equipment</b>         | <b>83</b> | Fence, PVC, 6' - Front Street Park                                       | \$8,594          |
| <b>Misc Site Improvements - Pool Area - Creekside Amenity Center</b>    | <b>84</b> | Trellis, PT Wood - Clubhouse (CAC)                                       | \$9,861          |
| <b>Misc Site Improvements - Pool Area - Village Center</b>              | <b>85</b> | Pool Equipment, Handicap Lift - VC                                       | \$10,213         |
|                                                                         | <b>87</b> | Pool Equipment, Heat Pump - VC (4 units)                                 | \$38,245         |
| <b>Furniture, Fixtures &amp; Equipment - Maintenance Equipment</b>      | <b>86</b> | Maint, Radio, Hand Held                                                  | \$3,151          |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>             | <b>69</b> | Fitness, Weight Machine, Ab/Dip - VC                                     | \$1,870          |
|                                                                         | <b>70</b> | Fitness, Weight Machine, Leg Curl - VC                                   | \$4,311          |
| <b>Grand Total</b>                                                      |           |                                                                          | <b>\$849,281</b> |

| Fiscal Year                                                             | 2024 |                                                                     |                  |
|-------------------------------------------------------------------------|------|---------------------------------------------------------------------|------------------|
| Capital Project Costs                                                   |      |                                                                     |                  |
| Location                                                                | Item | Asset Description                                                   | Total            |
| <b>Paving</b>                                                           | 92   | Roadway: Pine Harbor, Owls Roost, Hidden Lake, East Lake, Southlake | \$422,066        |
| <b>Misc Building Components - Creekside Amenity Center</b>              | 93   | Door, Metal Overhead - Tiki Bar (CAC)                               | \$7,704          |
|                                                                         | 94   | Finish, Tile Floor - Clubhouse (CAC) Patio                          | \$33,155         |
| <b>Misc Site Improvements - Access Control - Vehicular Gate Systems</b> | 95   | Access Control, Gate Operator, Swing - The Crossings                | \$19,145         |
|                                                                         | 96   | Gate, Alum Steel Picket, 14' x 6' - Wild Oaks                       | \$8,360          |
|                                                                         | 97   | Gate, Alum Steel Picket, 18' x 6' - Wild Oaks                       | \$5,742          |
| <b>Misc Site Improvements - Basketball Courts</b>                       | 98   | Basketball Court Resurfacing, Asphalt Base - CAC                    | \$22,510         |
|                                                                         | 99   | Basketball Court Resurfacing, Asphalt Base - Wild Oaks              | \$22,510         |
| <b>Misc Site Improvements - Croquet Courts</b>                          | 119  | Croquet Court, Regrass Allowance - CAC                              | \$54,257         |
| <b>Misc Site Improvements - Playground &amp; Park Equipment</b>         | 100  | Shelter Frame, Replace - Wild Oaks Park                             | \$5,201          |
| <b>Misc Site Improvements - Pool Area - Creekside Amenity Center</b>    | 108  | Spa Equipment, Heater, Gas - CAC                                    | \$10,130         |
|                                                                         | 110  | Pool Equipment, Handicap Lift - CAC                                 | \$10,519         |
|                                                                         | 124  | Pool Finish, Exposed Aggregate & Tile Trim - Kiddie Pool CAC        | \$4,277          |
|                                                                         | 125  | Pool Finish, Exposed Aggregate & Tile Trim - Main Pool CAC          | \$73,158         |
| <b>Misc Site Improvements - Pool Area - Village Center</b>              | 109  | Spa Equipment, Heater, Gas - VC                                     | \$10,130         |
| <b>Misc Site Improvements - Site Lighting</b>                           | 101  | Light Fixture, Downlight - Pier Front Street Park                   | \$4,052          |
|                                                                         | 102  | Light Fixture, Lantern - Columns South Entry                        | \$3,377          |
|                                                                         | 103  | Light Fixture, Spotlight - Pier Dock Golf Club                      | \$7,428          |
| <b>Misc Site Improvements - Tennis Facility</b>                         | 15   | Tennis Court Resurfacing, Clay - VC Courts 1-7                      | \$34,272         |
|                                                                         | 104  | Shelter Frame, Replace - VC Tennis Courts (3 Total)                 | \$3,601          |
| <b>Furniture, Fixtures &amp; Equipment - Maintenance Equipment</b>      | 105  | Maint, Utility Vehicle - Kawasaki Mule                              | \$16,883         |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>  | 89   | Computer Workstation, Point Of Sale - Cafe Bar VC                   | \$6,753          |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>             | 90   | Fitness, Weight Machine, Lat Pulldown - VC                          | \$3,465          |
|                                                                         | 91   | Fitness, Weight Machine, Pec Fly/Rear Delt - VC                     | \$3,185          |
|                                                                         | 106  | Restaurant, Fryer - Cafe Kitchen VC                                 | \$4,301          |
| <b>Grand Total</b>                                                      |      |                                                                     | <b>\$796,180</b> |

| Fiscal Year                                                              |            | 2025                                                              |                    |
|--------------------------------------------------------------------------|------------|-------------------------------------------------------------------|--------------------|
| Capital Project Costs                                                    |            |                                                                   |                    |
| Location                                                                 | Item       | Asset Description                                                 | Total              |
| <b>Paving</b>                                                            | <b>117</b> | Roadway: WildOaks(not Willow Oak Way), Creekside Dr. Sandpine Dr. | \$507,762          |
| <b>Misc Building Components - Village Center</b>                         | <b>23</b>  | Finish, Clg, 2x2 SAT - Clubhouse (VC) Cafe                        | \$9,120            |
|                                                                          | <b>24</b>  | Finish, Clg, 2x4 SAT - Clubhouse (VC) Kitchen                     | \$5,494            |
|                                                                          | <b>107</b> | Renovation Allowance - Clubhouse (VC) Cafe Bar - 1 x Expense      | \$579,637          |
| <b>Misc Site Improvements - Croquet Courts</b>                           | <b>120</b> | Shelter Fabric, Recover - Croquet CAC Large Shelter               | \$6,666            |
|                                                                          | <b>121</b> | Shelter Fabric, Recover - Croquet CAC Small Shelter (x4)          | \$5,796            |
