



**Community
Development District**

January 20, 2022

**Revised Regular
Meeting Agenda**



OFFICE OF THE DISTRICT MANAGER
250 International Parkway, Suite 208 • Lake Mary, Florida 32746
Phone: (321) 263-0132 • Toll-free: (877) 276-0889

January 17, 2022

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: 7055714830#

Link:

<https://vestapropertyservices.zoom.us/j/7055714830?pwd=dUFTN091cjVHZzluYUN0blEwUUYYdz09>

District Website: <https://www.grandhavencdd.org/>

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, January 20, 2022, 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. 2022 Firewise Project Update: Louise Leister

B. Amenity Manager: Robert Ross/ John Lucansky

Exhibit 1

C. District Engineer: David Sowell

D. Operations Manager: Barry Kloptosky

➤ Presentation of Capital Project Plan Tracker

Exhibit 2

➤ **Monthly Report**

Exhibit 3

E. District Counsel: Scott Clark

Exhibit 4

F. District Manager: Howard “Mac” McGaffney/ David McInnes



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- V. Consent Agenda Items**
- A. Consideration for Acceptance – The December 2021 Unaudited Financial Report Exhibit 5
 - B. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held December 2, 2021 Exhibit 6
 - C. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held December 9, 2021 Exhibit 7
- VI. Business Items**
- A. 11:30 a.m. to 1:00 p.m.: Time Specific Q&A with Residents on District Communications
 - B. Discussion Resident Survey-Long Term Capital Plan (LTCP)
 - C. Consideration of Setting a Date for Community Town Hall/Workshop
 - D. Consideration & Adoption of **Resolution 2022-04**, Appointing Assistant Secretary Exhibit 8
 - E. Consideration to Authorize to Advertise Emergency Disaster Debris Removal RFP Exhibit 9
 - F. Consideration of Post Orders Exhibit 10
 - G. Consideration of Kimley-Horn District Engineer Hourly Rate Schedule Exhibit 11
- VII. Supervisors Requests**
- VIII. Action Item Summary**
- IX. Upcoming Meeting Agenda Items/ Meeting Matrix** Exhibit 11



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X. Next Meeting Quorum Check: February 3rd, 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: 1-12-2022

*Submitted by **Robert Ross/John Lucansky***

Supervisors,

Just a quick recap from the last weekly update:

We had a very busy New Year's celebration with 122 residents attending. The band played until 12:30 and residents danced right up to the end. The food and service were outstanding with the chef receiving multiple compliments. Indoor and outdoor seating was offered with the majority of resident sitting outside. Planning is already underway for next year's event.

The Village and Creekside center amenities have been very busy with out-of-town guests. The Waterside side café has had a steady influx of patrons during the holidays.

The Village center amenities were open Saturday January 1st from 6am -1pm per the new contract. Residents were complaining that we were not open all day and some refusing to leave. Tennis and pickleball reservation remain steady. The new pickleball courts have opened and the residents have been very complimentary about them.

Have a great new year. If you have any questions, feel free to give me a call.

John

New Year's Eve Celebration



Café

1. Saturday sales update (Board requested). As a rough reference point, we need total sales of \$1,475 on average to keep Saturday operations viable. We are averaging \$1,830 so we are running a sustainable operation and will continue to look for ways to grow the sales further.

October	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct
Food	\$1,536.00	\$1,629.00	\$1,677.00	\$1,352.00	\$1,160.00
Liquor	\$297.00	\$141.00	\$177.00	\$148.00	\$77.50
Beer and Wine	\$207.00	\$184.00	\$215.00	\$188.00	\$124.50
Total	\$2040.00	\$1,954.00	\$2,069.00	\$1,751.00	\$1,400.00

November	6-Nov	13-Nov	20-Nov	28-Nov
Food	\$855.00	\$1,087.00	\$2,196.00	\$1,314.00
Liquor	\$41.00	\$111.50	\$94.00	\$113.00
Beer and Wine	\$92.00	\$189.00	\$274.25	\$275.00
Total	\$988.00	\$1,387.50	\$2,564.25	\$1,702.00

December	4-Dec	11-Dec	18-Dec
Food	\$1,634.00	\$1,438.00	\$2,087.00
Liquor	\$136.00	\$47.00	\$132.00
Beer and Wine	\$222.00	\$174.00	\$246.00
Total	\$1,992.00	\$1,659.00	\$2,465.00

2. 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. This helps us stay on top of resident feedback and continue 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 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.
3. Trivia Night scheduled for Wednesday January 19th, 6:00-7:30 in the Waterside Café
 - e. *Inside and outside seating available*
 - f. *The next trivia night is scheduled for Thursday December 16th*
 - g. Prizes are Café gift cards for 1st, 2nd, and 3rd place.
 - h. No charge for the residents
 - i. Four dinner specials are available to trivia contestants. The full menu and specials are available for residents dining.
 4. Bingo is back
 - a. Tuesday January 22nd, 4-6pm in the Grand Haven room
 - b. 80 residents have reserved seats

CDD Action Items

1. Work closely with Operation Manager for the grand opening of the new pickleball and croquet courts: Grand opening will happen after the shade structures are installed.
2. Add croquet usage and clinics added to weekly and monthly reports (*completed*)
3. Operations and Amenity Managers reports posted in bulletin boards (*completed*)

Tiki hut Survey Recap- 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.
- Based on resident usage the summer months are the busiest times
- 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.

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 is 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.

Example of quality check records and observation reports

Village Center ice Machine

Timestamp	Ice machine emptied and drained?	Ice machine cleaned?	Ice machine restarted?	FA name and comments.
11/28/2021 11:51:55	Yes	yes	Yes	PS doesn't stop making ice
12/15/2021 17:32:19	Yes	yes	Yes	Overfills
12/19/2021 7:33:03	Yes	yes	Yes	Too much ice PS

Observation report (These go directly to the Amenity Manager -daily- and if needed forwarded to the CDD office)

Creekside Christmas lights on westside of bldg. and back southside not on
Creekside tot lot need the equipment power washed.
Creekside gym treadmill number 5 out of order. Belt keeps slowing down and then speeding up while person is on treadmill
Outside clock by pool. Needs to be replaced. Will not show correct time. Have changed batteries several times. Will not correct time.

Events/Activities:

1. Pickleball

- a. Free beginner pickleball clinics Starting back up
 - i. Interest has increased by about 30%
 - ii. Clinics were Fridays from 2:00-3:30pm and filled up in 1 hour
 - iii. Special thanks to Richard Correa for coordinating/teaching the clinics
 - iv. True beginners only
- b. 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)
- c. Community Pickleball (Court 4 all day, Court 3, 8am -2pm)
- d. Monday through Saturday all day on courts 3 and 4

2. Croquet

- a. Beginner Croquet:
 - i. Village Center Fridays 9:30am-11:00am
 - ii. Creekside Mondays 10:00am-12:00pm and Wednesdays from 1:00pm-3:00pm
 - a. Clinics are held by John Fitterman
 - b. Will work closely with Operations Manager and Croquet President for Grand
- b. Opening Event of new croquet court

3. Tennis
 - a. Community Tennis
 - b. Tuesdays, Thursday, and Saturday at 8:00am (Courts 3 and 4)
 - c. Mondays and Wednesday at 5:00pm (Courts 3 and 4)

Pool Guest passes:

1. Over 1486 *guest passes* have been issued by 1/12. All passes are numbered and registered by the resident, with a 2-week term limit.
2. New 2022 passes were ordered and received.
3. Passes are logged and tracked at each amenity center.

Website Directory:

1. 800 registered residents as of 1/12/2022.
2. Eblast are scheduled to send out every 2 weeks reminding residents of the directory

CDD Revenues: 12/27 through 1/12/2022

1. Tennis Guest/Ball Machine Fees
 - a. Tennis Guest: \$130.00
 - b. Ball Machine: \$37.00
2. Rental Fees
 - a. Creekside Pool Rental: \$0
 - 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							
JANUARY 2022							
TIME	MON 1-10	TUES 1-11	WED 1-12	THURS 1-13	FRI 1-14	SAT 1-15	SUN 1-16
8:00-9:00	Ballet 7:50-8:50	Ballet 8:00-9:30	Ballet 7:50-8:50	Ballet 8:00-9:20	Kick Line 7:50-8:50		
9:00-10:00	Zumba 9:00-9:50		Move To Music 9:00-10:00	Zumba 9:30-10:20	Move to Music 9:00-9:50	Pilates 8:45-10:00	
10:00-11:00	Tai Chi 10:00-10:45	Table Tennis 10:00-12:00	Table Tennis 10:15-1:00	Table Tennis 10:30-12:30	Tai Chi 10:00-10:45	Zumba 10:10-11:15	
11:00-12:00	Tai Chi 11:00-11:45				Tai Chi 10:00-10:45		
12:00-1:00							
1:00-2:00	Open Play 1:00-4:00 Mahjong			Rummikub 1:00-4:00	Open Play 1:00-4:00		
2:00-3:00	Chess Bridge	3 tables With pads		(Private Group) 2 tables			
3:00-4:00							
4:00-5:00							
5:00-6:00					Table Tennis 5:00-6:30 Private Group		
6:00-7:00	Tai Chi 6:00-6:45						
7:00-8:00							

CREEKSIDE ACTIVITIES							
JANUARY 2022							
TIME	MON 1-10	TUES 1-11	WED 1-12	THURS 1-13	FRI 1-14	SAT 1-15	SUN 1-16
8:00-9:00							
9:00-10:00	Yoga 9:30-11:00	Yoga 9:30-10:30	Sit & Dance 10:00-10:45				
10:00-11:00				Yoga 10:00-11:30			
11:00-12:00							
12:00-1:00							
1:00-2:00	Mahjong 1:00-4:00	Mahjong 1:00-4:00	Mexican Train 1:00-4:00	Mahjong 1:00-4:00 (Private Group) 4 Tables/Pads	Canasta 1:00-4:00 (Private Group) 5 Tables 00		
2:00-3:00	(Private Group) 1 Table outside 4 Tables inside	(Private Group) 3 Tables	4 Tables		Book Club 2:00-4:00 (Private Group)		Hearts 2:00-4:00 (Private Group) 3 tables/pads
3:00-4:00	Book Club 3:00-5:00 (Private Group)						
5:00-6:00							
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
1/12/2022**

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	56,990		56,990		Creating list for next round of repairs
2	C	Sidewalk Replacement Plan-materials only	Community Wide	50,000	7,220				Waiting for scheduled start date
3	RES	Paving Project: The Crossings, Village Center North/South Parking Lots	Village Center	272,000					Waiting for a revised start date
4	E	Village Center North-Parking Lot Expansion - 1x cost to construct	Village Center	250,000					Pending engineering revisions
5	E	Phase 3 Bathroom Renovation	Village Center	150,000					Waiting for revised proposals from the plumber and tile contractor
6	E	Additional Trailer	Maintenance Equipment	5,000					In progress
7	E	Planned-Pool Heater Replacements (4)	Creekside/Village Center	45,000	25,940		25,940		4 units replaced at Village Center
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	27,270		27,270		In progress
11	C	Firewise Projects	Crossings	30,000					Horticulturist will provide update
12			Total Capital Projects for FY 2022	1,073,425	110,200		110,200		
13									
14			FY2020/2021 Carryover Projects						
15	E	Croquet Court Expansion - Cost for Shade Canopies, etc.		20,000	11,929		11,929		Complete and open for resident use. Canopies on order
16	E	Pickleball Expansion		30,000	35,020		35,020		Complete and open for resident use. Canopies on order
17	RES	Rubber Tile Flooring - Creekside Fitness Center		8,600					Waiting for revised proposal
18	E	Phase 2 Village Center Bathroom Renovation			1,840		1,840		4 doors ordered, delivery delayed until March 2022
19	C	Crossings Curb and Gutter Repair			84,547		84,547		In progress
20	C	Concrete Curbing Repair Allowance - CDD Property							
21			Total Carryover Projects from prior year	58,600	133,336		133,336		
22			GRAND HAVEN Total	1,132,025	243,536		243,536		

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 – January 20th, 2021

○ CURB AND GUTTER REPAIRS

- Current round of repairs is complete. Generating list of addresses for next round of repairs.
- Crossings curb and gutter repairs:
 - Original locations and additional locations complete. Final location in progress.
- Crossings road resurfacing project:
 - Start date delayed. Waiting for contractor to provide new start date.

○ POND BANK EROSION

- Additional locations have been identified for repair.
- Awaiting proposals from contractor.

○ CDD OFFICE NETWORK/SECURITY UPGRADES

- Phase 1 upgrades in progress.
- Phase 2 upgrades in progress.

○ CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER

- Courts complete and open for resident use.
- Canopies on order. Waiting for scheduled installation date.

○ CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE

- Courts complete and open for resident use.
- Canopies on order. Waiting for scheduled installation date.

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

GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

- **CREEKSIDE FISHING PIER REPAIRS**
 - For safety reasons, the Creekside fishing pier has been closed for repairs.
 - Materials have been delivered.
 - Structural repairs completed by staff.
 - Decking material installation in progress by staff.

- **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.
 - Proposal for fish restocking has been signed and we are waiting for a scheduled restocking date from the contractor.

- **PHASE II VILLAGE CENTER BATHROOM RENOVATIONS**
 - Project has been completed with the exception of the 4 interior doors.
 - Delivery date has been revised to March 2022 for the 4 interior doors.

- **PHASE III VILLAGE CENTER BATHROOM RENOVATIONS**
 - Currently waiting for revised proposals for the plumbing and the tile.

- **PLANNED POOL HEATER REPLACEMENT**
 - 4 New AquaCal heating units installed at the Village Center.

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

**2023-2024-2025 CAPITAL PROJECT BUDGET ITEMS FOR CONSIDERATION
FIRST DRAFT FOR BOARD REVIEW**

	Project	Description	Estimated Cost
1	Vehicle speed control management	Traffic safety, stop signs, radar speed signs, etc.	\$10,000 - \$50,000
2	Curb and gutter repairs	Community wide	\$100,000
3	Sidewalk repairs and replacement	Ongoing repairs/replacement	\$100,000
4	Ongoing streetlight replacement	Replacing rusted lightpoles, and underground wire	\$60,000 (10 lightpoles)
5	Existing streetlight maintenance/repairs	Photocell, globe, & bulb replacement. Cleaning/painting	\$15,000
6	Stop sign and street sign pole maintenance/replacement	Cleaning, painting, replacement	\$30,000 - \$50,000
7	Irrigation underground piping repairs and replacements	Repair and replace cracked underground irrigation lines	\$40,000
8	Storm water system underground piping repairs/replacement	Repairs of underground storm water pipe failures	\$20,000
9	Wild Oaks road settling issues	Asphalt settling around sanitary sewer drain boxes	\$30,000-\$50,000
10	Esplanade & Wild Oaks coquina walking path repairs	Coquina path surface repairs, curb repairs/replacement	\$70,000 - \$100,000
11	Paver Repairs	Main entrance gate area, Montague St. at Front St., Montague at Waterside, Front St. Park, Front St. circle islands	\$40,000 - \$50,000
12	AquaCal heat pump replacement	4 units at Creekside	\$45,000
13	Wild Oaks entrance gate equipment replacement	Replace two operating control units	\$15,000
14	Power washing curb and gutters	Waterside Pkwy and other common area roadways	\$30,000-\$50,000
15	Repaint Creekside amenity building and tiki bar	Waterproof and paint exterior of buildings	\$7,000 - \$8,000
16	Repaint main entrance guard house	Paint exterior walls, columns, and trim	\$2,500
17	Road resurfacing	Mill and resurface community roadways	TBD
18	Crosswalk and line repainting	Repaint all crosswalks, stop bars, and roadway lines	\$50,000 - \$75,000
19	Wild Oaks dog park repairs	Increase surface elevation to improve drainage	\$15,000 - \$20,000
20	New carpeting at Creekside amenity building	Remove and replace carpet in common area rooms at Creekside	\$6,000-\$7,000
21	Creekside pool, spa, and kiddie pool resurfacing	Resurface pool, spa, and kiddie pool	\$80,000
22	Creekside amenity building exterior tile replacement	Remove and replace cracked/broken exterior porch tile	TBD
23	Resident request - lighting at new Creekside croquet courts	Underground wiring and installation, 8 lightpoles and fixtures	\$60,000
24	Resident request - patio with benches at Center Park gazebo	Remove existing planting bed East of gazebo, and install paver patio with 4 benches	\$12,000
25	Roving guard - evenings only	Evenings only roving guard for security	\$46,000 - \$60,000
26	Pond bank repairs/reinforcement	Coquina boulder reinforcement wall	40000 (5 locations)
27	Village Center café & kitchen renovation	Necessary upgrades - flooring, bar, equipment, etc.	TBD
29	Pond aeration and maintenance service enhancement	Recommendations from lake management company	\$10,000 -Pond 37 only \$1,880 - Ditch 10
30	Louise - Firewise and landscape issues, living wall rejuvenation - Waterside Parkway	Louise will provide more detailed recommendations	Recommendations and costs to be provided by Louise
31	Expand Wild Oaks parking lot	Expand existing parking lot to accommodate additional parking	\$10,000 - \$15,000
32	Mailbox replacement	Replace mailboxes throughout the community as needed	TBD

EXISTING STAFF:

- 1 Operations Manager
- 1 Field Maintenance Supervisor (vacant)
- 5 Field Maintenance Worker II
- 2 Field Maintenance Worker II (vacant)
- 1 Office Manager
- 2 Administrative Assistant

ADDITIONAL STAFFING NEEDS FOR CONSIDERATION:

- Field Maintenance Worker II (1)
- Assistant Field Maintenance Supervisor (1)
- Dedicated communication personnel staff member, part time (1)
- Staff meeting room issues

EXHIBIT 4

GRAND HAVEN MEETING ATTORNEY REPORT LIST (1/20/22)

1. Emergency Debris RFP

A Request for Proposals for emergency debris removal and management is included in the agenda, with some modest changes from the last version. The purpose is to continue compliance with FEMA procurement policies in the event of an emergency. I request that the Board review and authorize publication of the RFP

2. Post Orders

A draft of modifications to the Post Orders is included. This incorporates comments from Supervisors. I request further discussion and input on this.

3. Public Roads

The Board previously requested some research work to discuss the District's rights and responsibilities regarding public roads within District boundaries. That research is ongoing, but I anticipate circulating a memorandum prior to the meeting. The purpose is to provide background and context for further discussion on the issue.

4. Amenity Rules

A review of the Amenity Rules is ongoing but has not progressed to the level where it is ready to be placed on the agenda.

5. District Engineer

I will have further discussion and input at the meeting on how to handle the transition of the District Engineer to a new firm. Details are still developing as of the agenda preparation.

