



**Community
Development District**

October 20, 2022

**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

ATTENDEES:

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

Residents may view via Zoom using the information below:

Link:

<https://vestapropertyservices.zoom.us/j/7055714830?pwd=dUFTN091cjVHZzluYUN0blEwUUUydz09>

Meeting ID: 7055714830

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, October 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** – *(For non-agenda items-limited up to 3 minutes per individual)*
- IV. Staff Reports**
 - A. Amenity Manager: John Lucansky [Exhibit 1](#)
 - B. District Engineer: David Sowell
 - 1. Discussion of North Drainage Map [Exhibit 2](#)
 - C. Operations Manager: Barry Kloptosky
 - 1. Presentation of Capital Project Plan Tracker [Exhibit 3](#)
 - 2. Monthly Report [Exhibit 4](#)
 - D. District Counsel: Scott Clark [Exhibit 5](#)
 - E. District Manager: David McInnes
 - 1. Meeting Matrix [Exhibit 6](#)
 - 2. Action Item Report [Exhibit 7](#)
 - 3. Discussion of Resident Incident – *To Be Distributed*



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V. Consent Agenda Items

- A. **Consideration for Acceptance – The September 2022 Unaudited Financial Report** [Exhibit 8](#)
- B. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held September 1, 2022 [Exhibit 9](#)
- C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held September 15, 2022 [Exhibit 10](#)

VI. Business Items

- A. Update on Resident Survey – Supervisor Polizzi
 - 1. Review of Reports
- B. Consideration of VerdeGo Annual Price Increase [Exhibit 11](#)
- C. Consideration of Precision Land Grading Price Increase [Exhibit 12](#)

VII. Discussion Items

- A. Cellphone Access at Gates
- B. Employee Protection From Verbal Abuse & Abuse on Social Media Sites
- C. Draft Gate Limited Access Rule

VIII. Supervisors Requests

IX. Action Item Summary

X. Next Meeting Quorum Check: November 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 dmcinnes@dpgfmc.com.

Sincerely,

David McInnes

David McInnes
 District
 Manager

EXHIBIT 1



Monthly Amenity Update

Date of report: 10-10-2022

Submitted by John Lucansky

Supervisors,

Storm update:

We didn't incur any major damage at either amenity facility. All lounge chairs, umbrellas, pool chairs, café tables and chairs, were all stored away or tied down.

The tennis courts took the worst of the storm-the high winds resulted in major debris on all courts and heavy rain washed most of the clay off.

We were closed on Friday 30th and on Saturday Oct 1st the amenities remained closed and we started clean up.

Sunday Oct. 2nd we were able to open the pools, pickleball courts, bocce courts, tennis courts 1,2,3,4, and croquet court #1. Wednesday Oct 5th tennis courts 5 and 6 were opened.

Thursday tennis court 7 was opened. In this whole process we had to use 2 ton of clay, we usually only use one ton.

Special thanks to staff especially Travis Sechman and Bryan Roth for their efforts.

We are still working on getting the windscreens back up. Court closures may occur to expedite this process. Torn and ripped windscreens will be replaced with new ones.

October through December brings many neighborhood and family parties to the Grand Haven room. Reservations are adding up and we look forward to the Holiday season.

If you have any questions, feel free to give me a call.

John

October Café Events and Café Update

Octoberfest 10/5

Pierogi night 10/12

Trivia 10/19

Bingo 10/25

Halloween party with live music 10/29

A promotional poster for an Octoberfest dinner menu. The background features a wooden wall with a string of blue and white triangular bunting at the top. On the right side, there is a large, detailed illustration of a glass mug filled with golden beer and topped with a thick layer of white foam, with several large, golden-brown pretzels draped over the rim. The text is arranged in a clear, bold font. At the bottom, there are images of various Oktoberfest dishes, including a plate of pretzels, a bowl of red dipping sauce, and a plate of food wrapped in a blue and white checkered cloth. A blue banner at the bottom right contains the text 'MUST MAKE RESERVATIONS 386-447-0239'.

