



**Community
Development District**

August 19, 2021

**Regular Meeting
Agenda**



OFFICE OF THE DISTRICT MANAGER

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

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

August 12, 2021

ATTENDEES:

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

**Board of Supervisors
Grand Haven Community Development District**

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, August 19, 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.

- I. Call to Order/ Roll Call**
- II. Pledge of Allegiance**
- III. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*
- IV. Consent Agenda Items**
 - A. Consideration for Acceptance – The June 2021 Unaudited Financial Report (WHA) Exhibit 1
 - B. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held July 15, 2021 Exhibit 2
- V. Business Items**
 - A. Presentation of FY 2022 Budget Updates – *To Be Distributed*
 - B. Consideration & Adoption of **Resolution 2021-11**, District’s Employee Benefits Coverage Plan Exhibit 3
 - C. Consideration & Adoption of **Resolution 2021-12**, Re-Designating Meeting Dates, Times, & Location for Community Workshops & Regular Workshop Meetings Exhibit 4
 - D. Presentation of Sunshine Law Application to Committees Exhibit 5
 - E. Consideration of Appointing the Board of Supervisors as the Audit Committee



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V. Business Items – continued

F. Consideration of Web Watch Dogs Camera/ Audio Audit Proposal - \$2,950.00 Exhibit 6

G. Consideration of Celera I.T. Services Proposals Exhibit 7

➤ Phase 2 of Roadmap - \$3,759.72

➤ Phase 3 of Roadmap - \$2,100.00

➤ New Monthly Pricing - \$2,308.50

VI. Staff Reports

A. Amenity Manager: Robert Ross/ John Lucansky Exhibit 8

B. District Engineer: David Sowell

C. Operations Manager: Barry Kloptosky Exhibit 9

➤ Presentation of Capital Project Plan Tracker Exhibit 10

➤ Monthly Report Exhibit 11

D. District Counsel: Scott Clark

E. District Manager: Howard “Mac” McGaffney

VII. Supervisors Requests

VIII. Action Item Summary

IX. Upcoming Meeting Agenda Items/ Meeting Matrix Exhibit 12

X. Next Meeting Quorum Check: September 2nd, 3:00 PM, Public Hearing at 5:00 PM

John Polizzi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Dr. Merrill Stass-Isern	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Michael Flanagan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Chip Howden	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

XI. Adjournment

Should you have any questions regarding the agenda, please email me at hmac@vestapropertyservices.com

Sincerely,

Howard McGaffney

District Manager

EXHIBIT 1

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JUNE 30, 2021**

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2021**

	<u>Major Funds</u>	Total
	General	Governmental Funds
ASSETS		
Operating account		
SunTrust - operating acct	\$2,632,098	\$ 2,632,098
SunTrust - petty cash	9,972	9,972
Investments		
Stonegate Bank	1,209	1,209
Finemark	249,014	249,014
Finemark - ICS	1,672,048	1,672,048
Centennial Bank	256,247	256,247
Intracoastal Bank	259,194	259,194
Iberia - (MMKT)	49,098	49,098
SBA -161601A	6,982	6,982
Undeposited funds	17,404	17,404
Due from other	938	938
Accounts receivable (rev deferred)	59,923	59,923
Deposits	110	110
Total assets	<u>\$5,214,237</u>	<u>\$ 5,214,237</u>
LIABILITIES		
Liabilities:		
Accounts payable	\$ 86,881	\$ 86,881
Due to other entity	41	41
Total liabilities	<u>86,922</u>	<u>86,922</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	57,743	57,743
Total deferred inflows of resources	<u>57,743</u>	<u>57,743</u>
FUND BALANCES		
Committed		
Disaster	981,211	981,211
Future capital projects	940,000	940,000
Assigned		
3 months working capital	890,833	890,833
Unassigned	2,257,528	2,257,528
Total fund balances	<u>5,069,572</u>	<u>5,069,572</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$5,214,237</u>	 <u>\$ 5,214,237</u>

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED JUNE 30, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
REVENUES				
Assessment levy: net of allowable discounts	\$ 13,075	\$ 4,314,087	\$ 4,322,319	100%
Reuse water	3,817	15,197	21,000	72%
Gate & amenity guest	1,917	9,659	8,000	121%
Tennis fees	118	415	3,000	14%
Room rentals	50	50	2,000	3%
Interest and miscellaneous	123	9,375	5,500	170%
Grant	-	10,650	-	N/A
Total revenues	<u>19,100</u>	<u>4,359,433</u>	<u>4,361,819</u>	100%
EXPENDITURES				
Administrative				
Legislative				
Supervisors - regular meetings	1,000	9,000	12,000	75%
Supervisors - workshops	1,000	6,800	10,000	68%
Financial & administrative				
District management	3,260	29,345	39,127	75%
Administrative services	868	7,810	10,413	75%
Accounting services	1,790	16,108	21,478	75%
Assessment roll preparation	790	7,109	9,478	75%
Auditing services	500	4,500	11,300	40%
Legal - general counsel	10,718	73,839	92,000	80%
Engineer	1,615	39,427	30,000	131%
Insurance	-	11,531	11,896	97%
Legal advertising	-	1,959	3,500	56%
Bank fees	5	1,139	1,500	76%
Dues, licenses & fees	-	175	175	100%
Website hosting & development	-	-	1,800	0%
ADA website compliance	-	210	210	100%
Communications: e-blast	-	459	500	92%
Music licensing	-	3,435	3,350	103%
IT support	3,066	14,618	18,000	81%
Property taxes	-	1,925	3,000	64%
Postage	345	2,461	3,000	82%
Office supplies	-	514	500	103%
Tax collector	-	83,357	90,048	93%
Contingencies	172	817	-	N/A
Total administrative	<u>25,129</u>	<u>316,538</u>	<u>373,275</u>	85%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED JUNE 30, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
Field operations				
Electric utility services				
Electric services - #12316, 65378, 85596	600	3,375	4,300	78%
Electric- Village Center - #18308	4,495	20,090	31,500	64%
Electric - Creekside - #87064, 70333	2,330	10,804	21,500	50%
Street lights	1,859	12,964	20,000	65%
Propane - spas/café	3,323	27,321	38,750	71%
Garbage - amenity facilities	828	9,682	11,000	88%
Water/sewer				
Water services	25,737	83,981	98,750	85%
Water - Village Center	1,866	8,846	13,500	66%
Water - Creekside	1,078	5,301	10,000	53%
Pump house shared facility	1,100	1,350	15,500	9%
Aquatic contract	3,940	32,126	44,615	72%
Aquatic contract: lake watch	343	2,744	4,076	67%
Aquatic contract: aeration maintenance	-	1,216	4,000	30%
Lakebank spraying	-	-	6,128	0%
Hurricane clean-up	-	1,155	20,000	6%
Insurance: property	-	69,140	65,117	106%
Insurance: auto general liability	-	1,980	2,000	99%
Insurance: flood	-	3,450	4,700	73%
Property maintenance				
Horticultural consultant	800	6,400	9,600	67%
Landscape enhancement	4,250	99,331	112,220	89%
Landscape repairs & replacement	-	14,455	20,000	72%
Stormwater system repairs & maintenance	-	-	15,000	0%
Roads & bridges repairs	-	-	15,000	0%
Sidewalk repairs & replacement	176	49,832	20,000	249%
Landscape maintenance contract services	47,861	382,888	574,328	67%
Landscape maintenance: croquet	2,633	20,608	50,800	41%
Oak tree pruning	11,950	29,200	35,000	83%
Optional 3rd flower rotation	-	-	20,000	0%
Irrigation repairs & replacement	4,622	21,631	20,000	108%
Street light maintenance	-	6,162	15,000	41%
Lift truck repairs & maintenance	360	1,408	5,000	28%
Holiday lights	-	3,386	9,000	38%
Staff support and amenity operations				
Payroll	34,573	302,644	520,345	58%
Merit pay/bonus	-	14,050	20,000	70%
Payroll taxes	2,586	25,482	67,905	38%
Health insurance	11,427	48,844	65,000	75%
Insurance: workers' compensation	-	13,915	26,500	53%
Payroll services	280	2,844	4,100	69%
Mileage reimb: operations manager	236	1,810	2,750	66%
Car allowance: staff	909	7,491	6,000	125%
Amenity Management Group, Inc.	49,399	377,179	479,000	79%