| <b>Misc Site Improvements - Monument &amp; Entry Feature Refurbishme</b> | <b>122</b> | Refurbishment Allowance - Monument Main Entry                     | \$11,593           |
|                                                                          | <b>123</b> | Refurbishment Allowance - Monument South Entry                    | \$11,593           |
| <b>Furniture, Fixtures &amp; Equipment - Creekside Amenity Center</b>    | <b>111</b> | Restaurant, Hot Dog Cooker - Tiki Bar (CAC)                       | \$2,118            |
|                                                                          | <b>126</b> | Furniture, Outdoor, Composite Tbl/Chair - CAC Croquet             | \$10,488           |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>   | <b>118</b> | Electronics, Office, Copy Machine                                 | \$3,952            |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>              | <b>112</b> | Restaurant, Cooler, Keg - Cafe Bar VC                             | \$6,304            |
|                                                                          | <b>113</b> | Restaurant, Cooler, Under Counter 1 Door - Cafe Kitchen VC        | \$2,867            |
|                                                                          | <b>114</b> | Restaurant, Cooler, Upright, 1 Door - Cafe Kitchen VC             | \$8,910            |
|                                                                          | <b>115</b> | Restaurant, Freezer, Upright, 1 Door - Cafe Kitchen VC            | \$4,455            |
|                                                                          | <b>116</b> | Restaurant, Range, 6 Burner - Cafe Kitchen VC                     | \$11,945           |
|                                                                          | <b>127</b> | Fitness, Cardio, Recumbent Bike - VC                              | \$4,292            |
|                                                                          | <b>128</b> | Restaurant, Dishwasher - Cafe Kitchen VC                          | \$12,551           |
| <b>Grand Total</b>                                                       |            |                                                                   | <b>\$1,205,543</b> |



| Fiscal Year                                                              |      | 2026                                                                     |                  |
|--------------------------------------------------------------------------|------|--------------------------------------------------------------------------|------------------|
| Capital Project Costs                                                    |      |                                                                          |                  |
| Location                                                                 | Item | Asset Description                                                        | Total            |
| <b>Painting &amp; Waterproofing</b>                                      | 129  | Paint Exterior and Waterproof - South Gatehouse                          | \$1,393          |
|                                                                          | 130  | Paint Interior - Clubhouse (CAC)                                         | \$8,019          |
|                                                                          | 132  | Paint Interior - Grand Haven Room (VC)                                   | \$13,028         |
| <b>Paving</b>                                                            | 180  | Roadway: North Waterside Pkwy., Sailfish, Marlin, Lakeside, Marshview, C | \$437,023        |
| <b>Misc Building Components - Creekside Amenity Center</b>               | 131  | Finish, Wall Covering - Clubhouse (CAC) Kitchen                          | \$2,918          |
|                                                                          | 133  | Patio Deck Finish, Acrylic Coating - Tiki Bar (CAC)                      | \$5,705          |
| <b>Misc Building Components - Village Center</b>                         | 134  | Finish, Tile Floor - Clubhouse (VC) Cafe                                 | \$19,791         |
|                                                                          | 135  | Finish, Tile Floor - Clubhouse (VC) Kitchen                              | \$11,921         |
|                                                                          | 136  | Finish, Vinyl Wall Panels - Clubhouse (VC) Kitchen                       | \$8,675          |
|                                                                          | 157  | Finish, Carpet - Clubhouse (VC) Storage Room                             | \$2,722          |
| <b>Misc Site Improvements - Access Control - Vehicular Gate Systems</b>  | 137  | Access Control, Enterphone Panel - North Gate                            | \$9,094          |
|                                                                          | 138  | Access Control, Enterphone Panel - South Gate                            | \$9,094          |
|                                                                          | 139  | Access Control, Gate Operator, Barrier - Main Gate                       | \$12,542         |
|                                                                          | 140  | Access Control, Gate Operator, Barrier - North Gate                      | \$18,813         |
|                                                                          | 141  | Access Control, Gate Operator, Barrier - South Gate                      | \$12,542         |
|                                                                          | 142  | Access Control, Gate Operator, Swing - Wild Oaks                         | \$13,541         |
|                                                                          | 158  | Access Control, Gate Operator, Swing - Wild Oaks                         | \$6,770          |
| <b>Misc Site Improvements - Bocce Ball Courts</b>                        | 159  | Shelter Fabric, Recover - VC Bocce Large Shelter (x2)                    | \$13,232         |
|                                                                          | 160  | Shelter Fabric, Recover - VC Bocce Small Shelter (x2)                    | \$1,493          |
| <b>Misc Site Improvements - Croquet Courts</b>                           | 161  | Shelter Fabric, Recover - VC Croquet                                     | \$1,493          |
| <b>Misc Site Improvements - Irrigation, Landscaping, Lakes, Drainage</b> | 162  | Irrigation Pump/Motor, 50 Hp                                             | \$56,861         |
| <b>Misc Site Improvements - Monument &amp; Entry Feature Refurbishme</b> | 143  | Refurbishment Allowance - Monument and Mailbox East Lake                 | \$8,955          |
|                                                                          | 144  | Refurbishment Allowance - Monument and MailboxHidden Lake                | \$8,955          |
|                                                                          | 145  | Refurbishment Allowance - Monument and Mailbox Marsh Crossings           | \$8,955          |
|                                                                          | 146  | Refurbishment Allowance - Monument and Mailbox Osprey/RW/RE/SP           | \$11,941         |
|                                                                          | 147  | Refurbishment Allowance - Monument and Mailbox Pine Harbor               | \$8,955          |
|                                                                          | 148  | Refurbishment Allowance - Monument and Mailbox South Lake Villages       | \$8,955          |
| <b>Misc Site Improvements - Pickleball Courts</b>                        | 163  | Shelter Fabric, Recover - VC Pickleball (4 Total)                        | \$4,974          |
| <b>Misc Site Improvements - Playground &amp; Park Equipment</b>          | 164  | Shelter Fabric, Recover - VC Playground                                  | \$1,493          |
| <b>Misc Site Improvements - Pool Area - Village Center</b>               | 165  | Spa Finish, Exposed Aggregate & Tile Trim - VC                           | \$12,670         |
| <b>Misc Site Improvements - Tennis Facility</b>                          | 149  | Shelter Fabric, Recover - VC Tennis Courts (3 Total)                     | \$4,478          |