OKTOBERFEST
WEDNESDAY
OCTOBER 5
4:00PM - 8:00PM
Dinner Menu

German Brats
Beer Braised Brats, Apple Sauerkraut, Stone Ground Mustard,
Warm Potato Salad
15.00

Wiener Schnitzel
Lightly Breaded Pork Cutlets, Fresh Lemon, Braised Red
Cabbage, Potato Pancakes
17.00

Sauerbraten
Red Wine Marinated Beef Brisket, Spatzle, Red Cabbage & Apple
18.00

Bavarian Soft Pretzel
Three Sticks (Baked), Stoned Ground Mustard or Cheese Sauce
12.00

Whiskey-Orange Bread Pudding
6.00

MUST MAKE RESERVATIONS
386-447-0239

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TRIVIA NIGHT

WATERSIDE CAFE

WEDNESDAY

OCTOBER 19

5:00 - 7:30PM

GAME STARTS AT 6:00PM

INDOOR & OUTDOOR SEATING AVAILABLE
TABLE MAXIMUM 6 TO SIGN UP

DINNER REQUIRED

SEE MENU BELOW
MUST SELECT ENTREE WHEN SIGNING UP

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We continue to work closely with the Grand Haven Family Fund, and Grand Haven Women's club promoting their events that benefit the whole community.



BASIC FIRST AID &

CPR TRAINING

Get trained. Save a life. You'll be glad you did.

WEDNESDAY, OCTOBER 5
2:00PM - 4:00PM
Grand Haven Room
Provided by the Regional Simulation Center

Training Includes:

- * Basic Life Support
- * CPR
- * First Aide
- * Choking

Made possible through the generous donations to the AHPC Foundation



Course offered by certified CPR instructors.
CPR Cards offered for a minimal fee




Grand Haven Women's Club Presents: What's New in Health Care

Join us as AdventHealth shares exciting updates about what is new in health care in Flagler County. The event will start with hospital CEO, Denyse Bales-Chubb providing updates on their new hospital followed by an informative session with Dr. Joseph McKinley.

Dr. McKinley, a leading gastroenterologist in Flagler County, will share the latest advancements in the treatments of acid reflux and GERD.

This event is **FREE** and open to the public.

Light refreshments will be provided.

THURSDAY, OCTOBER 27 | 4 – 5 PM
GRAND HAVEN VILLAGE CENTER | Grand Haven Room
2001 Waterside Parkway, Palm Coast, FL 32137



RSVP Before 10/20/22
[GrandHavenHealthCareEvent.com](https://www.GrandHavenHealthCareEvent.com) or
Phone: 386-586-4565



Amenity Facility Checklist Management

QR Code Readers: 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. 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, complete 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)*

Village Center bathroom checklist:

These are the excel spreadsheets that I observe to make sure the facilitators are completing the task

I review these weekly and if I see that a check time or day has been missed, I contact the facilitator that was on duty for an explanation. This is very important to us as we want to present the best amenities.

9/2/2022 12:15:55	Yes	Yes	Yes	Yes	Yes	Yes	Brian Heffner	
9/2/2022 15:41:03	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/2/2022 23:17:52	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/2/2022 23:19:19	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/2/2022 23:21:40	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/3/2022 4:38:58	No	Yes	Yes	Yes	Yes	Yes	Travis Sechman. Showers are closed	
9/4/2022 4:43:01	No	Yes	Yes	Yes	Yes	Yes	Travis Sechman. Showers are closed	
9/4/2022 8:31:03	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/4/2022 10:44:00	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/4/2022 18:12:42	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/5/2022 10:42:57	Yes	Yes	Yes	Yes	Yes	Yes	Brian Heffner	
9/5/2022 13:28:05	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/5/2022 14:42:39	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/5/2022 19:35:28	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/5/2022 19:36:38	Yes	Yes	Yes	Yes	Yes	Yes	RL	
9/6/2022 12:30:15	Yes	Yes	Yes	Yes	Yes	Yes	Brian Heffner	
9/7/2022 4:43:51	No	Yes	Yes	Yes	Yes	Yes	Travis Sechman. Showers are closed	
9/7/2022 8:36:22	No	Yes	Yes	Yes	No	Yes	Gordon rice. Showers closed.	
9/7/2022 11:28:54	No	Yes	Yes	Yes	No	Yes	Gordon Rice. Showers closed.	
9/8/2022 9:10:31	Yes	Yes	Yes	Yes	Yes	Yes	Brian Heffner	

We continue to monitor the survey and questionnaires

Café and Amenities surveys/questionnaires

I review the results and feedback weekly; this ensures the amenities and cafe stay up to the excellent standard we expect

No new feedback the past month

Pool Guest passes:

1. Over 1420 **guest passes** have been issued by 10-10-2022. All passes are numbered and registered by the resident, with a 2-week term limit.
2. Passes are logged and tracked at each amenity center.