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED JUNE 30, 2021**

	Current Month	Year To Date	Adopted Budget	% of Budget
Amenity Operations & Maintenance, Inc.	-	36,047	73,000	49%
Amenity A/C maintenance and service	-	-	3,750	0%
Fitness equipment service	1,614	2,549	7,500	34%
Amenity cable/internet	1,433	10,902	14,500	75%
Office supplies: field operations	871	9,135	12,000	76%
Village center telephone, fax	378	3,391	10,000	34%
Creekside telephone & fax	1,116	8,688	10,000	87%
Pool/spa permits	-	875	875	100%
Pool chemicals	1,196	9,570	13,176	73%
Pest control	185	3,375	3,050	111%
Amenity maintenance	21,243	156,092	110,000	142%
Community maintenance	18,573	95,162	110,000	87%
CERT operations	-	342	500	68%
Repairs & maintenance: projects				
Fire & security system	87	2,347	3,350	70%
Security operations				
Security staffing contract services	15,731	141,988	198,373	72%
Additional guards	-	-	15,000	0%
Guardhouse & gate facility maintenance	474	7,437	21,000	35%
Gate communication devices	4,195	22,141	20,000	111%
Gate operating supplies	62	9,159	22,000	42%
Special events	-	258	10,000	3%
Miscellaneous contingency	168	451	4,000	11%
Total field operations	<u>286,887</u>	<u>2,244,994</u>	<u>3,190,058</u>	70%
Infrastructure reinvestment				
Capital improvements				
General infrastructure replacement/repair	69,290	708,620	1,027,702	69%
Total infrastructure reinvestment	<u>69,290</u>	<u>708,620</u>	<u>1,027,702</u>	69%
Total expenditures	<u>381,306</u>	<u>3,270,152</u>	<u>4,591,035</u>	71%
Excess/(deficiency) of revenues over/(under) expenditures	(362,206)	1,089,281	(229,216)	
Fund balance - beginning (unaudited)	<u>5,431,778</u>	<u>3,980,291</u>	<u>3,327,233</u>	
Fund balance - ending (projected)				
Committed				
Disaster	981,211	981,211	981,211	
Future capital projects	940,000	940,000	940,000	
Assigned				
3 months working capital	890,833	890,833	890,833	
Unassigned	2,257,528	2,257,528	285,973	
Fund balance - ending	<u>\$ 5,069,572</u>	<u>\$ 5,069,572</u>	<u>\$ 3,098,017</u>	

EXHIBIT 2

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, July 15, 2021 at 9:00 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137 and via Zoom Conference Call.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden	Board Supervisor, Chairman
11	Kevin Foley	Board Supervisor, Vice Chairman
12	Michael Flanagan	Board Supervisor, Assistant Secretary
13	John Polizzi	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern <i>(via phone)</i>	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFG Management & Consulting
17	Scott Clark	District Counsel, Clark & Albaugh, LLP
18	David Sowell	District Engineer, DRMP, Inc.
19	Barry Kloptosky	Operations Manager
20	Vanessa Stepniak	CDD Office Manager
21	Ron Wardell <i>(via phone)</i>	Insurance Agent
22	Ron Merlo <i>(via phone)</i>	Resident

23 *The following is a summary of the discussions and actions taken at the July 15, 2021 Grand Haven CDD*
24 *Board of Supervisors Regular Meeting.*

25 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

26 Mr. Howden led all present in reciting the Pledge of Allegiance.

27 **THIRD ORDER OF BUSINESS – Public Comments (3-Minute Rule)**

28 Mr. Merlo commented on molding near the doors on the new office and café entrance doors. Mr.
29 Merlo additionally noted that some shrubs were growing into the gutter around the pump house and
30 recommended that they be cleared out.

31 **FOURTH ORDER OF BUSINESS – Business Items**

32 A. Update: North Parking Lot

33 Mr. Sowell updated the Board regarding the North Parking Lot expansion project scheduled for
34 early fall. Mr. Sowell advised that the project was ready to go out for RFP, following confirmation
35 from the Water Management District that the permitting process would be easier than previously
36 anticipated. Mr. Sowell noted that the largest hurdle would be stormwater, as there was no room to
37 treat it in the area without taking expensive measures. Mr. Sowell advised that the RFP would help
38 to get consultants on board to assist with landscape design, irrigation, and other project aspects of
39 that nature.

40 Mr. Howden expressed concerns about what would happen if work did not end up preserving the
41 current north parking lot, and asked whether Mr. Sowell or Mr. Kloptosky saw any issues if the
42 whole parking lot needed to be redone relating to curb cutting work. Mr. Sowell stated that he did
43 not see any reason that roadway conditions would be impacted, noting that curb cutting may not be

44 necessary as the curb could be mounted using gravel piles. Mr. Sowell additionally observed that
45 the north parking lot conditions appeared to be okay. Mr. Kloptosky advised that resurfacing had
46 occurred within the past ten years, and noted that he did not believe that the parking lot was
47 undergoing significant wear and tear.

48 Mr. Flanagan noted that construction costs for lumber and other resources had been rising at
49 abnormal patterns, and asked about budgetary considerations. Mr. Sowell stated that roadway
50 construction materials had not been escalating in costs to the degree of lumber and steel. Mr. Sowell
51 noted that concrete prices were rising somewhat due to inflation, and plastics had increased due to
52 resin shortages, though noted that any plastic piping needed would be small diameter. Mr. Flanagan
53 noted that the end cap of the current parking lot appeared to have been removed, resulting in the
54 loss of space, and asked whether any changes would be made. Mr. Sowell stated that his
55 understanding was that spaces would be restored as part of parking lot restriping. Mr. Flanagan
56 asked about handicap parking plans, and Mr. Sowell stated that one ADA space was required for
57 every 25 regular parking spaces, adding that he believed that the new parking lot would require the
58 addition of one more ADA space.

59 Mr. Polizzi asked whether the permitting process could begin immediately. Mr. Sowell advised that
60 this was correct, noting that the permitting process had technically already started with him vetting
61 the process with the Water Management District. Mr. Sowell noted that he could additionally begin
62 the process with the city, but could not fully submit plans until construction plans were 60%
63 complete.

64 Dr. Stass-Isern requested ensuring that the St. John's Water Management District permit was in
65 writing. Mr. Sowell advised that staff would receive an actual permit from the Water Management
66 District, and that discussion had been regarding procedural matters prior to obtaining the permit.

67 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
68 directing the District Engineer to draft and publicly notice the RFP for the North Parking Lot expansion
69 project, pending review by District Counsel, for the Grand Haven Community Development District.

70 B. District Engineer: *DRMP, Inc.* [David Sowell]

71 **This item, previously Item 6A, was presented out of order.**

72 Mr. Sowell gave updates on the Road Resurfacing project and the timing of the RFP for the FY
73 2022 project. Mr. Sowell stated that three bidders had reached out regarding the RFP, and advised
74 that there was a mandatory pre-bid meeting scheduled for July 31. Mr. Sowell noted that two of the
75 bidders had been from companies that the District had been in contact with for previous resurfacing
76 projects, and one bidder was new. Mr. Sowell stated that bids were scheduled to be formally
77 submitted by mid-August. Mr. Sowell stated that he hoped to start and finish the project within a
78 week, to minimize disturbance to the residents.

79 Mr. Sowell additionally commented on an email in circulation concerning pedestrian and bicyclist
80 safety issues regarding crossing an intersection, noting that he was still evaluating. Mr. Foley
81 commented that there were intersections of concern at both the Village Center and Creekside, and
82 commented on speeds of drivers coming around the islands. Mr. Foley discussed potential
83 solutions, recalling that the fire department was against installation of speed bumps in the area due
84 to concerns about potential damage and impeding fire truck speed. Mr. Foley requested that this be
85 brought forward for discussion and consideration at the next meeting. Comments were made in
86 favor of coordinating with law enforcement for regularly ticketing drivers in order to reduce speed
87 outside of any infrastructure means. Mr. Foley asked whether law enforcement measures could be
88 combined with any technology that may be helpful. Mr. Kloptosky stated that speed bumps would
89 be expensive and a hindrance to emergency vehicle egress. Mr. Kloptosky stated that crosswalk

90 buttons may be a good option for both intersections of concern, though would be somewhat costly.
91 Mr. Kloptosky recalled that the community had previously acquired a radar sign that indicated
92 driver speed in the approximate amount of \$6,000.00, and stated that while the sign had been an
93 effective deterrent, it had subsequently been stolen and destroyed. Mr. Howden expressed support
94 for discussing and addressing this at the next workshop meeting. Mr. Howden additionally
95 expressed support for contacting the sheriff's office regarding the District's potential interest.

96 C. Presentation: Health Insurance

97 Mr. McGaffney stated that the Board had previously approved the addition of vision and dental
98 coverage as part of the health insurance benefits package offered to staff, with the new policy to
99 take effect on August 1.

100 • 125/HSA Plans

101 Mr. Wardell presented the health insurance plans, and discussed and fielded questions from
102 the Board.

103 Mr. Polizzi noted concerns that spousal and child coverage had been low, and hoped that
104 relatively low deductibles in coverage programs would be a benefit. Mr. Polizzi stated that
105 the intent had not been to necessarily increase contributions but to give workers an
106 additional option to put money aside.

107 Following further discussion, the Board directed the District Manager and Operations
108 Manager to work with Mr. Wardell to provide a list and analysis of benefits and costs to
109 include more information on FSA plans and tax implications associated with the plans, to
110 be discussed at a future meeting.

111 • Update: CDD Insurance Pool

112 Mr. McGaffney advised that he had been unable to locate any insurance pools between
113 other CDDs that Grand Haven CDD would be able to participate in.