EXHIBIT 5

Grand Haven Community Development District

**Financial Statements
(Unaudited)**

**Period Ending
December 31, 2021**

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

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
BU OPERATING	\$ 803,687		\$ 803,687
BU DEBIT CARD	13,936		13,936
SUNTRUST DEBIT CARD	-		-
SUNTRUST OPERATING	3,189		3,189
SBA 161601A	6,985		6,985
CENTENNIAL BANK - 0829	-		-
FINEMARK MMA	249,018		249,018
CENTENNIAL BANK	-		-
INTRACOASTAL BANK	259,366		259,366
IBERIA BANK MMA	125		125
FINEMARK ICS	10,933	1,507,901	1,518,834
	-		-
ON ROLL ASSESSMENTS RECEIVABLE	3,559,266	781,860	4,341,126
ACCOUNTS RECEIVABLE	69,264		69,264
A/R WATER BILLS	8,952		8,952
DUE FROM OTHER	-		-
DEPOSITS	110		110
TOTAL ASSETS	<u>\$ 4,984,830</u>	<u>\$ 2,289,761</u>	<u>\$ 7,274,591</u>
<u>LIABILITIES:</u>			
ACCTS PAYABLE	\$ 36,663	\$ 18,457	\$ 55,120
DUE TO OTHER	-		-
DEFERRED REVENUE	3,559,266		3,559,266
DEFERRED REVENUE SRF	80,661	781,860	862,521
<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:	(387,266)	62,897	(324,369)
TOTAL FUND BALANCE	1,308,239	1,489,444	2,797,683
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 4,984,830</u>	<u>\$ 2,289,761</u>	<u>\$ 7,274,591</u>

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

	Adopted Budget	Year To Date	Current Month	% of Budget
REVENUES				
ASSESSMENT ON-ROLL (Net)	\$ 3,559,266	\$ -	\$ -	0%
REUSE WATER	23,166	5,408	5,408	23%
GATE & AMENITY GUEST	8,000	2,263	496	28%
TENNIS	500	-	-	0%
ROOM RENTALS	500	1,253	-	251%
INTEREST & MISCELLANEOUS	23,676	557	160	2%
ASSESSMENT LEVY - ESCALANTE FUND	8,281	-	-	0%
TOTAL REVENUES	3,623,389	9,481	6,064	0.26%
EXPENDITURES				
ADMINISTRATIVE				
Supervisors - regular meetings	12,000	4,000	1,000	33%
Supervisor - workshops	9,000	1,000	1,000	11%
District Management Services				
District management	39,125	9,781	3,260	25%
Administrative	10,400	2,600	867	25%
Accounting	21,475	5,369	1,790	25%
Assessment roll preparation	9,450	2,363	788	25%
Disclosure report				
Arbitrage rebate calculation				
Office supplies	1,000	4,761	3,564	476%
Postage	3,000	-	-	0%
Trustee				
Audit	11,300	-	-	0%
Legal - general counsel	103,000	12,421	4,986	12%
Engineering	30,000	4,887	3,698	16%
Legal advertising	5,200	1,495	-	29%
Bank fees	1,500	256	-	17%
Dues & licenses	175	175	-	100%
Property taxes	2,400	2,087	-	87%
Tax collector				
Contingencies	500	72	-	14%
TOTAL ADMINISTRATIVE	259,525	51,267	20,952	20%
INFORMATION AND TECHNOLOGY				
IT support	26,670	13,189	7,469	49%
Village Center and Creekside telephone & fax	6,546	1,642	547	25%
Cable/internet-village center/creekside	9,782	2,508	966	26%
Wi-Fi for gates	4,894	1,097	234	22%
Landlines/hot spots for gates and cameras	26,400	7,597	2,520	29%
Cell phones	7,282	1,697	483	23%
Website hosting & development	1,515	379	-	25%
ADA website compliance	210	210	-	100%
Communications: e-blast	500	-	-	0%
TOTAL INFORMATION AND TECHNOLOGY	83,799	28,318	12,218	34%
INSURANCE				
Insurance: general liability & public officials	11,935	11,935	-	100%
Insurance: property	76,435	76,533	-	100%
Insurance: auto general liability	3,153	3,153	-	100%
Flood insurance	3,600	-	-	0%
TOTAL INSURANCE	95,123	91,621	-	96%
UTILITIES				
Electric				
Electric services - #12316, 85596, 65378	5,200	673	44	13%
Electric- Village Center - #18308	31,500	6,686	2,300	21%

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

	Adopted Budget	Year To Date	Current Month	% of Budget
Electric - Creekside - #87064, 70333	21,500	4,679	1,821	22%
Street lights ¹	20,000	4,000	531	20%
Propane - spas/café	40,600	9,514	2,231	23%
Garbage - amenity facilities	15,200	887	-	6%
Water/sewer				
Water services ²	115,000	27,395	11,781	24%
Water - Village Center - #324043-44997	13,500	2,663	1,122	20%
Water - Creekside - #324043-45080	7,300	1,320	541	18%
Pump house shared facility	15,500	1,953	1,703	13%
TOTAL UTILITIES	285,300	59,770	22,073	21%
FIELD OPERATIONS				
Stormwater system				
Aquatic contract	51,438	12,174	4,058	24%
Aquatic contract: lake watch	4,076	1,060	353	26%
Aquatic contract: aeration maintenance	4,000	608	-	15%
Lake bank spraying	6,128	-	-	0%
Stormwater system repairs & maintenance	15,000	-	-	0%
Property maintenance				
Horticultural consultant	9,600	2,400	800	25%
Landscape enhancement				
Landscape repairs & replacement	20,000	2,312	-	12%
Landscape maintenance contract services	585,814	146,453	48,818	25%
Landscape maintenance: croquet	50,800	12,711	4,233	25%
Tree maintenance (Oak tree pruning)	35,000	2,300	2,300	7%
Optional flower rotation	20,000	-	-	0%
Irrigation repairs & replacement	22,000	8,965	2,772	41%
Roads & bridges repairs	15,000	-	-	0%
Sidewalk repairs & replacement				
Street light maintenance	15,000	432	432	3%
Vehicle repairs & maintenance	5,000	2,610	687	52%
Office supplies: field operations	14,000	232	232	2%
Holiday lights	9,000	3,568	1,794	40%
CERT operations	500	114	-	23%
Community maintenance	98,040	38,926	4,863	40%
Storm clean-up	26,000	-	-	0%
Miscellaneous contingency	4,000	-	-	0%
TOTAL FIELD OPERATIONS	1,010,396	234,865	71,342	23%
STAFF SUPPORT				
Payroll	607,333	128,622	43,350	21%
Merit pay/bonus	25,000	2,138	1,108	9%
Payroll taxes	79,257	9,781	3,965	12%
Health insurance	106,000	20,467	474	19%
Insurance: workers' compensation	30,000	12,055	-	40%
Payroll services	6,250	1,144	391	18%
Mileage reimbursement	2,750	-	-	0%
Vehicle Allowance	14,000	-	-	0%
TOTAL STAFF SUPPORT	870,590	174,206	49,288	20%
AMENITY OPERATIONS				
Amenity Management	592,786	148,196	49,399	25%
A/C maintenance and service	3,900	-	-	0%
Fitness equipment service	7,500	455	-	6%
Music licensing	3,520	3,757	1,737	107%
Pool/spa permits	875	-	-	0%
Pool chemicals	15,500	2,507	1,311	16%

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

	Adopted Budget	Year To Date	Current Month	% of Budget
Pest control	3,900	430	145	11%
Amenity maintenance	110,000	94,386	38,404	86%
Special events	10,000	1,200	1,200	12%
TOTAL AMENITY	747,981	250,931	92,196	34%
SECURITY				
Gate access control staffing	204,375	55,491	15,754	27%
Additional guards	8,000	-	-	0%
Guardhouse facility maintenance	16,000	2,725	1,440	17%
Gate communication devices	21,000	3,179	1,411	15%
Gate operating supplies	16,000	3,810	1,448	24%
Fire & security system	5,300	718	197	14%
TOTAL SECURITY	270,675	65,924	20,249	24%
TOTAL EXPENDITURES	3,623,389	956,902	288,318	26%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		(947,422)		
FUNDS TRANSFER EXPENSE		(1,721,111)		
FUND BALANCE - BEGINNING		3,976,772		
FUND BALANCE ENDING		1,308,239		
ANALYSIS OF FUND BALANCE				
DISASTER		750,000		
3 MONTHS WORKING CAPITAL		945,505		
UNASSIGNED		(387,266)		
FUND BALANCE - ENDING		\$ 1,308,239		

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 December 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	231,667	142,468	21%
TOTAL EXPENDITURES	1,082,025	231,667	142,468	21%
EXCESS OF REVENUE OVER (UNDER) EXP.	(294,665)	(231,667)	(142,468)	
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	1,489,444		
FUND BALANCE - ENDING	\$ 1,426,546	\$ 1,489,444		
Analysis of Fund Balance				
Committed: Future Capital Improvements		1,069,910		
Assigned: 3 months working capital		356,637		
Unassigned		62,897		
FUND BALANCE - ENDING		\$ 1,489,444		

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, December 2, 2021 at 9:07 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	CDD Operations Manager
21	Vanessa Stepniak	CDD Office Manager
22	Robert Ross	Amenity Manager
23	John Lucansky	Assistant Amenity Manager
24	Bart Kaplan	Resident
25	Denise Gallo	Resident
26	Bob Badger	Resident
27	David Smith	Resident

28 *The following is a summary of the discussions and actions taken at the December 2, 2021 Grand Haven*
29 *CDD Board of Supervisors Regular Meeting.*

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

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

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

33 Resident David Smith requested signage for bicyclist crossings on Colbert Lane.

34 Resident Bob Badger discussed concerns with possible water drainage in the north parking lot
35 expansion, and asked about an engineering report that would show where the water was going to
36 go. He additionally noted that he had requested a diagram on this but had not received it as of yet.
37 Mr. McGaffney stated that the diagram would be presented during this meeting. In response to a
38 question from Mr. Badger, Mr. McGaffney indicated that the diagram would be made publicly
39 available on the Grand Haven website in addition to being sent to Mr. Badger.

40 Resident Bart Kaplan discussed problems he had been experiencing with wild hogs, noting that he
41 had not received assistance from the HOA and that he had been advised to speak with the Board.
42 He suggested raising the fence by the retention pond to prevent the hogs from damaging property.
43 Mr. McGaffney stated that he would speak with Mr. Kloptosky regarding the options to resolve
44 this issue and follow up with Mr. Kaplan.

45 Resident Denise Gallo stated that she was on the HOA committee and explained that the HOA did
46 not have the authority to do what Mr. Kaplan had requested regarding the fence. Dr. Merrill
47 expressed that she felt the HOA should improve communication with residents.

48 Mr. McGaffney indicated that he would like to speak with Mr. Kloptosky and Mr. McInnes after
49 the meeting to form a more robust plan regarding the hogs. Mr. Howden requested for the staff to
50 report back to him with a recommendation on what the District should and should not do regarding
51 this matter.

52 **FOURTH ORDER OF BUSINESS – Staff Reports**

53 A. District Engineer: David Sowell

54 **This item, originally item B on the Fourth Order of Business, Staff Reports, was presented**
55 **out of order.**

56 Mr. Sowell discussed the parking lot expansion, noting that two motorcycle parking spaces were
57 going to be converted to ADA parking spots. He noted a landscape plan had not yet been
58 implemented but that the District had been permitted to utilize the stormwater treatment system
59 that was already in place.

60 Mr. McGaffney asked if the landscape plan would need to be completed before sending the plan to
61 the City of Palm Coast. Mr. Sowell stated that he would send it to the city with a plan of intent.

62 In response to a question from Mr. McGaffney, Mr. Sowell stated that he anticipated that he would
63 send the plan to the City of Palm Coast in January. Mr. Sowell additionally informed the Board
64 that the expansion plans had been submitted for review and that it could take up to 5 months for
65 permits to be issued. He estimated that this project would go out to bid by Spring or early Summer.

66 Mr. Kloptosky explained that the previous Board had authorized the two motorcycle parking spots
67 due to resident requests and asked if Mr. Sowell planned on relocating these spots. Mr. Sowell
68 stated that the motorcycle parking spots could be moved elsewhere on the parking lot and suggested
69 converting a regular parking spot into two motorcycle parking spots. Discussion ensued regarding
70 potential locations for the motorcycle and ADA parking spots. The Board and staff additionally
71 discussed options for the number of ADA parking spots. Mr. McGaffney directed Mr. Sowell and
72 Mr. Kloptosky to use the Board's feedback to come up with a final plan for the parking lot to submit
73 to the City of Palm Coast.

74 Mr. Howden requested clarification on whether the new parking lot design would prevent the
75 drainage issue Mr. Badger had discussed. Mr. Sowell confirmed that this would be the case.

76 Mr. Flanagan asked if the new design would cause any changes to the swamp side by the parking
77 lot once implemented. Mr. Sowell stated that he did not foresee any changes to the swamp side. He
78 explained that the swamp water would drain through a pipe into the drainage network of Waterside
79 Parkway and into the stormwater network. He added that the new design had the potential to lower
80 the swamp water levels.

81 Mr. Sowell apologized for the incomplete crosswalk concepts and noted that the District would not
82 be charged for the incorrect version that had been sent out. He assured the Board that he was aware
83 of the due date and was working on getting these done. Mr. Sowell additionally provided an update
84 on the Stormwater Needs Assessment presentation and explained that it was still in development
85 but would be ready as soon as possible.

86 Mr. Howden asked if Mr. Sowell was aware of a grant that the District could obtain in order to pay
87 for the Stormwater Needs Assessment. Mr. Sowell stated that he was not aware of a grant at this
88 time but that this was being looked into.

89 Mr. Foley requested for the installation of stop signs to be done as soon as possible. Mr. Sowell
90 stated that he would show the crosswalk and stop sign plans to the City of Palm Coast as soon as
91 they were completed. A brief discussion regarding the costs for the crosswalk and stop signs
92 followed. Mr. Howden informed Mr. Sowell that he would not need to come back to the Board
93 with the cost.

94 Mr. Foley asked for an approximate time frame for the crosswalk and stop sign installation to be
95 able to give residents more information. Mr. Polizzi indicated that he would like for the Board to
96 communicate with residents and keep them informed on the status of this project. Mr. Flanagan
97 expressed concern for Mr. Kloptosky's increased workload, recalling a discussions relating to this
98 at the previous meeting. Mr. McGaffney clarified that this project had already been in progress
99 before the pause on new projects had been implemented. Mr. Kloptosky indicated that he did not
100 have an issue with completing this project.

101 *(Mr. Sowell left the meeting.)*

102 B. Exhibit 1: Amenity Manager: Robert Ross/ John Lucansky

103 Mr. McGaffney commented positively on the QR code for the amenity center.

104 Mr. Flanagan brought up concerns regarding potential sunk costs for the tiki bar and new
105 equipment. He expressed that he would like for the amount spent on this project to not exceed
106 \$2,000.00. Mr. Kloptosky noted that a list of items with costs would be put together to be approved
107 before the project moves forward.

108 Mr. McGaffney directed Mr. Ross and Mr. Lucansky to collect data on sales versus costs to bring
109 back to the January regular meeting.

110 C. Operations Manager: Barry Kloptosky

111 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

112 Mr. Kloptosky asked for any questions on the Capital Project Plan Tracker. There being
113 none, the next item followed.

114 ➤ Exhibit 3: Monthly Report

115 Mr. Kloptosky stated that the original crossings, curb, and gutter repairs were almost
116 complete but noted that 12 additional locations needed repairs as well.

117 Mr. Flanagan asked if Mr. Kloptosky had a date from the contract on when they expected
118 to have the curb and gutter repairs completed. Mr. Kloptosky stated that a date had been
119 set previously for the end of November but that a new estimate was needed for the
120 additional repairs. He indicated that he would speak with the contractor the next day for
121 the estimate. Mr. Kloptosky estimated that the curb and gutter repairs would be completed
122 by the first or second week of January.

123 Mr. Foley brought up supply chain issues with the pickleball and croquet courts and
124 recommended for these issues to be communicated to the residents. Mr. Kloptosky stated
125 that he had already spoken with residents about this matter and mentioned that he had
126 informed them that the tentative start date for the croquet courts was set for the second
127 week of December. Mr. Kloptosky noted that the canopy proposal he had received was
128 significantly higher than the budget allowed and that he was looking into an alternative
129 proposal.

130 Mr. Kloptosky additionally discussed the pickleball courts and stated that final inspections
131 still needed to be done. He added that residents had expressed that they did not mind
132 playing without canopies. Mr. Foley recommended for the general community to also be

133 kept up to date on the status of the pickleball and croquet courts. Mr. Kloptosky confirmed
134 that an e-blast would be sent out to residents about this project.

135 Mr. Howden requested for the District Manager to include the tentative dates for the
136 opening of the pickleball and croquet courts in his report to send to residents. Mr. Foley
137 suggested having Mr. Ross and Mr. Lucansky include this information in the Amenity
138 Report.

139 Mr. Kloptosky provided an update on the Creekside fishing pier repairs, noting that the
140 pier was still closed and that he was currently waiting for flex material to arrive. He added
141 that the material was expected to arrive that week.

142 Mr. Flanagan asked if the network security upgrades had been completed. Ms. Stepniak
143 indicated that the company working on these upgrades had been dealing with staffing issues
144 and that there was not an estimated completion date at this time.

145 In response to a question from Mr. Flanagan, Mr. Kloptosky stated that it would be about
146 \$4,000 to restock Pond 37. He recommended adding aeration to this pond to prevent midge
147 flies. Mr. Flanagan asked if a contractor could assess the ponds for midge flies or if a survey
148 could be sent out to residents regarding midge flies.

149 Mr. Polizzi requested an update on the bathroom renovations. Mr. Kloptosky stated that
150 the doors and locks had been installed in the women's restrooms and that the men's
151 restrooms would be worked on within the next week. He noted that 4 of the doors needed
152 to be reordered and that he was waiting for a proposal from the tile and plumbing
153 companies. Mr. Kloptosky additionally recommended replacing the old lockers in both
154 bathrooms. Mr. Polizzi recalled that this project had been approved as a part of the Capital
155 Plan with a budget of \$150,000 for the tile and lighting fixtures. Mr. Kloptosky reviewed
156 the pricing increased for the tile and lighting fixtures, noting that the changes were due to
157 increased costs for material and labor over time. Discussion regarding going over budget
158 followed. Mr. McGaffney clarified that if the District went over budget for this project, the
159 project would have to be brought back to the Board to review.

160 Mr. Polizzi expressed concern regarding the total budget amount. He indicated that he
161 would like for the Board to keep current priorities in mind. Mr. McGaffney explained that
162 if the Board went over budget this year, the budget would be amended to use more fund
163 balance.

164 Mr. Kloptosky noted that the new proposal for the croquet court awnings was \$16,000 over
165 budget. He stated that he spoke with the croquet players about this and relayed that they
166 would be in favor of doing one large canopy and two small canopies for now and adding
167 two more the next fiscal year. He added that the Board could elect to move forward with
168 the awnings if they would like.

169 Mr. Howden commented positively on the ladies' room renovations.

170 Dr. Merrill expressed hesitance to spend an additional \$16,000 on the croquet project. Mr.
171 Kloptosky stated that he was currently waiting on a second proposal to see if it would be
172 more reasonably priced.