Website Directory:

1. 903 registered residents as of 10-10-2022

Here's some of the activities and schedules for Grand Haven Residents

GRAND HAVEN ROOM ACTIVITIES

OCTOBER 2022

TIME	MON 10-10	TUES 10-11	WED 10-12	THURS 10-13	FRI 10-14	SAT 10-15	SUN 10-16
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 10:10-10:55	Table Tennis 10:00-12:00	Table Tennis 10:15-1:00	Table Tennis 10:30-12:30	Tai Chi 10:10-10:55	Zumba 10:10-11:00	
11:00-12:00	Tai Chi 11:10-11:55				Tai Chi 11:10-11:55		
12:00-1:00		Nina F. 12:10-1:00	Set UP				
1:00-2:00	Open Play 1:00-4:00	Paula F's Group 1:00-4:00	Set UP	Rummikub 1:00-4:00	Open Play 1:00-4:00		
2:00-3:00	Mahjong Chess	(Private Group) 3 Tables/Pads	2:00 CERT	(Private Group) 2 Tables			
3:00-4:00	Bridge Bunco		2:00 CERT				
4:00-5:00			Pierogi Night Waterside Cafe				
5:00-6:00			Pierogi Night Waterside Cafe		Table Tennis 5:00-6:30		
6:00-7:00	Bunco 6:00-8:00		Table Tennis 6:00-8:00		(Private Group) 2 Tables		
7:00-8:00			(Private Group)				

CREEKSIDE ACTIVITIES

OCTOBER 2022

TIME	MON 10-10	TUES 10-11	WED 10-12	THURS 10-13	FRI 10-14	SAT 10-15	SUN 10-16
8:00-9:00				Chair Yoga 8:30-9:30			
9:00-10:00	Yoga 9:30-11:00		Sit & Dance 9:30-10:15				
10:00-11:00				Yoga 10:00-11:30		Set UP	
11:00-12:00						Set UP	
12:00-1:00			Set UP	Knitting 1:00-3:00 6 Chairs/2 Tables Tiled Area (Private)		Private Party 12:00-4:00	
1:00-2:00	Mahjong 1:00-4:00 (Private Group)	Mahjong 1:00-4:00	New Hospital 1:00-3:00	Mahjong 12:30-4:00 (Private Group) 4 Tables/Pads	Canasta/ Rummikub 1:00-4:00	Private Party 12:00-4:00	
2:00-3:00	1 Table Outside 4 Tables Inside	(Private Group) 3 Tables	New Hospital 1:00-3:00		(Private Groups) 5 Tables	Private Party 12:00-4:00	
3:00-4:00	Book Club 3:00-5:00 (Private Group)		New Hospital 1:00-3:00		Book Club 2:00-4:00 (Private Group)	Private Party 12:00-4:00	
4:00-5:00						Private Party 12:00-4:00	
5:00-6:00							
6:00-7:00	Mahjong 6:00-8:00 3 Tables						
7:00-8:00							

Grand Haven Activities

Water FITNESS

village center pool



Water Aerobics



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

Aqua Yoga



Monday: 11:30-12:15

Wednesday: 11:30-12:15

Friday: 11:30-12:15

creekside pool



Water Aerobics



Monday: 8:00-10:00

Tuesday: 8:00-10:00

Thursday: 8:00-10:00

Friday: 8:00-10:00

Aqua Zumba



Wednesday: 10:30-11:30

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EXHIBIT 2

INTERCONNECTED DRAINAGE DIAGRAM
FOR NORTH GRAND HAVEN



EXHIBIT 3

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2021/2022 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
10/12/2022