114 • Update: State Retirement Plan

115 Mr. Clark advised that employees of special districts could participate in the State
116 Retirement Plan. Mr. McGaffney stated that he would continue to gather information on
117 the process, to be presented to the Board at a future meeting.

118 D. Consideration of 4 C's Trucking & Excavation, Inc., Second Amendment to Disaster Debris
119 Removal Stand-By Agreement

120 Mr. Clark recommended that the Board approve the revised pricing for the current hurricane season,
121 additionally recommending that the District put the contract out to bid at the end of the season.

122 *(Dr. Stass-Isern left the meeting at 10:51 a.m.)*

123 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
124 approved the Second Amendment to Disaster Debris Removal Stand-By Agreement from 4 C's Trucking
125 & Excavation, Inc., for the Grand Haven Community Development District.

126 Following the motion, the Board directed District Counsel to prepare the RFP, to be brought back
127 before the Board at a future meeting for approval.

128

129

130 E. Consideration of **Resolution 2021-08**, Appointing and Removing Officers of the District, and
131 Providing for an Effective Date

132 Mr. Clark stated that this Resolution was related to the transition in the District's management
133 team. Mr. Clark advised that the Resolution named Patricia Thibault as Treasurer, Jackie Leger as
134 Assistant Secretary, Howard McGaffney as Assistant Treasurer, and that the Resolution's slate of
135 officers retained Howard McGaffney as Secretary.

136 Mr. Foley made a motion, seconded by Mr. Flanagan, to adopt Resolution 2021-08.

137 During discussion of the motion, Mr. Polizzi expressed concerns about oversight with the District
138 Manager now overseeing the District's finances. Mr. Polizzi stated that his concerns were not
139 related to any judgment of character, but rather with risks involved in not segregating functions and
140 potentially losing control. Mr. Clark advised that the situation with the District Manager approving
141 the District's own monthly check was not unique to the District. Mr. Clark stated that the budget
142 and contract kept things in check, and that the setup helped with vendors being paid on-time and
143 efficiently. Mr. Clark stated that he had also asked Vesta for their insurance coverage related to
144 employee dishonesty, which was in the amount of \$1 million of coverage. Mr. Clark stated that he
145 had made a request and wished to discuss with the Board to increase the coverage by at least \$2
146 million. Mr. McGaffney noted that there were policies in place limiting non-contractual
147 expenditures that could be approved by the District Manager and the Operations Manager, and Mr.
148 Polizzi requested a copy of the documents related to this policy.

149 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
150 **Resolution 2021-08**, Appointing and Removing Officers of the District, and Providing for an Effective
151 Date, for the Grand Haven Community Development District.

152 Following the motion, Mr. Clark stated that he would review Vesta's insurance policy and the
153 District's procurement policy with spending authority.

154 F. Consideration of **Resolution 2021-09**, Authorizing and Approving of Designated Registered Agent
155 and Registered Office

156 Mr. McGaffney advised that this Resolution named the District Counsel as the District's designated
157 registered agent.

158 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adopted
159 **Resolution 2021-09**, Authorizing and Approving of Designated Registered Agent and Registered Office,
160 for the Grand Haven Community Development District.

161 *(Meeting was recessed at 11:26 a.m., and reconvened at 11:41 a.m.)*

162 G. Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2020, Prepared by
163 Grau & Associates

164 Mr. McGaffney gave an overview of the management letter, noting that it had found that Grand
165 Haven CDD had complied in all material aspects. Mr. McGaffney stated that there were no findings
166 for the current year, nor were there any previous year findings. Mr. Foley asked how many years
167 the current auditor had been working with the District, and noted that it was common in the
168 corporate sector to regularly change auditors. The Board discussed potentially going out to bid for
169 a new firm for auditing services, as part of the transition to new District Management.

170

171

172 H. Consideration of **Resolution 2021-10**, Hereby Accepting the Audited Financial Report for Fiscal
173 Year Ended September 30, 2020

174 On a MOTION by Mr. Howden, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adopted
175 **Resolution 2021-10**, Hereby Accepting the Audited Financial Report for Fiscal Year Ended September 30,
176 2020, for the Grand Haven Community Development District.

177 Following the motion, the Board discussed making a motion for District Counsel to draft and notice
178 an RFP for auditing services. The Board requested that the RFP have language clarifying that the
179 Board wished for the auditor to render an opinion on the new District Management firm's internal
180 control policies. The Board additionally requested that the RFP have language indicating that the
181 District's budget for Fiscal Year 2022 would include a new Capital Reserve Fund.

182 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
183 authorizing District Counsel to draft and publicly notice an RFP for auditing services, for the Grand Haven
184 Community Development District.

185 I. Consideration of Campus Suite Proposals (Website)

186 *(Dr. Stass-Isern rejoined the meeting at 12:05 p.m.)*

187 Mr. McGaffney advised that the District's current website management and maintenance company,
188 Strange Zone, held an exclusivity agreement with the District's previous management firm, and
189 would not respond to any of his attempts to reach out. Mr. McGaffney advised that Campus Suite
190 had provided two proposals related to transitioning webhosts, auditing the website for ADA
191 compliance, and for annual ongoing management and overall maintenance of the site.

192 On a MOTION by Mr. Flanagan, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
193 the Campus Suite proposal for transitioning webhosts from Strange Zone to Campus Suite and auditing the
194 District website for ADA compliance, in the amount of \$1,470.00; and the Campus Suite proposal for
195 annual ongoing management and maintenance for the District's website, in the amount of \$1,515.00, for
196 the Grand Haven Community Development District.

197 **FIFTH ORDER OF BUSINESS – Consent Agenda Items**

198 A. Acceptance of Unaudited Financial Statements

- 199
 - Unaudited Financial Statements as of May 31, 2021

200 Mr. McGaffney advised that the District had collected 99% of assessments, and was on
201 target to collect 100% or more of its revenue through the assessment collection period.

202 Mr. Howden indicated that the District was already 25% past the current budget with the
203 District Engineer.

204 B. Approval of Minutes

- 205
 - June 3, 2021, Community Workshop

206 Mr. Howden requested that the word "the" be struck from line 157 of the June 3, 2021,
207 community workshop meeting minutes.

- 208
 - June 17, 2021, Regular Meeting

209 Mr. Foley requested that the meeting minutes capture action items to be followed up on,
210 for added clarity for residents and members of the Board. Mr. McGaffney stated that,
211 following the transition to the new District Management company on August 1, an order

212 of business item for Action Items would be added to future meeting agendas prior to each
213 meeting's adjournment.

214 On a MOTION by Mr. Foley, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
215 the June 3, 2021, Community Workshop Meeting Minutes, as amended, and the June 17, 2021 Regular
216 Meeting Minutes, as presented, for the Grand Haven Community Development District.

217 **SIXTH ORDER OF BUSINESS – Staff Reports**

218 A. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]

219 Mr. Ross presented a handout report to the Board, stating that the report would additionally be
220 posted to the Village Center and Creekside bulletin boards.

221 B. Operations Manager: [Barry Kloptosky]

222 I. CIP

223 Mr. McGaffney advised as to the difference between the revised budget and changes after
224 approval of capital items.

225 II. Monthly Report

226 Mr. Kloptosky gave an overview of the monthly report. The Board and Mr. Kloptosky
227 discussed various community maintenance items, with Mr. Kloptosky giving updates on
228 ongoing projects.

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

230 Mr. Clark recommended changes to the amenity rules.

231 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
232 the changes to the Amenity Rules, in substantial form as recommended by District Counsel, and authorized
233 District Counsel to publicly notice the public hearing for rules adoption, to take place on September 2,
234 2021, for the Grand Haven Community Development District.

235 Following the motion, Mr. Clark advised as to revised hourly fees.

236 *(Dr. Stass-Isern let the meeting at 2:25 p.m.)*

237 On a MOTION by Mr. Foley, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
238 the revised hourly fees for District Counsel services, as presented, for the Grand Haven Community
239 Development District.

240 **SEVENTH ORDER OF BUSINESS – Upcoming Workshop Agenda Items**

241 Mr. McGaffney gave an overview of the agenda and action items for the upcoming workshop
242 meeting scheduled for August 5, 2021.

243 • Discussions on crosswalk safety were to continue at the next meeting if there was enough
244 time to allow for staff to review prior to the meeting.

245 • An e-blast would be distributed to the residents asking for input as to ideas for areas in the
246 community with safety concerns, or which could use additional crosswalks. Mr.
247 McGaffney stated that responses received prior to the cutoff date could be included as part
248 of the next meeting agenda.