173 D. Exhibit 4: District Counsel: Scott Clark

174 Mr. Clark informed the Board that the District would not be able to enact a vaccine mandate for its
175 employees. He additionally brought up a new federal mandate that deals with federal money used
176 on projects. He noted that this could potentially affect FEMA reimbursements and that he would
177 keep the Board up to date as he received more information.

178 Mr. Clark also discussed a \$56,000 receivable from Escalante Golf. He explained that Escalante
179 was required to reimburse the District fully or partly for water, the pumphouse, and landscaping
180 around the parking lot. He stated he wrote a letter to Escalante about these outstanding invoices
181 and was currently waiting to hear back. Mr. Clark additionally recommended changing where
182 invoices are generated from and billing the golf course once a year in order to increase efficiency.

183 Mr. McGaffney clarified that not everything in accounts receivable was actually outstanding and
184 that some bills were current. Mr. McGaffney confirmed that the \$56,000 from Escalante was
185 outstanding. He additionally informed the Board that he had a meeting scheduled with the golf
186 course manager later that day. He indicated that DPFGE would be taking over generating invoices
187 and collection efforts likely by the beginning of the next fiscal year.

188 Mr. Foley asked if the majority of the outstanding Escalante invoices were related to the
189 pumphouse. Mr. Clark confirmed that this was the case. In response to an additional question from
190 Mr. Foley, Mr. Clark stated that Escalante's counsel was copied on the email sent to Escalante's
191 management.

192 Mr. McGaffney expressed confidence in the majority of the outstanding bills being paid.

193 Mr. Foley inquired about whether the District charged interest on late payments. Mr. Clark
194 explained that they did not and recalled having an issue with the written agreement for the
195 pumphouse in the past.

196 Mr. Foley asked how the Board was not aware of these outstanding invoices until this meeting. Mr.
197 McGaffney stated that the previous management company had been aware of this and had made a
198 collection effort. He additionally explained that the delay was due to the transition and waiting to
199 get records from Wrathell Hunt. Mr. McGaffney reassured the Board that he would keep them
200 informed of any outstanding invoices. Discussion regarding the responsibilities of the auditor and
201 internal control ensued.

202 Mr. Flanagan stated that he noticed an ongoing issue with the pumphouse and asked who was
203 responsible for its maintenance. Mr. Kloptosky explained that the company originally responsible
204 for the pump house had not been taking care of it and the District had paid to repair it. He indicated
205 that the District employed a company that now was responsible for maintaining the pumphouse.

206 Mr. Flanagan clarified that he was asking who would be responsible if the grass at the golf course
207 died due to the pumphouse not being properly maintained. Mr. Clark stated that the District would
208 be responsible. Mr. Kloptosky added that precautions were taken to prevent grass dying.

209 Dr. Merrill opined that the District meetings lacked organization and that some individuals had the
210 floor longer and more frequently than others. Dr. Merrill additionally expressed that she felt that
211 Escalante should make their payment in full. Mr. McGaffney clarified that his intent was to receive
212 the full payment within the next 30 days but that he could not control the payment.

213 Dr. Merrill inquired about where the bills were sent. Mr. McGaffney stated that he would need to
214 check on the invoice.

215 Mr. Polizzi expressed that he would like to discuss the strategic planning session and asked for
216 clarification on how the billing for the golf course worked. Mr. Clark explained that the District
217 owned the pumphouse and had an agreement with the City of Palm Coast to acquire their water.

218 E. District Manager: Howard "Mac" McGaffney

219 Mr. Polizzi requested further information on what the District was able to require in regards to
220 mask mandates and social distancing. Mr. Clark stated that the District could recommend masks
221 but that he felt that they would have difficulty enforcing a requirement.

222 Mr. McGaffney stated that he reviewed the audit from the previous year for the District and noted
223 that the \$63,000 in receivables was documented. He explained that this was presented at the July
224 15 meeting and that two letters had been sent to Escalante since then.

225 Mr. Foley expressed that he felt the auditor should have informed the Board about the delinquent
226 receivable. Mr. McGaffney explained that this was not the auditor's responsibility but added that
227 the Board could request the auditor to do this.

228 *(The Board recessed the meeting at 11:35 p.m. and reconvened at 11:53 a.m.)*

229 Before moving on to the next order of business, Mr. Howden apologized to the rest of the Board in
230 response to comments about meeting efficiency and stated that he would do better with this moving
231 forward.

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

233 A. Consideration for Acceptance – The October 2021 Unaudited Financial Report

234 In response to a question from Dr. Merrill, Mr. McGaffney stated that on roll assessments were
235 what was sent to the tax collector. He clarified that "on roll" meant that it had been submitted
236 through the standard uniform collection method.

237 Mr. Flanagan recalled discussing reducing the number of banks at a previous meeting. Mr.
238 McGaffney stated that this would happen in December and noted that efforts were already
239 underway. In response to a comment from Mr. Flanagan, Mr. McGaffney stated that the operating
240 account would be kept open in order for deposits to be made to SunTrust.

241 Mr. Foley inquired about the 3-month working capital on the balance sheet. Mr. McGaffney
242 explained the SRF fund was separate from the general fund and has its own working capital
243 component and unassigned component.

244 Mr. Howden asked what had happened to the unexpended capital money. Mr. McGaffney explained
245 that whatever was not spent would drop the fund balance if it was underbudget.

246 Mr. Foley asked if the \$58,000.00 should be footnoted as potentially uncollectible. Mr. McGaffney
247 stated that it would be collectible.

248 Mr. McGaffney discussed the tax collector line item for the general fund, explaining that this was
249 not actually an expense and that the tax collector had already taken this out.

250 In response to a question from Mr. Clark, Mr. McGaffney indicated that he was working on a
251 solution to have printed agendas ready by Friday. Mr. McGaffney indicated that \$11,300 had been
252 budgeted for auditing services as there would be an RFP. Mr. McGaffney additionally discussed
253 various line items relating to legal advertising, information and technology, and insurance.

254 Discussion regarding the costs of landline phones ensued. Mr. McGaffney requested to come back
255 to this during Supervisor Requests.

256 Mr. McGaffney reviewed the rest of the financial report, noting that the Board had budgeted well
257 for insurance. Mr. McGaffney additionally discussed the streetlight utility bill and explained that
258 FPL had mistakenly sent the bill to Wrathell Hunt. He assured the Board that this was being worked
259 out and that the bill would be paid once it was received.

260 Mr. Foley recalled a budget projection being suggested at the annual meeting and expressed that
261 he would like to do this at the 6-month mark. Mr. McGaffney stated that he had spoken with Mr.
262 Polizzi and agreed to include the 6-month projection with the proposed budget, in addition to
263 updating the projection at 9 months.

264 Mr. McGaffney noted that about \$67,000 of the special revenue fund had been used and mentioned
265 that the Osprey repairs would likely be reclassified as a capital project.

266 Mr. Howden stated that the Board could expect the fund balance to go down by about \$300,000
267 and recommended that the Board keep an eye on this.

268 Mr. McGaffney mentioned that the Board would be provided with a 3-year outlook on Operations
269 & Maintenance in addition to the fund balance.

270 Mr. Polizzi recalled previous discussions including a recap of financial activity across bank
271 accounts with the financial reports and asked if this would still be happening. Mr. McGaffney
272 confirmed that it would.

273 B. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
274 Meeting Held October 21, 2021

275 C. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
276 Held November 4, 2021

277 Mr. Howden noted that he would like to discuss the review of vendors and vendor
278 recommendations during Supervisor Requests.

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

281 **SIXTH ORDER OF BUSINESS – Business Items**

282 A. Discussion on Employee Vehicle/Mileage Compensation

283 Mr. McGaffney discussed the recent change in vehicle reimbursement policy for CDD employees
284 using their private vehicles for CDD purposes. He explained the policy had been changed to a per
285 mile reimbursement rather than a monthly vehicle allowance of \$166 a month to conform with
286 current IRS guidelines but that negative feedback had been received from staff members. Mr.
287 McGaffney indicated that his suggested proposal would revise this policy to add an \$1 an hour pay
288 increase in addition to a \$250 incentive bonus compensation.

289 Mr. Kloptosky relayed the feedback, noting that staff members had indicated that even the old
290 policy barely covered gas and did not cover maintenance costs for vehicles. He stated that most
291 employees received less money under the new policy, excluding one employee who received
292 slightly more.

293 Mr. Foley noted that the original policy of \$2,000 a year vehicle allowance had been in place for a
294 long time and indicated that he would prefer to keep this policy.

295 Dr. Merrill expressed that she would like to go with the amended proposal that Mr. McGaffney
296 recommended and asked Mr. Kloptosky if he knew how many miles employees were driving per
297 week. Mr. Kloptosky stated that he would have to check on this. Dr. Merrill pointed out that
298 employees would have to be driving 80 miles a week in order to be making the same amount of
299 money they were making under the previous policy.

300 Mr. Kloptosky noted that before the District had vehicles available for employees to use, staff
301 members had been using using their personal vehicles to pick up supplies. Mr. Kloptosky
302 additionally mentioned that the \$2,000 annual allowance that was originally decided had not been
303 based on actual data and was likely not enough, as prices for gas and maintenance had increased
304 over the years. Mr. Kloptosky brought up his personal experience with the mileage reimbursement
305 policy and confirmed that it was not enough to cover gas costs.

306 Mr. McGaffney stated that the IRS recommendation for mileage reimbursement was 56 cents a
307 mile and noted that the Board could go with a higher or lower amount if they would like.

308 Mr. Flanagan expressed that he felt the policy was fine as it was, due to employees no longer using
309 their personal vehicles for work. He recommended raising the mileage reimbursement amount.

310 Mr. McGaffney explained that some employees did not drive as much as others and that from these
311 employees' perspectives, their salary had been lowered. He recommended increasing the hourly
312 rate of staff members to compensate for this but noted that the decision was up to the Board.

313 Mr. Flanagan pointed out that as more vehicles were added, the dollar increase would need to be
314 taken away. He suggested putting a \$1,000 a year allowance in place and viewing it as a sunk cost.
315 Mr. McGaffney clarified that the Board was still obligated to pay the mileage reimbursement.

316 Mr. Polizzi stated that he would prefer to use Mr. McGaffney's suggested proposal. He discussed
317 the benefits of using the mileage reimbursement program, including meeting federal obligations,
318 handling taxes more openly, and gaining information on how much the vehicles are used. He noted
319 that the employees would be making more money for the first year under the revised policy than
320 they would under the original \$2,000 a year allowance.

321 Mr. Foley stated that he agreed with Mr. Polizzi. He requested clarification on whether employees
322 would receive mileage compensation on top of the \$2,000 a year allowance. Dr. Merrill confirmed
323 that they would.

324 Mr. Kloptosky indicated that he believed the staff would likely find the dollar pay increase to be
325 adequate compensation. He noted that the mileage reimbursement would additionally address the
326 concern about the fact that the original amount was not sufficient to cover maintenance costs.

327 Mr. Foley inquired about having a policy in place to require employees to use CDD provided
328 vehicles when available. Mr. Kloptosky stated that employees have been complying with this.

329 Mr. Flanagan expressed concerns regarding costs, noting that a limit on mileage reimbursement
330 could not be set. Mr. McGaffney explained that the dollar increase would go under the payroll
331 portion, not the mileage reimbursement. He noted that there was a percentage for overtime and
332 indicated that this may be within the budget.

333 Dr. Merrill reminded the Board that Mr. Kloptosky had stated that he could check what mileage
334 employees had reported for the month of November. Mr. Kloptosky noted that the data may not
335 necessarily be consistent from month to month. Mr. Kloptosky additionally explained that
336 employees frequently made long drives to various places outside of the community on work-related
337 matters.

338 Mr. McGaffney presented a breakdown of the general fund, noting that it was an amount of
339 \$14,000.00 in the vehicle allowance to represent 56 cents a mile. He explained that he accounted
340 for overtime and that he believed this would be within the budget. Discussion ensued regarding
341 where the money would be coming from. Mr. Howden confirmed that the money for 56 cents a
342 mile was in the budget.

343 Mr. McGaffney clarified that new employees would be hired at a competitive rate and would not
344 be receiving the additional dollar in pay.

345 Mr. Flanagan asked if buying more vehicles was part of the Long-Term Plan. Mr. McGaffney
346 confirmed that it was.

347 Mr. Polizzi stated that he was comfortable with the proposal and would like to move forward.

348 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
349 accepted the recommendation from District Management to revise the vehicle allowance policy to increase
350 staff pay by \$1 an hour, in addition to giving staff members a \$250 incentive bonus, for the Grand Haven
351 Community Development District.

352 Following the motion, Mr. Kloptosky reviewed employee mileage for the month of November,
353 noting that the mileage ranged from 0 to 316 miles. Mr. McGaffney added that employees may
354 come in after hours or use their own vehicles.

355 Mr. Polizzi requested confirmation on the details of the proposal. Mr. McGaffney confirmed that
356 he understood correctly. Discussion regarding withheld taxes ensued.

357 B. Exhibit 7: Consideration & Adoption of **Resolution 2022-03**, Adopting Internal Controls Policy

358 Mr. McGaffney reviewed the resolution, explaining that this would amend the verbiage of the
359 internal controls policy.

360 Mr. Foley expressed concerns regarding fraud and explained that he wanted residents to be assured
361 that embezzlement would not occur. Mr. McGaffney clarified that the auditor was an independent
362 contractor and was completely separate from DPF and Vesta. He indicated that he would
363 communicate with the selected firm to clearly convey what the Board was looking for.

364 Mr. Foley expressed that he would prefer a higher level of detail but indicated that he would be
365 satisfied with an independent auditing firm.

366 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adopted
367 **Resolution 2022-03**, Adopting Internal Controls Policy for the Grand Haven Community Development
368 District.

369 Following this motion, Mr. Foley made a motion to recess the Regular Meeting in order to hold
370 the Audit Committee Meeting.

371 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board recessed
372 the Regular Meeting for the Grand Haven Community Development District.

373 *(The Board recessed the meeting at 1:15 p.m. reconvened at 1:38 p.m.)*

374 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
375 reconvened the Regular Meeting for the Grand Haven Community Development District.

376 C. Approval of Audit Committee's Auditor Selection

377 Mr. Clark stated that the Audit Committee had ranked DiBartolomeo, McBee, Harley & Barnes
378 as their first choice and Berger, Toombs, Elam, Gaines & Frank as their second choice.

379 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
380 the Audit Committee's recommendation of the accounting firm, DiBartolomeo, McBee, Harley & Barnes,
381 PA, and entering into negotiations for the firm to serve as the District's auditors for Fiscal Years 2021-2023
382 for the Grand Haven Community Development District.

383 **SEVENTH ORDER OF BUSINESS – Supervisor's Requests**

384 Mr. Foley requested for the material for the December 9 workshop meeting to be distributed as
385 early as possible. Dr. Merrill added that she would like to see information for the O&M budget
386 projection. Mr. Foley suggested estimating a dollar amount to serve as a guideline for the Board.

387 Dr. Merrill stated that she would like to postpone the meeting until the Board had Mr. Kloptosky's
388 input on capital planning. Mr. Kloptosky agreed and stated that he did not have enough time to
389 prepare for the December 9 meeting. Dr. Merrill expressed she felt it was not a good use of time to
390 discuss what the Board wanted to do before knowing what was actually feasible. Discussion
391 regarding the O&M ensued. Mr. Foley noted that hiring additional employees greatly affected the
392 O&M budget.

393 Mr. Flanagan stated that he would still like to have the workshop meeting and pointed out the
394 importance of prioritizing projects. Mr. Foley expressed that he felt the Board needed to have

395 management's view on operating expenses and capital projects. He noted that the amount of money
396 being spent over the next 10 years was expected to increase by over 40% by his calculations and
397 indicated that a baseline was needed.

398 Mr. Polizzi stated that he felt that the meeting would help give the Board a better understanding of
399 where they are as a team and would project what the Board believes is important to have for the
400 community over the next 5 years. He explained that he would like to be able to give Mr. Kloptosky
401 a shorter list of priorities to focus on.

402 Mr. McGaffney suggested that the Board agree on their list of priorities and indicated that he would
403 be able to provide the Board with costs after the fact. Mr. Foley expressed he felt that this would
404 be difficult for the Board to do without ballpark figures.

405 Mr. Flanagan pointed out that it would take staff a great deal of time to acquire numbers for
406 everything currently on the list of priorities. He recommended narrowing down the list to 5 projects.

407 Dr. Merrill reiterated that she felt it was unrealistic to choose what projects to focus on without
408 numbers. Mr. Polizzi disagreed, stating he felt it was important to decide on priorities.

409 Mr. Foley noted it was possible his calculations were incorrect and requested that Mr. McInnes
410 continue to use the same format that was used.

411 Mr. Kloptosky stated that it would be very helpful for him if the Board narrowed down their list of
412 priorities. He confirmed that this would otherwise be a lot of work for him to do. Mr. Foley stressed
413 the importance of having Mr. Kloptosky's input on projects.

414 Mr. Kloptosky recommended that the Board decide on priorities for the level of service for the
415 community. He discussed cleaning and maintenance of streetlights as an example, explaining that
416 the streetlights alone would be enough work to be a job for one person throughout the year. Mr.
417 Foley suggested that Mr. Kloptosky provide costs for different levels of service.

418 Mr. Kloptosky additionally brought up that the curbs at Wild Oaks were in poor condition and
419 needed to be redone. He noted that contractors' costs to redo the curbs were extremely high and
420 that the District did not have enough staff to handle this themselves.

421 Mr. Howden asked Mr. Kloptosky to come up with his own list of priorities for the community and
422 indicated that he would still like to hold the December 9 workshop meeting. He requested Mr.
423 Kloptosky to commit to not let the Board provide him with too much guidance.

424 Dr. Merrill expressed that she would like for there to be better decorum during meetings and for
425 the Board to avoid over-conversing.

426 Mr. Flanagan requested clarification regarding a printer purchase proposal. Mr. Kloptosky stated
427 that he had discussed this item with Ms. Stepniak and that a printer was not needed.

428 Mr. Polizzi recommended that the Board reconsider the use of iPads. He also recalled requesting
429 adding vegetation to the ponds in the Crossings. Mr. Kloptosky explained that Louise Leister had
430 recommended not adding vegetation to some of the ponds, as they were already healthy, but noted
431 that there was dead vegetation in some ponds that she was working on replacing.

432 Mr. Polizzi additionally stated that he felt oversight was needed on fund movements.

433 Mr. Howden clarified that he would recommend having two vendor performance reviews a year
434 and noted that he felt it was essential to have at least one written review annually. Dr. Merrill
435 pointed out that Mr. Kloptosky interacts with the vendors on a frequent basis and indicated that she
436 felt that a second performance review was unlikely to change the end result. Mr. Kloptosky agreed,
437 stating that he would prefer doing one vendor performance review a year. The Board agreed for
438 one written annual review of major vendors to take place, and for written recommendation for their
439 respective service areas to be provided by the vendors at the time of review.