|                                                                          | 150  | Tennis Court Windscreen, 10' - VC Courts 1-7                             | \$16,231         |
| <b>Furniture, Fixtures &amp; Equipment - Creekside Amenity Center</b>    | 151  | Refrigerator - Clubhouse (CAC) Kitchen                                   | \$2,091          |
|                                                                          | 152  | Restaurant, Ice Machine - Tiki Bar (CAC)                                 | \$7,044          |
|                                                                          | 166  | Fitness, Weight Machine, Ab Crunch - CAC                                 | \$4,608          |
|                                                                          | 167  | Fitness, Weight Machine, Lat Pulldown/Mid Row - CAC                      | \$3,676          |
|                                                                          | 168  | Fitness, Weight Machine, Leg Extension/Leg Curl - CAC                    | \$4,711          |
|                                                                          | 169  | Fitness, Weight Machine, Multi-Press - CAC                               | \$4,608          |
|                                                                          | 170  | Fitness, Weight Machine, Toe Raise/Leg Press - CAC                       | \$6,194          |
|                                                                          | 171  | Fitness, Weight Machine, Tricep/Bicep - CAC                              | \$3,676          |
|                                                                          | 172  | Fitness, Weight Set, Dumbbells - CAC                                     | \$2,277          |
| <b>Furniture, Fixtures &amp; Equipment - Maintenance Equipment</b>       | 153  | Maint, Utility Vehicle, Golf Cart - EZ GO                                | \$4,128          |
|                                                                          | 173  | Maint, Concrete Mixer                                                    | \$4,379          |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>   | 16   | Electronics, Office Technology Allowance - CDD Office                    | \$23,881         |
|                                                                          | 174  | Electronics, Wireless Microphone System                                  | \$21,900         |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>              | 154  | Restaurant, Exhaust Hood w/Fire Suppression - Cafe Kitchen VC            | \$29,851         |
|                                                                          | 155  | Restaurant, Freezer, Upright, 2 Door - Cafe Kitchen VC                   | \$20,730         |
|                                                                          | 156  | Restaurant, Microwave - Cafe Kitchen VC                                  | \$2,156          |
|                                                                          | 175  | Electronics, Sound System - Clubhouse (VC) Grand Haven                   | \$35,822         |
|                                                                          | 176  | Furniture, Outdoor - Pool Deck VC                                        | \$30,027         |
|                                                                          | 177  | Restaurant, Sink, 2-Compartment - Cafe Kitchen VC                        | \$2,777          |
|                                                                          | 178  | Restaurant, Sink, 3-Compartment - Cafe Kitchen VC                        | \$3,014          |
|                                                                          | 179  | Restaurant, Sink, Hand - Cafe Bar VC                                     | \$1,387          |
| <b>Grand Total</b>                                                       |      |                                                                          | <b>\$982,172</b> |

| Fiscal Year                                                             |            | 2027                                                      |                  |
|-------------------------------------------------------------------------|------------|-----------------------------------------------------------|------------------|
| Capital Project Costs                                                   |            |                                                           |                  |
| Location                                                                | Item       | Asset Description                                         | Total            |
| <b>Painting &amp; Waterproofing</b>                                     | <b>2</b>   | Paint Exterior and Waterproof - Clubhouse (VC)            | \$26,943         |
|                                                                         | <b>181</b> | Paint Exterior and Waterproof - North Gatehouse           | \$11,124         |
|                                                                         | <b>191</b> | Paint Exterior and Waterproof - Main Gatehouse            | \$1,401          |
| <b>Paving</b>                                                           | <b>195</b> | Roadway: Osprey, Egret, Jasmine, River Trail, River Bend, | \$608,788        |
| <b>Mechanical and Electrical - Gatehouse &amp; Maintenance</b>          | <b>192</b> | A/C Air Handler Unit, 1.5 Ton - Shed Maintenance w/Office | \$2,438          |
|                                                                         | <b>193</b> | A/C Condensing Unit, 1.5 Ton - Shed Maintenance w/Office  | \$2,633          |
| <b>Misc Site Improvements - Access Control - Vehicular Gate Systems</b> | <b>194</b> | Access Control, Enterphone Panel - The Crossings          | \$9,367          |
| <b>Misc Site Improvements - Boardwalks, Gazebo, Piers</b>               | <b>182</b> | Boardwalk, Wood Deck & Railing - Blue Oak Ln              | \$4,193          |
| <b>Misc Site Improvements - Pool Area - Village Center</b>              | <b>196</b> | Trellis, PT Wood - VC Pool Area                           | \$93,224         |
| <b>Furniture, Fixtures &amp; Equipment - Creekside Amenity Center</b>   | <b>41</b>  | Fitness, Cardio, Treadmill - CAC                          | \$19,928         |
|                                                                         | <b>183</b> | Electronics, Sound System - Clubhouse (CAC)               | \$22,339         |
|                                                                         | <b>184</b> | Restaurant, Microwave - Tiki Bar (CAC)                    | \$2,221          |
|                                                                         | <b>185</b> | Restaurant, Range, Griddle Top - Tiki Bar (CAC)           | \$3,851          |
| <b>Furniture, Fixtures &amp; Equipment - Maintenance Equipment</b>      | <b>197</b> | Maint, Pressure Washer                                    | \$8,609          |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>  | <b>186</b> | Computer Software - Community Access Data Solutions       | \$89,179         |
|                                                                         | <b>187</b> | Computer Workstation, Point Of Sale - Amenity Office VC   | \$2,516          |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>             | <b>45</b>  | Fitness, Cardio, Treadmill - VC                           | \$19,928         |
|                                                                         | <b>47</b>  | Restaurant, Convection Oven, Dbl - Cafe Kitchen VC        | \$12,675         |
|                                                                         | <b>188</b> | Electronics, Sound System - Clubhouse (VC) Pool           | \$22,339         |
|                                                                         | <b>189</b> | Restaurant, Range, Griddle Top - Cafe Kitchen VC          | \$7,701          |
|                                                                         | <b>190</b> | Restaurant, Salamander - Cafe Kitchen VC                  | \$4,826          |
| <b>Grand Total</b>                                                      |            |                                                           | <b>\$976,223</b> |