- 249 • Celera would be giving an IT presentation at the next meeting, which would include
250 recommendations for upgrading IT and security.
- 251 • The matrix for District agendas for the next few months would be updated, as well as the
252 outlined long-term planning and communication strategy.
- 253 • Mr. McGaffney and Mr. Kloptosky would be meeting with the property owner regarding
254 the Firewise project, and would be reporting back to the Board as appropriate.
- 255 • Mr. Kloptosky and Ms. Stepniak would be sending out communications to residents about
256 access control, the gate, and information on updating contact details.
- 257 • Mr. Kloptosky would look into pricing for audio systems, specifically for the fitness center
258 and potentially the café, as well as other areas where it may be needed.
- 259 • Mr. Kloptosky would be working with the District Engineer regarding a traffic study.
- 260 • Mr. McGaffney would be working with the insurance agent on the list of benefits and
261 analysis on FSA life, accident, death, and disability insurance, as well as working with staff
262 to determine amenable options. Mr. McGaffney stated that he hoped to have this by the
263 next workshop meeting, but acknowledged that the item did not have the workshop as a
264 hard deadline.
- 265 • Mr. McGaffney would research the state retirement fund.
- 266 • Hours for contractors would continue to be monitored for any work occurring outside of
267 the approved window.
- 268 • Action items would be captured in the meeting minutes in a bulleted list.
- 269 • Mr. McGaffney's summary of action items from the meeting would be sent to Ms.
270 Stepniak.

271 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

272 Mr. McGaffney asked whether the Board wished to have digital or printed agendas for the meetings.
273 Following discussion, the Board opted to proceed with printed copies of meeting agendas at no
274 additional cost.

275 Mr. Polizzi asked about the process of transferal of financial and administrative documents to the
276 new District Management company, including District records. Mr. McGaffney advised that the
277 transition had begun and that he currently had all the files that he needed.

278 Mr. Flanagan asked for clarification on the survey that the District Engineer was currently
279 conducting. Mr. McGaffney advised that the survey had been approved by the Board at the previous
280 meeting, and per Board direction he had confirmed with the Engineer that the survey would include
281 both sides of Colbert Lane. Mr. McGaffney explained that the intent of the survey was to establish
282 the boundaries of the District, which may be relevant for any potential expansion of Colbert Lane
283 as the survey also related to the right-of-way. Mr. McGaffney noted that the County Engineer had
284 not indicated that the County had any plans to expand Colbert Lane in the near future in their most
285 recent correspondence. Mr. Flanagan additionally expressed concerns with irrigation, annuals, and
286 mulching. Mr. Kloptosky advised that he was aware of the concerns and issues, and was working
287 with the landscape contractor to restore conditions.

288 Mr. Foley agreed with Mr. Flanagan's concerns with landscaping, adding that the landscaping
289 along Waterside Parkway was also in poor condition.

290 Mr. Howden requested that the Board keep in mind meeting length, advising as to a 4-hour policy
291 for meetings. Mr. Howden indicated that the agenda for the workshop was filling up, and stressed
292 the need for focus on long-term capital planning.

293 Mr. McGaffney requested for the Board to give clearer direction as to what actions to take when
294 requested by a Supervisor outside of a meeting to place an item on the agenda. Following
295 discussion, the Board agreed that potential items for agendas should be discussed within meetings
296 as part of discussions under Supervisor Requests, and that only emergency items or items
297 concerning the health, safety, and welfare of the District be exceptions. The Board also agreed that
298 the Chair retained ultimate authority under Statute and direction by the Board to make the final
299 decisions on agenda items.

300 **NINTH ORDER OF BUSINESS – Next Workshop: August 5, 2021, at 9:00 a.m.**

- 301 • Quorum Check

302 All Board members confirmed that they would be present for the meeting, which would establish
303 a quorum.

304 **TENTH ORDER OF BUSINESS – Adjournment**

305 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
306 adjourn the meeting. There being none, Mr. Foley made a motion to adjourn the meeting.

307 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adjourned
308 the meeting, at 2:52 p.m., for the Grand Haven Community Development District.

309 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
310 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
311 *including the testimony and evidence upon which such appeal is to be based.*

312 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
313 **meeting held on August 19, 2021.**

314

Signature

Signature

Printed Name

Printed Name

315 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 3

RESOLUTION 2021-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN EMPLOYEE BENEFIT POLICY FOR FISCAL YEAR 2021/2022

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

WHEREAS, the District is authorized to and employs persons in various capacities in order to carry out the works and functions of the District; and

WHEREAS, the District is authorized from time to time to enter into employment agreements and to set policies and procedures regarding the compensation and benefits to be paid to District’s employees; and

WHEREAS, the Board of Supervisors has reviewed various benefit packages that might be made available to its employees and desires to set benefits available for the fiscal year 2021/2022;

NOW THEREFORE, the Board of Supervisors resolves and determines as follows:

1. The District shall offer to its employees and their covered dependents health, dental and vision insurance coverages as outlined in and subject to the limitations and conditions set forth in one or more group insurance policies (the “Group Plans”) to be obtained by the District. The Group Plans will be subject to the availability and terms of coverage that can be obtained in the insurance marketplace at reasonable costs consistent with the District’s adopted budget.

2. The District shall cover and pay 100% of the premium cost for its employee and 50% of the premium cost for covered dependents under the Group Plans. The definition of a covered dependent shall be as set forth in the Group Plans documentation. Coverages shall be subject to such deductibles, copayments or other terms as are established in the Group Plans.

3. Where an employee has other coverage in place with employee-paid premiums, the District Manager is authorized to implement a premium reimbursement package with such employee in a manner that the District Manager determines to provide a reasonable equivalent to and not exceeding the benefits that would otherwise be available to that employee under the Group Plans.

4. The District Manager is authorized and directed to implement the terms of this Resolution through employment agreements and the Employment Manual, which shall be amended as necessary to reflect the direction of this Resolution. The coverages set forth herein shall be implemented as soon as possible after the date of this Resolution. The Board of Supervisors ratifies any actions that the District Manager has taken prior to the adoption of this Resolution to obtain and implement the Group Plans.

5. Nothing herein shall be construed to amend or change the nature or terms of any existing employment agreement, including the employment at will nature of such agreements, or to guarantee that the Group Plans or any similar coverage will be available in future fiscal years.

6. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED THIS 19TH DAY OF AUGUST, 2021.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

SECRETARY/ASST. SECRETARY

CHAIRMAN/VICE CHAIRMAN

EXHIBIT 4

RESOLUTION 2021-12

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING
SCHEDULE FOR FISCAL YEAR 2021/2022**

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

WHEREAS, the District is statutorily required to prepare an annual meeting schedule of its regular meetings which designates the date, time and location of the District’s meetings; and

WHEREAS, the Board has proposed the Fiscal Year 2021-2022 annual meeting schedule as attached in **Exhibit A**;

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit “A.”

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Flagler County and the City of Palm Coast, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 19TH DAY OF AUGUST, 2021.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

SECRETARY/ASST. SECRETARY

CHAIRMAN/VICE CHAIRMAN

**EXHIBIT “A”
BOARD OF SUPERVIORS’ MEETING DATES
GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022**

Workshops:

October 7, 2021
January 6, 2022
February 10, 2022
March 3, 2022
April 7, 2022
May 5, 2022
June 2, 2022
August 4, 2022
September 1, 2022

Regular Meetings:

October 20, 2021
November 4, 2021
December 2, 2021
January 20, 2022
February 24, 2022
March 17, 2022
April 21, 2022
May 19, 2022
June 16, 2022
July 21, 2022
August 18, 2022
September 15, 2022

Except as otherwise indicated above, all regular board meetings will convene the 3rd Thursday of the month at 9:00 a.m. at the Grand Haven Room, located at 2001 Waterside Parkway, Palm Coast, Florida 32137. All workshop meetings will convene the 1st Thursday of the month at 9:00 a.m. at the Grand Haven Room, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

EXHIBIT 5

M E M O R A N D U M

From: Scott D. Clark, Esq.
To: Grand Haven CDD Board of Supervisors
Date: August 19, 2008
Subject: Sunshine Law Application to Committees

ISSUE: To what extent does the Government in the Sunshine Law, FLA. STAT. §286.011, govern committees appointed by the Board of Supervisors?

SHORT ANSWER: Most authorities agree that a committee appointed by the Board will be subject to Sunshine Law provisions. Where committees receive delegation of authority from the Board or where they serve policy formulation or recommendation roles, they are clearly covered. An exception is made for committees which are purely fact-finding, but the case law and opinions are too uncertain to provide comfort.

DISCUSSION: FLA. STAT. §286.011 provides, in part:

286.011 Public meetings and records; public inspection; criminal and civil penalties.--

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

(3)(a) Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.

(b) Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of this section by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

I have attached to this memorandum certain excerpts from the Sunshine Law Manual, which is produced by the Florida Attorney General's office and is available at <http://myfloridalegal.com/sunshine>.

It is clear from case law that the term "board or commission" is broadly construed and includes advisory groups or committees which are appointed by a group otherwise subject to the Sunshine Law if certain functions are performed by that committee. It is important to determine whether a committee is subject to the law. If it is, then the law requires that committee to: (1) conduct meetings open to the public, (2) give reasonable public notice of the scheduled meeting and (3) keep a record of the proceedings.

