



**Community
Development District**

December 2, 2021

**Regular Meeting
Agenda**



OFFICE OF THE DISTRICT MANAGER
250 International Parkway, Suite 280 • Lake Mary, Florida 32746
Phone: (321) 263-0132

November 24, 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: 2043596216#

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, December 2, 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. Staff Reports**
 - A. Amenity Manager: Robert Ross/ John Lucansky Exhibit 1
 - B. District Engineer: David Sowell
 - C. Operations Manager: Barry Kloptosky
 - Presentation of Capital Project Plan Tracker Exhibit 2
 - Monthly Report Exhibit 3
 - D. District Counsel: Scott Clark Exhibit 4
 - E. District Manager: Howard “Mac” McGaffney
- V. Consent Agenda Items**
 - A. Consideration for Acceptance – The October 2021 Unaudited Financial Report – *To Be Distributed*
 - B. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held October 21, 2021 Exhibit 5
 - C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held November 4, 2021 Exhibit 6



OFFICE OF THE DISTRICT MANAGER
250 International Parkway, Suite 280 • Lake Mary, Florida 32746
Phone: (321) 263-0132

VI. Business Items

- A. Discussion on Employee Vehicle/ Mileage Compensation
- B. Consideration & Adoption of **Resolution 2022-03**, Adopting Internal Controls Policy Exhibit 7
- C. Approval of Audit Committee’s Auditor Selection

VII. Supervisors Requests

VIII. Action Item Summary

IX. Upcoming Meeting Agenda Items/ Meeting Matrix Exhibit 8

X. Next Meeting Quorum Check: December 9, 9:00 AM

| | | | |
|-------------------------|------------------------------------|---------------------------------|-----------------------------|
| 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



Monthly Amenity Update

Date of report: 11/23/2021

Submitted by Robert Ross/John Lucansky

Tiki hut Survey Results and Reopening Plan

Surveys Sent: 2,600

Survey Responses Received: 420

Response Rate: 16.15%

Reopening plan and utilization of Tiki Hut:

- Open the Tiki hut for food and beverage services for a trial period starting in June and July 2022 when it is most likely to succeed and build from their based on results.
- Days of operation would be Saturday and Sundays starting June 3rd.
- Hours of operation will be from 11:00am -7:00pm.
- One cook and one server will be available during operating hours (additional servers may be added depending on resident patronage). The server will be able to provide poolside service, a more resort feel and help to drive sales to make the operational sustainable.
- Provide a fresh simple menu (hamburgers, hotdogs, salads, sandwiches, etc...).
- Provide kid friendly menu options.
- Schedule special events to enhance the Tiki Hut experience and help drive utilization. (music, singers, sports specials, etc...)
- Provide the option for residents to pay with cash or debit/credit cards.
- Communications provided to residents on the reopening and special events to help drive utilization.

Requirements for Successful and Sustained Tiki Hut Operation:

- Staffing
 - Retention of additional cooks and servers so as not to adversely impact the café.
 - Servers and may have to be paid a higher hourly rate of pay-compensate for slower shift (labor market will dictate).
- Equipment needs to be updated (working with Operation Mangers on what equipment needs replaced).
- Sufficient resident utilization so that the Tiki Hut can breakeven financially.
- Efficient stocking/replenishing of inventory on Sundays.

- Closure of Tiki Hut for sustained inclement weather to maintain parity of labor costs with revenue.
- Closure of Tiki Hut for Creekside pool rentals.

November 4th CDD Meeting Action Items:

1. Tiki hut survey timeline (*Provided-see above*)
 - a. Survey will be sent out Monday November 8th (*completed*)
 - b. Survey ended on Monday November 22nd (*completed*)
 - c. Residents will have 2 weeks to complete survey (*completed*)
 - d. Survey results will be submitted at the Dec CDD meeting (*completed*)
2. Work closely with Operation Manager for the grand opening of the new pickleball and croquet courts
3. Review CDD policies and produces-recommend any changes to the CDD board
4. Add croquet usage and clinics added to weekly and monthly reports (*completed*)
5. Operations and Amenity Managers reports posted in bulletin boards (*completed*)

Amenity Facilities

- **QR Code Readers**

We are in the learning/training period for the quality check system for all amenities. Facilitator training on the QR codes are ongoing. This process will allow for instantaneous reporting from the Facilitators to management for each amenity (tot lots, bocce courts, restrooms, pickleball courts, etc.) and provides electronic validation that the amenity location was checked at the stamped date and time. This will replace our current paper-based checklist process. The system uses QR codes that will be placed at each amenity (tennis, pickleball, basketball courts, restrooms, bocce, spas, pools, tot lots, croquet courts....)

1. The facilitator must go to each amenity and scan the codes, completed their inspection of relevant checklist items, their name, and write any comments needed (such as issues they could not immediately remedy).
2. The comments are immediately available to the amenity manager so that any issues can be resolved; any appropriate issues can be reported to the Operation Manager without delay.
3. *These amenity location checks will be done multiple times per day.*
4. *Major areas (restrooms, and high traffic areas) will be checked every 3 hours (5 times a day) and slower traffic areas every 6 hours (3 times a day)*
5. *Management will check reports once a week for all areas. Monthly reports will be given to the CDD board in the Amenity managers' report.*
6. Management will continue to spot check completed checklists and associated amenity locations to ensure quality is maintained and coaching is done as needed.

Café

1. New café satisfaction survey questionnaires are provided to patrons of the café at each table
 - a. The survey is part of a new QR codes scanner system that most businesses are using. This helps us stay on top of resident wants and continuing providing high quality food and service in the café.
 - b. Residents can scan the QR codes with their phones and can answer a short 5 question survey on their experience in the café (food, service, and any suggestion, etc.). Surveying is anonymous unless a customer elects to provide their contact info to have management follow back up with them individually.
 - c. The café and amenity manager will receive the survey results/suggestions in real time.
 - d. We are continuing to strive to provide the best experience when visiting the café and feel strongly that this concept gives up the needed feedback to do so.

2. Halloween Night at the Cafe Thursday October 28th
 - a. Special Halloween menu
 - b. Costume Contest



3. Trivia Night scheduled for Wednesday November 17th, 6:00-7:30 in the Waterside Café
- c. 90+ residents have already reserved tables
 - d. Inside and outside seating available
 - e. The next trivia night is scheduled for Thursday December 16th
 - f. Prizes are Café gift cards for 1st, 2nd, and 3rd place.
 - g. No charge for the residents

- h. Four dinner specials were available trivia contestants. The full menu and specials are available for residents dining.

4. Thanksgiving dinner at the Café

- a. Special Thanksgiving dinner special was held on Tuesday November 16th
- b. Turnout was outstanding with over 200 meals served
- c. We will continue to provide events and dinners that coincide with holidays

5. News Year scheduled event and special menu

- a. Reservation 90% of capacity



Events/Activities:

1. Free beginner pickleball clinics Stating back up
 - a. Interest has increased by about 30%
 - b. Clinics were Fridays from 2:00-3:30pm and filled up in 1 hour
 - c. Special thanks to Richard Correa for coordinating/teaching the clinics
 - d. True beginners only
2. 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)
3. Community Tennis
 - a. Tuesdays, Thursday, and Saturday at 8:00am (Courts 1 and 2)
 - b. Mondays and Wednesday at 5:00pm (Courts 3 and 4)
4. Community Pickleball
 - a. Monday through Saturday 8:00am 12:00pm
 - b. Court 2 only
5. *Croquet*
 - a. Beginner Croquet:
 1. Village Center Fridays 9:30am-11:00am
 2. Creekside Mondays 10:00am-12:00pm and Wednesdays from 1:00pm- 3:00pm
 - a. Clinics are held by John Fitterman
 3. Will work closely with Operations Manager and Croquet President for Grand Opening Event of new croquet court

Pool Guest passes:

1. Over 1486 **guest passes** have been issued by 11/23. All passes are numbered and registered by the resident, with a 2-week term limit.
2. Passes are logged and tracked at each amenity center.

Website Directory:

1. 800 registered residents as of 11-23-2021.
2. Eblast are scheduled to send out every 2 weeks reminding residents of the directory

CDD Revenues: 10/27 through 10/23

1. Tennis Guest/Ball Machine Fees
 - a. Tennis Guest: \$160.00
 - b. Ball Machine: \$8.00
2. Rental Fees
 - a. Creekside Pool Rental: \$300.00
 - b. Grand Haven Room Rental: \$0

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.

GRAND HAVEN ROOM ACTIVITIES NOVEMBER 2021

| TIME | MON 11-15 | TUES 11-16 | WED 11-17 | THURS 11-18 | FRI 11-19 | SAT 11-20 | SUN 11-21 |
|-------------|-----------------------------------|------------------------|-----------------------------|--|--|-----------------------|----------------------------------|
| 8:00-9:00 | Ballet 8:00-8:50 | Ballet 8:00-9:00 | Ballet 8:00-8:50 | Ballet 8:00-9:20 | | | |
| 9:00-10:00 | Zumba 9:00-9:50 | Closed for Renovations | Move To Music 9:00-10:00 | | Move To Music 9:00-9:50 | Pilates 8:45-10:00 | |
| 10:00-11:00 | Tai Chi 10:00-10:45 | Closed for Renovations | | Zumba 9:30-10:20 | Tai Chi 10:00-10:45 | Zumba 10:15-11:15 | |
| 11:00-12:00 | Tai Chi 11:00-11:45 | Closed for Renovations | | Table Tennis 10:30-12:30 | Tai Chi 10:00-10:45 | | |
| 12:00-1:00 | | Closed for Renovations | | | | | |
| 1:00-2:00 | Open Play 1:00-4:00 Mahjong | Closed for Renovations | | Rummikub 1:00-4:00 (private group) 2 tables | Open Play 1:00-4:00 | | |
| 2:00-3:00 | Chess Bridge | Closed for Renovations | | | | | |
| 3:00-4:00 | | Closed for Renovations | | | | | |
| 4:00-5:00 | | Closed for Renovations | | | | | |
| 5:00-6:00 | | Closed for Renovations | Trivia Night at the Cafe | | Table Tennis 5:00-6:30 (Private Group) | | |
| 6:00-7:00 | Tai Chi 6:00-6:45 | | Trivia Night at the Cafe | | | | Ballroom Dancing 6:00-7:00 |
| 7:00-8:00 | | | | | | | |

CREEKSIDE ACTIVITIES NOVEMBER 2021

| TIME | MON 11-15 | TUES 11-16 | WED 11-17 | THURS 11-18 | FRI 11-19 | SAT 11-20 | SUN 11-21 |
|-------------|---|-------------------|---|--|---------------------------|-----------|---|
| 8:00-9:00 | | | 8:00-9:00 NCADC 9:00-12:00 MADC | | | | |
| 9:00-10:00 | Yoga 9:30-11:00 | 9:00 Fine Meeting | 9:00-12:00 MADC Sit & Dance 9:00-10:00 Outside on the Veranda | | | | |
| 10:00-11:00 | | 9:00 Fine Meeting | 9:00-12:00 MADC | Yoga 10:00-11:30 | | | |
| 11:00-12:00 | | 9:00 Fine Meeting | 9:00-12:00 MADC | | | | |
| 12:00-1:00 | | | | | | | |
| 1:00-2:00 | Mahjong 1:00-4:00 | 1:00 ADC Meeting | Mexican Train 1:00-3:00 | Mahjong 1:00-4:00 | | | |
| 2:00-3:00 | (Private Group) 1 Table outside 4 Tables inside | 1:00 ADC Meeting | 4 Tables | (Private Group) 4 Tables With pads | 2:00-5:00 GHMA Meeting | | Hearts 2:00-4:00 (Private Group) 3 tables/pads |
| 3:00-4:00 | | | 3:30-5:30 GHWC Diabetes Event | | 2:00-5:00 GHMA Meeting | | |
| 4:00-5:00 | | | 3:30-5:30 GHWC Diabetes Event | | 2:00-5:00 GHMA Meeting | | |
| 5:00-6:00 | | | 3:30-5:30 GHWC Diabetes Event | | | | |
| 6:00-7:00 | Mahjong 6:00-8:00 | | | | | | |
| 7:00-8:00 | 3 Tables | | | | | | |