440 Mr. Howden reiterated the importance of having at least one written review per year in which they
441 would also receive recommendations and input from vendors. He indicated that one review per year
442 would be agreeable to him if this was the rest of the Board would prefer.

443 Dr. Merrill raised concerns regarding Mr. Kloptosky's workload and recommended looking into
444 different processes within the CDD office or hiring an additional employee. Mr. Howden stated
445 that this would need to be addressed in the operating budget.

446 Mr. Howden stated that he would like to have a different process in place for the following year's
447 annual review. Mr. Kloptosky indicated that he would speak with the vendors to see what they
448 would suggest.

449 **EIGHTH ORDER OF BUSINESS – Action Item Summary**

- 450 A. The District Engineer will provide the Board with updated crosswalk proposals
451 B. The District Engineer will be providing a Stormwater Needs Assessment Survey presentation
452 C. The District Manager will report back on the accounts receivable collection issue
453 D. The District Manager will work with the CDD Operations Manager and return to the Board of
454 Supervisors with a more robust hog trapping plan
455 E. Need to communicate with residents regarding placement of new stop signs at intersections
456 F. The District Engineer and CDD Operations Manager will work on best placement of handicapped
457 parking spots with respect to Villager Center parking lot expansion
458 G. Cash Flow Analysis beginning with next set of financial records
459 H. Make sure that recommendations by vendors during their review include budget impact information
460 I. Need to inform District auditor of specific information the Board would like included as part of the
461 annual audit
462 J. Place parking lot extension plans on CDD website and provide to resident Bob Badger

463 **NINTH ORDER OF BUSINESS – Upcoming Meeting Agenda Items/ Meeting Matrix**

464 There was no discussion on the action items review.

465 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: December 9, 9:00 a.m.**

- 466 • Quorum Check

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

469 **ELEVENTH ORDER OF BUSINESS – Adjournment**

470 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
471 adjourn the meeting. There being none, Mr. Howden made a motion to adjourn the meeting.

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

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

477 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
478 **meeting held on _____.**

479

Signature

Printed Name

480 **Title:** **Secretary** **Assistant Secretary**

Signature

Printed Name

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

EXHIBIT 7

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, December 9, 2021 at 9:03 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. McInnes 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 David McInnes District Manager, DPFPG Management & Consulting

17 *The following is a summary of the discussions and actions taken at the December 9, 2021 Grand Haven*
18 *CDD Board of Supervisors Workshop Meeting.*

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

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

21 **THIRD ORDER OF BUSINESS – Audience Comments (limited to 3 minutes per individual)**

22 There being none, the next item followed.

23 **FOURTH ORDER OF BUSINESS – Discussion Items**

24 A. Exhibit 1: Continued Discussion – Long Term Capital Planning

25 ➤ Board Input

26 Mr. Howden recalled that the Board had previously discussed the first 10 project items
27 listed for long-term capital planning, being for items related to pedestrian and vehicle
28 safety, the District website, maintenance program/project tracker, the dog park,
29 walking/bike paths, stormwater system management, and general District infrastructure.
30 Mr. Howden suggested that the Board begin with discussions on the 11th item on the list,
31 being tree management.

32 Dr. Merrill commented that she felt that the low, medium, and high priority tiers and color-
33 coding on the project sheet did not properly correspond with the numerical priorities that
34 had been provided. Comments were made regarding the intent for a general overall ranking
35 of priority.

36 Mr. Foley noted that some project items were more oriented towards gathering information
37 from the community, which he felt would have minimal financial impact. Mr. Foley asked
38 whether these components of listed project items could be separated out prior to discussion
39 of each project. Mr. Howden suggested that other Supervisors may not agree with this
40 assessment. Mr. Howden added that he felt there may need to be some capital investment
41 involved with hiring experts.

42 Dr. Merrill noted that, in relation to oak tree management, homeowners commonly came
43 forward with questions about what could be done. Dr. Merrill spoke in favor of
44 consolidating the information to have publicly available on the website. Mr. Flanagan
45 agreed, stating that he had been approached by some residents regarding tree concerns,
46 particularly with dead trees in conservation areas. Comments were made by the Board in
47 favor of giving specific direction to staff and to have them come back with costs related to
48 managing trees on CDD property. Mr. Polizzi suggested that a specific Supervisor could
49 be allowed to work directly with staff to develop a document of follow-up activities, and
50 potentially creating a side ledger. Mr. Howden suggested that all Supervisors should be
51 allowed to provide input to staff if done concisely.

52 Mr. Howden asked the Board for input as to whether they considered the tree management
53 project to be part of a 1-3 year plan, a 3-5 year plan, or a 5-10 year plan. Dr. Merrill stated
54 that this would be a low-priority 3-5 year item. Mr. Flanagan, Mr. Polizzi, and Mr. Foley
55 suggested that this could be a 1-3 year item, with Mr. Foley commenting that he felt that
56 this could be addressed within a few months. Mr. Howden acknowledged that the Board's
57 majority consensus was for the tree management policy development project to be a 1-3
58 year project.

59 Mr. Howden stated that the 12th item on the list was related to additional space/amenities,
60 and entailed evaluating future community facility and physical community property needs.
61 Mr. Howden stated that this item had mostly received low priority ratings from the
62 Supervisors who had suggested it. The Board discussed the additional space/amenities
63 project as a whole (items 12 through 20 on the Exhibit provided), with suggestions for
64 larger meeting spaces, input from Mr. Kloptosky, and potentially soliciting a dedicated city
65 planner for guidance. Dr. Merrill suggested that the Board needed to listen more to what
66 the community wanted, noting that she saw a demand for a variety of group classes on
67 offer. Dr. Merrill stated that she would be supportive of items 12, 13, 14, 15, 16, and 19
68 (respectively being for evaluation of facility and community needs, addition of a launch
69 for kayaks/canoes/paddleboards to the intercostal dock area, reworking the Creekside floor
70 layout, removing the basketball court to make more space at Wild Oaks, incorporating
71 central buildable land into Wild Oaks' open space planning, and reworking the Creekside
72 Facility for additional meeting and office space) being potentially evaluated by a
73 professional company. Mr. Polizzi stated that he aligned with Dr. Merrill's comments,
74 additionally suggesting that items 12, 13, 15, and 16 (being for evaluation of needs,
75 addition of a launch for to the intercostal dock area, and addressing removal of a basketball
76 court and incorporation of buildable land for Wild Oaks space planning) may be long-term,
77 whereas 14, 17, 18, and 19 (being for Creekside floor layout, Tiki hut repurposing,
78 targeting the practice croquet area for activities and expansion, and reworking the
79 Creekside facility for more meeting and office space) could be more short-term in working
80 with Vesta. Suggestions were made for getting Vesta's input about the balance between
81 District management and amenity management.

82 Dr. Merrill suggested that the long-term items would be items 12, 13, 15, and 16, whereas
83 shorter-term items would be 14, 17, 18, 19, and 20 (20 being for a potential south parking
84 lot expansion for the Village Center primarily attributed to increased usage of pickleball
85 courts). Dr. Merrill reiterated that input should be sought from Vesta and CDD staff to
86 determine financial needs and amenity necessity.

87 Mr. Howden asked the Board for input about the potential timing of hiring a professional
88 to assist the District in addressing the longer-term projects. Mr. Polizzi stated that he would
89 be comfortable not going out to a professional in the near term. Mr. Flanagan stated that
90 he agreed with the idea of providing staff with information for feedback depending on

91 discussions at this workshop meeting. Mr. Foley expressed discomfort in making decisions
92 on the process without first being given guidance and input.

93 Mr. Howden pointed out that the Board had already budgeted \$300,000 of the reserve funds
94 on capital projects. He stated that the Board had to decide whether they wanted to not do
95 particular projects or take more money out of the reserve fund.

96 Mr. Foley noted that the Board had not worked on this part of the planning process until
97 this meeting. He explained there were 2 parts of the planning process and recommending
98 being transparent with residents about this process.

99 Mr. Polizzi stated that he was not opposed to including item 20 as a longer-term item but
100 expressed that he felt the new pickleball courts may end up affecting the need for the
101 parking lot expansion.

102 Mr. Howden recommended that the Board get professional input on item 12 and noted that
103 he thought this would be a longer-term item.

104 Mr. Polizzi suggested having a hearing to discuss potential outcomes and to incorporate
105 this into the budget for the following fiscal year of 2023.

106 Mr. Howden asked the rest of the Board if they would agree to keep items 12 through 20
107 as an ongoing Board discussion and to defer the other items until receiving professional
108 advice.

109 Dr. Merrill pointed out that each Board member had agreed in having items 14, 15, 17, and
110 19 as part of the 1-3 year plan. She noted that Mr. Flanagan had wanted item 15 as part of
111 the 1-3 plan and indicated that this was also a moderately high priority for her as well, as
112 she had put it under the 3-5 year plan.

113 Mr. Flanagan agreed with Dr. Merrill and stated that he would like to have a long-term
114 planner advice the Board for the items beyond the 1-3 year plan. He added that he would
115 like to get feedback on staff as well. He reminded the Board that budget for year 1 was
116 already committed. Mr. Polizzi clarified that year 1 would begin in FY 2023.

117 Mr. Polizzi suggested having items 13, 15, 16, and 20 as part of the 4-5 year plan. He stated
118 that he would like to have the 1-3 year plan include items 12, 14, 17, 18, and 19. He
119 reiterated that these could be subject to change and indicated that these would not be set in
120 stone.

121 The Board agreed to accept items 12, 14, 17, 18, and 19 under the 1-3 year plan and items
122 13, 15, 16, and 20 under the 4-5 year plan.

123 Mr. Flanagan requested clarification regarding the budget. Mr. Polizzi stated that he viewed
124 the budget as further down in the planning process, as the Board would not be making
125 financial decisions at this point in time.

126 Mr. McInnes informed the Board that he had modified item 12 to include evaluation of
127 future community facility and physical community property needs through hiring a
128 professional consultant. He noted that this would not be short project and would likely take
129 upwards of 2 years to complete.

130 *(The Board recessed the meeting at 10:41 a.m. and reconvened at 10:52 a.m.)*

131 Mr. Howden requested input on item 21, to consider taking ownership and budgeting for a
132 perimeter fence, and asked if the Board wanted to keep this survey in the next fiscal year
133 or if they would prefer to delay this item. Dr. Merrill noted that this was one of the lowest
134 ranked priority items for each Board member and recommended putting this item in the 4-

135 5 year plan. She recalled that it would cost about \$30,000 to have a survey for the fence
136 done and that the putting up the fence was not an immediate priority. Mr. Howden clarified
137 that the survey would actually cost about \$35,000.

138 Mr. Howden requested clarification on whether item 21 was to take ownership of a
139 preexisting fence or to build a new fence. Mr. Foley explained that Mr. Lotito had
140 recommended that the Board take ownership of a County-owned fence in the event that the
141 CDD wanted to build a sound barrier tight fence. Mr. Foley agreed with Dr. Merrill and
142 expressed that he felt item 21 should be a lower priority item at this time.

143 Mr. Flanagan discussed the purpose of the survey and explained that the exact boundaries
144 of the District were currently unclear. He expressed that he felt the fencing should be a part
145 of the 5-10 year plan and the survey should be a part of the 1-3 year plan.

146 Mr. Polizzi indicated that he would like to have item 21 on the 6-10 year plan and item 22,
147 budgeting for the survey for the fence, on the 4-5 year plan.

148 Mr. Foley stated that he did not have enough information to determine if the survey was
149 important enough to spend \$35,000 on. Mr. Howden noted that Mr. Clark had
150 recommended that the Board have legal records of CDD boundaries but did not indicate
151 that this had to be done immediately.

152 Mr. Flanagan stated that he felt not having clearly defined boundaries could be a safety
153 concern. Dr. Merrill indicated that she agreed with Mr. Polizzi and would like to have item
154 22 on the 4-5 year plan and item 21 on the 6-10 year plan. Mr. Howden expressed that he
155 would prefer to have item 22 as part of the 1-3 year plan for legal reasons. Mr. Foley
156 indicated that he would agree to having item 22 on the 1-3 or 4-5 year plan.

157 Mr. Polizzi expressed that he would agree to have item 22 on the 1-3 year plan. He
158 suggested removing the reference to FY 2023 in addition to the budget amount, as the price
159 would likely change in the future. Multiple Supervisors expressed their support of this
160 change. A consensus was reached among the Board members to have item 22 as part of the
161 1-3 year plan, as amended to remove the verbiage regarding the year and budget amount.

162 Mr. Howden expressed that he would like to use broader language for item 23, café
163 expansion, to something more aligned with evaluating changes that needed to be made to
164 the café and its surrounding space. He discussed various potential renovations that the café
165 could use, particularly the cooking and double bar areas. He indicated that he would like
166 to do the renovations in stages to prevent the café from having to be shut down for an
167 extended period of time.

168 Mr. Polizzi recalled that the Board had requested amenity staff to document Saturday usage
169 for the café. Mr. Howden stated that he had spoken with staff in regards to this and relayed
170 that the café generally broke even on Saturdays.

171 Mr. Howden asked if the Board would like to focus on the café over the next 1 to 3 years.
172 Mr. Polizzi indicated that he would, noting that this was one of the key services for
173 residents. Mr. Foley and Dr. Merrill agreed.

174 Mr. Flanagan pointed out that many replacements had already been made in the kitchen.
175 He stated that he would like to see more information from the amenity staff and indicated
176 that he would prefer to put this item in the 4-5 year plan category. He noted that he would
177 be willing to change this to the 1-3 year category if the amenity staff felt this was necessary.

178 Mr. Howden agreed with the other Supervisors and stated that he would prefer to address
179 the café renovations over the next 1-3 years.

180 Mr. Howden noted that item 24 (being for staffing needs) appeared to be an operational
181 item and indicated that he felt this did not belong on a long-term plan. Mr. Foley added
182 that his initials on this item had been a mistake. Mr. Howden stated that he believed this
183 should be a 1-3 year policy decision. He requested for this item to be left as a policy issue
184 for the time being.

185 Mr. Polizzi stated that item 25 (being for roving guards) was an operational item as well.
186 He suggested getting a recommendation from the guard company and Mr. Kloptosky on
187 whether roving guards were needed. He added that he had not heard this requested from
188 residents himself. Dr. Merrill stated that this had been put on the long-term list due to recent
189 incidents within the community. Mr. Polizzi indicated that he had been under the
190 impression that the incidents had been due to a broken gate. Mr. Foley stated that he thought
191 this item may have been put on the long-term list due to non-residents illegally entering
192 the community to fish in the ponds.

193 Mr. Howden expressed that he felt roving guards would increase security and safety and
194 asked if the Board would like to focus on this item in the near-term future. Mr. Flanagan
195 noted that the Flagler County had indicated that Grand Haven was a low-crime area and
196 that he would not consider this a high priority. He added that he may want to consider this
197 in the future after Colbert Ln. had been expanded. The Board agreed to remove this item
198 from the long-term plan.

199 Mr. Howden brought up item 26 (being for upgrading the technology for the gates to
200 include cellular communications) and expressed that he thought that this would just be a
201 policy change. Mr. Polizzi clarified that the infrastructure at the gates would have to be
202 changed out.

203 Mr. Flanagan stated that he would like to have item 26 as part of the 1-3 year plan. Mr.
204 Polizzi pointed out that changes in security would have to be made for this item but agreed
205 that he would like to have this as part of the 1-3 year plan. Mr. Howden agreed to having
206 item 26 on the 1-3 year plan but noted that he had spoken to a number of other communities
207 and that none of them offered this service. He expressed security concerns regarding
208 residents being able to let in guests without going to their cars. Dr. Merrill clarified that
209 residents could already do this with their landline phones to which Mr. Howden also
210 indicated concern. The Board agreed to have item 26 on the 1-3 year plan.

211 Dr. Merrill noted that item 1 (being for pedestrian and vehicle safety) appeared to be the
212 highest priority item on the long-term plan document. Mr. Howden confirmed that the
213 Board had agreed to this being a 1-3 year project.

214 Mr. Howden stated that he would like to have item 2 (being for updates to the CDD
215 website) as a part of the 1-3 year plan. The Board expressed agreement with Mr. Howden's
216 statement.

217 Mr. Howden discussed item 3 (being for the planned and routine maintenance program in
218 addition to the project tracker), noting that some aspects of routine maintenance processes
219 were more detailed than others. Mr. Polizzi expressed concerns about increased detail on
220 the website potentially being confusing for residents. He suggested having maintenance
221 employees come back to the Board with a level of summarization of maintenance on a
222 quarterly basis to help the Board decide what information to include on the website.

223 Mr. Foley stated that he would like to have item 3 as part of the 1-3 year plan. The rest of
224 the Board indicated that they were in agreement with Mr. Foley.

225 Mr. Foley expressed that he was under the impression that the dog park improvements were
226 already underway. Mr. Polizzi stated that he believed Mr. Kloptosky had only been dealing
227 with standing water in the dog park area. Dr. Merrill added that sodding and mulch had
228 been installed around the perimeter of the dog park. She explained that the main issue with
229 the dog park was that the dogs would always get very muddy due to the location of the dog
230 park and the oak trees within it. She suggested expanding the dog park away from the oak
231 trees.

232 Mr. Polizzi pointed out that the dog park was in Wild Oaks and was not in a convenient
233 location for most residents. Mr. Howden stated that he would like to get input from
234 residents on this matter and put this item in the 1-3 year category for now to which the rest
235 of the Board expressed agreement.

236 Mr. Howden brought up the outdoor walking and bicycling paths and asked if the Board
237 would like to work on these within the next 1 to 3 years. Mr. Flanagan stated that he would,
238 as bicycles were frequently used within the community. Mr. Polizzi disagreed and
239 expressed that he felt this should go in the 3-5 year category while the Board worked on
240 collecting more input. Mr. Foley indicated that he would find both the 1-3 and 3-5 year
241 category acceptable for this item. Dr. Merrill noted that this could entail making major
242 changes to the District's street structure and stated that she would prefer to put this in the
243 4-5 year category. Mr. Howden stated that he would like to put this item in the 4-5 year
244 category as well and pointed out that the Esplanade bridge would likely be an issue.

245 Mr. Flanagan disagreed and expressed safety concerns. Mr. Polizzi noted that the safety
246 concerns could already be addressed under item 1 of the Long Term Plan. Dr. Merrill
247 agreed and indicated that she would like the bicycle and walking path safety concerns to
248 be part of item 1. In response to a question from Mr. Howden, Dr. Merrill noted that bicycle
249 safety was actually already included under item 1. The Board reached a consensus to have
250 item 5 (being for the outdoor walking and bicycling paths) as part of the 4-5 year plan.