It is clear that a committee is subject to the Sunshine Law if it performs functions which could be performed by the entity creating it or if it makes recommendations to that entity which are intended to influence the entity's decision-making process. Even if the committee's recommendations are purely advisory, the Sunshine Law applies. For instance, the Sunshine Law applied to:

1. site plan review committee created by county commission to serve in an advisory capacity to the county manager
2. citizen advisory committee appointed by city council to make recommendations to the council regarding city government and city services
3. committee responsible for making recommendations to city council on personnel matters
4. ad hoc committee appointed by mayor for purpose of making recommendations concerning legislation
5. ad hoc committee appointed by mayor to meet with Chamber of Commerce to discuss a proposed transfer of city property
6. ad hoc advisory committee appointed by university president to screen applications and make recommendations for the position of dean of the law school
7. committee established by community college purchasing director to consider and rank various contract proposals
8. advisory group created by city manager to assist him in screening applications and making recommendations for the position of chief of police
9. transition team made up of citizens appointed by a mayor to make recommendations on the reorganization of city government

A limited exception to the applicability of the Sunshine Law to advisory committees has been recognized for advisory committees established for fact-finding only. When a committee has been established strictly for, and conducts only, fact-finding activities, *i.e.*, strictly information gathering and reporting, the activities of that committee are not subject to s. 286.011, F.S. *Cape Publications, Inc. v. City of Palm Bay*, 473 So. 2d 222 (Fla. 5th DCA 1985). *Accord*, AGO 95-06 (when a group, on behalf of a public entity, functions solely as a fact-finder or information gatherer with no decision-making authority, no "board or commission" subject to the Sunshine Law is created).

A review of the cases discussing the fact-finding committee exception also shows how easy it is for a fact-finding committee to spill into other, non-exempt activities. The cases or opinions upholding the fact-finding exception seemed to generally deal with personnel matters, and only applied the exemption where the "committee" members served little purpose but to attend and ask questions. Whenever the committee deliberated, screened applicants or made recommendations, then the Sunshine Law was applicable.

SUMMARY: This review is an abstract look at some case law and opinions on committees and the Sunshine Law. No specific committee structure has been proposed to me or reviewed. However, based on the authorities discussed here and in the attachment, my advice is that each proposed committee should be viewed as being subject to the Sunshine Law. This would not preclude the Board from receiving input from community groups about certain issues in an ad hoc structure. However, whenever any group is given specific direction by the Board to review a matter, to report back or to make recommendations on a matter affecting District business, it should be considered a committee subject to the Sunshine Law. If community meetings occur which are not initiated by the Board, Supervisors should exercise caution. Although not always illegal, it is generally not advisable that more than one Supervisor attend a specific meeting which deals with District business or concerns a matter which the Board may be called upon to decide. If a Supervisor attends a meeting and is called upon to offer an opinion about the Board's position on a matter, the Supervisor should decline that invitation and should specify that he is not attending in s Supervisor role.

Determining what may be an "ad hoc" or "fact-finding" function must be done on a case-by-case basis. Supervisors should understand that there is always a bias in the law, which is expressed in some of the court decisions, that an activity will be found subject to the Sunshine Law where there is doubt or it is a close call.

It is likely that this memorandum will generate more discussion and raise more specific questions. I will address those questions as needed.

PART I

GOVERNMENT IN THE SUNSHINE LAW

A. SCOPE OF THE SUNSHINE LAW

Florida's Government in the Sunshine Law, s. 286.011, F.S., commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings of public boards or commissions at both the state and local levels. The law is equally applicable to elected and appointed boards, and applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. Members-elect to such boards or commissions are also subject to the Sunshine Law, even though they have not yet taken office. There are three basic requirements of s. 286.011, F.S.:

- (1) meetings of public boards or commissions must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken and promptly recorded.

The complete text of the Government in the Sunshine Law and related statutes may be found in Appendix B.

A constitutional right of access to meetings of collegial public bodies is recognized in Art. I, s. 24, Fla. Const. See *Frankenmuth Mutual Insurance Company v. Magaha*, 769 So. 2d 1012, 1021 (Fla. 2000), noting that the Sunshine Law "is of both constitutional and statutory dimension." Virtually all collegial public bodies are covered by the open meetings mandate of this constitutional provision with the exception of the judiciary and the state Legislature, which has its own constitutional provision requiring access. The only exceptions are those established by law or by the Constitution. The complete text of Art. I, s. 24, Fla. Const., may be found in Appendix A of this manual.

The Government in the Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision." The statute thus applies to public collegial bodies within this state, at the local as well as state level. *City of Miami Beach v. Berns*, 245 So. 2d 38 (Fla. 1971). "All governmental entities in Florida are subject to the requirements of the Sunshine Law unless specifically exempted." *Sarasota Citizens for Responsible Government v. City of Sarasota*, 48 So. 3d 755, 762 (Fla. 2010).

The Sunshine Law is equally applicable to elected and appointed boards or commissions. AGO 73-223. Special district boards (AGO 74-169) and boards created by interlocal agreement (AGO 84-16) are also included. *And see* Inf. Op. to Martelli, July 20, 2009 (State Fair Authority, created by statute as a public corporation, subject to Sunshine Law). *Cf. Turner v. Wainwright*, 379 So. 2d 148, 155 (Fla. 1st DCA 1980), *affirmed and remanded*, 389 So. 2d 1181 (Fla. 1980) (legislative requirement that certain board meetings must be open to the public does not imply that the board could meet privately to discuss other matters).

B. WHAT ENTITIES ARE COVERED BY THE SUNSHINE LAW? APPLICATION OF THE SUNSHINE LAW TO:

1. Advisory boards

Advisory boards and committees created by public agencies may be subject to the Sunshine Law, even though their recommendations are not binding upon the entities that create them. The "dispositive question" is whether the committee has been delegated "decision-making authority," as opposed to mere "information-gathering or fact-finding authority." *Sarasota Citizens for Responsible Government v. City of Sarasota*, 48 So. 3d 755, 762 (Fla. 2010). "Where

the committee has been delegated decision-making authority, the committee's meetings must be open to public scrutiny, regardless of the review procedures eventually used by the traditional governmental body." *Id.*

For example, in *Town of Palm Beach v. Gradison*, 296 So. 2d 473 (Fla. 1974), a citizen planning committee appointed by a city council to assist in revision of zoning ordinances was found to be subject to the Sunshine Law. The *Gradison* court, concluding that the committee served as the alter ego of the council in making tentative decisions, stated that "any committee established by the Town Council to act in any type of advisory capacity would be subject to the provisions of the government in the sunshine law." *Id.* at 476. See also *Spillis Candela & Partners, Inc. v. Centrust Savings Bank*, 535 So. 2d 694, 695 (Fla. 3d DCA 1988) (committee which compiled a report that was perfunctorily accepted by the board made a significant ruling affecting decision-making process and was subject to s. 286.011; an "ad hoc advisory board, even if its power is limited to making recommendations to a public agency and even if it possesses no authority to bind the agency in any way, is subject to the Sunshine Law"); and *Lyon v. Lake County*, 765 So. 2d 785 (Fla. 5th DCA 2000) (Sunshine Law applies to site plan review committee created by county ordinance to serve in an advisory capacity to the county manager). Accord AGOs 98-13 (citizen advisory committee appointed by city council to make recommendations to the council regarding city government and city services), and 01-84 (school advisory council created pursuant to former s. 229.58 [now s. 1001.452], F.S).

The Sunshine Law does not establish a lesser standard for members of advisory committees that are subject to the Sunshine Law. See *Monroe County v. Pigeon Key Historical Park, Inc.*, 647 So. 2d 857, 869 (Fla. 3d DCA 1994) ("[T]he Sunshine Law equally binds all members of governmental bodies, be they advisory committee members or elected officials"). Nor is there an exception from the Sunshine Law for an advisory group created by a county commissioner and composed of volunteers. See Inf. Op. to Wallace, January 7, 2019, emphasizing that it is the nature of the functions of an advisory group that determines the application of the Sunshine Law, not the manner of their appointment or their volunteer status.

a. Advisory boards appointed by a single public official

The Sunshine Law applies to advisory committees appointed by a single public official as well as those appointed by a collegial board. See Inf. Op. to Wallace, January 7, 2019 ("In the first place, advisory groups appointed by a single public official are not immunized from the public meetings requirement").

For example, in *Wood v. Marston*, 442 So. 2d 934 (Fla. 1983), the Florida Supreme Court determined that the Sunshine Law applied to an ad hoc advisory committee appointed by a university president to screen applications and make recommendations for the position of law school dean, because the committee, in deciding which applicants to reject from further consideration, performed a policy-based, decision-making function. See also *Silver Express Company v. District Board of Lower Tribunal Trustees*, 691 So. 2d 1099 (Fla. 3d DCA 1997) (committee established by agency purchasing director to consider and rank various contract proposals subject to Sunshine Law); and *Linares v. District School Board of Pasco County*, No. 17-00230 (Fla. 6th Cir. Ct. January 10, 2018) (Sunshine Law applies to committee formed by school board planning director to develop and recommend to the superintendent proposed new school attendance boundaries). Accord AGOs 05-05 (fact that advisory group was created by chief of police and not city commission and its recommendations were made to police chief would not remove group from ambit of the Sunshine Law); 85-76 (ad hoc committee appointed by mayor for purpose of making recommendations concerning legislation); 87-42 (ad hoc committee appointed by mayor to meet with Chamber of Commerce and draft proposal for transfer of city property); and Inf. Op. to Lamar, August 2, 1993 (transition team appointed by mayor to make recommendations regarding governmental reorganization).

b. Fact-finding committees

A limited exception to the applicability of the Sunshine Law to advisory committees has been recognized for advisory committees established for fact-finding only. “[A] committee is not subject to the Sunshine Law if the committee has only been delegated information-gathering or fact-finding authority and only conducts such activities.” *Sarasota Citizens for Responsible Government v. City of Sarasota*, 48 So. 3d 755, 762 (Fla. 2010). See also *National Council on Compensation Insurance v. Fee*, 219 So. 3d 172 (Fla. 1st DCA 2017); and *Cape Publications, Inc. v. City of Palm Bay*, 473 So. 2d 222 (Fla. 5th DCA 1985). Accord AGO 95-06 (when a group, on behalf of a public entity, functions solely as a fact-finder or information gatherer with no decision-making authority, no “board or commission” subject to the Sunshine Law is created).