| Fiscal Year                                                             |            | 2028                                                        |                  |
|-------------------------------------------------------------------------|------------|-------------------------------------------------------------|------------------|
| Capital Project Costs                                                   |            |                                                             |                  |
| Location                                                                | Item       | Asset Description                                           | Total            |
| <b>Paving</b>                                                           | <b>204</b> | Roadway: North Village Pkwy., N. Park, Waterview, Long Lake | \$534,577        |
| <b>Mechanical and Electrical - Village Center</b>                       | <b>205</b> | A/C Minisplit System - Clubhouse (VC)                       | \$9,336          |
|                                                                         | <b>206</b> | A/C Minisplit System - Clubhouse (VC)                       | \$9,336          |
| <b>Misc Building Components - Village Center</b>                        | <b>209</b> | Wood Siding/Trim Replacement - Shed VC Tennis Storage       | \$4,522          |
| <b>Misc Site Improvements - Access Control - Vehicular Gate Systems</b> | <b>210</b> | Access Control, Enterphone Panel - Wild Oaks                | \$9,648          |
| <b>Misc Site Improvements - Basketball Courts</b>                       | <b>211</b> | Basketball, Backboard with Pole - CAC                       | \$4,839          |
|                                                                         | <b>212</b> | Basketball, Backboard with Pole - Wild Oaks                 | \$2,420          |
| <b>Misc Site Improvements - Croquet Courts</b>                          | <b>213</b> | Croquet Court, Regrass Allowance - VC                       | \$61,067         |
| <b>Misc Site Improvements - Playground &amp; Park Equipment</b>         | <b>214</b> | Playground Structure, Coated Mtl - CAC                      | \$50,671         |
|                                                                         | <b>215</b> | Playground Structure, Coated Mtl - Wild Oaks                | \$38,003         |
| <b>Misc Site Improvements - Pool Area - Creekside Amenity Center</b>    | <b>198</b> | Shelter Fabric, Recover - CAC Pool Deck                     | \$5,277          |
| <b>Misc Site Improvements - Pool Area - Village Center</b>              | <b>216</b> | Pool Finish, Exposed Aggregate & Tile Trim - VC             | \$107,919        |
| <b>Misc Site Improvements - Site Lighting</b>                           | <b>217</b> | Light Bollard - CAC Common Areas                            | \$31,874         |
|                                                                         | <b>218</b> | Light Bollard - The Crossings                               | \$5,543          |
| <b>Misc Site Improvements - Tennis Facility</b>                         | <b>15</b>  | Tennis Court Resurfacing, Clay - VC Courts 1-7              | \$38,573         |
| <b>Furniture, Fixtures &amp; Equipment - Creekside Amenity Center</b>   | <b>39</b>  | Fitness, Cardio, Elliptical Cross-Trainer - CAC             | \$16,737         |
| <b>Furniture, Fixtures &amp; Equipment - Maintenance Equipment</b>      | <b>86</b>  | Maint, Radio, Hand Held                                     | \$3,653          |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>             | <b>43</b>  | Fitness, Cardio, Elliptical Cross-Trainer - VC              | \$25,105         |
| <b>Grand Total</b>                                                      |            |                                                             | <b>\$959,101</b> |

| Fiscal Year                                                                |            | 2029                                                                    |                  |
|----------------------------------------------------------------------------|------------|-------------------------------------------------------------------------|------------------|
| Capital Project Costs                                                      |            |                                                                         |                  |
| Location                                                                   | Item       | Asset Description                                                       | Total            |
| <b>Paving</b>                                                              | <b>247</b> | Roadway: Wild Oaks(Willow Oak Way), Waterside Pkwy. from South Entrance | \$698,054        |
| <b>Mechanical and Electrical - Creekside Amenity Center</b>                | <b>236</b> | A/C Air Handler Unit, 7.5 Ton - Clubhouse (CAC)                         | \$9,131          |
| <b>Mechanical and Electrical - Gatehouse &amp; Maintenance</b>             | <b>237</b> | A/C Air Handler Unit, 1.5 Ton - Main Gatehouse                          | \$2,586          |
|                                                                            | <b>238</b> | A/C Air Handler Unit, 1.5 Ton - North Gatehouse                         | \$2,586          |
|                                                                            | <b>239</b> | A/C Condensing Unit, 1.5 Ton - Main Gatehouse                           | \$2,794          |
|                                                                            | <b>240</b> | A/C Condensing Unit, 1.5 Ton - North Gatehouse                          | \$2,794          |
| <b>Mechanical and Electrical - Village Center</b>                          | <b>241</b> | A/C Condensing Unit, 7.5 Ton - Clubhouse (CAC)                          | \$9,448          |
|                                                                            | <b>242</b> | Water Heater, Tankless - Clubhouse (VC)                                 | \$9,324          |
| <b>Misc Site Improvements - Irrigation, Landscaping, Lakes, Drainage</b>   | <b>243</b> | Lake Aerator                                                            | \$37,977         |
| <b>Misc Site Improvements - Monument &amp; Entry Feature Refurbishment</b> | <b>225</b> | Arbor, PVC - Main Entry (Side Parks)                                    | \$1,696          |
|                                                                            | <b>226</b> | Fence, PVC, Picket - Monument Front Street                              | \$2,749          |
|                                                                            | <b>227</b> | Fence, PVC, Picket - Monument Linkside West                             | \$1,447          |
| <b>Misc Site Improvements - Pickleball Courts</b>                          | <b>61</b>  | Pickleball Court Resurfacing, Asphalt - VC                              | \$5,038          |
| <b>Misc Site Improvements - Playground &amp; Park Equipment</b>            | <b>37</b>  | Shelter Fabric, Recover - Wild Oaks Park                                | \$9,786          |
| <b>Misc Site Improvements - Pool Area - Creekside Amenity Center</b>       | <b>244</b> | Spa Finish, Exposed Aggregate & Tile Trim - CAC                         | \$8,400          |
| <b>Misc Site Improvements - Signage</b>                                    | <b>245</b> | Signage, Traffic Light - Egret Dr Golf Cart Crossing                    | \$2,610          |
| <b>Furniture, Fixtures &amp; Equipment - Creekside Amenity Center</b>      | <b>40</b>  | Fitness, Cardio, Recumbent Bike - CAC                                   | \$9,661          |
| <b>Furniture, Fixtures &amp; Equipment - Maintenance Equipment</b>         | <b>105</b> | Maint, Utility Vehicle - Kawasaki Mule                                  | \$19,572         |
|                                                                            | <b>235</b> | Maint, Vehicle, Truck w/Boom Lift - Ford                                | \$113,515        |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>     | <b>89</b>  | Computer Workstation, Point Of Sale - Cafe Bar VC                       | \$7,829          |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>                | <b>44</b>  | Fitness, Cardio, Stationary Bike - VC                                   | \$8,906          |