251 Mr. Howden briefly discussed items 6 and 7 (being for the stormwater system), noting that
252 this would involve both the stormwater pond banks and overall stormwater flow. The
253 Board agreed to categorize this item as part of the 1-3 year plan. Mr. Polizzi expressed that
254 he would like to remove Solitude from this item. Mr. Flanagan agreed and added that he
255 would prefer to not list specific vendors for the Long Term Plan. Mr. McInnes indicated
256 that he would have this removed.

257 Mr. Howden noted that items 8 through 10 (being for road resurfacing, road ownership,
258 and underground infrastructure inspection) were closely related but noted that item 10
259 seemed to be more related to stormwater. He requested Mr. McInnes to move item 10 to
260 be changed to item 8 to be under the stormwater system category. Mr. McInnes stated that
261 he would make this change.

262 Mr. Polizzi stated that item 9 should not be on the Long Term Plan, as this was an
263 operational item. Mr. Howden agreed and stated that he would like this item removed until
264 further input from Mr. Clark was received.

265 Mr. Howden clarified that the item previously known as item 10 would now be item 9 and
266 would be a part of the 1-3 year plan. Mr. McInnes requested clarification on the time frame
267 decided upon for item 7. Mr. Flanagan confirmed that this would be part of the 1-3 year
268 plan. Mr. McInnes additionally inquired about the time frame for item 7. Mr. Howden
269 stated that this would be part of the 1-3 year plan as well.

270 Mr. Polizzi asked if operational items should be separated to increase clarity. Mr. Howden
271 indicated that he would not mind doing so. Mr. Flanagan stated that he would like to keep

272 the items where they were for the time being, as the amenity manager still needed to review
273 the plan. In response to a question from Mr. McInnes, Mr. Howden stated that items 24
274 and 25 would be considered operational. Mr. Polizzi reiterated that he would prefer that
275 the Board focus on capital improvement plans and have Mr. Kloptosky focus on
276 operational items. Mr. Flanagan stated he would like to leave the items as they were. Dr.
277 Merrill indicated that she would prefer to separate the 2 categories. Mr. Howden stated that
278 he would like to leave the items as is for the time being and separate them at a later date.

279 Mr. Polizzi inquired about what the Board's expectations should be for the next meeting.
280 Mr. Howden recalled that Mr. McGaffney and Mr. Kloptosky would be taking the reserve
281 study and putting dollar figures on the 1-3 year plan items. He indicated that the Board
282 would use these numbers to decide if anything needed to be modified and determine the
283 impact on assessments. He stated that the expectation of the next meeting would be an
284 Operations and Maintenance projection, a capital projection, and to receive Mr. McGaffney
285 and Mr. Kloptosky's input on the plan. He noted that he was not certain if the assessment
286 projection would be ready by the next meeting. Mr. Flanagan recalled that the projection
287 would not be ready until February at the earliest.

288 Mr. Polizzi requested Mr. McInnes to asked Mr. McGaffney to formally communicate the
289 next step of the process with the Board prior to the next workshop meeting. Mr. McInnes
290 confirmed that the Board should not expect to see the projection until around February. He
291 added that he had begun the projection process, noting that this process usually did not
292 begin until around February or March. He reminded the Board that the projections would
293 only be a draft and would not be concrete. Mr. McInnes additionally mentioned that
294 inflation was currently estimated to increase around 4 and a half to 5 percent over the next
295 several years.

296 Mr. Polizzi expressed that he did not think the Board should put projection numbers on the
297 3-5 year capital improvement plan items. Mr. McInnes clarified that only 1-3 year plan
298 projections numbers were being worked on at this time.

299 Mr. Foley indicated that he felt getting input from Mr. Kloptosky and the reserve report
300 were the most important part of the Long Term Plan process at this time, commenting on
301 increases in operating expenses.

302 Mr. Howden noted that some general operational costs were expected to increase by about
303 3% and that some items would have more specific projected costs as outlined under their
304 contracts.

305 Mr. Polizzi expressed that he would like line-item changes, such as staffing, documented,
306 if everything was to be based off of the FY 2022 projection. He reiterated that he would
307 like for the Board to be able to review documents prior to meetings.

308 Dr. Merrill asked when the Board could expect to receive the projection numbers. Mr.
309 Howden requested Mr. McInnes to confer with Mr. McGaffney and Mr. Kloptosky to bring
310 back a more complete matrix with more accurate projections to the Board.

311 **FIFTH ORDER OF BUSINESS – Next Meeting Quorum Check: Workshop January 6, 9:00 AM**

- 312 • Quorum Check

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

315 **SIXTH ORDER OF BUSINESS – Supervisor's Requests**

316 Mr. Flanagan asked for the wild pig issue to be dealt with as soon as possible, as they were entering
317 resident's backyards in addition to damaging property. Mr. Flanagan additionally requested
318 clarification on Mr. McInnes' role going forward in light of Mr. McGaffney's indication that he
319 would be managing the District in a property management role. Mr. Flanagan requested for any
320 changes in management to be relayed to the Board. Mr. Howden requested for Mr. McInnes to have
321 Mr. McGaffney communicate with the Board regarding this matter.

322 Dr. Merrill indicated that she would like the matrix to be more accurate and concise. Dr. Merrill
323 also brought up an ongoing issue of some residents letting their dogs off their leashes. Mr. Foley
324 stated that there was a dog officer department that residents could contact about this issue.

325 Dr. Merrill additionally discussed an aggressive individual on the Esplanade and asked what could
326 be done about this matter. Mr. Howden stated that this should be documented in detail and indicated
327 that the District should be able to resolve this issue, as the Esplanade was community property.

328 Mr. Foley noted that there was an ordinance in place that dictated that dogs must always be on a
329 leash no longer than 7 feet. He added that he had received multiple complaints about dogs not being
330 on leashes.

331 Dr. Merrill brought up an issue of continual offenders of individuals parking their cars in the street.
332 An audience member mentioned that there was an agreement with the sheriff's office in place that
333 they would only come out if a resident called to investigate a situation, commenting on the non-
334 emergency line contact.

335 Mr. Polizzi stated that he would like the Board to be provided with the agenda on tablets on a
336 permanent basis and expressed that he felt this would be more convenient than printing and binding
337 the agenda twice a month. In response to a question from Mr. Howden, Mr. Polizzi clarified that
338 he would like for the District to purchase 5 tablets to be used for this purpose.

339 Mr. McInnes explained that he should not have possession of the tablets if they were to be District
340 property, as he was responsible for a number of tablets that travel throughout the state. He
341 recommended keeping the tablets in Mr. Kloptosky's office. Mr. Polizzi indicated that another
342 option would be for Mr. McInnes to email the agenda to Board members for them to be able to
343 download the documents on the tablets. Dr. Merrill expressed support of using tablets.

344 Mr. Foley asked if tablets would allow the ability of using a stylus to take notes. Mr. Howden
345 explained that it would depend on the type of tablets that would be purchased.

346 Mr. McInnes recommended that the Board consult District Counsel about the use of tablets to
347 ensure Florida retention laws and laws concerning open government records are properly followed.
348 Mr. Howden requested Mr. McInnes to speak with Mr. Clark about the tablets. Mr. McInnes
349 indicated that he would have Mr. Clark discuss this with the Board at the next meeting.

350 **SEVENTH ORDER OF BUSINESS – Action Items Review**

351 There was no discussion on the action items review.

352 **EIGHTH ORDER OF BUSINESS – Adjournment**

353 Mr. Howden asked for final questions, comments, or corrections before requesting a motion to
354 adjourn the meeting. There being none, Mr. Foley made a motion to adjourn the meeting.

355 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adjourned
356 the meeting, at 11:32 a.m., for the Grand Haven Community Development District.

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

360 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
361 **meeting held on _____.**

362

Signature

Signature

Printed Name

Printed Name

363 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 8

RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT ADDING AN OFFICER OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the Board of Supervisors of the District desires to add an additional Officer of the District by appointment.

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

1. David McInnes is added as an additional Assistant Secretary by appointment.
2. This Resolution shall become effective at 12:01 a.m. on _____, 2022.

PASSED AND ADOPTED THIS 20th DAY OF JANUARY, 2022.

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT
CHAIRMAN / VICE CHAIRMAN**

ATTEST:

SECRETARY / ASSISTANT SECRETARY

EXHIBIT 9

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS (RFP)
NO. 2022-_____

for

EMERGENCY-DISASTER DEBRIS REMOVAL

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
ATTN: BARRY KLOPTOSKY, OPERATIONS MANAGER
2 NORTH VILLAGE PARKWAY
PALM COAST, FLORIDA 32137
PHONE: (386) 447-1888

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GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
("Grand Haven")
REQUEST FOR PROPOSAL

GENERAL PURPOSE

Grand Haven seeks to obtain proposals from qualified firms to perform emergency debris removal services. The potential contract awarded as a result of this procurement will be a "requirements" contract, with no quantities guaranteed. Grand Haven will negotiate an agreement with the applicant whose proposal is the most responsive to this RFP. Grand Haven reserves the right to reject any or all responses. **GRAND HAVEN ANTICIPATES THAT CONTRACTORS RESPONDING TO THIS RFP MAY WISH TO PROVIDE LESS THAN ALL OF THE SERVICES DESCRIBED HEREIN AND ENCOURAGES CONTRACTORS TO RESPOND AND PROVIDE PROPOSALS FOR PORTIONS OF THE WORK DESCRIBED HEREIN.**

Scope of Contracted Services. Upon notice by Grand Haven, Contractor shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision, and all other services and facilities of any nature necessary to execute, complete the timely removal and lawful disposal of all storm-generated debris. The term "debris", as used herein, includes all forms of disaster-generated debris, such as vegetative, demolition, construction, household goods (hereinafter "white goods"), hazardous and industrial waste materials.

These contracted services shall provide for the cost effective and efficient removal and lawful disposal of debris from all public streets, roads, and other rights-of-way, including any other locally-owned facility or site as may be directed by Grand Haven, and in accordance with Federal Requirements. Contract services will only be performed when requested and as designated by Grand Haven, by an approved Task Order issued by Grand Haven. Contractor shall load and haul the debris from within the legal boundaries of Grand Haven to a site(s) agreed to by Grand Haven.

Grand Haven reserves the right to assign work to various Contractors, at its sole discretion. Grand Haven also reserves the right to approve all Subcontractors hired by Contractor and/or to require Contractor to dismiss a Subcontractor upon request.

Time Schedule. Grand Haven will use the following timetable during the selection process. This schedule may be changed solely at Grand Haven's discretion.

Release Date of RFP:	_____
Proposal due date and time of opening:	_____ @ ____:____
Board Review date:	_____
Contract Initiation start date:	Upon execution

GENERAL

All prospective applicants shall provide sufficient information and data to fully allow a complete evaluation of the information to be made. Information and data submitted by each applicant will become a part of the proposals.

Proposal Submission. Proposals shall be delivered to Barry Kloptosky, Operations Manager, Grand Haven Community Development District, 2 North Village Parkway, Palm Coast, Florida 32137, prior to the opening time of the bid.

The delivery of proposals to Grand Haven prior to the specified date and time is solely and strictly the responsibility of the applicant. Grand Haven shall not, under any circumstances, be responsible for delays caused by the United States Postal Service or any delivery service, or for delays caused by any other occurrence. All responses must be manually and duly signed by an authorized corporate officer, principal, or partner with the authority to bind said applicant.

All responses must be marked on the outside:

“Debris Removal RFP for GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT.”

The applicant is solely responsible for reading and completely understanding the requirements of this RFP. Proposals delivered after the specified delivery date/time will not be considered under any circumstances. Late submissions shall be returned unopened to the applicant with the notation “The proposals were received after the delivery time designated for the receipt and opening of the proposals.”

The applicant shall submit (8) copies of its entire proposal and one electronic copy.

Grand Haven may waive any informalities, irregularities, or variances, whether technical or substantial in nature or reject any and all proposals at Grand Haven’s discretion.

Proposal Content. Each proposal should include the following:

- a. Qualifications and experience of personnel, including the Administrator or Project Manager and other key personnel.
- b. Provide results, in measurable terms, which demonstrate the success of past Contracts.
- c. Any other information, which may be of benefit to Grand Haven in making a decision on the successful applicant.

Inquiries and Addenda. Each applicant shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions,

or requests concerning an interpretation, clarification, or additional information pertaining to the RFP shall be directed in writing to:

Barry Kloptosky, Operations Manager
Grand Haven Community Development District
2 North Village Parkway
Palm Coast, Florida 32137
Phone: (386) 447-1888
email: Bkloptosky@ghcdd.com

Grand Haven shall not be responsible for oral interpretations given by any other Grand Haven employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this RFP, Grand Haven will notify all prospective applicants who have secured same. However, it shall be the responsibility of each applicant, prior to submitting the proposals, to contact Grand Haven's Operations Manager at (386) 447-1888 to determine if addenda were issued and to make such addenda a part of the proposal.

Insurance Requirements. Insurance requirements must be in place prior to contract start-up.

a. Liability Insurance. The applicant shall furnish, pay for, and maintain during the life of the contract with Grand Haven the following liability coverages:

-
-
-
-

b. Additional Insured. Grand Haven is to be specifically included as an additional insured on all liability coverage described above.

c. Notice of Cancellation or Restriction. All policies of insurance must be endorsed to provide Grand Haven with a thirty (30) day notice of cancellation or restriction.

d. Certificate of Insurance / Certified Copies of Policies. The applicant shall provide Grand Haven with a certificate or certificates of insurance showing the existence of the

coverage required by this RFP. The applicant will maintain this coverage with a current certificate or certificates of insurance throughout the term stated in the proposal. When specifically requested by Grand Haven in writing, the applicant will provide Grand Haven with certified copies of all policies of insurance as required above. New certificates and new certified copies of policies, if certified copies of policies have been requested, shall be provided to Grand Haven whenever any policy is renewed, revised, or obtained from other insurers.

e. The address where such certificates and certified policies shall be sent or delivered is as follows:

Barry Kloptosky, Operations Manager
Grand Haven Community Development District
2 North Village Parkway
Palm Coast, Florida 32137
Phone: (386) 447-1888
Fax: (386) 447-1131
email: Bkloptosky@ghcdd.com

f. The applicant shall defend, indemnify, save and hold Grand Haven harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the performance by the applicant, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. The applicant acknowledges that it is solely responsible for complying with the terms of this RFP. In addition, the applicant shall, at its expense secure and provide to Grand Haven, prior to beginning performance under this RFP, insurance coverage as required in this RFP.

g. Any party providing services or products to Grand Haven will be expected to enter into a written agreement, contract, or purchase order with Grand Haven that incorporates, either in writing or by reference, all of the pertinent provisions relating to insurance and insurance requirements as contained herein. A failure to do so may, at the sole option of Grand Haven, disqualify any bidder or proposer of services and/or products to Grand Haven.

Standard Requirements.

a. Right to Protest. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her/its complaints by contacting the Purchasing Manager.

b. No Corrections. Once a competitive proposal is submitted, Grand Haven shall not accept any request by any proposer to correct errors or omissions in any calculations or competitive price submitted.

Procurement Process.

a. Openness of Procurement Process. Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted

pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. Grand Haven gives no assurance as to the confidentiality of any portion of any proposal once submitted.

b. No Collusion. By offering a submission to the RFP, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive proposal with other proposers and has not colluded with any other proposers or parties to this competitive proposal whatsoever. This section is not intended to prohibit two or more organizations from working together on a joint application. One organization would have to be designated as the lead agency with fiscal responsibility.

c. Informality Waiver/Rejection of Bids. Grand Haven reserves the right to reject any and all responses and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of Grand Haven.

d. Appropriations Clause. Grand Haven, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance, in accordance with the terms and conditions of this contract, for each and every fiscal year following the fiscal year in which this contract is executed and entered into, and for which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, Grand Haven shall thereafter be released of all terms and other conditions.

SELECTION CRITERIA AND RANKING PROCESS

All proposals shall be subject to an evaluation by a selection committee to be established by Grand Haven. The successful applicant must demonstrate an understanding of the project scope and purpose. This refers to the applicant's understanding of the needs that generated the RFP, of the objectives in asking for the services and of the nature and scope of the work involved.

The evaluation of the proposals shall be accomplished utilizing the criteria described in this section. Information and data included in the proposal shall be considered in the evaluation process.

Completeness of Proposal. Following the receipt of proposals, the Selection Committee shall review all proposals with respect to completeness and conformance with the instructions and requirements specifically indicated in this RFP. Responses, which are deemed incomplete or nonconforming with instructions and requirements of this RFP may not be given further evaluation. Grand Haven reserves the right to reject any and all responses and to waive any irregularity, variance, or informality whether technical or substantial in nature, in keeping with the best interest of Grand Haven.

Selection Criteria. All proposals shall be evaluated with respect to the completeness of the data provided, support for all claims made and the overall approach taken. All submissions will be rated using a 1-5 scale, with 5 being the highest rating. The following criteria shall be utilized in the evaluation process:

- The responsiveness and completeness of the proposal.
- Demonstrated knowledge of Federal Emergency Management Agency (FEMA) procedures and reimbursement guidelines and the ability to provide documentation necessary to facilitate FEMA reimbursement.
- Net overall cost to the CDD for the proposed services. (Cost shall be considered in proposal evaluations, but shall not be the sole determining factor.)
- Applicant's ability to respond promptly when services are requested. Labor force resources available to perform the required services and experience in accomplishing documentation required for federal and/or state reimbursement.
- The proximity of Applicant's personnel and equipment in the event of a disaster.
- Past experience as well as qualifications to complete debris removal and other services as required by this RFP.

PERFORMANCE OF SERVICES

Description of Services. Contractor agrees to perform contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the intent of Agreement or meeting the approval of Grand Haven may be rejected. Replacements and/or rework, as required, will be accomplished on a timely basis at no additional cost to Grand Haven. Where indicated below, certain services may be proposed to be provided separately from other services herein.

Emergency Push / Road Clearance. Contractor shall accomplish the cutting, tossing and/or pushing of debris, hanging limbs, or leaning trees off of transportation routes as identified by and directed by Grand Haven. The emergency push will normally be completed within the first 48 hours following the activation of this contract, unless notified otherwise by Grand Haven. Time and material rate shall be applicable. If the Contractor proposes a longer or shorter time than the first 48 hours for this work, Contractor shall state a timeframe for the emergency push.

Debris Removal From Public Right-of-Way (ROW). As directed by Grand Haven, Contractor shall load and haul all eligible debris to an approved Debris Management Site (DMS) or other disposal destination, as specified or agreed to by Grand Haven. All collection and hauling will be consistent with Federal requirements applicable to the disaster event. Contractor will ensure compliance with instructions from Grand Haven regarding the collection, hauling and disposal of hazardous wastes and/or other categories of debris. Contractor shall state any designated DMS that it intends to use if known.

Debris Clearance/Removal from Public Property. As directed by Grand Haven, Contractor shall clear eligible debris from public property, load and haul all debris to a designated Debris Management Site (DMS) or other disposal destination designated or agreed to by Grand Haven. If necessary, Grand Haven or its designee will confirm the eligibility of the debris to be removed. Contractor shall ensure that the DMS is FEMA compliant and shall keep and complete documentation required by FEMA regarding the DMS.