Community & Beginner Community Pickleball



Community PICKLEBALL
Monday - Saturday 8:00 am - 12:00 pm

Beginner Community Pickleball
Tuesday & Friday 3:30 pm - 6:30 pm Court 1
Beginner Level Open Play
No instructor provided

Made with PosterMyWall.com

Grand Haven Fitness Activities

Water Aerobics

Village Center Pool



Monday: 10:00-11:00
Tuesday: 10:00-11:00
Wednesday: 10:00-11:00
Thursday: 10:00-11:00
Friday: 10:00-11:00

Creekside Pool



Monday: 8:00-10:00
Tuesday: 8:00-10:00
Wednesday: Aqua Zumba 10:00
Thursday: 8:00-10:00
Friday: 8:00-10:00

EXHIBIT 2

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2021/2022 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
11/24/2021**

| Line | Type | Description | Location | Budgeted Cost | Approved Cost | Additional Change \$ (+/-) | Invoiced Amount | Tentative Start Date | Comments/Notes | |
|------|------|--|---|------------------|---------------|----------------------------|-----------------|----------------------|---|--|
| 1 | E | Concrete Curbing Replacement Plan | Community Wide | 100,000 | | | | | Waiting for scheduled start date for next round of repairs | |
| 2 | C | Sidewalk Replacement Plan-materials only | Community Wide | 50,000 | | | 790 | | Finalizing list for next round of repairs | |
| 3 | RES | Paving Project: The Crossings, Village Center North/South Parking Lots | Village Center | 272,000 | | | | | Crossings contracts executed, waiting for tentative start date | |
| 4 | E | Village Center North-Parking Lot Expansion - 1x cost to construct | Village Center | 250,000 | | | | | | |
| 5 | E | Phase 3 Bathroom Renovation | Village Center | 150,000 | | | | | Will begin once Phase II is completed | |
| 6 | E | Additional Trailer | Maintenance Equipment | 5,000 | | | | | | |
| 7 | E | Planned-Pool Heater Replacements (4) at Creekside Athletic Center | Creekside | 45,000 | | | | | | |
| 8 | E | Planned-Street Light Replacement (10) | Community Wide | 60,000 | | | | | Creating priority list | |
| 9 | E | High Speed Commercial Copier / Scanner / Printer-Replacement | CDD Office | 11,425 | | | | | | |
| 10 | E | Landscape Projects | Community Wide | 100,000 | | | 15,576 | | In progress | |
| 11 | C | Firewise Projects | Crossings | 30,000 | | | | | DM to follow up with Florida Forestry Service and St. John's | |
| 12 | | | Total Capital Projects for FY 2022 | 1,073,425 | | | 16,366 | | | |
| 13 | | | | | | | | | | |
| 14 | | | FY2020/2021 Carryover Projects | | | | | | | |
| 15 | E | Croquet Court Expansion - Cost for Shade Canopies, etc. | | 20,000 | | | 179 | | Finishing perimeter fence - Waiting for proposals for canopies | |
| 16 | E | Pickleball Expansion | | 30,000 | | | 28,103 | | Irrigation, landscaping, and sod tentatively scheduled for the week of 11/29/21 | |
| 17 | RES | Rubber Tile Flooring - Creekside Fitness Center | | 8,600 | | | | | Waiting for revised proposal | |
| 18 | E | Phase 2 Village Center Bathroom Renovation | | | | | 2,607 | | In progress - doors ordered, awaiting delivery | |
| 19 | C | Crossings Curb and Gutter Repair | | | | | | | In progress. | |
| 20 | C | Concrete Curbing Repair Allowance - CDD Property | | | | | 31,949 | | Current round of repairs being completed | |
| 21 | | | Total Carryover Projects from prior year | 58,600 | | | 62,838 | | | |
| 22 | | | GRAND HAVEN Total | 1,132,025 | | | 79,204 | | | |

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

| | |
|-----------------|---|
| 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 3



Operations Manager's Report – December 2nd, 2021

- **CURB AND GUTTER REPAIRS**
 - Current curb and gutter repairs complete except for repairs at one location.
 - Crossings curb and gutter repairs:
 - Original locations in progress.
 - Additional locations have been added for repair prior to road resurfacing.
 - Crossings road resurfacing project:
 - Contracts have been executed.
 - Notice of Commencement has been signed and filed.
 - Waiting for contractor to provide tentative start date.
- **POND BANK EROSION – OSPREY CIRCLE**
 - Pond bank reinforcement complete at 9, 11, and 13 Osprey Circle.
- **CDD OFFICE NETWORK/SECURITY UPGRADES**
 - Celera has recommended necessary upgrades and costs to the Board for approval.
 - Upgrades approved by Board at the August 19th, 2021, regular meeting.
 - Phase 1 upgrades in progress.
 - Phase 2 upgrades in progress.

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



- CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER
 - Fence installation is complete.
 - Second entry gate and center divider fence have been installed on existing pickleball courts.
 - Final surfacing and line painting complete.
 - Underground conduit for court lighting installed and inspected.
 - Concrete footing for light pole complete.
 - Installation of light poles and fixtures complete. Final wiring and connections in progress.
 - Existing pickleball court resurfacing complete.
 - Forming and pouring of sidewalks complete.
 - Irrigation, landscaping, and sod installation tentatively scheduled for week of 11/29/2021.

- HOLIDAY LIGHTS
 - All holiday lights and decorations have been installed by staff resulting in cost savings.

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



○ 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.
- Court surface is slowly being mowed down to proper height. (Slight surface browning is to be expected during this process)
- Installation of sidewalks is complete.
- Patio pavers have been installed by staff, resulting in cost savings.
- Fencing and benches have been delivered. Fencing installation in progress by staff resulting in cost savings.
- Additional fill and grading complete.
- Perimeter hedge on the South side and the West side of the Croquet courts is complete.
- Scoreboards installed.
- Waiting for proposals for canopies.

CREEKSIDE FISHING PIER REPAIRS

- For safety reasons, the Creekside fishing pier has been closed for repairs.
- Materials have been ordered, awaiting delivery date.
- All labor for this project is being done by CDD staff, resulting in cost savings.

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



- FISH KILL IN POND 37
 - A fish kill occurred on October 23rd, 2021, in Pond 37 which is located behind Eastlake Drive, Hidden Lake Way, and Southlake Drive.
 - The pond banks were cleaned, and the fish were removed on Sunday October 24th, 2021, by CDD staff.
 - The aquatics company was notified and were on site Monday October 25th, 2021, to assess the situation and determine the cause of the fish kill.
 - The aquatics company has provided an evaluation in writing which was forwarded to the Board and the community.

- PHASE II and PHASE III OF VILLAGE CENTER BATHROOM RENOVATIONS
 - Construction of divider walls in men's and ladies' bathrooms complete.
 - Wall spackling, texturing, and painting in men's and ladies' bathrooms complete.
 - Labor for certain phases of this project is being completed by staff resulting in cost savings. (Material costs only)
 - New interior doors have been delivered, waiting for scheduled delivery of remaining divider wall doors.
 - Interior doors and locks in ladies' bathroom have been installed.
 - Interior doors and locks in men's bathroom will be installed the week of 11/29/2021.

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

EXHIBIT 4

GRAND HAVEN MEETING ATTORNEY REPORT LIST (12/2/21)

1. Recent legislation of interest

The Florida Legislature recently passed certain laws regarding COVID-19 mandates and regulations. The issue has been highly publicized, but I have attached a summary of the key provisions and how they affect the District.

2. Ongoing Projects

Upcoming projects that are underway for future meetings include a review and revision of the post orders, a review of the Debris RFP and a review of the Amenity Rules.



CLARK & ALBAUGH, LLP

M E M O R A N D U M

From: Clark & Albaugh, LLP
To: Grand Haven Community Development District
Date: November 23, 2021
Subject: Impact of COVID-19 Special Session Laws

On Nov. 18, 2021, Governor Ron DeSantis signed the following bills into law.

I. Chapter 2021-272 House Bill No. 1-B:

A. This bill creates FLA.STAT. s. 381.00317 (the full text of the bill can be found at the link below; s. 381.00317 begins on page 2):

<http://laws.flrules.org/2021/272>

FLA.STAT. s. 381.00317 says:

“(1) A private employer may not impose a COVID-19 vaccination mandate for any full-time, part-time, or contract employee without providing individual exemptions that allow an employee to opt out of such requirement on the basis of medical reasons, including, but not limited to, pregnancy or anticipated pregnancy; religious reasons; COVID-19 immunity; periodic testing; and the use of employer-provided personal protective equipment. For purposes of this section, the term "COVID-19" means the novel coronavirus identified as SARS-CoV-2; any disease caused by SARS-CoV-2, its viral fragments, or a virus mutating therefrom; and all conditions associated with the disease which are caused by SARS-CoV-2, its viral fragments, or a virus

mutating therefrom. Employers shall use forms adopted by the Department of Health, or substantially similar forms, for employees to submit exemption statements.”

Fla.Stat. s. 381.00317 goes on to, among other things, explain the exemption procedure and to establish penalties for violations. These provisions are not evaluated here because the District is not a private employer.

B. This bill also creates FLA.STAT. s. 381.00319 (the full text of the bill can be found at the link above; s. 381.00319 begins on page 6):

FLA.STAT. s. 381.00319 says:

“381.00319 Prohibition on COVID-19 vaccination mandates for students. —

(1) For purposes of this section, the term:

(a) "COVID-19" has the same meaning as in s. 381.00317(1).

(b) "Educational institution" has the same meaning as in 273 s. 112.0441(1).

(c) "Parent" has the same meaning as in s. 1000.21(5).

(2) Notwithstanding any other law to the contrary, an educational institution or elected or appointed local official may not impose a COVID-19 vaccination mandate for any student.

(3) A parent of a student, a student who is an emancipated minor, or a student who is 18 years of age or older may bring an action against the educational institution to obtain a declaratory judgment that an act or practice violates this section and to seek injunctive relief. A prevailing parent or student, as applicable, must be awarded reasonable attorney fees and court costs.

(4) This section expires June 1, 2023.”

It does not appear that FLA.STAT. s. 381.00319 has any impact on the District.