|                                                                            | <b>246</b> | Restaurant, Cooler, 3 Door Reach-In - Cafe Bar VC                       | \$7,963          |
| <b>Grand Total</b>                                                         |            |                                                                         | <b>\$973,863</b> |

| Fiscal Year                                                              |      | 2030                                                                |                  |
|--------------------------------------------------------------------------|------|---------------------------------------------------------------------|------------------|
| Capital Project Costs                                                    |      |                                                                     |                  |
| Location                                                                 | Item | Asset Description                                                   | Total            |
| <b>Roofs</b>                                                             | 199  | Roof, Architectural Shingle - Clubhouse (CAC)                       | \$51,800         |
|                                                                          | 200  | Roof, Architectural Shingle - North Gatehouse                       | \$3,532          |
|                                                                          | 201  | Roof, Architectural Shingle - Shed Maintenance                      | \$2,355          |
|                                                                          | 202  | Roof, Architectural Shingle - Shed Maintenance w/Office             | \$2,355          |
|                                                                          | 203  | Roof, Architectural Shingle - Tiki Bar (CAC)                        | \$10,595         |
|                                                                          | 249  | Roof, Single Ply - Clubhouse (VC)                                   | \$32,531         |
| <b>Painting &amp; Waterproofing</b>                                      | 71   | Paint Exterior and Waterproof - Clubhouse (CAC)                     | \$33,598         |
|                                                                          | 72   | Paint Exterior and Waterproof - Tiki Bar (CAC)                      | \$2,945          |
| <b>Mechanical and Electrical - Creekside Amenity Center</b>              | 250  | Fire Alarm System - Clubhouse (CAC)                                 | \$13,439         |
| <b>Mechanical and Electrical - Gatehouse &amp; Maintenance</b>           | 248  | A/C Window Unit - South Gatehouse                                   | \$5,376          |
| <b>Misc Building Components - Creekside Amenity Center</b>               | 207  | Gutters & Downspouts - Clubhouse (CAC)                              | \$2,877          |
|                                                                          | 208  | Gutters & Downspouts - Tiki Bar (CAC)                               | \$1,507          |
| <b>Misc Building Components - Gatehouse &amp; Maintenance</b>            | 251  | Gutters & Downspouts - Main Gatehouse                               | \$845            |
| <b>Misc Building Components - Village Center</b>                         | 8    | Finish, Rubber Tile Floor - Clubhouse (VC) Gym                      | \$17,107         |
|                                                                          | 23   | Finish, Clg, 2x2 SAT - Clubhouse (VC) Cafe                          | \$10,573         |
|                                                                          | 24   | Finish, Clg, 2x4 SAT - Clubhouse (VC) Kitchen                       | \$6,369          |
| <b>Misc Site Improvements - Basketball Courts</b>                        | 9    | Basketball Court, Asphalt, Rebuild - VC                             | \$34,580         |
|                                                                          | 252  | Basketball Court Fencing, VC Chain Link - CAC                       | \$5,644          |
|                                                                          | 253  | Basketball Court Fencing, VC Chain Link - VC                        | \$3,225          |
| <b>Misc Site Improvements - Boardwalks, Gazebo, Piers</b>                | 25   | Pier Dock, Wood Deck & Railing - Golf Club                          | \$161,270        |
| <b>Misc Site Improvements - Monument &amp; Entry Feature Refurbishme</b> | 228  | Refurbishment Allowance - Monument CAC                              | \$10,079         |
|                                                                          | 229  | Refurbishment Allowance - Monument North Entry                      | \$26,878         |
|                                                                          | 230  | Refurbishment Allowance - Monument and Mailbox Southridge           | \$10,079         |
|                                                                          | 231  | Refurbishment Allowance - Monument and Mailbox Southridge 13-15 & 1 | \$10,079         |
|                                                                          | 232  | Refurbishment Allowance - Monument and Mailbox The Crossings        | \$13,439         |
|                                                                          | 233  | Refurbishment Allowance - Monument and Mailbox The River Club       | \$13,439         |
|                                                                          | 234  | Refurbishment Allowance - Monument and Mailbox Wild Oaks            | \$13,439         |
| <b>Misc Site Improvements - Petanque Court</b>                           | 254  | Fence, VC Chain Link, 4' - Petanque VC                              | \$3,156          |
| <b>Misc Site Improvements - Playground &amp; Park Equipment</b>          | 255  | Fence, VC Chain Link, 4' - Wild Oaks Dog Park                       | \$7,151          |
| <b>Misc Site Improvements - Pool Area - Creekside Amenity Center</b>     | 256  | Fence, VC Chain Link, 6' - CAC Pool Equipment                       | \$2,934          |
|                                                                          | 257  | Pool Equipment, Filtration System - CAC                             | \$28,222         |
|                                                                          | 258  | Spa Equipment, Filtration System - CAC                              | \$13,708         |
| <b>Misc Site Improvements - Pool Area - Village Center</b>               | 259  | Fence, VC Chain Link, 6' - VC Pool Equipment                        | \$964            |
|                                                                          | 260  | Pool Equipment, Filtration System - VC                              | \$28,222         |
|                                                                          | 261  | Spa Equipment, Filtration System - VC                               | \$13,708         |
| <b>Misc Site Improvements - Tennis Facility</b>                          | 262  | Tennis Court Fencing, VC Chain Link - VC Courts 5-7                 | \$44,334         |
|                                                                          | 263  | Tennis Court Light Pole & Double Fixture - VC Courts 5-6            | \$10,079         |
|                                                                          | 264  | Tennis Court Light Pole & Single Fixture - VC Courts 5-7            | \$34,673         |
| <b>Furniture, Fixtures &amp; Equipment - Creekside Amenity Center</b>    | 42   | Fitness, Weight Bench - CAC                                         | \$2,220          |
|                                                                          | 63   | Furniture, Outdoor - Clubhouse/Tiki/Pool (CAC)                      | \$27,318         |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>   | 65   | Computer High Speed Scanner                                         | \$14,473         |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>              | 17   | Fitness, Weight Machine, Abdominal - VC                             | \$5,186          |