Tree Cutting. As directed by Grand Haven, Contractor shall remove trees determined by Grand Haven to be damaged by the emergency event in such a manner as to pose a threat to life or property. **BIDDERS MAY PROPOSE TO SUPPLY THESE SERVICES ALONE.**

Demolition of Structures and Construction Debris Removal. As directed by Grand Haven, Contractor shall demolish unsafe structures and remove debris that has been determined by Grand Haven to be a threat to the health and safety of the public. Contractor will exercise due diligence in demolishing and/or removing debris from private property. Grand Haven will direct actions to secure the right of entry (ROE) onto private property to allow demolition and removal. All applicable local, state and federal regulatory requirements regarding asbestos containing materials shall be adhered to unless waived by applicable regulatory authorities. **BIDDERS MAY PROPOSE TO SUPPLY THESE SERVICES ALONE.**

Debris Separation/Reduction and Debris Management Site (DMS). Contractor shall operate and manage the DMS to accept and process all event debris. All actions will be implemented by Contractor only with the prior approval of Grand Haven. Actions by Contractor will include, but are not limited to the following:

- Ensure that only debris authorized by Grand Haven's Contract Administrator will be allowed in the DMS sites.
- Provide to Grand Haven a video record of the pre- and post-use site conditions. Prepare a plan of proposed site layout and review with Grand Haven prior to its implementation.
- Prepare a plan for site security and traffic control for both on the site and adjacent roadways and review with Grand Haven prior to its implementation.
- Comply with any applicable environmental requirements, to include litter control fencing, silt fencing, dust control, hazardous materials containment area, and/or water retention berms.
- Confine hours of operation of the DMS to those determined by Grand Haven. Process debris by methods that may include, but not be limited to, reduction by grinding, or other alternate methods of reduction, such as compaction.
- Prior to reduction, segregate all debris between vegetative debris, construction and demolition debris, white goods, and hazardous waste.

- Develop and implement, with the approval of Grand Haven, a procedure for management of the receipt of unauthorized and/or ineligible debris at the DMS.
- Provide Grand Haven with proper and acceptable documentation (including destination, tickets, volume/weight) for final disposal of debris accepted at the DMS.
- Upon closure of the DMS, restore the site to its pre-use condition, meeting all regulatory requirements for the site closure. Survey the site to verify that it has been restored to pre-use elevation and condition.

Designation and Management of Staging Areas. Contractor shall identify staging areas in collaboration with Grand Haven for the purposes of truck/equipment certification; provision of temporary fueling or vehicle maintenance (as required), and other operational service functions related to debris removal efforts. Contractor shall provide temporary tent, sanitary and other appropriate conveniences necessary for the care and well-being of all Contractor and Subcontractor personnel. Grand Haven will approve of the location, size, layout and services to be provided at any staging area established by Contractor, who will insure that each area is managed in accordance with all applicable regulatory requirements and in a manner to minimize disruption to the surrounding neighborhoods.

Disaster Recovery Technical Assistance. Contractor will provide Disaster Recovery Technical Assistance to Grand Haven to assist with guidance and consultation on all aspects of the recovery process. This assistance shall include documentation and management for the Public Assistance Program as pertains to debris management, planning, training and exercise development.

Cost of Services. Contractor shall bear all of its own operating costs and is responsible for all permit and license fees, and maintenance of its own trucks and equipment to keep such property in a condition and manner adequate to accomplish contracted services. Upon receipt and acceptance of full documentation of the performance of services and an accurate invoice as specified by Grand Haven, Contractor shall be reimbursed on a unit price basis as specified in Attachments A and B. **Contractors may leave blank any line items which contain services or equipment that are not applicable to Contractor, and they may also supplement Attachments A and B for any services or equipment they propose to provide which are not otherwise adequately described in Attachments A and B.**

Unknown and/or unforeseen events or conditions may require an adjustment to the unit costs given in Attachments A and B of this Agreement. Any amendments, extensions or changes to the scope of contracted services or unit prices are subject to full negotiations between Contractor and Contract Administrator.

STANDARDS OF PERFORMANCE

Contractor Representative and General Operations Plan. Contractor shall have a knowledgeable and responsible representative report to the Contract Administrator or designee

and provide a copy of Contractor's General Operations Plan within seven days following the execution of this Agreement. Grand Haven will approve the General Operations Plan prior to its implementation within Grand Haven. Contractor's representative shall have the authority to implement all actions required to begin the performance of contracted services as set out in this Agreement and Contractor's General Operations Plan. The Contractor Administrator shall be Grand Haven's Operations Manager or his designee.

Mobilization. When a Notice To Proceed (NTP) in advance of an event has been received by Contractor, he/she/it will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 48 hours and 100% of the required resources within 96 hours to commence and conduct these contracted services. Grand Haven may take such other actions as necessary to address the failure of Contractor to mobilize resources on the schedule required by Grand Haven.

GENERAL RESPONSIBILITIES

Other Agreements. Grand Haven may be required to enter into agreements with Federal and/or State agencies for disaster relief. Contractor shall be bound by the terms and conditions of such agreements, regardless of the additional burdens of compliance.

Grand Haven's Obligations. Grand Haven shall furnish a written Work Authorization or Notice To Proceed, except that an oral Work Authorization, followed by written confirmation, may be used when emergency situations do not permit exchange of a writing. The Work Authorization shall be given by the Contract Administrator.

Contractor's Conduct of Work. Contractor shall be responsible for planning and conducting all operations in a satisfactory and professional manner. All Contractor personnel and Subcontractors shall demonstrate and maintain a courteous and responsible demeanor toward all persons.

Supervision by Contractor. Contractor will supervise and/or direct all contracted services performed by its employees, agents and subcontractors. Contractor is solely responsible for all means, methods, techniques, safety and other procedures. Contractor will employ and maintain a qualified project manager at the work site(s) who shall have full authority to act on behalf of Contractor. All communications given to the project manager by the Contract Administrator or designee shall be as binding as if given to Contractor.

Self-sufficiency of Contractor and Subcontractors. Contractor shall ensure that its work force, including Subcontractors, maintain self-sufficiency related to fuel, vehicle repair/maintenance, housing, sanitation, food and related accommodations, in a manner that is consistent with local requirements and minimizing adverse effects on the community and the environment.

Damages by Contractor. Contractor shall be responsible for conducting all operations, whether contemplated by this Agreement or later requested as specialized services, in such a

manner as to cause the minimum damage possible to existing public, private and commercial property and/or infrastructure. Contractor shall also be responsible for any damages due to the negligence of its employees and Subcontractors. Contractor must report such damage to the Contract Administrator in writing within 24 hours. Should any property be damaged due to negligence on the part of the Contractor, Grand Haven may either bill Contractor for the damages, withhold funds due to Contractor, or Contractor may also repair all damage to the satisfaction of Grand Haven. Grand Haven shall make the determination of whether “negligence” has occurred.

Contractor’s Duty Regarding Other Contractor(s). Contractor acknowledges the presence of other Contractors involved in disaster response and recovery activities by the federal, state and local government and of any private utility, and shall not interfere with their work.

Contractor’s Disposal of Debris. Unless otherwise directed by Grand Haven, Contractor shall be responsible for determining and executing the method and manner for processing and/or lawful disposal of all eligible debris as approved by Grand Haven. Grand Haven and Contractor shall mutually agree upon the locations of the DMS and final disposal sites. Grand Haven may allow separate unit prices for delivery and disposal of debris to DMS and final disposal. Upon request from Contractor, other sites may be utilized as directed and/or approved by Grand Haven. The method and manner of processing shall be required to be compliant with the requirements of FEMA under its Public Assistance grant programs.

GENERAL TERMS AND CONDITIONS

Multiple, Scheduled Passes. Contractor shall make scheduled passes of each area impacted by the event, at the direction of Grand Haven. Grand Haven shall direct the interval timing of all passes. Contractor will document the completion of all passes based on the direction from Grand Haven and will provide this documentation to Grand Haven on the frequency requested by Grand Haven.

Clean As You Go Policy. Contractor shall provide a “Clean As You Go” policy. Contractor shall supervise and enforce such policy during debris management operations.

Operation of Equipment. Contractor shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. All loading equipment shall be operated from the road, street, or ROW using buckets and/or boom and grapple devices to collect and load debris. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by Grand Haven. Should operation of equipment be required outside of the public ROW, Contractor will ensure that a ROE Agreement has been obtained prior to property entry.

Security of Debris During Hauling. Contractor shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading sites, Contractor shall ensure that each load is secure and trimmed so that debris does not extend horizontally beyond the bed of the equipment; in any direction. All loose debris shall be reasonably compacted and secured during transport in accordance with FDOT guidelines. As

required, Contractor will survey the primary routes used by Contractor for debris hauling as soon as possible after the transport and will recover fallen or blown debris from the roadway(s).

Traffic Control. Contractor shall mitigate impact on local traffic conditions to the greatest extent possible. Contractor is responsible for establishing and maintaining appropriate traffic control in accordance with the most current edition of the US Department of Transportation Manual or Uniform Traffic Control Devices (MUTCD). Contractor shall provide sufficient signage, flagging and barricading to ensure the safety of vehicular and pedestrian traffic at all debris removal, collection, reduction and/or disposal sites.

Work Days/Hours. Work days and/or work hours shall be as directed by Grand Haven following consultation and notification to Contractor. Working hours on holidays shall be at the discretion of Grand Haven.

Hazardous and Industrial Wastes. Contractor shall set aside and reasonably protect all hazardous or industrial material encountered during debris removal operations for collection and disposal. Prior to such actions, Contractor will prepare a Hazardous and Industrial Materials Cleanup and Disposal Plan, and this plan will be in accordance with all local, state and Federal requirements and will be approved by Grand Haven. In accord with this plan, Contractor may use the subcontracting services of a firm specializing in the management and disposal of such materials and waste.

Utilizing Local Resources. Contractor shall, to every extent possible, give priority to utilizing labor and other resources originating within Flagler County.

Work Safety. Contractor shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. Contractor will provide such safety equipment, training and supervision as may be required by Grand Haven and/or other governmental regulations. Contractor shall ensure that its subcontracts contain an equivalent safety provision.

Inspection of Contractor Operations. All debris shall be subject to inspection by Grand Haven and other public authorities to ensure compliance with this Agreement, applicable federal, state and local laws, and in accordance with generally accepted standards of emergency management professionals. Grand Haven will, at all times, have access to all work sites and disposal areas. In addition, authorized representatives and agents of the government shall be permitted to inspect all work, materials, invoices, and other relevant records and documentation.

Corrective Actions Required of Contractor. When instructed by Grand Haven's Representative, Contractor will immediately implement corrective actions to address health and safety issues and/or any other actions inconsistent with any of the terms of this agreement, as determined by Grand Haven in its sole discretion and notify Grand Haven within 24 hours.

Ineligible Work. Contractor will not be paid for the removal, transportation, storage, reduction and/or disposal of any material that does not meet the eligibility requirements identified in section entitled *General Purpose*.

Eligibility Inspections. Grand Haven’s monitors shall have the right to inspect each load, or to inspect at some other frequency of Grand Haven’s direction, to verify that the contents are in accordance with the accepted definition of eligible debris.

Eligibility Determinations. If any load is determined to contain material that does not conform to the definition of eligible debris, the load will be ordered to be deposited at another approved and certified receiving facility. No payment will be allowed for that load and Contractor will not invoice Grand Haven for such loads. Grand Haven, through its authorized representative, will be the sole judge as to whether the material conforms to the definition of eligible debris.

Other Agencies. The term “government” as used in this Agreement refers to those governmental agencies which may have a regulatory or funding interest in this Agreement.

E-Verify Requirement. Contractor understands and acknowledges that Grand Haven is subject to the requirements of section 448.095, Florida Statutes, pertaining to the use of the E-Verify system to confirm the work authorization status of all employees hired on or after January 1, 2021. Contractor acknowledges and confirms that it is registered with and uses the E-Verify system to confirm the work authorization status of all new hires. Contractor further confirms that it shall only subcontract work to be performed under this Agreement to subcontractors who are registered with and use the E-Verify system and have provided to Contractor the affidavit described in section 448.095(2)(b) and will otherwise comply in every respect with the requirements of section 448.095, Florida Statutes.

REPORTS, CERTIFICATIONS AND DOCUMENTATION

Reports. Contractor shall submit periodic, written reports in a format required by Grand Haven documenting the progress of debris removal and disposal. These reports may include, but are not limited to:

Daily Reports. Daily reports may detail the locations where passes for debris removal were conducted, the quantity of debris (by type) removed and disposed of, the total number of personnel by job title engaged in debris management operations, and the number of grinders, chippers and mulching machines in operation. Contractor will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of Contractor’s operations within 24 hours.

Weekly Summaries. A summary of all information contained in the daily reports as described herein, shall be provided to Grand Haven within two days of the close of the week. At the request of Grand Haven, the data making up the weekly summaries shall also be submitted in electronic format. The submitted electronic weekly data will include: Collection Contractor, load ticket number, load date, load location, truck yardage, percent full, calculated yardage (or weight, if applicable).

Report Delivery. Contractor shall submit a report to Grand Haven's designee by 11:00 a.m. each business day of the term of the Task Order. Each report will contain at a minimum the following information:

- Contract Number.
- Daily and cumulative hours for each piece of equipment, if appropriate.
- Daily and cumulative hours for personnel, by position, if appropriate.
- Volumes of debris handled.

Data Reconciliation. Reconciliation of data will be accomplished weekly between Contractor and Grand Haven's Representative. All discrepancies will be resolved within five days.

Final Project Closeout. Upon final inspection and/or closeout of the project by Grand Haven, Contractor shall prepare and submit a detailed description of all debris management activities in an electronic spreadsheet, to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed of, final disposal locations and amounts of the debris managed by Contractor, plus the total cost of the project invoiced to Grand Haven. Contractor shall provide, upon request of Grand Haven and/or no later than project closeout, a release of liens demonstrating that all Subcontractors to Contractor have been fully paid. Agreement will provide any other additional information as may be necessary to adequately document the conduct of the debris management operations for Grand Haven and/or government. Grand Haven must approve final project reconciliation.

Certifications. Contractor will be responsible for the certification of personnel and vehicles.

Certification of Vehicles and Load Capacity. Contractor shall ensure that all equipment is certified in accordance with most current FEMA guidelines. After a disaster, Grand Haven, or their designated representative, will begin the equipment certification at a pre-designated site, or at staging areas established by Contractor.

All Contractor and Subcontractor trucks shall have valid registrations, insurance and meet basic operational criteria: tailgates or equivalent containment devices, tarps, etc., as well as all applicable motor vehicle safety requirements. Drivers shall possess valid licenses. Truck body dimensions shall be measured, and information recorded on certification forms with calculated capacity noted.

The truck driver will be provided up to two (2) copies of the certification sheet for Contractor and Subcontractor's records.

Certification of Personnel.

- Senior management personnel of Contractor assigned to implement work authorizations pursuant to this agreement will participate, upon request, in training and briefing sessions held by representatives of Flagler County and/or Grand Haven.
- Senior, supervisory personnel of Contractor and all Subcontractors thereto will have received training in debris management, and the implementation of the National Incident Management System (NIMS).
- Personnel assigned by Contractor as responsible for data management, invoicing and other documentation duties will be trained in the data management concepts and approaches to be used.
- Vehicle and equipment operators will be fully licensed and certified, as required by applicable local, State and Federal statutes and regulations.
- Upon their deployment for field operations, all Contractor and Subcontractor personnel will be briefed and trained appropriately in their duties, responsibilities, and the procedures to be utilized throughout the debris management process, including safety procedures, load ticket management procedures, and accident reporting procedures.

Utilization of a Standardized “Load Ticket.” Contractor and all Subcontractors will utilize a standardized “load ticket” (format as provided or agreed to by Grand Haven) for documenting each load of debris from its origin to the DMS and/or final disposal location, as indicated.

Additional Supporting Documentation. Contractor shall submit sufficient reports and/or documentation for debris loading, hauling, disposal, and load capacity measurements, and any other services provided by Contractor as may be required by Grand Haven and/or other governmental entity to support requests for debris project reimbursement from external funding sources.

Report Maintenance. Contractor will be subject to audit by federal, state and local agencies pursuant to this Agreement. Contractor will maintain all reports, records, debris reporting tickets and Agreement correspondence for a period of not less than three (3) years from project closeout.

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Attachment A
FEE SCHEDULE – PART A: UNIT PRICES

Item /	Description	Unit	Unit Price
1.0	Loading and Hauling Debris from Public Property and Rights-of-Way to a Temporary Debris Staging and Reduction Site	Cubic Yard	\$
2.0	Loading and Hauling Debris from Public Property and Rights-of-Way to a Final Disposal Site	Cubic Yard	\$
3.0	Management and Operation of a Temporary Debris Staging and Reduction Site	Cubic Yard	\$
4.0	Debris Reduction by Chipping/Grinding	Cubic Yard	\$
5.0	Fluorocarbon Refrigerant Management and Recycling	Per Unit	\$
6.0	Animal Carcass Collection, Hauling, and Final Disposal	Pound	\$
7.0	Loading and Hauling Debris Reduction By-Products to a Final Disposal Site	Cubic Yard	\$
8.0	Loading and Hauling Household Hazardous Waste to a Final Disposal Site	Pound	\$
9.0	Hazardous Stump Removal, Loading and Hauling to a Temporary Debris Staging and Reduction Site		
	A. 24 inch to 35.99 inch diameter	Each	\$
	B. 36 inch to 47.99 inch diameter	Each	\$
	C. 48 inch and larger diameter	Each	\$
11.0	Clean, Fill Dirt	Cubic Yard	\$
12.0	Sand Screening	Cubic Yard	\$
13.0	Hazardous Tree Removal	Each	\$

Attachment B
FEE SCHEDULE – PART B: EQUIPMENT AND LABOR RATES

Item	Description	Hourly Price
1.0	JD 544 Wheel Loader with debris grapple	\$
2.0	JD 644 Wheel Loader with debris grapple	\$
3.0	Extendaboom Forklift with debris grapple	\$
4.0	753 Bobcat Skid Steer Loader with debris grapple	\$
5.0	753 Bobcat Skid Steer Loader with bucket	\$
6.0	753 Bobcat Skid Steer Loader with street sweeper	\$
7.0	30-50 H Farm Tractor with box blade or rake	\$
8.0	2 - 21/2 cu. yd. Articulated Loader with bucket	\$
9.0	3 – 4 cu. yd. Articulated Loader with bucket	\$
10.0	JD 648E Log Skidder, or equivalent	\$
11.0	CAT D4 Dozer	\$
12.0	CAT D5 Dozer	\$
13.0	CAT D6 Dozer	\$
14.0	CAT D7 Dozer	\$
15.0	CAT D8 Dozer	\$
16.0	CAT 125 – 140 HP Motor Grader	\$
17.0	JD 690 Trackhoe with debris grapple	\$
18.0	JD 690 Trackhoe with bucket & thumb	\$
19.0	Rubber Tired Excavator with debris grapple	\$
20.0	JD 310 Rubber Tired Backhoe with bucket & hoe	\$
21.0	Rubber Tired Excavator with debris grapple	\$
22.0	210 Prentiss Knuckleboom with debris grapple	\$
23.0	CAT 623 Self-Loader Scraper	\$
24.0	Hand-Fed Debris Chipper	\$
25.0	300 – 400 HP Horizontal Grinder	\$
26.0	800 – 1,000 HP Horizontal Grinder	\$
27.0	30 Ton Crane	\$
28.0	50 Ton Crane	\$
29.0	100 Ton Crane (8 hour minimum)	\$
30.0	40 – 60' Bucket Truck	\$
31.0	Greater Than 60' Bucket Truck	\$
32.0	Fuel / Service Truck	\$
33.0	Water Truck	\$
34.0	Portable Light Plant	\$
35.0	Lowboy Trailer with Tractor	\$
36.0	Flatbed Truck	\$
37.0	Pick-up Truck (unmanned)	\$
38.0	Self-Loading Dump Truck with debris grapple	\$
39.0	Single Axle Dump Truck, 5 – 12 cu. yd.	\$
40.0	Tandem Axle Dump Truck, 16 – 20 cu. yd.	\$
41.0	Tandem Axle Dump Truck, 21 – 30 cu. yd.	\$
42.0	Tandem Axle Dump Truck, 31 – 50 cu. yd.	\$

43.0 Tandem Axle Dump Truck, 51 – 80 cu. yd.	\$
44.0 Power Screen	\$
45.0 Stacking Conveyor	\$
46.0 Chainsaw	\$
47.0 Air Curtain Incinerator, self-contained	\$
48.0 Temporary Office Trailer	\$
49.0 Mobile Command and Communications Trailer	\$
50.0 Laborer, with small hand tools, and Traffic Control Flagperson	\$
51.0 Skilled Sawman	\$
52.0 Crew Foreman with cell phone	\$
53.0 Operations Manager with cell phone	\$
54.0 Tree Climber	\$

*Note: All equipment descriptions submitted will be in accordance with the FEMA “Typed Resource Definitions.”