C. This bill also creates FLA.STAT. s. 112.0441 (the full text of the bill can be found at the link above; s. 112.0441 begins on page 6):

FLA.STAT. s. 112.0441 says:

“112.0441 Prohibition on public employee COVID-19 vaccination mandates.—

- (1) For purposes of this section, the term:
 - (a) ‘COVID-19’ has the same meaning as in s. 381.00317(1).
 - (b) ‘Educational institution’ means an institution under the control of a district school board; a charter school; a state university; a developmental research school; a Florida College System institution; the Florida School for the Deaf and the Blind; and the Florida Virtual School.
 - (c) ‘Governmental entity’ has the same meaning as in s. 768.38. [s. 768.38 defines “Governmental entity” as “the state or any political subdivision thereof, including the executive, legislative, and judicial branches of government; the independent establishments of the state, counties, municipalities, districts, authorities, boards, or commissions; or any agencies that are subject to chapter 286,” as is the District.]
- (2)
 - (a) Notwithstanding any other law to the contrary, an educational institution or a governmental entity may not impose a COVID-19 vaccination mandate for any full-time, part-time, or contract employee. Any existing ordinance, rule, or policy imposing such mandate is null and void as of the effective date of this act. [The effective date was November 18 2021.]
 - (b) An educational institution or a governmental entity that imposes a COVID-19 vaccination mandate for any full-time, part-time, or contract employee commits a violation of this section for each employee subject to the employer’s COVID-19 vaccination mandate. The Department of Health may impose a fine not to exceed \$5,000 per violation. Fines collected pursuant to this subsection must be deposited in the General Revenue Fund.

(3) (a) If an educational institution or a governmental entity fails to comply with subsection (2) and terminates an employee based on the employee's noncompliance with a COVID-19 vaccination mandate, the terminated employee may be eligible for reemployment assistance under chapter 443 in addition to any other remedy available to the employee.

(b) If an employee is terminated by an educational institution or a governmental entity for refusing to comply with any COVID-19 vaccination mandate:

1. Such refusal may not be deemed misconduct for the purpose of reemployment assistance under chapter 443.
2. Notwithstanding any provision of chapter 443, work is not deemed suitable and benefits may not be denied under s. 443.101 to the terminated employee for refusing to accept new work if the terminated employee is otherwise eligible and the position requires compliance with a COVID-19 vaccination mandate contrary to this section or s. 381.00317.

(4) Notwithstanding s. 120.74(4) and (5), the Department of Health and the Department of Economic Opportunity are authorized, and all conditions are deemed met, to adopt emergency rules pursuant to s. 120.54(4) to implement this section. Such rulemaking must occur initially by filing emergency rules within 15 days after the effective date of this act. Notwithstanding s. 120.54(4)(c), emergency rules adopted pursuant to this subsection remain in effect until replaced by rules adopted under regular rulemaking. The Department of Health and the Department of Economic Opportunity shall begin rulemaking under s. 120.54(2) and (3) immediately after filing the emergency rules.

(5) This section expires June 1, 2023.” (Emphasis added)

This section prohibits the District for imposing any COVID-19 vaccine mandate on any full-time, part-time, or contract employee. If the District fails to comply and imposes such a mandate, it may be fined up to \$5,000 for each violation. If the District fails to comply and imposes such a mandate **and** terminates an employee (full-time, part-time, or contract) for failing to comply with the mandate, the District

may be subject to reemployment assistance under chapter 443. This section leaves open the prospect of “other remedies” which might be available to the wrongfully terminated employee.

The remainder of Chapter 2021-272 House Bill No. 1-B does not impact the District.

II. Chapter 2021-273 Committee Substitute for House Bill No. 3-B:

A. This bill creates FLA.STAT. s. 381.00318 (the full text of bill can be found at the link below; s. 381.00318 begins on page 1):

<http://laws.flrules.org/2021/273>

FLA.STAT. s. 381.00318 says:

“381.00318 Complaints and investigations regarding private employer COVID-19 vaccination mandates; public records exemption.—

(1) An employee complaint alleging a private employer’s violation of s. 381.00317 regarding employer COVID-19 vaccination policies or practices, and all information relating to an investigation of such complaint, held by the Department of Legal Affairs is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the investigation is completed or ceases to be active. For purposes of this section, an investigation is considered ‘active’ while such investigation is being conducted by the department with a reasonable good faith belief that it may lead to a determination of whether there was a violation of s. 381.00317. An investigation does not cease to be active if the department is proceeding with reasonable dispatch and there is a good faith belief that action may be initiated by the department.

(2) After an investigation is completed or ceases to be active, information in records relating to the investigation remains confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if disclosure of that information would do any of the following: (a) Jeopardize the integrity of another active investigation. (b) Reveal medical information about an employee. (c) Reveal information regarding an employee’s religious beliefs.”

This section does not impact the District in that it only pertains to private employers.

III. Chapter 2021-274 House Bill No. 5-B:

This chapter directs the Executive Office of the Governor to review options for the state of Florida to take responsibility over Florida workers' occupational safety and health and provides a \$1 million appropriation to the Governor's Office of Policy and Budget (OPB) to study the issue. As such, this chapter does not impact the District. The full text of the bill can be found at:

<http://laws.flrules.org/2021/274>

IV. Chapter 2021-275 House Bill No. 7-B:

This chapter removes the authority of the State Health Officer to order the vaccination of individuals upon declaration of a public health emergency. As such, this chapter does not impact the District. The full text of the bill can be found at:

<http://laws.flrules.org/2021/275>

EXHIBIT 5

Grand Haven Community Development District

Financial Statements
(Unaudited)

Period Ending
October 31, 2021

**Grand Haven CDD
Balance Sheet
October 31, 2021**

| | <u>General Fund</u> | <u>Special Revenue Fund</u> | <u>Total</u> |
|---|----------------------------|---------------------------------|----------------------------|
| BU OPERATING | \$ 980,172 | | \$ 980,172 |
| BU DEBIT CARD | 6,260 | | \$ 6,260 |
| SUNTRUST DEBIT CARD | - | | - |
| SUNTRUST OPERATING | 213,244 | | 213,244 |
| SBA 161601A | 6,985 | | 6,985 |
| CENTENNIAL BANK - 0829 | 1,204 | | 1,204 |
| FINEMARK MMA | 249,015 | | 249,015 |
| CENTENNIAL BANK | 256,290 | | 256,290 |
| INTRACOASTAL BANK | 259,366 | | 259,366 |
| IBERIA BANK MMA | 125 | | 125 |
| FINEMARK ICS | 10,877 | 1,710,263 | 1,721,139 |
| | - | | - |
| ON ROLL ASSESSMENTS RECEIVABLE | 3,559,266 | 781,860 | 4,341,126 |
| ACCOUNTS RECEIVABLE | 57,968 | | 57,968 |
| A/R WATER BILLS | - | | - |
| DUE FROM OTHER | - | | - |
| DEPOSITS | 110 | | 110 |
| TOTAL ASSETS | <u>\$ 5,600,883</u> | <u>\$ 2,492,123</u> | <u>\$ 8,093,006</u> |
| <u>LIABILITIES:</u> | | | |
| ACCTS PAYABLE | \$ 93,547 | \$ 56,512 | \$ 150,059 |
| DUE TO OTHER | - | | - |
| DEFERRED REVENUE | 57,968 | | 57,968 |
| DEFERRED REVENUE ON ROLL | 3,559,266 | 781,860 | 4,341,126 |
| <u>FUND BALANCE:</u> | | | |
| NONSPENDABLE: | | | |
| PREPAID AND DEPOSITS | 110 | | 110 |
| ASSIGNED: | | | |
| 3 MONTH WORKING CAPITAL | 945,505 | 356,637 | 1,302,142 |
| DISASTER | 750,000 | | 750,000 |
| FUTURE CAPITAL IMPROVEMENTS | - | 1,069,910 | 1,069,910 |
| UNASSIGNED: | 194,487 | 227,203 | 421,690 |
| TOTAL FUND BALANCE | 1,890,102 | 1,653,750 | 3,543,852 |
| TOTAL LIABILITIES & FUND BALANCE | <u>\$ 5,600,883</u> | <u>\$ 2,492,123</u> | <u>\$ 8,093,006</u> |

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2021 through October 31, 2021

| | Adopted Budget | Year To Date | Current Month | % of Budget |
|---|-------------------|-----------------|------------------|----------------|
| REVENUES | | | | |
| ASSESSMENT ON-ROLL (Net) | \$ 3,559,266 | \$ - | \$ - | 0% |
| REUSE WATER | 23,166 | - | - | 0% |
| GATE & AMENITY GUEST | 8,000 | 589 | 589 | 7% |
| TENNIS | 500 | - | - | 0% |
| ROOM RENTALS | 500 | 768 | 768 | 154% |
| INTEREST & MISCELLANEOUS | 23,676 | 166 | 166 | 1% |
| ASSESSMENT LEVY - ESCALANTE FUND | 8,281 | - | - | 0% |
| TOTAL REVENUES | 3,623,389 | 1,523 | 1,523 | 0% |
| EXPENDITURES | | | | |
| ADMINISTRATIVE | | | | |
| Supervisors - regular meetings | 12,000 | 1,000 | 1,000 | 8% |
| Supervisor - workshops | 9,000 | 1,000 | 1,000 | 11% |
| District Management Services | | | - | |
| District management | 39,125 | 3,260 | 3,260 | 8% |
| Administrative | 10,400 | 867 | 867 | 8% |
| Accounting | 21,475 | 1,790 | 1,790 | 8% |
| Assessment roll preparation | 9,450 | 788 | 788 | 8% |
| Disclosure report | | | - | |
| Arbitrage rebate calculation | | | - | |
| Office supplies | 1,000 | 584 | 584 | 58% |
| Postage | 3,000 | | - | 0% |
| Trustee | | | - | |
| Audit | 11,300 | | - | 0% |
| Legal - general counsel | 103,000 | | - | 0% |
| Engineering | 30,000 | | - | 0% |
| Legal advertising | 5,200 | 1,495 | 1,495 | 29% |
| Bank fees | 1,500 | 195 | 195 | 13% |
| Dues & licenses | 175 | 175 | 175 | 100% |
| Property taxes | 2,400 | - | - | 0% |
| Tax collector | | | - | |
| Contingencies | 500 | - | - | 0% |
| TOTAL ADMINISTRATIVE | 259,525 | 11,154 | 11,154 | 4% |
| INFORMATION AND TECHNOLOGY | | | | |
| IT support | 26,670 | 2,562 | 2,562 | 10% |
| Village Center and Creekside telephone & fax | 6,546 | 547 | 547 | 8% |
| Cable/internet-village center/creekside | 9,782 | 768 | 768 | 8% |
| Wi-Fi for gates | 4,894 | 432 | 432 | 9% |
| Landlines/hot spots for gates and cameras | 26,400 | 2,433 | 2,433 | 9% |
| Cell phones | 7,282 | 606 | 606 | 8% |
| Website hosting & development | 1,515 | 379 | 379 | 25% |
| ADA website compliance | 210 | 210 | 210 | 100% |
| Communications: e-blast | 500 | - | - | 0% |
| TOTAL INFORMATION AND TECHNOLOGY | 83,799 | 7,936 | 7,936 | 9% |
| INSURANCE | | | | |
| Insurance: general liability & public officials | 11,935 | 11,935 | 11,935 | 100% |
| Insurance: property | 76,435 | 76,533 | 76,533 | 100% |
| Insurance: auto general liability | 3,153 | 3,153 | 3,153 | 100% |
| Flood insurance | 3,600 | - | - | 0% |
| TOTAL INSURANCE | 95,123 | 91,621 | 91,621 | 96% |
| UTILITIES | | | | |
| Electric | | | | |
| Electric services - #12316, 85596, 65378 | 5,200 | 550 | 550 | 11% |