Line	Type	Description	Location	Budgeted Cost	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount	Comments/Notes
1	E	Concrete Curbing Replacement Plan	Community Wide	100,000	137,952	37,952	137,952	Current list of repairs complete.
2	C	Sidewalk Replacement Plan	Community Wide	50,000	15,207	-	15,207	Proposals have been signed. We are currently waiting for the new contractor to provide a scheduled start date.
3	RES	Paving Project: The Crossings, Village Center South Parking Lot	Village Center	272,000	198,950	(73,050)	198,950	Project complete. Final inspection approved by engineer.
4	E	Village Center North-Parking Lot Expansion - 1x cost to construct	Village Center	250,000	-	(250,000)	-	Project currently on hold.
5	E	Phase 3 Bathroom Renovation	Village Center	150,000	217,223	67,223	217,223	Complete. Bathrooms open for resident use.
6	E	Additional Trailer	Maintenance Equipment	5,000	4,696	(304)	4,696	Complete. Trailer in use.
7	E	Planned-Pool Heater Replacements (4)	Creekside/Village Center	45,000	25,940	(19,060)	25,940	4 units replaced at Village Center.
8	E	Planned-Street Light Replacement (10)	Community Wide	60,000	17,513	(42,487)		Priority list for FY 2022 is complete. Materials delivered.
9	E	High Speed Commercial Copier / Scanner / Printer-Replacement	Village Center	11,425	1,073	(10,352)	1,073	Printer delivered and installed at Village Center office.
10	E	Landscape Projects	Community Wide	100,000	106,648	6,648	106,648	Complete.
11	C	Firewise Projects	Community Wide	30,000	29,300	700	29,300	Emergency permit issued by SJRWMD for the Crossings and Southlake areas. Firewise mowing complete for FY2022
12		Aeration Installation - Pond 37			11,647	11,647	11,647	Installation of power source complete. Currently waiting for FPL to install a meter.
13		Pond Bank Reinforcement - Coquina			61,800	61,800	61,800	All 8 locations complete.
14		Crosswalk Safety Project			24,788	24,788	18,161	Village Center and Creekside/Marlin Dr intersection curb/gutter and sidewalk concrete work complete. Striping and sign installation remains to be completed.
15		Manhole Cover Asphalt Repairs			13,710	13,710	13,710	6 locations in Wild Oaks and 2 locations on Osprey Cir complete. Additional repair in Wild Oaks is complete.
16			Total Capital Projects for FY 2022	1,073,425	827,950	(209,282)	828,598	
17								
18	FY2020/2021 Carryover Projects							
19	E	Croquet Court Expansion - Cost for Shade Canopies, etc.		20,000	33,780	13,780	33,780	Canopies installed. Final inspection complete.
20	E	Pickleball Expansion		30,000	35,020	5,020	35,020	Canopy installed. Final inspection complete.
21	RES	Rubber Tile Flooring - Creekside Fitness Center		8,600	8,600	(8,600)	-	-
22	E	Phase 2 Village Center Bathroom Renovation			9,721	9,721	9,721	Waiting for 4 remaining interior doors.
23	C	Crossings Curb and Gutter Repair			84,547	84,547	84,547	Complete.
24			Total Carryover Projects from prior year	58,600	171,669	104,468.50	163,069	
25			GRAND HAVEN Total	1,132,025	999,618	(104,813.89)	991,666	

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 4



Operations Manager's Report – October 20th, 2022

- **CROSSWALK SAFETY PROJECT**
 - The curb, gutter, and sidewalk concrete work has been completed at the Creekside and Marlin Drive as well as the Village Center intersections.
 - Staff is preparing to begin the installation of the stop sign poles.
 - Proposals have been received for the striping and detectable surfaces.

- **SIDEWALK REPLACEMENT PLAN**
 - Proposals have been signed. We are currently waiting for the new contractor to provide a scheduled start date.

- **CURB AND GUTTER REPAIRS**
 - The previous list of repairs has been completed.
 - Seeking proposals for curb, gutter, and asphalt repair on Waterside parkway from the Village Center to the South exit.

- **CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE**
 - Courts complete and open for resident use.
 - Original 3 canopies installed.
 - Final inspections complete.
 - Remaining two canopies approved by the Board.
 - Proposals signed and deposit received.
 - Permit application in progress.