|                                                                          | 18   | Fitness, Weight Machine, Arm Curl - VC                              | \$4,138          |
|                                                                          | 19   | Fitness, Weight Machine, Multi-Hip - VC                             | \$7,988          |
|                                                                          | 20   | Fitness, Weight Machine, Seated Row - VC                            | \$4,138          |
|                                                                          | 21   | Fitness, Weight Set, Dumbbells - VC                                 | \$2,563          |
| <b>Grand Total</b>                                                       |      |                                                                     | <b>\$755,130</b> |

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| Fiscal Year                                                              | 2031        |                                                              |              |
|--------------------------------------------------------------------------|-------------|--------------------------------------------------------------|--------------|
| <b>Capital Project Costs</b>                                             |             |                                                              |              |
| <b>Location</b>                                                          | <b>Item</b> | <b>Asset Description</b>                                     | <b>Total</b> |
| <b>Mechanical and Electrical - Creekside Amenity Center</b>              | 266         | A/C Air Handler Unit, 3 Ton - Clubhouse (CAC)                | \$3,726      |
|                                                                          | 267         | A/C Air Handler Unit, 5 Ton - Clubhouse (CAC)                | \$6,348      |
|                                                                          | 268         | A/C Condensing Unit, 3 Ton - Clubhouse (CAC)                 | \$3,765      |
|                                                                          | 269         | A/C Condensing Unit, 5 Ton - Clubhouse (CAC)                 | \$6,430      |
|                                                                          | 270         | Ceiling Fan - Clubhouse (CAC)                                | \$4,427      |
| <b>Mechanical and Electrical - Village Center</b>                        | 271         | A/C Air Handler Unit, 3 Ton - Clubhouse (VC)                 | \$3,726      |
|                                                                          | 272         | A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)               | \$4,172      |
|                                                                          | 273         | A/C Air Handler Unit, 3.5 Ton - Clubhouse (VC)               | \$4,172      |
|                                                                          | 274         | A/C Air Handler Unit, 5 Ton - Clubhouse (VC)                 | \$6,348      |
|                                                                          | 275         | A/C Air Handler Unit, 5 Ton - Clubhouse (VC)                 | \$6,348      |
|                                                                          | 276         | A/C Condensing Unit, 3 Ton - Clubhouse (VC)                  | \$3,765      |
|                                                                          | 277         | A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)                | \$4,306      |
|                                                                          | 278         | A/C Condensing Unit, 3.5 Ton - Clubhouse (VC)                | \$4,306      |
|                                                                          | 279         | A/C Condensing Unit, 5 Ton - Clubhouse (VC)                  | \$6,430      |
|                                                                          | 280         | A/C Condensing Unit, 5 Ton - Clubhouse (VC)                  | \$6,430      |
|                                                                          | 281         | Ceiling Fan - Clubhouse (VC)                                 | \$7,251      |
| <b>Misc Building Components - Creekside Amenity Center</b>               | 30          | Finish, Rubber Tile Floor - Clubhouse (CAC) Gym              | \$11,486     |
|                                                                          | 74          | Finish, Carpet - Clubhouse (CAC) Office/Conf/Game            | \$8,305      |
| <b>Misc Building Components - Gatehouse &amp; Maintenance</b>            | 282         | Renovation Allowance - Main Gatehouse Interior               | \$10,195     |
| <b>Misc Building Components - Security Camera System</b>                 | 75          | Access Control, Monitor, Multi-Channel                       | \$16,536     |
|                                                                          | 76          | Access Control, Recorder, Digital Video                      | \$45,115     |
| <b>Misc Building Components - Village Center</b>                         | 265         | Patio Deck Finish, Pebble - Clubhouse (VC)                   | \$46,239     |
| <b>Misc Site Improvements - Access Control - Vehicular Gate Systems</b>  | 77          | Access Control, Card Reader - The Crossings                  | \$2,436      |
|                                                                          | 283         | Gate, Alum Steel Picket, 12' x 6' - The Crossings            | \$9,485      |
|                                                                          | 284         | Gate, Alum Steel Picket, 16' x 6' - The Crossings            | \$5,649      |
| <b>Misc Site Improvements - Basketball Courts</b>                        | 98          | Basketball Court Resurfacing, Asphalt Base - CAC             | \$27,685     |
|                                                                          | 99          | Basketball Court Resurfacing, Asphalt Base - Wild Oaks       | \$27,685     |
|                                                                          | 285         | Basketball Court, Asphalt, Rebuild                           | \$54,222     |
| <b>Misc Site Improvements - Irrigation, Landscaping, Lakes, Drainage</b> | 36          | Debris Clean Up Allowance - Tract H                          | \$34,606     |
| <b>Misc Site Improvements - Vehicular Bridges</b>                        | 219         | Guard Rail, Wood - Bridge Montague St                        | \$17,127     |
|                                                                          | 220         | Guard Rail, Wood - Bridge Willow Oak & Blue Oak              | \$9,921      |
|                                                                          | 221         | Guard Rail, Wood - Bridge Willow Oak & Bluejack              | \$9,921      |
|                                                                          | 222         | Guard Rail, Wood - Bridge Willow Oak & Ditch 10              | \$10,966     |
|                                                                          | 223         | Guard Rail, Wood - Retaining Wall River Trail Dr             | \$11,697     |
| <b>Furniture, Fixtures &amp; Equipment - Creekside Amenity Center</b>    | 224         | Restaurant, Exhaust Hood w/Fire Suppression - Tiki Bar (CAC) | \$12,639     |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>   | 118         | Electronics, Office, Copy Machine                            | \$4,719      |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>              | 50          | Restaurant, Ice Machine - Cafe Kitchen VC                    | \$8,166      |



| Fiscal Year                                                              |            | 2032                                                         |                  |
|--------------------------------------------------------------------------|------------|--------------------------------------------------------------|------------------|
| Capital Project Costs                                                    |            |                                                              |                  |