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2021 through October 31, 2021

| | Adopted Budget | Year To Date | Current Month | % of Budget |
|---|-------------------|-----------------|------------------|----------------|
| Electric- Village Center - #18308 | 31,500 | 2,194 | 2,194 | 7% |
| Electric - Creekside - #87064, 70333 | 21,500 | 1,165 | 1,165 | 5% |
| Street lights ¹ | 20,000 | - | - | 0% |
| Propane - spas/café | 40,600 | 1,277 | 1,277 | 3% |
| Garbage - amenity facilities | 15,200 | 887 | 887 | 6% |
| Water/sewer | | | | |
| Water services ² | 115,000 | 5,600 | 5,600 | 5% |
| Water - Village Center - #324043-44997 | 13,500 | 403 | 403 | 3% |
| Water - Creekside - #324043-45080 | 7,300 | 211 | 211 | 3% |
| Pump house shared facility | 15,500 | 250 | 250 | 2% |
| TOTAL UTILITIES | 285,300 | 12,536 | 12,536 | 4% |
| FIELD OPERATIONS | | | | |
| Stormwater system | | | | |
| Aquatic contract | 51,438 | 4,058 | 4,058 | 8% |
| Aquatic contract: lake watch | 4,076 | 353 | 353 | 9% |
| Aquatic contract: aeration maintenance | 4,000 | 608 | 608 | 15% |
| Lake bank spraying | 6,128 | - | - | 0% |
| Stormwater system repairs & maintenance | 15,000 | - | - | 0% |
| Property maintenance | | | | |
| Horticultural consultant | 9,600 | 800 | 800 | 8% |
| Landscape enhancement | | | | |
| Landscape repairs & replacement | 20,000 | 2,312 | 2,312 | 12% |
| Landscape maintenance contract services | 585,814 | 48,818 | 48,818 | 8% |
| Landscape maintenance: croquet | 50,800 | 4,244 | 4,244 | 8% |
| Tree maintenance (Oak tree pruning) | 35,000 | - | - | 0% |
| Optional flower rotation | 20,000 | - | - | 0% |
| Irrigation repairs & replacement | 22,000 | 1,730 | 1,730 | 8% |
| Roads & bridges repairs | 15,000 | - | - | 0% |
| Sidewalk repairs & replacement | | | | |
| Street light maintenance | 15,000 | - | - | 0% |
| Vehicle repairs & maintenance | 5,000 | 224 | 224 | 4% |
| Office supplies: field operations | 14,000 | - | - | 0% |
| Holiday lights | 9,000 | - | - | 0% |
| CERT operations | 500 | 114 | 114 | 23% |
| Community maintenance | 98,040 | 18,985 | 18,985 | 19% |
| Storm clean-up | 26,000 | - | - | 0% |
| Miscellaneous contingency | 4,000 | - | - | 0% |
| TOTAL FIELD OPERATIONS | 1,010,396 | 82,246 | 82,246 | 8% |
| STAFF SUPPORT | | | | |
| Payroll | 607,333 | 37,677 | 37,677 | 6% |
| Merit pay/bonus | 25,000 | - | - | 0% |
| Payroll taxes | 79,257 | 2,893 | 2,893 | 4% |
| Health insurance | 106,000 | 13,171 | 13,171 | 12% |
| Insurance: workers' compensation | 30,000 | 12,055 | 12,055 | 40% |
| Payroll services | 6,250 | 280 | 280 | 4% |
| Mileage reimbursement | 2,750 | - | - | 0% |
| Vehicle Allowance | 14,000 | - | - | 0% |
| TOTAL STAFF SUPPORT | 870,590 | 66,076 | 66,076 | 8% |
| AMENITY OPERATIONS | | | | |
| Amenity Management | 592,786 | 49,399 | 49,399 | 8% |
| A/C maintenance and service | 3,900 | - | - | 0% |
| Fitness equipment service | 7,500 | 280 | 280 | 4% |
| Music licensing | 3,520 | 2,020 | 2,020 | 57% |

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2021 through October 31, 2021

| | Adopted Budget | Year To Date | Current Month | % of Budget |
|--|-------------------|---------------------|------------------|----------------|
| Pool/spa permits | 875 | | - | 0% |
| Pool chemicals | 15,500 | 1,196 | 1,196 | 8% |
| Pest control | 3,900 | 190 | 190 | 5% |
| Amenity maintenance | 110,000 | 21,750 | 21,750 | 20% |
| Special events | 10,000 | - | - | 0% |
| TOTAL AMENITY | 747,981 | 74,835 | 74,835 | 10% |
| SECURITY | | | | |
| Gate access control staffing | 204,375 | 16,185 | 16,185 | 8% |
| Additional guards | 8,000 | | - | 0% |
| Guardhouse facility maintenance | 16,000 | 820 | 820 | 5% |
| Gate communication devices | 21,000 | 1,768 | 1,768 | 8% |
| Gate operating supplies | 16,000 | 2,332 | 2,332 | 15% |
| Fire & security system | 5,300 | 435 | 435 | 8% |
| TOTAL SECURITY | 270,675 | 21,539 | 21,539 | 8% |
| TOTAL EXPENDITURES | 3,623,389 | 367,944 | 367,944 | 10% |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | | (366,422) | | |
| FUNDS TRANSFER EXPENSE | | (1,721,111) | | |
| FUND BALANCE - BEGINNING | | 3,977,634 | | |
| FUND BALANCE ENDING | | 1,890,101 | | |
| ANALYSIS OF FUND BALANCE | | | | |
| DISASTER | | 750,000 | | |
| 3 MONTHS WORKING CAPITAL | | 945,505 | | |
| UNASSIGNED | | 194,596 | | |
| FUND BALANCE - ENDING | | \$ 1,890,101 | | |

GRAND HAVEN CDD
SPECIAL REVENUE FUND - INFRASTRUCTURE REINVESTMENT
Statement of Revenue, Expenses and Changes in Fund Balance
For the period from October 1, 2021 through October 31, 2021

| | Adopted Budget | Year To Date | Current Month | % of Budget |
|---|---------------------|---------------------|------------------|----------------|
| REVENUE | | | | |
| SPECIAL ASSESSMENTS - ON ROLL (NET) | \$ 781,860 | \$ - | \$ - | 0% |
| DISCOUNT (ASSESSMENTS) | - | | | |
| INTEREST REVENUE | 5,500 | - | - | |
| TOTAL REVENUE | 787,360 | - | - | 0% |
| EXPENDITURES | | | | |
| GENERAL INFRASTRUCTURE REPLACEMENT | 1,082,025 | 67,361 | 67,361 | 6% |
| TOTAL EXPENDITURES | 1,082,025 | 67,361 | 67,361 | 6% |
| EXCESS OF REVENUE OVER (UNDER) EXP. | (294,665) | (67,361) | (67,361) | |
| OTHER FINANCING SOURCES (USES) | | | | |
| BOND PROCEEDS | - | - | | |
| TRANSFER IN (OUT) | 1,721,211 | 1,721,111 | 1,721,111 | |
| TOTAL OTHER FINANCING SOURCES (USES) | 1,721,211 | 1,721,111 | 1,721,111 | |
| FUND BALANCE BEGINNING | - | - | | |
| NET CHANGE IN FUND BALANCE | 1,426,546 | 1,653,750 | | |
| FUND BALANCE - ENDING | \$ 1,426,546 | \$ 1,653,750 | | |
| Analysis of Fund Balance | | | | |
| Committed: Future Capital Improvements | | 1,069,910 | | |
| Assigned: 3 months working capital | | 356,637 | | |
| Unassigned | | 227,203 | | |
| FUND BALANCE - ENDING | | \$ 1,653,750 | | |

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, October 21, 2021 at 9:10 a.m. in the Grand Haven Room, at the Grand
6 Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

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 (<i>via phone</i>) | Board Supervisor, Assistant Secretary |
| 14 | Dr. Merrill Stass-Isern | Board Supervisor, Assistant Secretary |

15 Also present were:

| | | |
|----|--|--|
| 16 | Howard “Mac” McGaffney | District Manager, DPFG Management & Consulting |
| 17 | Patricia Thibault (<i>via phone</i>) | DPFG Management & Consulting |
| 18 | David McInnes | DPFG Management & Consulting |
| 19 | Scott Clark | District Counsel, Clark & Albaugh, LLP |
| 20 | David Sowell (<i>via phone</i>) | District Engineer, DRMP, Inc. |
| 21 | Barry Kloptosky | Operations Manager |
| 22 | Vanessa Stepniak | CDD Office Manager |
| 23 | John Lucansky | Assistant Amenity Manager |

24 *The following is a summary of the discussions and actions taken at the October 21, 2021 Grand Haven*
25 *CDD Board of Supervisors Regular Meeting.*

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

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

28 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

29 A resident expressed concerns about people crossing through Sailfish Drive via a shortcut despite
30 signage indicated that no throughfare was permitted. The resident suggested designating a street
31 for one-way traffic only, additionally recommending further signage. The resident also commented
32 that vehicles were taking the intersection in front of the Village Center too quickly, and suggested
33 researching speed strips to lay down by slow signs. The resident stated that the stop lines needed
34 to be repainted, and asked for an update on parking lots. Dr. Merrill responded that the issues with
35 the Village Center intersection were noted and in the process of being addressed, with the District
36 investigating the installation of additional stop signs.

37 An audience member expressed concerns about skating and biking across sidewalks at high speeds,
38 particularly noting e-bike traffic, and suggested that an e-blast be sent out to the community to
39 encourage safe riding. The audience member additionally commented negatively on dogs being let
40 into sports courts.

41 An audience member indicated that the agenda published on the website was not up to date with
42 the agenda being discussed at the meeting. Mr. McGaffney asked Ms. Thibault to investigate what
43 the issue may have been. Ms. Thibault suggested that the audience member may have opened the

44 agenda document for the audit committee meeting, which was a separately linked file on the website
45 from the agenda document for the regular meeting in progress.

46 An audience member suggested that the District may save on some costs for projects by directly
47 acquiring any materials needed then subcontracting for labor.

48 **FOURTH ORDER OF BUSINESS – Exhibit 1: Presentation & Discussion of Internal Control**
49 **Process**

50 A. Patricia Thibault, Controller for DPFPG – District Management

51 Ms. Thibault stated that the District had adopted a Resolution that laid out what the CDD’s internal
52 controls were, under Resolution 2020-04, and that the controls were not specific to DPFPG.

53 Mr. Flanagan asked whether the Resolution superseded relevant information contained in the
54 memo, which Ms. Thibault confirmed. Mr. Flanagan asked for clarification on the financial activity
55 statements brought before the Board at meetings, and Ms. Thibault explained that these were
56 unaudited financial reports. Mr. Flanagan additionally asked for clarification on the acronym
57 “TBs”, and Ms. Thibault explained that these were trial balances.

58 Dr. Merrill asked who internally at DPFPG fulfilled the various roles mentioned in the memo. Ms.
59 Thibault advised that Mr. Al Zhang in Accounts Payable wrote checks, Mr. Austin Comings served
60 as the financial statement’s accountant, and that she served as the controller. Mr. McGaffney added
61 that he signed checks when Ms. Thibault was otherwise not available.

62 Mr. Foley stated that he had no comments on the memo.

63 Mr. Polizzi stated that he was comfortable with the internal control process memo presented, and
64 recalled discussions at a previous workshop in support of providing bank account movement and
65 activity on monthly reports.