“In determining whether a committee is subject to the Sunshine Law, the actual function of the committee must be scrutinized to determine whether it is exercising part of the decision-making function by sorting through options and making recommendations to the governmental body.” Inf. Op. to Randolph, June 10, 2010. Thus, if an advisory committee has a decision-making function in addition to fact-finding, the Sunshine Law is applicable. See *Wood v. Marston*, 442 So. 2d 934, 938 (Fla. 1983), recognizing that while a “search and screen” committee had a fact-gathering role in soliciting and compiling applications, the committee also “had an equally undisputed decision-making function in screening the applicants” by deciding which of the applicants to reject from further consideration, and thus was subject to the Sunshine Law. And see AGO 94-21 (application of Sunshine Law to members of a negotiating team created by a city commission).

Accordingly, the determination as to whether an advisory committee created by a public official is subject to the Sunshine Law will necessarily depend on the duties and responsibilities performed by the committee. See Inf. Op. to Wallace, January 7, 2019, noting that the mere designation of a committee’s function as “providing feedback” to the public official is not dispositive of the status of the committee for Sunshine Law purposes; instead, “the key determination will be the exact nature of the feedback being requested and provided.” See also AGO 98-13 (application of the Sunshine Law to a community advisory committee appointed by a city commission).

Moreover, the “fact-finding exception” applies only to advisory committees and not to boards that have “ultimate decision-making governmental authority.” *Finch v. Seminole County School Board*, 995 So. 2d 1068, 1071-1072 (Fla. 5th DCA 2008). In *Finch*, the court held that the “fact-finding exception” did not apply to a school board as the ultimate decision-making body; thus the board could not take a fact-finding bus tour without complying with the Sunshine Law even though school board members were separated from each other by several rows of seats, did not discuss their preferences or opinions, and no vote was taken during the trip. And see Inf. Op. to Sugarman, August 5, 2015 (pension board not authorized to travel out of state to meet with financial consultants).

c. Staff committees

The Sunshine Law applies to meetings of elected or appointed boards; it does not ordinarily apply to staff committees or meetings. See, e.g., *Occidental Chemical Company v. Mayo*, 351 So. 2d 336 (Fla. 1977), *disapproved in part on other grounds*, *Citizens v. Beard*, 613 So. 2d 403 (Fla. 1992); *School Board of Duval County v. Florida Publishing Company*, 670 So. 2d 99, 101 (Fla. 1st DCA 1996); and AGO 89-39.

Thus, a committee composed of staff that is responsible for advising and informing the decision-maker through fact-finding consultations is not subject to the Sunshine Law. *Bennett v. Warden*, 333 So. 2d 97 (Fla. 2d DCA 1976) (meetings of committee appointed by public college president to report on employee working conditions not subject to Sunshine Law). Cf. AGO 08-63 (although Sunshine Law does not apply to orientation sessions held by counties for special magistrates hired to hear value adjustment board petitions, “nothing would preclude a county from allowing the public to attend such orientations in order to enhance the knowledge of citizens who appear before value adjustment boards”).

EXHIBIT 6

Grand Haven CDD Camera/Audio Audit and Recommendations

Common area cameras that currently have audio:

- Front office at Creekside
- Back office at Creekside
- Creekside fitness center
- Inside main guard house
- Village Center amenity office
- Village Center CDD office

Recommended additions:

- VILLAGE CENTER
 - Grand Haven meeting room – 2 new cameras with audio
 - Podium area where residents sign in – replace camera to add audio
 - Waterside Café – replace camera to add audio
 - Fitness center – add audio to current camera
- CREEKSIDE
 - Podium area where residents sign in – add audio to current camera
 - New croquet court – replace camera to include audio, increase night vision quality, and capture entire court on video
- MAIN GATE
 - Outside of guardhouse – add audio to current camera

WEBWATCHDOGS

SURVEILLANCE CAMERA SYSTEMS

Work Order

1 Hargrove Grade Suite 1A
 Palm Coast, FL 32137
 (386) 957-9339
 (866) 896-9055 Fax
 www.WebWatchdogs.net
 info@webwatchdogs.net
 Florida Contractor License #ES12000771

Date	Order #
8/4/2021	6077
Grand Haven CDD 6131 Lyons Road Suite 100 Coconut Creek, FL 33073	

Description	Qty	Cost	Total
*****VILLAGE CENTER*****			
HD Armor Ball 5.0 MP IR Camera- 1/3" 5.0 Megapixel CMOS, 30fps @ 5MP, 30fps @ 1080P, 30fps @ 720P, High speed, long distance real-time, transmission, Analog / HD Switchable via BNC Connections, OSD Menu, Control over Coaxial Cable, Day/Night (ICR), AWB, AGC, BLC, 3D-DNR, 2.8mm fixed lens, Max. IR LEDs length 98ft (30m), Smart IR, IP67, DC12V ***Includes Installation***	4	300.00	1,200.00
Supply & Install Microphone	1	150.00	150.00
Additional Installation Supplies & Labor- CCTV Cable, Conduit, PVC, Junction Boxes, Miscellaneous Hardware, Network Configuration, Remote Access Set Up	1	650.00	650.00
*****MAIN GATE*****			
Supply & Install Microphone	1	150.00	150.00
*****CREEKSIDE*****			
Motorized Varifocal HD-over-Coax Armor Dome Camera- 1/2.8" 5 Megapixel CMOS, 25/30 @ 1080P, 25/30/50/60fps @ 720P, High speed, long distance real-time transmission, HD and Standard definition switchable*, OSD Menu, control over coaxial cable, Day/Night (ICR), AWB, AGC, BLC, 3D-DNR, 3 Axis Mount, 2.7~12mm Varifocal Lens with Motorized Zoom**, Max IR LEDs length 30m, Smart IR, IP66, IK10, DC12V ***Includes Installation***	1	350.00	350.00
Supply & Install Microphone	1	150.00	150.00
Additional Installation Supplies & Labor- CCTV Cable, Conduit, PVC, Junction Boxes, Miscellaneous Hardware, Network Configuration, Remote Access Set Up	1	300.00	300.00

This Work Order includes only the work and service listed above and no other. All products and installation are warranted for 1 year from date of completion in accordance with the terms of the Camera System Agreement. I have read and agree to all terms on conditions set forth here and on the Camera System Agreement. I understand that 25% deposit is due before any work shall be scheduled. Thereafter, work shall commence as soon as reasonably possible. My signatures indicate acceptance and then satisfactory completion of the work covered herein. Balance is due upon completion of work.	Subtotal	\$2,950.00
	Sales Tax (0.0%)	\$0.00
	Total	\$2,950.00

Signature Accept:	Date:	Acceptance Deposit (25%)
Signature Completion:	Date:	Balance Due

EXHIBIT 7

CELERA I.T. PROPOSALS

1. **PHASE 2 OF ROADMAP**: Rebuild domain and network, operating system license, client access licenses. **\$3,759.72**
2. **PHASE 3 OF ROADMAP**: Setup SIEM hardware, sensor for detections. **\$2,100.00**
3. **NEW MONTHLY PRICING**: Centralized services, reactive support services, TAM, business consulting, etc. **\$2,308.50**

GHCDD

Network rebuild

Presented by Celera I.T Services.

Item	Description	Quantity	Cost	Total
Managed Services				
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
	One time total			\$3,759.72

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Celera I.T Services, Inc
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(386) 246-7394



GHCDD

Setup SIEM + 24/7 detection

Presented by Celera I.T Services.

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

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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

EXHIBIT 8



Amenity Update

Date of report: 8/10/2021

Submitted by Robert Ross/John Lucansky

Post Workshop Action Items:

- CDC guidelines posted in bulletin boards at each Amenity center.
- “Please wipe down equipment after use” signs posted in gyms.
- Working with Barry to come up with signage for bike riding not permitted on the sidewalks inside the villages amenity center tennis, bouche, and pickleball areas.
- *Eblast was sent out reminding people of the District Policy stating no bike riding on walkways, breeze ways, or on pool decks.*

Café

- We need to hire two more servers to open on Saturdays-we are pursuing all avenues.
- We have hired 2-line cooks-both are in the training process which takes 3-4 weeks.
- Updates will follow on progress for reopening on Saturdays being very mindful that the residents want the café open on Saturdays, but we must make sure we hire quality people ensuring the high café standards are met.