| Location                                                                 | Item       | Asset Description                                            | Total            |
| <b>Roofs</b>                                                             | <b>286</b> | Roof, Architectural Shingle - Shed VC Tennis Storage         | \$1,873          |
|                                                                          | <b>287</b> | Roof, Metal Panel - Pier Dock Golf Club                      | \$9,873          |
| <b>Misc Building Components - Creekside Amenity Center</b>               | <b>288</b> | Built-In Cabinets & Counters - Clubhouse (CAC) Kitchen       | \$12,607         |
|                                                                          | <b>289</b> | Built-In Cabinets & Counters - Tiki Bar (CAC)                | \$22,476         |
|                                                                          | <b>290</b> | Finish, Clg, 2x4 SAT - Clubhouse (CAC) Gym                   | \$7,381          |
|                                                                          | <b>291</b> | Finish, Clg, 2x4 SAT - Clubhouse (CAC) Kitchen               | \$1,039          |
|                                                                          | <b>292</b> | Finish, Clg, 2x4 SAT - Clubhouse (CAC) Office/Conference     | \$4,215          |
|                                                                          | <b>293</b> | Finish, Tile Floor - Clubhouse (CAC) Kitchen                 | \$2,187          |
|                                                                          | <b>294</b> | Finish, Tile Floor - Clubhouse (CAC) Office                  | \$4,615          |
|                                                                          | <b>295</b> | Finish, Tile Floor - Clubhouse (CAC) Restrooms               | \$11,028         |
|                                                                          | <b>296</b> | Finish, Tile Floor - Clubhouse (CAC) Social Room             | \$17,553         |
|                                                                          | <b>297</b> | Finish, Tile Walls - Clubhouse (CAC) Restrooms               | \$23,113         |
|                                                                          | <b>298</b> | Finish, Vinyl Tile - Clubhouse (CAC) Storage Room            | \$682            |
|                                                                          | <b>299</b> | Restroom Renovation Allowance - Clubhouse (CAC)              | \$41,092         |
| <b>Misc Site Improvements - Access Control - Vehicular Gate Systems</b>  | <b>95</b>  | Access Control, Gate Operator, Swing - The Crossings         | \$24,252         |
| <b>Misc Site Improvements - Boardwalks, Gazebo, Piers</b>                | <b>300</b> | Shelter, Wood Frame - Pier Dock Golf Club                    | \$17,965         |
| <b>Misc Site Improvements - Miscellaneous Fencing</b>                    | <b>301</b> | Fence, Chain Link, 6' - Maintenance Re-Use Pond              | \$45,483         |
|                                                                          | <b>302</b> | Gate, Firewise - Numerous Locations                          | \$15,163         |
| <b>Misc Site Improvements - Monument &amp; Entry Feature Refurbishme</b> | <b>303</b> | Refurbishment Allowance - Monument and Mailbox Creekside     | \$14,258         |
|                                                                          | <b>304</b> | Refurbishment Allowance - Monument and Mailbox Fairways Edge | \$10,693         |
|                                                                          | <b>305</b> | Refurbishment Allowance - Monument and Mailbox Front Street  | \$14,258         |
|                                                                          | <b>306</b> | Refurbishment Allowance - Monument and Mailbox Heritage Oaks | \$10,693         |
|                                                                          | <b>307</b> | Refurbishment Allowance - Monument and Mailbox Lake Haven    | \$10,693         |
|                                                                          | <b>308</b> | Refurbishment Allowance - Monument and Mailbox Lakeside      | \$10,693         |
|                                                                          | <b>309</b> | Refurbishment Allowance - Monument and Mailbox Linkside      | \$10,693         |
|                                                                          | <b>310</b> | Refurbishment Allowance - Monument and Mailbox Linkside East | \$10,693         |
|                                                                          | <b>311</b> | Refurbishment Allowance - Monument and Mailbox Linkside West | \$10,693         |
|                                                                          | <b>312</b> | Refurbishment Allowance - Monument and Mailbox North Park    | \$10,693         |
|                                                                          | <b>313</b> | Refurbishment Allowance - Monument and Mailbox North Park    | \$10,693         |
|                                                                          | <b>314</b> | Refurbishment Allowance - Monument and Mailbox Rivers Edge   | \$10,693         |
|                                                                          | <b>315</b> | Refurbishment Allowance - Monument and Mailbox Southpark     | \$10,693         |
|                                                                          | <b>316</b> | Refurbishment Allowance - Monument and Mailbox The Bluffs    | \$10,693         |
|                                                                          | <b>317</b> | Refurbishment Allowance - Monument and Mailbox The Reserve   | \$10,693         |
|                                                                          | <b>318</b> | Refurbishment Allowance - Monument and Mailbox Village Oaks  | \$10,693         |
| <b>Misc Site Improvements - Playground &amp; Park Equipment</b>          | <b>319</b> | Park, Bench - Numerous Locations                             | \$71,288         |
|                                                                          | <b>320</b> | Park, Bicycle Rack - Numerous Locations                      | \$5,988          |
|                                                                          | <b>321</b> | Park, Picnic Table - Numerous Locations                      | \$20,788         |
|                                                                          | <b>322</b> | Park, Trash Can Holder - Numerous Locations                  | \$22,014         |
| <b>Misc Site Improvements - Pool Area - Creekside Amenity Center</b>     | <b>68</b>  | Pool Equipment, Heat Pump - CAC (4 units)                    | \$49,902         |
|                                                                          | <b>108</b> | Spa Equipment, Heater, Gas - CAC                             | \$12,832         |
| <b>Misc Site Improvements - Pool Area - Village Center</b>               | <b>109</b> | Spa Equipment, Heater, Gas - VC                              | \$12,832         |
| <b>Misc Site Improvements - Tennis Facility</b>                          | <b>15</b>  | Tennis Court Resurfacing, Clay - VC Courts 1-7               | \$43,414         |
| <b>Furniture, Fixtures &amp; Equipment - Miscellaneous Electronics</b>   | <b>16</b>  | Electronics, Office Technology Allowance - CDD Office        | \$28,515         |
| <b>Furniture, Fixtures &amp; Equipment - Village Center</b>              | <b>22</b>  | Furniture, Outdoor - Cafe VC                                 | \$34,218         |
|                                                                          | <b>53</b>  | Fitness, Weight Bench - VC                                   | \$3,533          |
|                                                                          | <b>54</b>  | Fitness, Weight Machine, Arm Extension - VC                  | \$4,390          |
|                                                                          | <b>55</b>  | Fitness, Weight Machine, Chest Press - VC                    | \$5,502          |
|                                                                          | <b>56</b>  | Fitness, Weight Machine, Leg Extension - VC                  | \$5,625          |