66 Mr. Howden expressed appreciation for Ms. Thibault’s efforts on outlining the internal control
67 process.

68 Mr. McGaffney stated that any recommendations for changes to the internal controls following
69 District Management’s review of the existing resolution would be brought back at a future meeting.
70 Mr. Flanagan stated that he felt that 90 days was a reasonable time to have any issues addressed
71 and asked what DPFPG would be committed to. Ms. Thibault stated that she could commit to
72 providing revisions to Resolution 2020-04 by the December meeting.

73 **FIFTH ORDER OF BUSINESS – Audit Committee Meeting**

74 Mr. Clark recommended recessing the Regular Meeting to call the Audit Committee Meeting to
75 order.

76 On a MOTION by Mr. Howden, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
77 recessing the Regular Meeting, at 9:40 a.m., for the Grand Haven Community Development District.

78 *(The Audit Committee Meeting was held and adjourned. The Board reconvened the Regular Meeting at*
79 *10:08 a.m.)*

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

81 A. Amenity Manager: Robert Ross/ John Lucansky

82 No verbal report was given. A copy of the report will be posted to the bulletin boards at each
83 amenity center.

84

85 ➤ Exhibit 2: Amenity Management Report

86 Mr. Flanagan asked Mr. Lucansky whether the survey for resident feedback had been in
87 the process of distribution. Mr. Flanagan suggested tasking Vesta with creating a survey to
88 get input from residents on the Tiki Hut.

89 Dr. Merrill asked about the timing of the reopening and what was being done to help ensure
90 that it would be successful.

91 Mr. Polizzi suggested that the Tiki Hut reopening may be timed too late in the year, and
92 recommended taking into account residents that may be leaving for summer homes.

93 Mr. Foley stated that he felt that the survey would be a good idea, and commented on the
94 need to keep surveys concise. Mr. Lucansky responded that a potential survey sent through
95 Constant Contact would have seven questions at most, and noted that the data collected
96 could be presented with graphs showing percentages. Mr. Foley asked about the price to
97 reopen, and Mr. Lucansky stated that it would be at about \$2,000.00 or less due to some
98 equipment needed. Comments were made expressing concerns about potentially inaccurate
99 survey findings, and Mr. McGaffney noted that previous survey data and historical usage
100 data could be accounted for in the business model developed. Additional comments were
101 made recalling that amenities had previously been limited in terms of payment methods,
102 which may have tied into underperformance.

103 Mr. Howden voiced concerns about creating false expectations for residents by rushing out
104 the survey. Mr. Polizzi agreed, noting that a deadline for accepting feedback had not yet
105 been sent out.

106 Mr. Flanagan commented on the Café hours for breakfast service, asking whether the start
107 time might be too late. Mr. Lucansky stated that Café activity during breakfast service was
108 being logged for further consideration moving forward. Mr. Flanagan noted feedback from
109 residents about the timing being too close to lunch, and suggested that breakfast hours be
110 included as part of resident feedback surveys. Staff responded that there was a separate
111 Café customer satisfaction survey accessible via QR codes at each table. Mr. Flanagan
112 additionally asked why there was little reporting on attendance for listed events, amenity
113 services, and activities, and amenity staff responded that a lot of data was not being
114 collected in the same manner, with comments made that the croquet club in particular was
115 operated separately. Discussion ensued.

116 Dr. Merrill suggested that it was still important to track amenity and programming activity
117 levels, as it would help better determine the District's direction in operations to focus on.

118 In response to a comment from Mr. Foley, Mr. Lucansky stated that staff was implementing
119 a QR code process for amenity facilities for users to scan, and that Ms. Stepniak would
120 compile a log of the activity.

121 Mr. Polizzi thanked Mr. Lucansky for implementing the program. Mr. Polizzi noted that
122 two practice areas were designated for croquet courts, and asked whether the Village
123 Center location would continue to be used as a practice court. Mr. Flanagan suggested that
124 these could be discussed as a workshop agenda item, and Mr. McGaffney added that the
125 Tiki Hut and croquet courts were both already considered long-term planning items for
126 workshop discussion.

127
128
129

130 B. District Engineer: David Sowell

131 Mr. Sowell recalled that he had been directed at a previous meeting to contact the City of Palm
132 Coast regarding jurisdiction over the roads, in particular any safety or striping improvements that
133 could be implemented within Grand Haven. Mr. Sowell stated that the City had provided
134 confirmation that they did not have this jurisdiction, and in relation to previous discussions about
135 creating crosswalks and installing stop signs, would be comfortable with the District making their
136 own roadway safety-related decisions, provided that they were done within the purview of an
137 appropriate engineer. Mr. Sowell added that the City had offered to provide a peer review of
138 planned implementations.

139 Mr. Flanagan asked whether the lack of the City's jurisdiction meant that the roads within the
140 District boundaries were considered private roads. Mr. Sowell reiterated that the roads were not
141 technically owned or maintained by the City. Mr. Sowell noted that the City was still responsible
142 for protecting the overall public interest and safety of the community, and may step in if they felt
143 that the District was being irresponsible with their roadways and/or in egregious violation of related
144 rules or regulations. Mr. Sowell stated that the City retained control over the utilities. Mr. Clark
145 clarified that, while the roads within the District's boundaries were not the City's roads, the roads
146 were still considered public roads as they were owned by the CDD which was a governmental
147 entity. Mr. Sowell additionally clarified that the City technically had legal traffic control
148 jurisdiction. Mr. Sowell acknowledged that the City could choose not to exercise traffic control
149 jurisdiction, though commented that he would like to have this documented if so. Mr. Flanagan
150 asked whether traffic from certain entities could be limited, noting that while the roads were
151 publicly funded, it was the residents of Grand Haven that were repaying the relevant bonds. Mr.
152 Clark advised that there existed decades of case law that led him to believe that the District would
153 eventually end up in a lawsuit, should they attempt to limit traffic from entities that could assert
154 themselves as members of the public with the right to access public roads. Mr. Flanagan suggested
155 that while this decision may carry a risk, the majority of the Board's decisions also harbored risks,
156 and that the discussion was worth entertaining regardless.

157 Mr. Howden recalled discussions that he believed had claimed that the CDD did not and could not
158 own their roads until the current appraised price of the roads had been paid, and asked Mr. Clark
159 whether this was true and accurate. Mr. Clark stated that the CDD owned their roads and financed
160 them with paid off municipal bonds. Mr. Clark stated that he would like to have some preparation
161 to provide the Board with materials and an informed opinion on rules, risks, and courses of action,
162 should they choose to discuss this topic further. Mr. Howden expressed support for this, suggesting
163 that discussion be placed on the agenda after long-term planning discussions. Mr. Polizzi agreed,
164 stating that as this discussion involved potentially opening up risks, it should be placed at a lower
165 priority compared to other items with immediate near-term effects. The Board discussed when the
166 topic should be brought back. Mr. Flanagan suggested that nothing was likely to change
167 dramatically between this meeting and February 2022. Mr. Polizzi expressed concerns about
168 scheduling further discussion for a month before the Board was sure about the completion of the
169 District's long-term plans. Mr. McGaffney suggested that Mr. Clark's research and work may help
170 supplement long-term planning discussion. Mr. Polizzi disputed that this was related to long-term
171 planning, opining that it was an operational topic instead. Mr. Howden reiterated support for Mr.
172 Clark to prepare a memo, though agreed that the long-term planning should take priority, adding
173 that the Board needed to keep budget considerations in mind prior to making requests of District
174 Counsel.

175 Mr. Howden recalled that, along with directing Mr. Sowell to approach the City regarding road
176 jurisdiction, the Board had also requested for Mr. Sowell's preliminary input as to addressing issues
177 with crosswalks and stop signs, particularly at the Village Center and Creekside intersections. Mr.
178 Sowell stated that he needed more time to prepare the information, but it was on his list. Mr.

179 Howden stated that he would like to see a layout and cost estimate for each of the intersections to
180 rectify the issues, to be presented by November or December if possible.

181 Additional Supervisor comments were made asking staff whether temporary solutions could be
182 implemented at the intersection in the meantime. Dr. Merrill suggested signage to specifically
183 indicate crosswalk locations. The Board agreed to authorize the District Engineer and Operations
184 Manager to install stop signs and crosswalks at specific intersections of concern, upon receipt of
185 official confirmation from the City of Palm Coast.

186 On a MOTION by Mr. Howden, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board approved
187 authorizing the District Engineer and the Operations Manager to install stop signs and crosswalks at
188 applicable areas as discussed at the Village Center and Creekside intersections, contingent upon the District
189 Engineer receiving official confirmation in writing from the City of Palm Coast that the District was
190 authorized to do so, with District Engineer fees for overseeing and certifying the completion of the project
191 to be in an amount not to exceed \$3,000.00, for the Grand Haven Community Development District.

192 Following the motion, Mr. McGaffney stated that the Board would give leeway to the engineer
193 operations to determine any appropriate temporary solutions that could be implemented. Dr. Merrill
194 additionally suggested that addressing traffic safety issues should be an ongoing process in the
195 community, noting additional resident concerns regarding areas of Sailfish Drive and Jasmine
196 Drive. Dr. Merrill suggested that addressing the Village Center and Creekside areas could serve as
197 a learning process for the Board and District staff. Mr. Howden recommended that Supervisors
198 make the Operations Manager and District Manager aware of any areas of concern with regards to
199 traffic safety.

200 Mr. Sowell stated that he had received quotes from a surveyor for a full boundary survey of Grand
201 Haven, in the amount of \$31,760. Mr. Sowell stated that the survey could be provided to fence
202 contractors in the future with confidence that the District had done its due diligence in determining
203 proper boundaries.

204 Mr. Flanagan asked about the product that would be produced by the proposal if approved, and Mr.
205 Sowell clarified that the surveyor would provide a full set of drawings and set and confirm any
206 boundary corners where appropriate.

207 Dr. Merrill asked whether this had been a budgeted item for FY 2022. Mr. McGaffney stated that
208 this would be an unbudgeted expense, and suggested that the District may need to dip into the
209 reserves to finish any items if the District had excess expenditures by the end of the fiscal year. Dr.
210 Merrill stated that she felt that it was needed, but expressed concerns about using reserves.

211 Mr. Polizzi expressed reluctance to commit to the expenditure, and asked for further clarification
212 on the benefits of the survey, particularly if it was supporting a specific project or operational need.
213 Mr. Foley agreed with Mr. Polizzi, adding that he was especially hesitant to spend large amounts
214 before the long term plan was in place.

215 Mr. Howden asked if the District did not have existing legal documents that showed where the
216 boundaries of the CDD were. Mr. McGaffney stated that Grand Haven CDD had been established
217 prior to electronic records, and stated that to his knowledge the CDD had documents that could not
218 be produced. Mr. Howden suggested that the survey could be on the list for capital items to be
219 considered for the next fiscal year, stating that the Board appeared to be in agreement that the
220 expenditure was not needed for the current fiscal year.

221 Mr. Howden stated that a letter had been received from District Counsel regarding the erosion issue
222 on Crosstie Court, and Mr. Sowell stated that he was in agreement with Mr. Clark's opinion that

223 there had not been anything that Grand Haven associated individuals could have done that may
224 have contributed to any issues in the area.

225 Mr. Clark stated that the last legislative session had adopted stormwater management action,
226 requiring that each governmental entity had to develop a stormwater needs analysis. Mr. Clark
227 stated that this would be due by June 30, 2022, and recommended authorizing the District Engineer
228 to provide a proposal to get this done.

229 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
230 approved authorizing the District Engineer to provide a proposal for creating a 20-year stormwater
231 management needs analysis, for the Grand Haven Community Development District.