Events/Activities:

- Trivia Night will be on Wednesday August 18, 6:00-7:30 in the Waterside Café
 - Prizes are Café gift cards for 1st, 2nd, and 3rd place.
 - No charge for the residents
 - Four dinner specials were available trivia contestants. The full menu and specials are available for residents dining outside.
- Free beginner pickleball clinics
 - Fridays from 2:00-3:30pm
 - Provided by Richard Correa
 - Beginners only

- Community Tennis
 - Tuesdays, Thursday, and Saturday at 8:00am (Courts 1 and 2)
 - Mondays and Wednesday at 5:00pm (Courts 3 and 4)
- Community Pickleball
 - Monday through Saturday 8:00am 12:00pm
 - Court 2 only
- Beginner only community pickleball
 - We had numerous inquiries that beginner pickleball have their own days so they would not feel intimidated and could learn the game at their own pace.
 - Tuesday and Fridays 3:30-6:30 (Court 2 only)

Programs/Fitness Classes:

- Updated weekly schedules for both Creekside and Village center are available at the Village Center office, schedules are also posted on the website and bulletin boards at each Amenity center. We also offer hard copies for the residents to take home. These are updated weekly to reflect all CDD and HOA meetings, Rentals, CERT meeting days/times, and any other closures for renovations.
- **See schedule below**

GRAND HAVEN ROOM ACTIVITIES				AUGUST 2021			
TIME	MON 8-9	TUES 8-10	WED 8-11	THURS 8-12	FRI 8-13	SAT 8-14	SUN 8-15
8:00-9:00	Ballet 8:00-8:50	Ballet 8:00-9:30	Ballet 8:00-8:50	Closed for Renovations	Ballet 7:30-8:50		
9:00-10:00	Zumba 9:00-9:50		Move To Music 9:00-10:00	Closed for Renovations	Move to Music 9:00-9:50	Pilates 8:45-10:00	
10:00-11:00	Tai Chi 10:00-10:45	Table Tennis 10:00-12:00		Zumba 9:30-10:20 (Wild Oaks)	Tai Chi 10:00-10:45	Zumba 10:15-11:15	
11:00-12:00	Tai Chi 11:00-11:45			Closed for Renovations	Tai Chi 11:00-11:45		
12:00-1:00				Closed for Renovations			
1:00-2:00	Open Play 1:00-4:00 Mahjong	Paula F's Group 1:00-4:00		Closed for Renovations	Open Play 1:00-4:00		
2:00-3:00	Chess 1:00-4:00	3 tables With pads	CERT Meeting 2:00-4:30	Closed for Renovations			Hearts 2:00-4:00
3:00-4:00			CERT Meeting 2:00-4:30	Closed for Renovations			(Private Group) 3 Outside Café table/pads
4:00-5:00				Closed for Renovations			
5:00-6:00				Closed for Renovations	Table Tennis 5:00-6:30		
6:00-7:00				Closed for Renovations	(Private Group) 2 tables		
7:00-8:00				Closed for Renovations			

CREEKSIDE ACTIVITIES

AUGUST 2021

TIME	MON 8-9	TUES 8-10	WED 8-11	THURS 8-12	FRI 8-13	SAT 8-14	SUN 8-15
8:00-9:00							
9:00-10:00	Yoga 9:30-11:00		Sit & Dance 9:00-10:00				
10:00-11:00				Yoga 10:00-11:30			
11:00-12:00							
12:00-1:00							
1:00-2:00	Mahjong 1:00-4:00	Mahjong 1:00-4:00	Mexican Train 1:00-4:00	Mahjong 1:00-4:00	Canasta 1:00-4:00		
2:00-3:00	(Private Group) 1 Table outside 3 Table inside	(Private Group) 3 Tables	4 Tables	(Private Group) 4 Tables With pads	(Private Group) 5 tables		
3:00-4:00	Book Club 3:00-5:00 (Private Group)				Book Club 2:00-4:00 (Private Group)		
4:00-5:00							
5:00-6:00							
6:00-7:00	Mahjong 6:00-8:00						
7:00-8:00	3 Tables						

Fitness Centers:

- Estimated delivery date for the new fitness equipment for the Village Center gym is the week of August 18th.

Pool Guest passes:

- Over **1150 guest passes** have been issued by 8/10, all passes are numbered and registered by resident, with a 2-week term limit.
- Passes are logged and tracked at each amenity center.

Website Directory:

- 640 registered residents as of 8-10-2021.
- Eblast are scheduled to send out every 2 weeks reminding residents of the directory

Facilitator Training:

- Each month we direct training to procedures, customer service specific needs, client relations, and especially CDD policies to ensure consistency administering among staff. The next training will be August 17th and will consist of employee relations, shift carry over duties, and event/rental preparations and follow up.

CDD Tennis Guest/Ball Machine Fees 8/1 through 8/10

- Tennis Guest: \$ 40.00 Ball Machine: \$28.00

EXHIBIT 9

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2020/2021 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
EXHIBIT 4
Updated 08/11/2021

Item	Type	Priority / Rank	Description	Location	Budgeted Cost	Revised Budget	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount	Status/Comments
1	C		Concrete Curbing Repair Allowance - CDD Property	Roads	60,770	40,197	132,916		99,185	Waiting for scheduled start date for next round of repairs
2	C		Crossings Curb/Gutter Repair	Crossings		73,239	73,239			In advance of FY2022 road resurfacing
3	RES		Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	Creekside	8,547					Seeking proposal
4	R		Village Center Bathroom Renovation Project	Village Center	212,180	(212,180)	-	-		Board approved a NTE \$50,000 for phase 2 improvements
5			Phase II \$50,000			50,000				Materials ordered
6			Phase III \$130,000							Moved to FY2022
7	C		Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343				543	Repairs in progress
8	C		Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606				3,408	Repairs completed by staff
9	C		Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980					Repairs in progress
10	C		Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841				8,788	Repairs completed by staff
11	R		Croquet Court Expansion - 1 x cost to construct	Creekside	124,630		124,630		94,850	Installation of sidewalks and paver patios in progress
12	R		Pickleball Expansion - Construction of 2 New Courts	Village Center	65,000	60,000	125,000			Permit released. Court construction tentative start date is August 30th
13	C		Debris Clean Up Allowance - Tract H	Wild Oaks	25,750	(25,750)	-	-	-	Cleanup completed by staff
14	E		Shelter Fabric, Recover - Wild Oaks Park	Wild Oaks	7,725	(7,725)				
15	E		Spa Equipment, Heater, Gas - CAC	Creekside	9,270					
16	RES		Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708	(3,708)				
17	RES		Village Center Fitness Center Equipment	Village Center		59,832	60,000		29,378	Tentative delivery date August 31st
18	RES		Fitness, Cardio, Elliptical Cross-Trainer - CAC	Creekside	13,608	(13,608)				-
19	RES		Fitness, Cardio, Recumbent Bike - CAC	Creekside	7,626	(7,626)				-
20	RES		Fitness, Cardio, Treadmill - CAC	Creekside	16,689	(16,689)				-
21	RES		Fitness, Weight Bench - CAC	Creekside	1,702	(1,702)				-
22	RES		Fitness, Cardio, Elliptical Cross-Trainer - VC	Village Center	20,413	(20,413)				-
23	RES		Fitness, Cardio, Stationary Bike - VC	Village Center	7,031	(7,031)				-
24	RES		Fitness, Cardio, Treadmill - VC	Village Center	16,689	(16,689)				-
25	RES		Upgrades to the Grand Haven Room	Village Center	20,600		12,100		19,464	Shades, flooring, doors, and trim have been installed.
26			Grand Haven Room audio visual upgrade	Village Center		30,000	18,397		19,247	Final corrections in progress
27			Grand Haven Room window treatments/shades	Village Center		13,540	13,540		13,540	Installation complete
28	RES		Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	Village Center	10,615					
29	RES		Restaurant, Glass Washer - Cafe Bar VC	Village Center	4,777					
30	RES		Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	Village Center	2,706					
31	RES		Restaurant, Ice Machine - Cafe Kitchen VC	Village Center	6,076					
32	C		Expand Village Center Parking area	Village Center	199,820	(199,820)	-			Board directed to begin October 2021, RFP's being drafted
33	C		Wildfire Mitigation	District-wide	30,000				30,700	Firewise mowing FY2021 completed
34			Total capital projects for FY2021		1,027,702	(206,133)	609,822		319,102	
35										
36			FY2019/2020 Carryover Projects							
37			Village Center Fitness Center Enhancement	Village Center	-	8,947	-		8,947	Complete. Invoiced amount reflects amount completed in FY2021
38			Village Center Office Renovation	Village Center	-	2,538	-		2,538	Complete, open for staff use
39			Replace decking & railings - Front Street Pier	Unspecified	-	40,908	-		40,908	Complete. Invoiced amount reflects amount completed in FY2021
40			Replace decking & railings - Clubhouse Pier	Unspecified	-	5,391	-		5,391	Complete. Invoiced amount reflects amount completed in FY2021
41			Replace columns & railings - Front Street Park Gazebo	Unspecified	-	6,705	-		6,705	Complete. Invoiced amount reflects amount completed in FY2021
42			Replace Village Center walkway awning/ceiling-add gutters	Village Center	-	239,141	-		239,140	Complete including final walkthrough and inspection
43			- Replace 14 columns around pool area	Village Center	-	-	-		-	Complete including final walkthrough and inspection
44			- New stone caps on footings - split column wraps	Village Center	-	-	-		-	Complete including final walkthrough and inspection
45			Replace Village Center Breezeway/Entrance Ceiling	Village Center	-	-	-		-	Complete including final walkthrough and inspection
46			Office Technology Updates and Upgrades	Office		14,225	14,225		14,225	Installation complete
47			Village Center Fitness Center Flooring - clean and or replace	Village Center			6,999		6,999	Complete. Delivered and installed
48			Village Center Office/Fitness Center/Cafe Entry Doors & Trim	Village Center			20,431			Final inspection complete
49			New Tables and chairs for Café outdoor area	Village Center		7,198			7,198	Approved in FY2020, purchased in FY2021
50			Total Carryover Projects from prior year		\$ -	\$ 325,054	\$ 41,655	\$ -	\$ 324,853	
51			GRAND HAVEN Total		\$ 1,027,702.00	\$ 118,920.33	\$ 651,477.12	\$ -	\$ 643,955.41	