**Note: All equipment rates include the cost of the operator, fuel, and maintenance.

***Note: All labor rates include the cost of personal protective equipment, including but not limited to: hardhat, traffic safety vest, steel-toed shoes, gloves, leggings, and protective eyewear.

EXHIBIT 10



GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

POST ORDERS

Adopted: revise date

SECTION 1

INTRODUCTION

Your job as a Safety Officer is of the utmost importance because of the great responsibility it carries. Grand Haven depends on you to enhance the safety and security of its homeowners, club members, employees and visitors and to protect its grounds, buildings and property from destruction by fire, theft or the malicious, thoughtless acts of others.

These Post Orders have been prepared to assist you in providing the highest degree of protection and safety possible for Grand Haven. After carefully reading this document, you will become acquainted with your site-specific duties and responsibilities. You must diligently follow the policies and procedures listed and make full use of all information provided.

Furthermore, you must be courteous, patient and respectful to all persons that you come in contact with, in your area of responsibility. Remember that:

COURTESY...earns Respect

KNOWLEDGE...gets Results

PATIENCE...receives Cooperation

SERVICE...increases Good Will

Application of all of the above gets the job done.

Finally, alertness, security and safety consciousness and a willingness to cooperate to the fullest extent, serve the best interests of the residents of Grand Haven and yourself.

CONTACT TELEPHONE NUMBERS review and update

CONTACT	TELEPHONE NUMBERS
EMERGENCY	911
CDD Field /Operations Manager (Barry Kloptosky)	447-1888
CDD Office Administrator	447-1888
CDD Maintenance	447-1888 (<i>after hours see "private list" posted in guard house</i>)
Golf Course Maintenance	288-8008
Amenity Management – CDD Amenity Management Contractor	447-0192
Yellowstone Landscape <u>Verdego</u> – CDD Landscape Company	437-6211
Golf Course Executive Chef	445-1027
Golf Pro Shop	445-2327
Southern States Management (GHMA)	446-6333
American Red Cross	437-5800
Spectrum	445-5464
Bellsouth	800-432-1424
Florida Power and Light	800-468-8243
Aggressive/Nuisance Alligators	447-1888 (CDD OFFICE)
Flagler County Code Enforcement	986-3764
Flagler County Emergency Services Office	313-4200
Flagler County Sheriff's Office	437-4116
Flagler Hospital (Route 100 just west of I-95)	586-2000
Flagler County Emergency Services Information Line	437-8202
Fire Department (Non-Emergency)	986-2300
Palm Coast Animal Control Division	986-2520
Palm Coast Code Enforcement	986-3764
Palm Coast Fire and Ambulance (Station #22)	446-6761
Palm Coast Utilities (water leaks/sewer station alarms)	986-2360/After Hours 888-635-9806
Poison Control	800-222-1222
Trash - Waste Pro	586-0800

NOTE TO GUARDS: Grand Haven ~~Field~~/Operations Manager shall be called for the following:

- Security issues, gates, common area maintenance, docks, Esplanade and contractor trash

- o Smart Amenity Access cards, fobs and Grand Haven picture ID cards

SECTION 2

VENDOR AND VISITOR PASS PROCEDURES GOLF CLUB MEMBERS AND GOLF COURSE EMPLOYEES PASS PROCEDURES

1. **VENDOR PASSES** shall be issued to contractors, subcontractors, site workers, laborers, et al.
 - a. A single color pass (BLUE) will be issued.
 - b. Passes will be valid for up to one (1) week from date of issue, with the exception of multiple contract vendors that enter daily, as authorized by the CDD office
 - c. The termination date will be hand written on the pass with a black marker in large visible numbers and placed conspicuously on the dashboard of the vehicle.
 - d. Subsequent use of these passes by the above will be carefully scrutinized by the Gate Officer to ensure that the pass is valid.
 - e. For each vehicle, list in the Grand Haven Construction Pass Log the company, driver's name, tag number, destination & time.
 - f. **Yellow passes** are not valid on Sundays or holidays.

2. **VISITOR PASSES** shall be issued to visitors of residents including family, friends, etc.
 - a. A single color **pass (BLUE)** will be issued for either a daily or weekly period.
 - b. For each vehicle, list in the Grand Haven Visitor Pass Log the driver's name, tag number, destination & time.
 - c. Real estate personnel must provide their business card for access, or call Main Gate and identify themselves, what property they are showing and who is expected to join them from an outlying gate. Open House information must be given to the Main Gate prior to the Open House. The car in which the real estate personnel are riding and any other person(s) or vehicle(s) identified as following them may be admitted. Do not allow entry to anyone waiting for a realtor until the realtor has arrived and identified both parties. **DO NOT ISSUE THEM A VISITOR PASS; DO ENTER THESE VEHICLES IN THE VISITOR LOG.**
 - d. Long-term visitors to a resident's home may be given a Visitor Pass with an expiration date corresponding to the duration they will be staying at the resident's home, except that, these passes are not to exceed 14 days.

3. **SPECIAL VEHICLES allowed entry without a pass.** You must use ~~GOOD JUDGEMENT~~**JUDGMENT** in these cases. All special vehicles are currently being logged in at the Main Gate, except for mail and newspaper delivery at the North and South Gates, the Crossings and Wild Oaks.
 - a. **LARGE CONSTRUCTION VEHICLES:** tractor-trailers, cement trucks, large box trucks, oversized loads carrying bulldozers, trusses and the like, etc.
 - b. **ROUTINE SERVICE VEHICLES:** UPS, FedEx, Amazon, Airborne, U.S. Mail, Solid Waste Management, Yellowstone Contractor, Landscape Contractor, FPL, Spectrum, AT&T, etc.

- c. OFFICIAL VEHICLES: Flagler County Sheriff, Fire apparatus, Ambulances, COP (Citizens Observer Patrol), City of Palm Coast, etc. The vehicles enter the Gates by dialing the Main Gate or if equipped by using the SOS system (Siren Operated System)
 - d. UTILITY PROVIDERS: ~~BARRY OPERATIONS MANAGER~~ TO PROVIDE but should include providers related to plumbing, electric, air conditioning, phone, cable, satellite, etc.
 - e. The name on the vehicles described above in a, ~~b~~ and ~~e~~, along with any visible number or license plate (tag) will be recorded in the visitor's log.
4. **GOLF CLUB INVITATIONAL MEMBER OR FOUNDERS MEMBER PASSES**
- a. Verify member's name in the database under Grand Haven Golf Club Members, verify photo ID. Allow access if member is listed. Guard does not need to issue a pass.
 - b. If name is not listed, Guard must add name to the log and allow access. Communicate the names to the CDD office for verification.
 - c. The database is updated by the CDD office via regular communication with the Golf Club Membership Coordinator.
5. **GOLF COURSE TEE TIME LIST** [review this with golf course]
- a. Verify the names daily on the tee time list and require person to present a photo ID.
 - b. If verified, allow access without a pass.
 - c. If name is not listed, Guard must add the name to the log and allow access.
 - d. The tee time list is provided to the Main Gate Guard by the Golf Club Membership Coordinator each evening for the next day.
 - e. Any changes will be communicated to the Guards directly from the Membership Coordinator.
6. **GOLF COURSE EMPLOYEES**
- a. Verify name in database under Grand Haven Golf Course Employees.
 - b. Allow access if name is listed in the database. Guard does not need to issue a pass.
 - c. If name is not in the database, call Golf Club Membership Coordinator to verify employment status. If unable to reach Golf Club Membership Coordinator, refer the individual to the CDD office during regular business hours. If on Saturday, issue a 2-day pass and on Sunday issue a 1-day pass. The employee's name should be forwarded to the CDD office for verification anytime a name is not in the database.
 - d. The CDD office will maintain a current employee list in the Database by communicating directly with the golf course management.

SECTION 3

GATE ACCESS PROCEDURES AND RESIDENT INFORMATION INCLUDING THE PRE-APPROVED VISITOR'S LIST

BACKGROUND INFORMATION

The roads in Grand Haven are owned and maintained by the Grand Haven Community Development District (GHCDD). The GHCDD is a special purpose government and, consequently, the roads are public roads. This means that when an individual, who does not live in Grand Haven, comes to the gate and requests entry, our

Security Officers can ask questions **but, under all circumstances, entry must be granted, except as set forth herein.** Please use the following as guidelines for handling requests for entry.

A. CONTRACTORS FOR NEW HOMES

Grant access only during approved construction hours. (Monday – Saturday, 7:00 am to 7:00 pm, pursuant to Paragraph 1 of Section 2.)

B. INDIVIDUAL ON A RESIDENT'S PRE-APPROVED VISITOR LIST

1. Confirm visitor is on list; confirm identity by asking for driver's license or other form of picture ID.
2. Grant entry without a phone call to resident, pursuant to Paragraph 2 of Section 2.

C. INDIVIDUAL REQUESTING ENTRY TO VISIT A RESIDENT

1. If the resident has phoned in approval and the visitor's name is on the Courtesy Log, grant entry without a phone call to resident. Issue Visitor Pass and log information, pursuant to Paragraph 2 of Section 2.
2. If name is not on the Courtesy log, phone resident for entry approval.
 - a. If the resident grants entry, issue Visitor Pass and log information, pursuant to Paragraph 2 of Section 2.
 - b. If there is no answer, tell the individual to come back another time.

D. INDIVIDUAL REQUESTING ENTRY TO PROVIDE SERVICE TO A RESIDENT (i.e.: housekeepers, decorators, and contractors who install or repair appliances, furniture, shades, wallpaper, alarm systems, pools, etc.)

1. If the resident has phoned in approval and the service provider's name is on the Courtesy Log, grant entry without a phone call to resident. Issue Visitor Pass and log information, pursuant to Paragraph 2 of Section 2.
2. If name is not on the Courtesy Log, ask if they are going to an occupied residence or a house under construction.
 - a. If a house under construction, grant access during normal construction hours. Issue Vendor Pass and log information, pursuant to Paragraph 1 of Section 2.
 - b. If an occupied residence, phone resident for entry approval.
 - i. If the resident grants entry, issue Visitor pass and log information pursuant to paragraph 2 of section 2.
 - ii. If there is no answer, tell the individual to come back another time.

E. INDIVIDUAL REQUESTING ENTRY TO VIEW THE COMMUNITY (Applicable to individuals who come to a gate with a Gate Access Officer or who call the Main Gate through the telephone access system.)

1. Ask for name and where they wish to visit.
2. Obtain and record license tag number (this is public information to which we are entitled) make, model and color of the vehicle in the Visitor Pass Log. Highlight the entry and report this information weekly to the Field/Operations Manager
3. Persons who come to the gate and request entry to view the community or for the purposes of viewing homes for sale must do so during daylight hours, unless prior arrangements have been made with a Gate Access Officer by the owner of a property being offered for sale.

Persons asking for access to view the community during other than daylight hours will be asked to return on another day during those hours.

F. INDIVIDUAL WHO IS THREATENING, BELLIGERENT, ETC.

1. If a person who seeks entry demonstrates conduct that creates an imminent threat of violence, breach of the peace or commission of a crime, or if such person verbally threatens violence or a criminal act, or uses “fighting words”, the Gate Access Officer shall immediately phone the Sheriff’s Office and shall advise the person that access will not be granted, pending the arrival of the Sheriff’s deputy.
2. Always contact the CDD office by phone and email to report the situation.

REMEMBER: THESE ARE GENERAL GUIDELINES FOR PUBLIC ROADS. IF A SITUATION ARISES THAT YOU DO NOT KNOW HOW TO HANDLE, IMMEDIATELY CALL YOUR SUPERVISOR OR THE FIELD/OPERATIONS MANAGER.

G. RESIDENT INFORMATION INCLUDING THE PRE-APPROVED ACCESS LIST

1. Property and contact information is located in the CDD CRM Database. You may search the database by resident name, address, or visitor name.
2. The CDD office will provide (usually bi-monthly) updated “paper” reports with resident and pre-approved access (no phone call required) information. **This is business confidential information that must not be given to any individual.**
3. When you receive an updated copy, you must return the current copy in your Gatehouse to the CDD office.
4. Only the ~~Field~~/Operations Manager or Gate Access Coordinator, at CDD Office, can make subsequent deletions or additions to this list. **DO NOT ACCEPT CHANGES DIRECTLY FROM A RESIDENT OR PROPERTY OWNER.**

H. SERVICE PROVIDERS NOT ON THE PRE-APPROVED VISITOR LIST OR COURTESY LOG

If a phone call to the residents goes unanswered proceed as follows.

1. Healthcare providers must provide company identification and driver’s license and identify the resident and address.
2. House or animal sitters, etc., must provide driver’s license, ~~a key to the residence~~ and identify the resident and address.

Admit these individuals with a one (1)-day visitor pass and record the above information in the Visitor Pass Log.

CLARIFICATION OF GATE ACCESS POLICIES

1. If a resident arrives at the visitor gate without their gate access card or because it is raining, etc.
 - a. Grant access if verified with picture on contact information page in the CRM Database; log that they do not have a working gate card or fob and inform them they must resolve issue with the CDD Office Administrator within three (3) days; grant non-renewable 3-day pass.
2. ~~–~~Gate officer must inform CDD office of non-working or lost gate access device. If a resident in the passenger seat of an auto arrives at the visitor gate without their gate access card or fob, grant access if they comply with 1a. above.

SECTION 4

PROCEDURES FOR COMPUTER, VIDEO CAMERAS & DAILY ACTIVITY REPORTS DAILY ACTION REPORT (DAR) LOGS

BACKGROUND INFORMATION

The amenity centers and gates have or will have cameras that enable the Security Officer at the Main Gate to monitor activity, particularly when the amenity centers are closed as the other gates have no Security Officer on duty.

The Crossings, Wild Oaks, North and South gates are closed 24 hours per day and service providers for these Villages (school bus, garbage truck, ~~FPL~~Duke Energy, AT&T, Spectrum, etc.) and for individual residents (UPS, FedEx, Amazon, etc.) may seek to gain entry through the phone box by calling the Main Gate. Cameras at The Crossings, Wild Oaks, North and South gates provide a view of the vehicle at the phone box, which must be viewed to confirm identity before granting access by pressing 9 on the phone and opening the gate.

PROCEDURES FOR COMPUTER & VIDEO CAMERA MONITOR SCREEN AT MAIN GATE

REQUIREMENTS FOR VIDEO MONITOR SCREEN

1. **The computer and video monitor screen should be turned on at all times.**
2. From 7:00 am to 7:00 pm, **the video monitor screen should be turned on to the “Day Device List”.** *The view on the monitor should be noted in the DAR.*
3. **From 7:00 pm to 7:00 am,** the video monitor screen should *be turned on to the “Night Device List”.* The view on the monitor should be noted in the DAR. The amenity centers should *constantly be* monitored. **The focus is on preventing damage to these facilities by identifying when unauthorized individuals are in the amenity center and phoning the Sheriff at 911.**
4. **If unauthorized individuals are observed in an amenity center, immediately dial 911 and report the presence of trespassers as confirmed by video surveillance. Also report incident to security manager, who will report to Grand Haven ~~Field~~/Operations Manager the following workday.**
5. **Any issue viewed on camera that presents a threat to health and safety should be immediately reported to the Grand Haven ~~Field~~/Operations Manager or Field Supervisor by phone, and followed up with an email to the CDD office.**

GUIDELINES FOR CAMERA FAILURE

1. If a camera or group of cameras at any location (Creekside, Village Center, North Gate, South Gate or The Crossings) cannot be viewed on the monitor, such as “NO VIDEO” or TOTAL BLACK BOX, report to the CDD office at 386-447-1888 AND via email. Also report issue to Maintenance Field Supervisor and then notify CDD ~~Field~~ Operations Manager.
2. For any other computer or screen concerns, please contact the Maintenance Field Supervisor and then notify CDD ~~Field~~ Operations Manager.
3. Document in DAR.

GUIDELINES FOR CALLS FROM CERTIFIED SECURITY ALARM MONITORING PERSONNEL (BURGLAR ALARMS)

1. When a call comes into the Main Gate from Certified Security concerning a burglar alarm at any of the facilities (VILLAGE CENTER or CREEKSIDE ATHLETIC CENTER), immediately view cameras for the identified location of intruders.
 - a. IF NO INTRUDERS ARE VIEWED AT THE IDENTIFIED LOCATION, inform Certified Security that everything is okay and there will be no need to send authorities (SHERIFF). After the call, continue surveillance of the identified location to ensure that no intruders are present. If individuals are viewed and are not recognized as Grand Haven Staff or Amenity Facilitator Staff opening or closing the facility, CALL 911 FOR THE SHERIFF.
 - b. If intruders are viewed at the identified location, determine whether or not the intruders are recognized as Grand Haven Staff or Amenity Facilitator Staff opening or closing the facility.
 - i. IF THE INTRUDERS ARE NOT RECOGNIZED, inform Certified Security that they are not recognized as STAFF and to please send Authorities (SHERIFF).
 - ii. IF THE INDIVIDUALS ARE RECOGNIZED as Grand Haven Staff or the Amenity Facilitator Staff, inform Certified Security that everything is OK you view staff and there is no need for the Authorities (SHERIFF). After the call, continue surveillance of the identified location to insure your judgment was correct.
2. Document in DAR.