232 Following the motion, Mr. Flanagan recalled concerns at a previous meeting about light pollution
233 from the new parking lot, and asked Mr. Sowell whether the drawings had been updated to indicate
234 vegetation that would mitigate potential light pollution for residents. Mr. Sowell stated that the
235 drawings had not yet been updated, but suggested that the relative locations of residences indicated
236 to him that there would not be any homes impacted by the parking lot that would not already have
237 been impacted by streetlights in the area. Mr. Sowell added that he planned on adding the buffer to
238 the drawing regardless, and that this change would be within the budget.

239 *(The Board recessed the meeting at 11:35 a.m. and reconvened at 11:48 a.m.)*

240 C. Operations Manager: Barry Kloptosky

241 ➤ Exhibit 3: Presentation of Capital Project Plan Tracker

242 Mr. Kloptosky explained that some numbers were missing from the tracker as they were
243 still sorting through what needed to be paid for the previous fiscal year as opposed to the
244 current fiscal year. Discussion ensued between Mr. Kloptosky, Mr. McGaffney, and the
245 Board, regarding the fund balance and the potential need for a budget amendment later in
246 the fiscal year.

247 Mr. Polizzi suggested the inclusion of a column referencing the expected start dates for
248 each project, which the other Supervisors of the Board expressed support for. Mr.
249 Kloptosky stated that he would confer with the field supervisor. Mr. Kloptosky additionally
250 expressed concerns about potentially creating false expectations for residents should
251 projects be delayed past dates on the tracker, and the Board suggested indicating that the
252 dates were tentative.

253 ➤ Exhibit 4: Monthly Report

254 Mr. Kloptosky gave an overview of operations throughout the community from his report,
255 highlighting repairs for curbs and gutters that were ongoing, upgrades to the CDD office
256 and meeting room, and construction of new sports courts for pickleball and croquet. Mr.
257 Kloptosky fielded questions from the Board regarding timeframes and progress.

258 Mr. McGaffney asked for an update on the semi-annual vendor performance evaluations,
259 and Mr. Kloptosky indicated that these had been completed and would be sent to the
260 Supervisors for review.

261 D. District Counsel: Scott Clark

262 ➤ Exhibit 5: Attorney Report

263 Mr. Clark stated that there was a revision that needed to be made on the employee benefit
264 resolution from the August meeting which would need to be brought back.

265

266 E. District Manager: Howard “Mac” McGaffney

267 Mr. McGaffney gave a brief verbal report, noting comments from Board members about payment
268 methods at amenity centers. Mr. Howden stated that he was in favor of more electronic payment
269 processing, though stressed that he was strictly opposed to going cashless. Ms. Stepniak stated that
270 cashless operations would expedite certain processes in the office. Other Supervisors made
271 comments expressing support for adopting a no-cash policy, and Mr. McGaffney asked whether
272 the Board wished to make a motion.

273 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, with Mr. Flanagan, Dr. Merrill, Mr. Foley,
274 and Mr. Polizzi voting “AYE”, and Mr. Howden voting “NAY”, the Board approved the adoption of a no-
275 cash policy for receiving revenues at amenities, for the Grand Haven Community Development District.

276 Following the motion, Mr. Polizzi requested clarification on Mr. Howden’s reason for not
277 supporting the no-cash policy. Mr. Howden indicated that paper currency was printed with
278 statements acknowledging that they were “legal tender for all debts, public and private” and was
279 hesitant to restrict its use for residents. Mr. Foley asked about time needed to have a card machine
280 and reader in place prior to the policy taking effect, and Mr. McGaffney acknowledged that amenity
281 staff would need time to figure out logistics for installing card readers for the Creekside and Village
282 Center offices.

283 Mr. McGaffney suggested for a long term capital planning workshop to take place on December 9,
284 2021.

285 On a MOTION by Mr. Howden, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board approved
286 scheduling a workshop to take place on December 9, 2021, at 9:00 a.m., at the Grand Haven Village Center,
287 Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137, for the Grand Haven
288 Community Development District.

289 Following the motion, Mr. McGaffney and Mr. Foley discussed the capital planning spreadsheet.
290 Mr. McGaffney suggested that Mr. Kloptosky attend the December 9 workshop, as he was starting
291 to compile the list for the next fiscal year. Mr. Foley indicated that Mr. Kloptosky would likely
292 need to confer with various vendors working with the District for input from each. Discussion
293 ensued regarding discussion topics for the December workshop agenda.

294 *(Dr. Merrill left the meeting at approximately 1:00 p.m.)*

295 **SEVENTH ORDER OF BUSINESS – Consent Agenda Items**

296 A. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
297 Held August 19, 2021

298 B. Exhibit 7: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
299 Held September 2, 2021

300 C. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
301 Held September 17, 2021

302 Mr. McGaffney stated that he had received a comment from Ms. Langan regarding the spelling of
303 her name.

304 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
305 all items on the Consent Agenda, with the requested changes, for the Grand Haven Community
306 Development District.

307 **EIGHTH ORDER OF BUSINESS – Business Items**

308 Prior to consideration of the Business Items, Mr. Foley requested for Supervisors to read items not
309 needing approval outside of the meeting and send comments to Mr. Clark for consideration. Mr.
310 Foley suggested that items should be brought back when they were finalized and ready for Board
311 action.

312 A. Exhibit 9: Consideration of Emergency Debris Removal RFP

313 Mr. Clark advised that Supervisor corrective comments would be addressed. Mr. McGaffney stated
314 that this item was tabled.

315 B. Consideration of Deren Land Surveying Professional Services Proposals

316 Mr. McGaffney stated that this item had been deferred.

317 C. Exhibit 10: Consideration & Adoption of **Resolution 2022-01**, Modifying Auto Reimbursement

318 Mr. Clark advised that this Resolution memorialized a mileage reimbursement policy per the IRS
319 regulated rates.

320 On a MOTION by Mr. Foley, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board adopted
321 **Resolution 2022-01**, Modifying Auto Reimbursement, for the Grand Haven Community Development
322 District.

323 **NINTH ORDER OF BUSINESS – Supervisors Requests**

324 Mr. Polizzi commented on paving, maintenance cleanup on light posts, and expressed concerns
325 about retention ponds on CDD property not having any landscaping in the banks. Mr. Kloptosky
326 stated that the banks could be addressed and dressed up but that this would likely be a capital
327 expenditure. Mr. McGaffney suggested that Mr. Kloptosky bring back anything that would be
328 outside of his spending authority and regular routine maintenance. Mr. Flanagan agreed, stating
329 that items that were capital and not operational should specifically be brought by Mr. Kloptosky
330 before the Board for consideration.

331 Mr. Flanagan noted that the current shed may not be safe due to the lack of space to navigate. Mr.
332 Flanagan suggested that adding a second shed would free up space and facilitate operations for
333 Vesta staff. Mr. Kloptosky stated that he could work with Mr. Lucansky to determine whether there
334 were items in the shed that were no longer needed, and to determine whether a new shed was needed
335 altogether. Additional comments were made regarding the need for further storage space with the
336 acquisition of croquet equipment. Mr. Howden stated that items related to safety of staff should not
337 be delayed, and suggested that the area behind the tennis courts might be more a convenient shed
338 location. Mr. Kloptosky stated that he would evaluate, gather proposals, and make a
339 recommendation at a future meeting if applicable.

340 Mr. Howden stressed the need for members of the Board to be cognizant of time in addition to
341 being cognizant of the District's budget during meetings.

342 **TENTH ORDER OF BUSINESS – Action Item Summary**

343 Mr. McGaffney had the following action items listed:

- 344 a. Distribute an e-blast to residents of the community indicating that bicycles, skateboards,
345 etc. on sidewalks at the amenity center were not allowed.
- 346 b. Resolution 2020-04
- 347 i. Bring back to the December meeting
- 348 ii. Patricia and District Counsel were to revise the Internal Control Policy and the
349 Board to approve the changes.

- 350 c. Additional Financial Report in Financial Statements-Monthly beginning October 1st
351 (beginning of the new fiscal year)
352 d. Amenity Survey to residents about the Tiki Bar usage
353 i. Bring back the results at the December Meeting as part of the Amenity Report
354 e. District Engineer:
355 i. Work on implementation of stop signs and crosswalks, contingent upon City's
356 written comments
357 ii. Provide an update on the Parking Lot Expansion
358 iii. Provide a Road Resurfacing update to the Board, distributing an e-blast to the
359 residents
360 f. Operation Manager:
361 i. Find a temporary solution for the crosswalks, update the Board and Manager by
362 email
363 ii. Provide a year-end report on Costs Analysis for projects completed in-house,
364 particularly the cost savings, to be presented at the August Public Hearing Meeting
365 iii. Semi Annual Performance Review of Subcontractors to be sent to the Board
366 g. District Manager:
367 i. Follow up with Florida Forestry Service regarding onsite review of the 2022
368 Firewise Project and permitting requirements

369 Mr. McGaffney additionally summarized the requests from the Supervisors, and in response to a
370 question from Mr. Howden, added that the Supervisors would submit any recommendations on
371 providing independent audit services which would then be sent to District Counsel, with a target
372 date of November 29.

373 **ELEVENTH ORDER OF BUSINESS – Exhibit 11: Upcoming Meeting Agenda Items/ Meeting**
374 **Matrix**

375 **TWELFTH ORDER OF BUSINESS – Next Meeting Quorum Check: November 4th, 2021, 9:00 a.m.**
376 **Workshop**

- 377 • Quorum Check

378 All Board members that were present confirmed that they would be present for the next meeting,
379 which would establish a quorum.

380 **THIRTEENTH ORDER OF BUSINESS – Adjournment**

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

383 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adjourned
384 the meeting, at 1:38 p.m., for the Grand Haven Community Development District.

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

388
389
390
391

392 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
393 **meeting held on December 2, 2021.**

394

Signature

Signature

Printed Name

Printed Name

395 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 6

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, November 4, 2021 at 9:00 a.m. in the Grand Haven Room, at the Grand
6 Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

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 | Board Supervisor, Assistant Secretary |

15 Also present were:

- | | | |
|----|---------------------------------|---|
| 16 | Howard “Mac” McGaffney | District Manager, DPFG Management & Consulting |
| 17 | David McInnes | DPFG Management & Consulting |
| 18 | Scott Clark | District Counsel, Clark & Albaugh, LLP |
| 19 | David Sowell <i>(via phone)</i> | District Engineer, DRMP, Inc. |
| 20 | Barry Kloptosky | Operations Manager |
| 21 | Vanessa Stepniak | CDD Office Manager |
| 22 | Jay King | Vice President District Services, Vesta Property Services |
| 23 | Robert Ross | Amenity Manager |
| 24 | John Lucansky | Assistant Amenity Manager |
| 25 | Scott Vedder | Sergeant, Flagler County Sheriff’s Office |
| 26 | Lisa Mrakovcic | Resident |
| 27 | Mary Wiggen | Resident |
| 28 | Jim Larkin | Resident |
| 29 | Denise Majewski | Resident |

30 *The following is a summary of the discussions and actions taken at the November 4, 2021 Grand Haven*
31 *CDD Board of Supervisors Regular Meeting.*

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

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

34 **THIRD ORDER OF BUSINESS – Presentation of FCSO Speed Monitoring – Scott Vedder**

35 Mr. Vedder presented his report on recent traffic data collected within the Grand Haven
36 community. He noted that out of 15,391 vehicles, the average speed was 30 miles an hour and that
37 there were 259 speeding violations. He concluded that the enforcement rating was low and that he
38 would not consider Grand Haven to have a speeding problem.