|                                                                          | <b>67</b>  | IT, Electronics, TV Projector & Screen - Grand Haven Rm VC   | \$42,773         |
| <b>Grand Total</b>                                                       |            |                                                              | <b>\$804,430</b> |



# EXHIBIT 4

## GRAND HAVEN TIMELINE

| Month     | Meeting Dates                                                 | Agenda items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action Items                                                                                                                                                                                                                                                                               |
|-----------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 2021  | Meeting: 05/20                                                | <b>Regular Meeting: FY2022 Budget/Calendar</b> <ul style="list-style-type: none"> <li>• District Manager RFP</li> <li>• Approve Road Resurfacing RFP</li> <li>• Approve North Parking Lot Expansion RFP</li> <li>• Approve the Proposed Budget to be used at Public Hearing for FY2022</li> <li>• Board to discuss the topic of the residents whose amenity privileges were suspended.</li> <li>• Non-Resident Membership Fees</li> </ul>                                                                                                                       |                                                                                                                                                                                                                                                                                            |
| June 2021 | Workshop: 06/03<br>Resume in person<br>Workshops with<br>Zoom | <b>Workshop: Long Term Capital Planning Cont.</b> <ul style="list-style-type: none"> <li>• Review job descriptions for remaining CDD positions</li> <li>• Board review evaluation criteria/pay ranges/bonus structure/health insurance benefits/mileage reimbursement</li> <li>• Updated Reserve Study: 10-year outlook beyond FY2022 CIP / Long Term Capital Planning Session</li> <li>• Discuss Financing Structure to fund Capital Projects</li> </ul>                                                                                                       |                                                                                                                                                                                                                                                                                            |
|           | Meeting: 06/17<br>Zoom participation                          | <b>Regular Meeting:</b> <ul style="list-style-type: none"> <li>• District Management RFP-Proposals</li> <li>• Employee Health Care-Dental / Vision</li> <li>• Update on North Parking Lot-District Engineer</li> <li>• Update on FY2021 CIP projects</li> <li>• Consideration of additional Curb/Gutter repairs</li> </ul>                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                            |
| July 2021 | Workshop-07/01                                                | <b>Workshop: Canceled Workshop</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                            |
|           | Meeting: 07/15                                                | <b>Regular Meeting:</b> <ul style="list-style-type: none"> <li>• Consideration of North Parking Lot RFP</li> <li>• Update on 2022 Road Resurfacing RFP</li> <li>• Employee Cafeteria Plan Presentation-Ron Wardell</li> <li>• Consideration of 4C's revised pricing</li> <li>• Transition Resolutions to Vesta as District Manager</li> <li>• Consideration of Website Proposal</li> <li>• Accept the 2020 Audit</li> <li>• Notice Amenity Rule Change</li> <li>• Notice Auditor RFP with language</li> <li>• Approve updated District Counsels Fees</li> </ul> | <ul style="list-style-type: none"> <li>• Road Resurfacing Project to begin in October 2021</li> <li>• Campus Suite Proposal for Website</li> <li>• District Counsel Draft Auditor RFP with language specific to change of District Manager and addition of Capital Reserve Fund</li> </ul> |

|                       |                       |                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                           |
|-----------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>August 2021</b>    | <b>Workshop 08/05</b> | <b>Workshop Agenda Items:</b> <ul style="list-style-type: none"> <li>• Review Proposed FY2022 Calendar</li> <li>• Celera Presentation-IT infrastructure</li> <li>• GHCDD Matrix</li> <li>• Long Term Capital Planning Session <ul style="list-style-type: none"> <li>○ 10-year Reserve Study Outlook</li> <li>○ Operations Input</li> <li>○ Board's Goals</li> <li>○ Resident Input</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• DE and Operations Manager will advise on whether they have information ready for August Workshop or if it will come back in September.</li> </ul>                                                                                                |
|                       | <b>Meeting: 08/19</b> | <b>Regular Meeting Agenda Items:</b> <ul style="list-style-type: none"> <li>• Consideration of Road Resurfacing Proposals</li> <li>• Consideration of Survey proposal</li> <li>• Approve FY2022 Calendar</li> <li>• Audio/Visual Proposals-Additional Camera's</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>• Barry will add proposals to agenda when ready</li> <li>• District Engineer will send survey proposal for agenda.</li> <li>• Osprey Pond Bank repair proposals?</li> </ul>                                                                        |
| <b>September 2021</b> | <b>Meeting 09/02</b>  | <b>Regular Meeting Agenda Items: Public Hearings</b> <ul style="list-style-type: none"> <li>• Public Hearing to Approve Budget</li> <li>• Public Hearing to Approve Levy of Assessments</li> <li>• Public Hearing to Approve Non-Resident Fee</li> <li>• Public Hearing to Approve Amenity Rule Changes</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>• Regular Meeting and Workshop dates are reversed to meet statutory adoption requirements</li> <li>• Resolution for Non-Resident Membership Fee</li> <li>• District Counsel/DM-Notice Audit RFP for presentations at the 10/21 meeting.</li> </ul> |
|                       | <b>Workshop 09/16</b> | <b>Workshop Agenda Items:</b> <ul style="list-style-type: none"> <li>• Discussion: Safety-Crosswalks at the Village Center</li> <li>• GHCDD Matrix</li> <li>• Long Term Capital Planning Session <ul style="list-style-type: none"> <li>○ 10-year Reserve Study Outlook</li> <li>○ Operations Input</li> <li>○ Board's Goals</li> <li>○ Resident Input</li> </ul> </li> </ul>                              | <ul style="list-style-type: none"> <li>• District Engineer-Recommendations for locations of crosswalks with LED Crosswalk Signs</li> <li>• Operations Manager-Proposals for Installation of LED Crosswalk Signs</li> </ul>                                                                |
| <b>October 2021</b>   | <b>Workshop 10/07</b> | <b>Workshop Agenda Items:</b> <ul style="list-style-type: none"> <li>• GHCDD Matrix</li> <li>• Employee Cafeteria Plans-TBD</li> <li>• Long Term Capital Planning Session <ul style="list-style-type: none"> <li>○ 10-year Reserve Study Outlook</li> <li>○ Operations Input</li> <li>○ Board's Goals</li> <li>○ Resident Input</li> </ul> </li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Insurance Agent-Ron Wardell-TBD</li> </ul>                                                                                                                                                                                                       |
|                       | <b>Meeting 10/21</b>  | <b>Regular Meeting Agenda Items:</b> <ul style="list-style-type: none"> <li>• Consideration Audit Proposals</li> </ul>                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• District Staff will notice the RFP after 10/21 (after the season) per previous direction</li> </ul>                                                                                                                                              |