PROCEDURES FOR GRANTING ACCESS WHEN RECEIVING PHONE CALLS FROM THE PHONE BOXES AT UNMANNED GATES

SERVICE PROVIDERS FOR THE CROSSINGS & WILD OAKS (school bus, garbage truck, newspaper delivery, FPL, AT&T, Spectrum, etc.)

1. The service provider will phone from the phone box requesting entry.
2. Check the video camera monitor screen to confirm the identity.
3. These service providers may be admitted without a pass. The name on their vehicle along with any visible number will be recorded in the Visitor Pass Log. (The tag number is recorded on the tag camera.)
4. When satisfied that the service provider is legitimate and above data is recorded, press 9 to open the unmanned gate.

SECTION 5

DELIVERIES TO RESIDENTS

1. When a vehicle without permanent commercial markings arrives and the driver states that they are making a food delivery (pizza, deli or restaurant, etc) and no prior call was received from the resident, the following steps are to be taken:
 - a. Obtain the name and address to which the delivery is to be made.
 - b. Call the resident to verify the delivery.
 - c. While on the line with resident, tactfully advise them that a call in advance to the booth would be appreciated and will expedite their delivery.
 - d. If resident approves, allow entry making appropriate log entry.
 - e. If no one answers at residence, ask driver to come back another time.

DAYTONA NEWS-JOURNAL OR OTHER NEWSPAPER OF GENERAL CIRCULATION CARRIER ENTRY AT NORTH, SOUTH GATES, THE CROSSINGS & WILD OAKS

We have added “Grand Haven Main Gate” to the telephone access menu with the 445-2376 phone number. Carriers from the Daytona News-Journal or other newspaper delivery services for newspapers of general circulation in Flagler County (“Authorized Carriers”) have been told that they can gain entry through our North Gate, South Gate, Crossings and Wild Oaks Gate early in the morning (4:00 am to 5:00 am time frame). Also, US Mail carriers are permitted to enter through North Gate, South Gate and Wild Oaks Gate by going to the telephone access device, selecting “Grand Haven Main Gate”, pushing the call button and identifying themselves to the Security Officer at the Main Gate as a Daytona News-Journal an Authorized Carrier. The Security Officer is authorized to permit access by pushing the number 9 on their phone, which will open the resident gate. Any company desiring access hereunder as an Authorized Carrier shall contact the Operations Manager to be qualified for access. Delivery access under this paragraph is not authorized for businesses or companies who try to deliver material which is primarily commercial or advertising in nature.

Record name of carrier and license plate in DAR.

RESIDENT GATE OPERATION

1. **Do not open the Resident Gates for residents. They must use their card or fob to open gate.**
2. If fob or card is not working, verify resident in the CRM database and allow entry through the gate. Advise resident to resolve any issues with the CDD office within three (3) days.
3. Do not open gate by visual recognition of resident.

SECTION 6

INOPERABLE OR DAMAGED ACCESS GATE ARMS

The following steps are to be taken when the gates are either inoperable due to mechanical failure or damaged in any manner.

- A. All Gates, except Main Gate,-call the Grand Haven CDD Office at 386-447-1888.
 - 1. If after hours, **leave only one (1) message** for Maintenance Field Supervisor at private number from list in office.

- B. Main Gate
 - 1. Call the CDD office at 386-447-1888 between 8:00 am and 5:00 pm, Monday through Friday.
 - 2. If after hours, leave **only one (1) message** for Maintenance Field Supervisor at private number from list in office.
 - 3. Place traffic cones in the lane of the inoperative or broken Resident or Exit Gate to block use of that gate.
 - 4. Any broken gate arm/debris is to be placed on the side of the road.
 - 5. Residents going to the Visitor Gate because the Resident Gate is coned off should be allowed entry after verification through the CRM database.

VEHICLE SAFETY

The following procedure is to be implemented when a resident's vehicle is driving through the Resident Gate and there is another vehicle at the Visitor Gate.

The visitor lane traffic will be held until the resident lane is clear of vehicles and the danger of a collision is removed.

Thank you for your attention to this very important item.

GATE ACCESS OFFICER EXPECTATIONS

The Post Orders cover all aspects of Security Officer behavior, dress, etc., and we expect all these orders to be followed. The following behavior is particularly critical to The Grand Haven Community Development District. We expect that these behaviors will be exhibited with absolutely no lapses.

- 1. When any vehicle approaches your gate, the Officer must go outside on the stoop and greet the people in the approaching vehicle. During inclement weather, you need not open the door but you must go to the door and greet them. If you are on the phone, do your best to acknowledge them with eye contact and a wave.
- 2. If the vehicle has a Visitor or Vendor Pass, you must determine that the expiration date is current.
- 3. If it is a visitor or vendor without a pass, process them as quickly and efficiently as possible.

4. Gate Housekeeping. Your physical surroundings set the tone for your mental outlook and influence, positively or negatively, your job performance. We expect the bulletin boards, logs and premises to be kept clean and well organized. To this end, all Security Officers on all shifts are responsible for housekeeping.
 - Floors must be swept, counters kept clean, interior glass surfaces wiped clean, wastebaskets emptied and bathrooms kept spotless.
 - Extensive cleaning, such as mopping floors and cleaning exterior glass, will be done by the 2300 to 0700 shift.
 - Bulletin boards should be well organized and periodically purged of out-of-date information.

SECTION 7

GATE ISSUES REQUIRING ACTION

(Refer to Page 3 for Contact Numbers)

A. WATER LEAKS

When notified by a resident of a water leak, take the following action ASAP:

1. Ask the location of the property with the leak.
2. Determine if this is:
 - a private home or property
 - common property
 - a home under construction
 - a vacant lot
3. Take the following action based on where the leak is:
 - If on private property, contact Palm Coast Utility Department at 986-2360 and report the location.
 - If on common property, report the location, by phone, to the CDD Field Maintenance Supervisor and then notify the ~~Field~~ Operations Manager
 - If at a new home under construction, or on a vacant lot, contact the Palm Coast Utility Department at 986-2360 with the location.
4. Document the incident and action taken in the daily activity log.

** If location cannot be determine by resident reporting leak, call Field Supervisor and leave one (1) message.

** If location is on ~~city property~~ within the road rights of way and you are reporting after hours, call the City of Palm Coast after hours ~~—————~~ number in guard house.

NOTE: Do not call CDD Maintenance

- B. When a resident reports a house alarm going off with no one there to shut it off, ask the resident to call the non-emergency Sheriff's Office number 437-4116 and report the location. Do not call CDD Maintenance.
- C. When a resident reports solicitation in Grand Haven, ask them to call and report it to the following two (2) places for action:
 1. City of Palm Coast Code Enforcement at 986-3766
 2. Grand Haven Property Manager at 446-6333
- D. When a resident reports a suspicious vehicle(s) or individual(s), ask them to call and report it to the non-emergency Sheriff's Office at 437-4116.
- E. Reports of "piggybacking" at gates:
 1. **Ask Resident** to report as much information as possible to the CDD Office including day, time, vehicle make and model, license plate number and resident name.

- F. Any health or safety issue noticed by guard (dangerous wildlife, busted pipes, etc):
1. Should be reported to the CDD Office during normal business hours (Monday through Friday 8:00 am to 5:00 pm)
 2. If after hours, the issue should be reported to the Maintenance Supervisor on “private number” leaving **one (1) message**. If unable to reach the Maintenance Supervisor, report to the Field/Operations Manager on “private number” listed in guard office.

EMERGENCY (FIRE) EXIT GATES (Firewise Program)

Many neighborhoods have secondary emergency exit gates to perimeter County roads. These gates are locked for security purposes. (Refer to the map located in the back of Post Orders for locations.) Upon notification of a fire or other emergency that may require use of one or all of these gates, immediately contact the CDD Field/Operations Manager to open the gate(s). In the event of such an emergency, cutting of the chains securing the gates is authorized in an effort to avoid delays.

The gate ID and general locations are:

- #1 Southlake Drive
- #2 Kite Court
- #3 Riverbend Court
- #4 Creekside Drive
- #5 Crossings

PLEASE REFER TO THE GATE LOCATION MAP IN THE BACK OF THE POST ORDERS FOR MORE SPECIFIC LOCATIONS.

The gates will be re-secured by CDD personnel upon receipt of the official “all clear” from the appropriate authorities

SECTION 8

GRAND HAVEN STORM PROTOCOL

(Informational Only)

- The following actions will be taken when wind is forecast to reach tropical storm force (39-73 mph sustained winds.) Obtain data from Flagler Emergency, Weather Underground and/or NOAA.
- When actions are to be taken, CDD and Amenity Center Staff will notify community ASAP - minimum of 12 hours in advance of action.

Gates

- Release security officers
 - CDD Operations Staff will open and remove metal gate arms and open The Crossings and Wild Oaks Gates 12 hours in advance of storms or at the discretion of ~~Field/~~Operations Manager, depending on circumstances
- Security Officers return
 - CDD Operations Staff will close The Crossings and Wild Oaks gates and reinstall gate arms when tropical storm winds forecast to clear and weather allows gate arms to be safely installed at the discretion of the ~~Field/~~Operations Manager, depending on circumstances

Amenity Centers

- Amenity Center Staff will close amenity centers 12 hours in advance of storm or at the discretion of the ~~Field/~~Operations Manager
- CERT Team has authority to use the amenity facilities as needed for CERT Team operations. ~~CERT Team is acting under the authority of the Flagler County Emergency Management Services~~
- Amenity Center Staff will reopen amenity centers when tropical storm winds forecast to clear or at the discretion of the ~~Field/~~Operations Manager

Deck Areas

- Amenity Center Staff will place chairs and chaise lounges in pools
- Amenity Center Staff will move tables to corner and secure
- Amenity Center Staff will place umbrellas, life preservers, flags, etc., into equipment room

Tennis ~~and Pickleball~~ courts

- Amenity Center Staff will remove wind screens

Misc.

- CDD Operations Staff and Amenity Center Staff will remove canopies at Category 2 winds
- CDD Operations Staff and Amenity Center Staff will secure Village Center main breezeway doors with ~~2x4s~~2x4's
- CDD Operations Staff and Amenity Center Staff will place the golf cart in Village Center Shed

Communications

- ~~FOM and AMG~~Operations Manager ~~and Amenity Manager~~ will establish agreement regarding all actions to be taken
- ~~FOM~~Operations Manager establishes agreement with BOS Chair and informs District Manager

- [FOM Operations Manager](#) sends e-blast to community regarding actions at gates
- [AMG Amenity Manager](#) sends e-blast to community regarding actions at Amenity Centers

I. Map - Roads, Gates, Fire Hydrants, Lift Stations, Buildings

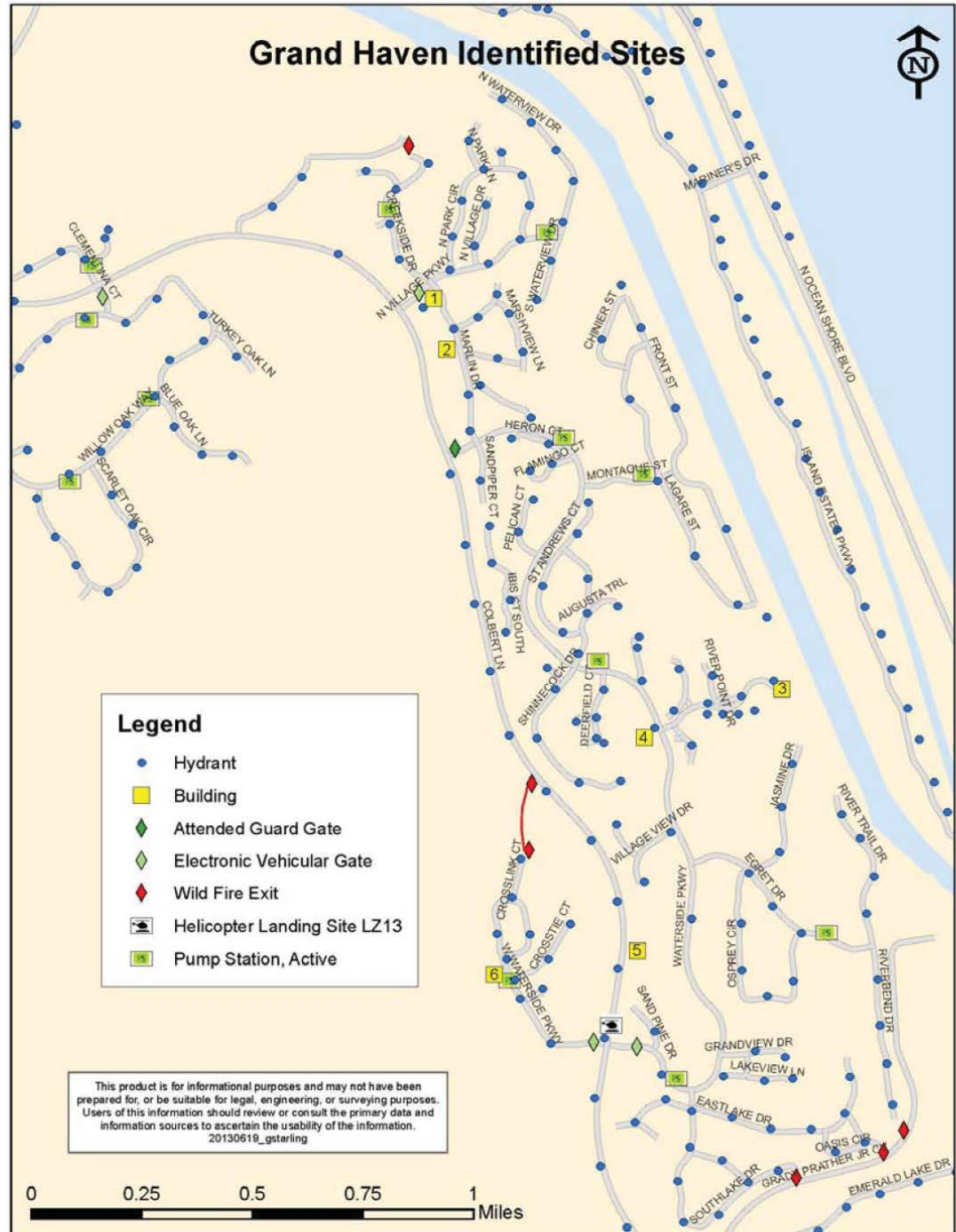


EXHIBIT 11



KIMLEY-HORN AND ASSOCIATES, INC.

HOURLY RATE SCHEDULE

<u>Classification</u>	<u>Rate</u>
Analyst	\$130-\$175
Professional	\$175 - \$230
Senior Professional I	\$220 - \$310
Senior Professional II	\$290 - \$340
Senior Technical Support	\$135 - \$200
Support Staff	\$95 - \$125
Technical Support	\$110 - \$135

Effective through June 30, 2022; Subject to annual adjustment thereafter

Internal Reimbursable Expenses will be charged at 5% of Labor Billings

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract

EXHIBIT 12

GRAND HAVEN MEETING AGENDA MATRIX

January 2022	Workshop 01/06	<ul style="list-style-type: none"> • Long Term Capital Planning: <ul style="list-style-type: none"> ○ LTP Financial Outlook <ul style="list-style-type: none"> ▪ O&M-5 year ▪ Capital Reserve-10 year 	<ul style="list-style-type: none"> • Begin to monetize the LTCP with the help of Kevin, DM, and Operations Manager. Goal is to bring this back in draft form at February Workshop. • Operations Manager’s input to the Long-Term New due date: 01/07/2022. Will incorporate this input and include as update at 02/03/2022 workshop.
	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 ○ Unaudited Financials as of 09/30 • Business Items: <ul style="list-style-type: none"> ○ Consideration of Emergency Debris Removal RFP for noticing. ○ Consideration of Post Order Changes ○ ? Appoint David McInnes as Asst. Secretary • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Appoint Supervisor to draft Resident Survey Questionnaire in advance of open workshop/townhall. ○ Set a date for a Townhall style Workshop with the Residents 9:00 a.m. to 12:00 p.m. 	<ul style="list-style-type: none"> • 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. Scott has all requests submitted and is working on finalizing changes, this may not be ready in time for January’s meeting. Once finalized, these will be adopted in August at a Public Hearing. • District Management recommends that Board appoint Supervisor Polizzi to assist David McInnes (Assistant DM) in drafting the Resident Survey, with the assistance of John Lucansky, using Survey Monkey. Projected eblast to residents about the survey would be 1st week of February, the due date for input being the 3rd week of February. • Possible schedule for the Workshop/Townhall with Residents to coincide with the scheduled March or April Workshop beginning at 9:00 a.m., ending at 12:00 p.m.
February 2022	Workshop 02/03	<ul style="list-style-type: none"> • Long Term Capital Planning: <ul style="list-style-type: none"> ○ LTP Financial Outlook <ul style="list-style-type: none"> ▪ Finalize O&M-3 year ▪ Continue discussion on the LTCP ○ 2023 Budget and Assessment Outlook 	<ul style="list-style-type: none"> • Continue to monetize and project costs for LTCP • Board review all LTCP ideas from the revised sheet with the Operations Managers input, and decide which projects stay and which will be removed prior to sending out the Survey.
	Regular Meeting: 02/17	<p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> ○ ? Discussion of Survey Results from Residents ○ Consent Agenda 	<ul style="list-style-type: none"> •

March 2022	Workshop 03/03	<ul style="list-style-type: none"> • Long Term Capital Planning Continued • Survey Results-Board Discussion? 	
	Regular Meeting: 03/17	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: <ul style="list-style-type: none"> ○ Meeting Minutes ○ Unaudited Financials • Business Items: <ul style="list-style-type: none"> ○ Consideration of Amenity Policy Changes • Long Term Capital Planning Continued: 	<ul style="list-style-type: none"> • DM to work on PowerPoint Presentation for LTCP and 2022/2023 for the Budget
April 2022	Workshop 04/07	<ul style="list-style-type: none"> • Long Term Capital Planning Continued: <ul style="list-style-type: none"> ○ Possible Townhall with Residents ○ 1st Draft of the 2023 Budget 	<ul style="list-style-type: none"> • Target the final monetized LTCP revisions. • 1st draft of the 2023 Budget for discussion • Consider approving 2023 Budget on 04/21/2022 but no later than May 19th.
	Regular Meeting: 04/21	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: • Business Items: <ul style="list-style-type: none"> ○ Approved Proposed FY2023 Budget? ○ Approve FY 2023 Calendar? 	<ul style="list-style-type: none"> • 1st draft of the 2023 Budget for discussion • Consider approving 2023 Budget on 04/21/2022 but no later than May 19th
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 Future Workshop or 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	