39 Mr. Polizzi brought up a concern regarding safety at the crosswalks in the community, and asked
40 if Mr. Vedder had noticed an increase in signs or crosswalk notification in areas where he generally
41 worked. Mr. Vedder recommended increasing visibility of the crosswalks with flashing lights,
42 rumble strips, or reflective paint.

43 Dr. Merrill asked if Mr. Vedder thought an additional sign at the crosswalk would be helpful. Mr.
44 Vedder stated that an additional sign was unlikely to help.

45 In response to a Supervisor question, Mr. Vedder explained that a stop sign would most likely not
46 be beneficial at the intersection at Creekside Drive. A discussion regarding various options to help
47 with speeding followed.

48 The Board opened the floor to any traffic-related comments from the audience for Mr. Vedder. An
49 audience member asked about car accident statistics in Grand Haven, and Mr. Vedder commented
50 that he was only aware of a few minor incidents and opined that it was not a disproportionate
51 problem in the community.

52 **FOURTH ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

53 Resident Mary Wiggen asked the Board to consider allowing cell phones to work with call boxes
54 to be able to activate the gates to the community, as many people do not own landline phones. Mr.
55 McGaffney stated that this was a part of the Long Term Capital Planning Strategy.

56 Resident Jim Larkin commented on one of the pickleball courts being monopolized by a small
57 group of people. Mr. McGaffney stated that this would be further discussed later in the meeting to
58 come up with a solution.

59 **FIFTH ORDER OF BUSINESS – Staff Reports**

60 Mr. Howden requested that those presenting provide updates to their written reports, rather than
61 discussing the reports in full, in order to increase efficiency. The written reports can be found on the
62 Documents page on the Grand Haven CDD website.

63 A. Exhibit 1: Amenity Manager: Robert Ross/ John Lucansky

64 Mr. Ross indicated that the Tiki Hut survey was ready to be sent out on November 8, and that
65 results should be ready for the December Board meeting. In response to a Supervisor question, Mr.
66 Ross stated that the UPC codes should be fully functional by Monday of the following week.

67 Mr. Ross additionally explained the pickleball court reservation system, noting that the plan going
68 forward would be to open 2 new courts for community pickleball and 2 new courts for reservations.

69 Mr. Howden asked for a time frame estimate for the new pickleball courts. Mr. Lucansky reviewed
70 the current status of the pickleball courts and estimated that the new courts would be completed
71 within the next 2 weeks.

72 Dr. Merrill requested an update on the croquet sign-up figures. Mr. Ross stated that they were
73 tracking croquet signups and they could look at the numbers. Mr. Polizzi suggested asking residents
74 to sign up for croquet. Dr. Merrill additionally recommended that Mr. Lucansky ask residents if
75 they are on his e-blast list.

76 B. District Engineer: David Sowell

77 Mr. Sowell reported that he was working on finalizing the crosswalk costs, noting that schematics
78 and cost projections should be done in time for the December Board meeting. Mr. Sowell
79 additionally stated that he was preparing a presentation for the storm water needs assessment survey
80 and that he was still waiting on a letter from the City of Palm Coast regarding jurisdiction of roads
81 within the Grand Haven community.

82 Mr. Polizzi asked for clarification on whether it was the District or the County that had jurisdiction
83 over the stormwater flows. Mr. Sowell stated that he was working to see if there was any overlap.
84 Mr. Clark mentioned that he would locate old agreements he had previously worked on that related
85 to this matter.

86 Mr. Flanagan asked if waiting to hear back from the City of Palm Coast was impacting the progress
87 on the stop signs that had been agreed to at the last meeting. Mr. Sowell explained that this would
88 not impact the stop signs.

89 In response to an additional question from Mr. Flanagan, Mr. Sowell gave an update on the status
90 of the Village Center parking lot expansion, noting that this should be completed within 3 to 4
91 months.

92 C. Operations Manager: Barry Kloptosky

93 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

94 Mr. Kloptosky presented the Capital Project Plan Tracker.

95 Mr. Polizzi asked why there weren't any numbers on the report for various items. Mr.
96 McGaffney explained that the carryovers that were known about were budgeted, and that
97 items that came after the budget was adopted were uncertain. Mr. McGaffney added that
98 the costs would come out of the Board's operating funds.

99 A brief discussion took place among Board members regarding the scheduling of projects
100 to aligns with the needs of the community.

101 ➤ Exhibit 3: Monthly Report

102 Mr. Kloptosky explained that some of the current projects are affected by the supply chain
103 issue and the weather. He indicated that the curb and gutter repairs should be done by the
104 end of November. Mr. Kloptosky also mentioned that 3 different locations in need of curb
105 and gutter repairs were identified and that the contractor was willing to do these as well for
106 an additional charge. He noted that he did not know the cost as he had not received the
107 proposal as of yet. Mr. McGaffney stated that there was \$100,000 available in the budget
108 for curbing replacement and that the cost was expected to fall within the capital item.

109 Mr. Kloptosky provided an update on the pond bank erosion on Osprey Circle, stating that
110 the contractor was waiting on the deposit check which had been mailed. Mr. Kloptosky
111 noted that repairs were expected to start this month as the contract had been signed.

112 The Board and staff briefly discussed the security updates for the office.

113 Mr. Kloptosky reviewed his report on the croquet courts, informing the Board that new
114 croquet courts may be ready for use by the end of the year. Mr. Kloptosky noted that he
115 had been having trouble finding a reliable contractor for the canopies but that he had
116 discussed with a promising County contractor the day prior to the meeting. Mr. Polizzi
117 expressed that his priority would be opening the croquet courts in December, rather than
118 potentially delaying the opening due to the canopies.

119 Mr. Flanagan requested that Mr. Kloptosky speak with the lawn maintenance crews about
120 mowing the grass around the back areas of the tennis and pickleball courts. Discussion
121 ensued regarding some of the ponds within the community. Mr. Polizzi requested
122 clarification on the additional fish species and aeration recommended for the ponds and
123 asked if a proposal was given. Mr. Kloptosky explained that redear sunfish were
124 recommended as they help control the midge fly population by consuming the midge fly
125 larvae. He further clarified that the sunfish require aeration due to their living at the bottom
126 of the ponds.

127 Mr. Foley reminded other Board members to send their questions regarding the pond issues
128 to Mr. McGaffney for him to forward to Solitude Lake Management for comment. Mr.
129 McGaffney stated that he would send out a reminder email and requested for these
130 questions to be sent by the end of November. Following this, Board members and staff
131 discussed communication with vendors. Mr. Polizzi suggested using the performance
132 reports to make and receive comments with the vendors.

133 Dr. Merrill expressed interest in having a conference with Solitude and with the security
134 contractors. Mr. Kloptosky explained that he personally felt this was unnecessary and while
135 he would as the Board directed, that he was unable to continue with his current workload
136 without additional employees. Mr. Foley stated he agreed with Mr. Kloptosky that the
137 assessments were unnecessary. Mr. McGaffney mentioned that with other Districts he
138 manages, increased communication led to more questions and work. Mr. Howden
139 recommended having an annual review, to which the other Board members expressed
140 support. Mr. Flanagan additionally suggested requesting recommendations from vendors
141 every 6 months or once a year. Mr. Foley mentioned the importance of the Board staying
142 at a policy level, rather than a management level.

143 Mr. Kloptosky informed the Board that reflective cross markers were going to be installed
144 as a temporary solution for the traffic safety problem. In response to a question from Mr.
145 Foley, Mr. Kloptosky stated that 6 cross markers had been ordered in the amount of
146 \$200per marker.

147 D. District Counsel: Scott Clark

148 Mr. Clark reported that he had an ongoing review of the District rules, and that he was reviewing
149 the debris FRP, in addition to the post orders for the guards. Mr. Clark requested that Board
150 members email him with their comments or suggestions regarding changes to the Amenity rules.

151 E. District Manager: Howard “Mac” McGaffney

152 Mr. McGaffney reported that he had reviewed the annual financials for the recently completed FY
153 2020-2021 Budget, noting that they were under budget and that a budget amendment was not
154 recommended at this time.

155 In response to a question from Mr. Polizzi, Mr. McGaffney confirmed that the format on monthly
156 report would change to include variances, with figures for the adopted budget YTD and the current
157 month to be provided for reference. Mr. McGaffneycommented that he felt this would be a positive
158 change.

159 **SIXTH ORDER OF BUSINESS – Consent Agenda Items**

160 A. Exhibit 4: Consideration for Acceptance – The Unaudited Financial Reports through September
161 30, 2021

162 Mr. Flanagan inquired about several items on the general fund two-pager. Mr. McGaffney stated
163 that the District had likely gone over budget and that he could take a look at the general ledger. Mr.
164 Flanagan additionally noted that 33% of the budget had been spent for the gate communication
165 devices and asked if this was for the clickers or for the gate itself. Mr. McGaffney clarified that this
166 was for the car devices for the gates. Mr. Flanagan questioned this, observing that residents had to
167 pay for the gate devices, and Mr. Kloptosky clarified that the revenue from the devices went into a
168 separate revenue line item but still offset the expenditures. Mr. McGaffney additionally stated that
169 he would like to put together an executive summary at the end of the year.

170 B. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
171 Meeting Held October 7, 2021

172 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
173 all items on the Consent Agenda for the Grand Haven Community Development District.

174
175
176

177 **SEVENTH ORDER OF BUSINESS – Business Items**

178 A. Continued Discussion: Long Term Capital Planning

179 Mr. Howden discussed the amount of work that the Board was requesting from the District Manager
180 and the CDD Operations Managers with regards to the Reserve Study and Long Term Capital
181 Planning. Mr. Howden additionally discussed keeping in mind how the operational costs of the
182 budget would increase over time and the staffing needs of the District going forward.

183 The Board continued their previous discussion on Long Term Capital Planning.

184 Mr. Foley recommended having the Board agree on a rate of increase in expenses and basing
185 production off of the operational budget. Dr. Merrill stressed the importance of keeping the
186 residents and employees happy and reducing the staff's workload. Mr. Polizzi suggested agreeing
187 on a list of priorities for the community for the next 3 years. Mr. Flanagan recommended focusing
188 more on overall planning and less on details. He additionally requested to see the hours worked by
189 the staff.

190 Mr. Howden suggested having Mr. McGaffney, Ms. Stepniak, and Mr. Kloptosky speak with the
191 Board and inform them how many additional staff members they felt were needed to help balance
192 the workload. He also asked for the Board to hold off on additional requests, when possible, to give
193 the staff members a break. Mr. Polizzi recommended taking a 3-month hiatus on new initiatives
194 and research projects and further discussed putting together a list of priorities. Mr. McGaffney
195 noted that he and Mr. Kloptosky were likely to be done reviewing the capital reserve study within
196 the next 30 days. A discussion regarding priorities of the community followed. Dr. Merrill
197 expressed agreement in reducing unnecessary projects but noted that she was unsure if a list was
198 necessary.

199 Mr. Kloptosky provided further insight on the workload issue, noting that he and Mr. McGaffney
200 had previously used a basic 10-year plan created by Mr. Tom Lawrence combined with a list of
201 priorities and information from the reserve study. Mr. Kloptosky asked the Board to look at the
202 capital plan from his perspective and stated that the amount of work he was being asked to do was
203 virtually impossible. Further discussion regarding the budget and 3-year plan followed.