Type
C Critical
E Essential
R Request
RES Reserve Study

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

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

EXHIBIT 10



Operations Manager's Report – August 19th, 2021

- CURB AND GUTTER REPAIRS
 - Previous round of repairs – complete.
 - Next round of repairs – proposal approved by Board, waiting for start date.
- STAFF REPAIRS TO WOODEN WALKING BRIDGES
 - Wild Oaks, Jasmine, and intracoastal walking bridges have been completed by staff.
 - Cost savings approximately \$130,000.
- CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER
 - The permit was released by the city of Palm Coast on July 30th, 2021.
 - Site meeting with court construction contractor and infrastructure contractor to review existing grading and site conditions.
 - Infrastructure contractor will make final adjustments to grading and drainage prior to court construction.
 - Court contractor has provided a tentative start date of August 30th, 2021.

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- CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE
 - The court construction is now complete and is sitting dormant to let the grass take root and grow before the court becomes playable.
 - Installation of sidewalks and paver patios in progress.
 - Fencing and benches are on order. Waiting for delivery date.

- GRAND HAVEN MEETING ROOM UPGRADES
 - New trim 100% complete.
 - Final touch up painting scheduled to be completed Thursday August 12th.
 - Flooring has been installed.
 - New doors and trim have been installed.
 - Locks and hardware are on order.
 - New shades have been installed.
 - Closet shelving has been installed.
 - Doors for rear storage area and double-action doors for entry to dry storage have been installed.

- SOUTHLAKE MONUMENT SIGN REPAIRS
 - Staff are repainting the monuments, polishing stone, and have ordered new lettering for the monument signs.

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- POND BANK EROSION – OSPREY CIRCLE
 - District Engineer has provided a written assessment and recommendation for the Board to review.
 - Site meeting with contractor.
 - Engineer has provided rendering and specification sheet for repairs.
 - Waiting for final cost proposal from contractor.
- 4C'S DEBRIS REMOVAL CONTRACT
 - Revised contract has been fully executed.
- CDD OFFICE NETWORK/SECURITY UPGRADES
 - Celera has recommended necessary upgrades and costs to the Board for approval.
 - Currently waiting for Board approval of proposals.
- FIREWISE RESIDENT FOLLOW-UP MEETING
 - District Manager and Operations Manager met with the resident on Sandpiper Court on July 26th, 2021, to review the conditions of the CDD property behind the resident's home.
 - Future Firewise mowing will be completed within the next two years.
 - Options regarding future Firewise mowing were discussed with the resident.

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EXHIBIT 11

GRAND HAVEN MEETING ATTORNEY REPORT LIST (8/19/21)

1. Amenity Rules Hearing

Notices have been prepared and published for the September 2 rules public hearing.

2. Audit Committee

At the board's direction, we have prepared documents, elsewhere in the agenda, for the board to select and convene an audit committee for purposes of approving and reviewing the auditor selection process.

3. Fact Finding Groups

Based upon prior board discussion and questions, I have included in the agenda materials a memorandum and research materials that address the creation and use of fact-finding groups.

EXHIBIT 12

GRAND HAVEN TIMELINE

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

August 2021	Workshop 08/05	Workshop Agenda Items: <ul style="list-style-type: none"> • Celera Presentation-IT infrastructure • GHCDD Meeting Matrix • Long Term Capital Planning Session <ul style="list-style-type: none"> ○ 10-year Reserve Study Outlook ○ Operations Input ○ Board's Goals ○ Resident Input 	
	Regular Meeting: 08/19	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • District Management-Budget Updates-FY2022 • Consideration of FY2022 Calendar • Consideration of Auditor RFP, Board appointment as Audit Committee • Consideration Authorizing the costs of the District Engineer to conduct necessary studies for possible locations of Pedestrian Crosswalks in Grand Haven 	<ul style="list-style-type: none"> • District Counsel's Report Ad Hoc Committee Memo • District Counsel Draft Auditor RFP with language specific to change of District Manager and addition of Capital Reserve Fund • District Counsel/DM-Notice Audit RFP for presentations at the 10/21 meeting
September 2021	Regular Meeting: 09/02	Regular Meeting Agenda Items <ul style="list-style-type: none"> • No Consent Agenda Items • Operations Manager's Year in Review Public Hearings <ul style="list-style-type: none"> • Public Hearing to Approve Budget • Public Hearing to Approve Levy of Assessments • Public Hearing to Approve Non-Resident Fee • Public Hearing to Approve Amenity Rule Changes 	<ul style="list-style-type: none"> • Regular Meeting and Workshop dates are reversed to meet statutory adoption requirements • District Counsel: Resolution for Non-Resident Membership Fee
	Regular Meeting: 09/16	Meeting Agenda Items: <ul style="list-style-type: none"> • Consent Agenda Items-including August minutes/Financials • Consideration of Road Resurfacing Proposals • Consideration of Survey proposal • Consideration Audit Proposals • GHCDD Meeting Matrix 	<ul style="list-style-type: none"> • District Engineer-Recommendations for locations of crosswalks with LED Crosswalk Signs • Operations Manager-Proposals for Installation of LED Crosswalk Signs

October 2021	Workshop 10/07	Workshop Agenda Items: <ul style="list-style-type: none"> • Safety-Crosswalks at the Village Center • Long Term Capital Planning Session <ul style="list-style-type: none"> ○ 10-year Reserve Study Outlook ○ Operations Input ○ Board's Goals 	Include Board Feedback in Long Term Capital planning discussion. Include updated Reserve Study and Staff Feedback
	Regular Meeting: 10/21	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • District Counsel: Draft and Notice the Emergency Debris Removal RFP after 10/21 (after the season) per previous direction of the Board

ACTION ITEMS / FUTURE AGENDA ITEMS	NOTES
Consideration of Osprey pond repair proposal	District Engineer and Operations Manager-Reviewing the previous Board's discussion and materials presented, related to Pedestrian Crosswalks
Audio/Visual Proposals-Additional Camera's	Future Agenda Date-TBD by Staff
Employee Cafeteria Plans-TBD	Insurance Agent gathering information-TBD Future Agenda Date
Consideration of Village Center North Parking Lot Expansion Proposals	District Engineer is drawing scope/specs for RFP-Future date in FY2022
Staff's Feedback on Long Term Capital Planning	District Engineer/Operations Manager – TBD Future Agenda Date
Discussion on the process for Resident Feedback to Long Term CIP	TBD Future Agenda Date
Pedestrian Crosswalk	Need Board Direction on District Engineer's Costs
BOARD OF SUPERVISOR'S TOP 10 BUSINESS GOALS	NOTES
1. Board Accountability, Code of Conduct, Meeting Efficiency	Continue to work on Board's roles and responsibilities, meeting efficiency
2. Staffing Levels for Future Needs, Job Descriptions-Field Workers	Assistant Operations Manager-TBD
3. Budget, Debt and Assessments	Completed for FY2022
4. Improve Communications	A work in progress
5. 2-5-year Capital Planning	Sidewalks, Crosswalks, Speed Control, Parking, Amenity Expansion, Trees
6. Health, Safety and Security of Grand Haven Residents	A work in progress
7. External District Resources, Consultants, Intergovernmental Relations	City/County Relations, Enforcement Agencies, Chairman, DM, Ops. Mgr.
8. Stormwater/Pond Management	A work in progress
9. Other Funding Sources, Grants	Grant Writing Consultant
10. Update Technology / Access Control, Resident Directory, CRM	Website upgrades, project management, gate cell access