204 Mr. McGaffney explained that carryover projects and the needs and wants of communities
205 changing after a budget is completed were two very common issues. He additionally recommended
206 completing the projects that were already being worked on. He also requested that the Board take
207 a step back for 2 months and allow the Operations and District Manager to prioritize what needed
208 to be worked on.

209 After each member provided their perspective on the approach to take, it was agreed that the Board
210 should wait about 2 months before requesting new information from the Operations and District
211 Managers in order to allow them time to work on their current workload and capital projects. The
212 Operations and District Managers would be expected to return to the Board with information
213 regarding the expected O&M Budget and staffing level needs for the next 3 years. Staff would also
214 provide recommendation for the capital budget. Mr. McGaffney indicated that he would be able to
215 provide the O&M budget needs for the next 10 years. Mr. Howden reiterated his commitment to
216 do a Long Term Capital Project Plan with resident input.

217 Mr. McGaffney stated that he would send out the 3-year capital plan document, schedule a call
218 with each Board member to discuss it, and bring the updated plan to the meeting scheduled for
219 December 2.

220 This item was presented out of order, following the recess.

221 B. Exhibit 6: Consideration & Adoption of **Resolution 2022-02**, Adopting Employee Benefit Policy
222 for FY 2022

223 Mr. Clark reviewed the details of this resolution, explaining that it would define the employee
224 benefits with more clarity.

225 This item was presented out of order, prior to the recess.

226 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
227 **Resolution 2022-02**, Adopting Employee Benefit Policy for the Grand Haven Community Development
228 District.

229 *(The Board recessed the meeting at 10:53 a.m. and reconvened at 11:12 a.m.)*

230 **EIGHTH ORDER OF BUSINESS – Supervisor’s Requests**

231 Mr. McGaffney indicated that there were some complications with having a Supervisor’s Requests
232 section for both the regular and workshop meetings due to action items accumulating, and requested
233 that the section be removed from workshop meeting agendas in the future. Mr. McGaffney
234 additionally suggested that requests could still be emailed. The Board consented to the request.

235 Mr. Flanagan brought up an issue of residents stacking their bikes and requested for the District to
236 allow residents to park their bikes on the concrete.

237 Mr. Foley requested that Mr. McGaffney send Board members a list of what needed to be done
238 over the next 3 months. Mr. McGaffney agreed to this request.

239 **NINTH ORDER OF BUSINESS – Action Item Summary**

240 A. The District Manager requested that Supervisors email him their Supervisor requests so that he
241 could review them, but reminded them of the temporary pause on new action items for the next 2
242 months.

243 B. The District Counsel will send the District Engineer records regarding agreements with the City of
244 Palm Coast and others concerning storm water retention systems.

245 C. The District Manager will send a reminder to Supervisors to email him questions for Solitude Lake
246 Management (by November 30).

247 D. The District Manager will send Supervisors (and amenity staff) copies of the Amenity rules
248 requesting their comments by December 31.

249 E. The District Engineer will be reporting at the December 2 meeting on his design and cost estimates
250 for stop signs and will present on the stormwater needs assessment survey. Additionally, he will
251 provide a letter (if received) from the City of Palm Coast regarding the jurisdiction of roads within
252 the community.

253 **TENTH ORDER OF BUSINESS – Upcoming Meeting Agenda Items/ Meeting Matrix**

254 There was no discussion on the action items review.

255 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: December 2, 9:00 a.m.**

- 256 • Quorum Check

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

259 **TWELFTH ORDER OF BUSINESS – Adjournment**

260 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
261 adjourn the meeting. There being none, Dr. Merrill made a motion to adjourn the meeting.

262 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adjourned
263 the meeting, at 12:56 p.m., for the Grand Haven Community Development District.

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

267 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
268 **meeting held on December 2, 2021.**

269

Signature

Signature

Printed Name

Printed Name

270 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 7

RESOLUTION 2022-03

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

WHEREAS the Grand Haven Community Development District (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, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit “A”** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 2nd DAY OF DECEMBER 2021.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
INTERNAL CONTROLS POLICY**

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Grand Haven Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.
- 2.6. "Fraud" means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity's assets, bribery, or the use of one's position for personal enrichment through the deliberate misuse or misapplication of an organization's resources.

- 2.7. "Internal Controls" means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. "Risk" means anything that could negatively impact the District's ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. "Waste" means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management's Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.
 - 4.1.3. Identifying cost-justified precautions and implementing those precautions.

5. Control Activities.

- 5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:
 - 5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:
 - 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP).
- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.
- 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).
- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.
- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).
- 5.1.1.7. Retaining and restricting access to sensitive documents.
- 5.1.1.8. Performing regular electronic data backups.
- 5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:
 - 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
 - 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
 - 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.
 - 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
 - 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
 - 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.
- 5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise

conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.
 - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
 - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
 - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.
 - 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
 - 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.
- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 190.011(5)], 218.33(3), *Florida Statutes*

Effective date: May 21, 2020

EXHIBIT 8

GRAND HAVEN MEETING AGENDA MATRIX

| | | | |
|----------------------|-----------------------------------|--|---|
| November 2021 | Regular Meeting: 11/04 | <p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: <ul style="list-style-type: none"> ○ Meeting Minutes-10/07 Workshop ○ Unaudited Financials as of 09/30 • Consideration of Audit Proposals • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Continue with Board's Input ○ Operations Manager's Input ○ 10-year Reserve Study Outlook • GHCDD Meeting Matrix | <ul style="list-style-type: none"> • Operations Manager's input to the Long-Term New due date: 12/31 • Board was tasked with providing feedback to the DC on any requests for changes to the Post Order and Amenity Rules so that he could present the changes at the January Meeting. • Post Orders sent to Supervisors on 09/24 • Internal Controls Policy Revisions: Patricia and Scott will review for recommended changes and bring back at the December Meeting. • DM sent updated LTCP to the Board for feedback on prioritization. |
| December 2021 | Regular Meeting: 12/02 | <p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: <ul style="list-style-type: none"> ○ Meeting Minutes:10/21 & 11/04 meetings ○ Unaudited Financials as of 10/31 • Audit Committee Meeting Agenda Items: • Business Items: <ul style="list-style-type: none"> ○ Consideration of Revised Internal Controls Policy • GHCDD Meeting Matrix | <ul style="list-style-type: none"> • Goal is to bring back a working draft of the 10-year Financial Outlook for O&M and Capital Plan for January Workshop. • Board agreed to not give additional work requests or requirements on Staff to allow time to finish with current workload. |
| | Workshop: 12/09 | <p>Workshop Agenda Item:</p> <ul style="list-style-type: none"> • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Continue with Board's Input ○ Operations Manager's Input ○ 10-year Reserve Study Outlook | |

| | | | |
|----------------------|-----------------------------------|--|---|
| January 2022 | Workshop 01/06 | <ul style="list-style-type: none"> • Long Term Capital Planning: <ul style="list-style-type: none"> ○ DM's 10-year Financial Outlook <ul style="list-style-type: none"> ▪ O&M ▪ Capital Reserve ○ Operations Manager's Input ○ 10-year Reserve Study Outlook | <ul style="list-style-type: none"> • Begin to monetize the LTCP with the help of Kevin, Operations Manager. Goal is to bring back a working draft of the 10-year Financial Outlook |
| | Regular Meeting: 01/20 | <p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: <ul style="list-style-type: none"> ○ Meeting Minutes-10/07 Workshop ○ Unaudited Financials as of 09/30 ○ Audit Committee Meeting Agenda Items: • Business Items: <ul style="list-style-type: none"> ○ Consideration of Emergency Debris Removal RFP ○ Consideration of Post Orders • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Final Review of the LTCP ○ Appoint Supervisor to draft Resident Survey Questionnaire | |
| February 2022 | Workshop 02/03 | <ul style="list-style-type: none"> • Long Term Capital Planning: <ul style="list-style-type: none"> ○ DM's 5-year Financial Outlook <ul style="list-style-type: none"> ▪ O&M ▪ Capital Reserve ○ Board Review-Resident Survey Questions ○ 2023 Budget Impacts/Assessment Outlook | <ul style="list-style-type: none"> • After this meeting, send eblast Survey to residents • Identify how best to receive the results, Survey Monkey, ask the Amenity Company to participate in getting the survey out. |
| | Regular Meeting: 02/17 | <p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: • Business Items: | |

| | | | |
|-------------------|-----------------------------------|--|--|
| March 2022 | Workshop 03/03 | <ul style="list-style-type: none"> • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Finalize Budget Assumptions ○ Review Survey Results ○ Final Changes to the LTCP based on Resident Feedback from Survey ○ Discuss Townhall/Workshop vs. Public Hearing for revealing the LTCP | <ul style="list-style-type: none"> • Begin to monetize the LTCP with the help of Kevin, Operations Manager. Goal is to bring back a working draft of the 10-year Financial Outlook |
| | Regular Meeting: 03/17 | <p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: <ul style="list-style-type: none"> ○ Meeting Minutes ○ Unaudited Financials • Business Items: • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Discussion/Townhall vs. Public Hearing for LTCP presentation • GHCDD Meeting Matrix | <ul style="list-style-type: none"> • The Board needs to decide on whether they want to have a workshop/townhall on 04/07 to present the LTCP to the Community, or if they want to simply present it in April or May's regular meeting to approve the 2023 budget. • DM to work on PowerPoint Presentation for LTCP |
| April 2022 | Workshop 04/07 | <ul style="list-style-type: none"> • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Discussion/Townhall vs. Public Hearing for LTCP presentation • 1st Draft of the 2023 Budget | <ul style="list-style-type: none"> • Potentially could have the 1st draft of the 2023 Budget for discussion. |
| | Regular Meeting: 04/21 | <p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: • Business Items: <ul style="list-style-type: none"> ○ 2023 Budget? ○ 2023 Calendar? ○ LTCP Presentation? | <ul style="list-style-type: none"> • The Board needs to decide on whether they want to have a workshop/townhall on 04/07 to present the LTCP to the Community, or if they want to simply present it in April or May's regular meeting to approve the 2023 budget. DM to work on PowerPoint Presentation for LTCP |

| ACTION ITEMS / FUTURE AGENDA ITEMS | NOTES |
|---|---|
| Operations Contracts-Semi-Annual Review by the Ops. Mgr. | Landscaping, Amenity, Security, Ponds - 10/21 meeting |
| Audit RFP | Board Action for Audit Committee Selection- 10/21 meeting |
| Road Resurfacing | Schedule to be announced TBD |
| 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 | Initial review has been completed by the DM, Operations Manager to review |
| Discussion on the process for Resident Feedback to Long Term CIP | TBD Future Agenda Date for Community Town Hall |
| Pedestrian Crosswalk and Safety concerns at Waterside Pkwy and N. Village Pkwy. | District Engineer is reviewing-agenda TBD |
| 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, hiring 2 new Maintenance Workers |
| 3. Budget, Debt and Assessments | Completed for FY2022 |
| 4. Improve Communications | Add to Townhall discussions for Long Term Planning |
| 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, Board continues to discuss many related topics |
| 7. External District Resources, Consultants, Intergovernmental Relations | City/County Relations, Enforcement Agencies, Chairman, DM, Ops. Mgr. |
| 8. Stormwater/Pond Management | A work in progress, DE/Operations Manager, scope and proposals |
| 9. Other Funding Sources, Grants | Grant Writing Consultant has been discussed, no further action at this time |
| 10. Update Technology / Access Control, Resident Directory, CRM | Website upgrades, project management, gate cell access |