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

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GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

○ PHASE II & PHASE III VILLAGE CENTER BATHROOM RENOVATIONS

- Project has been completed with the exception of the 4 interior doors.
- 4 back-ordered interior doors did not interfere with the completion of the Village Center renovation project.
- Village Center men's and ladies' bathrooms are open for resident use.
- We are still waiting for certain punch list items and the bathrooms will be periodically closed to install these items once they are delivered.

○ POND AERATION INSTALLATIONS

- Installation of power source to the aeration equipment for Pond 37 is complete. Currently waiting for FPL to install a meter.
- Additional proposals for aeration installation on Pond 24 and Pond 11 were received.

○ CDD OFFICE NETWORK/SECURITY UPGRADES

- The new operating software has been fully implemented in the guard house. The transition of the gate equipment is complete, and testing is being scheduled.
- Guard training has been completed for all new modules.
- The modem for the caller ID module is scheduled to be installed Wednesday, October 19th, 2022.
- The auto attendant module is active and will be implemented when the resident web portal is ready for resident use.
- The email notification module is active and will be implemented when the resident web portal is ready for resident use.
- The resident web portal is active. Modifications are in progress and are estimated to be completed in the last week of October.

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

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GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

- **ASPHALT REPAIRS AROUND MANHOLE COVERS**
 - 6 locations in Wild Oaks and 2 locations on Osprey Circle are complete.
 - An additional location in Wild Oaks has been identified and repaired.
 - Other areas are being evaluated.

- **FLOODING ON THE SOUTH END OF WATERSIDE PARKWAY**
 - On Saturday, September 3rd, 2022, after a significant rainstorm, water backed up on the South end of Waterside Parkway due to an underground blockage in a stormwater drainage pipe.
 - Staff was aware of the issue with the drains in this area and a proposal was signed on August 23, 2022, to have the drain cleaned out with a jet vac procedure.
 - The jet vac procedure was completed Wednesday, September 7, 2022.
 - Staff is now seeking proposals to do a video procedure to investigate the underlying cause of this issue.

- **SUPERVISOR REQUEST FOR LIGHTING AT THE VILLAGE CENTER BASKETBALL COURT**
 - A budget number has been provided by the contractor.

- **STREETLIGHT ASSESSMENT**
 - Currently 20 streetlights need to be replaced.
 - Lights needing to be cleaned and painted: 268
 - Lights needing new globes: 14
 - Lights needing part replacement: 17

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

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○ **POND DRAINAGE ASSESSMENT**

- The District Engineer was onsite and completed an assessment of pond drainage in areas of resident concern.
- The District Engineer will present his report to the Board for review.

○ **HURRICANE IAN STORM DAMAGE REPAIR AND CLEANUP**

- Damage to mailboxes and mailbox surrounds has been repaired by staff.
- Damaged ceiling fans at the amenity centers have been replaced by staff.
- Damaged sections of fence at the new croquet courts will be replaced by staff. Fencing materials have been ordered.
- Parts to repair the damage done to the trash enclosures at Creekside and the Village Center have been ordered and delivered and enclosure doors will be repaired by staff.
- CDD debris removal contractor began debris removal on Monday, October 3rd, 2022. For safety reasons, they began removing tree limbs along Waterside Parkway and main roadways.
- Street and gutter debris removal began on Wednesday, October 5th, 2022.
- The road and gutter debris removal is still in progress. This process will take several weeks to complete.

Barry Kloptosky • Operations Manager
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EXHIBIT 5

GRAND HAVEN MEETING ATTORNEY REPORT LIST (10/20/22)

1. Hurricane Ian

Damage from Hurricane Ian was modest compared to prior events. Staff will update the Board at the meeting regarding cleanup efforts and subsequent FEMA claims.

2. Gate Access Rule

I anticipate further discussion during the meeting regarding the draft Public Road and Gate Access Rule and its implementation.

3. Hostile Workplace Concerns

The Board requested discussion about protection of employees from abusive conduct. A memorandum on the topic is attached.



CLARK & ALBAUGH, LLP

MEMORANDUM

TO: BOARD OF SUPERVISORS

FROM: CLARK & ALBAUGH, LLP

RE: PROTECTION OF EMPLOYEES FROM HOSTILE CONDUCT

From time to time, employees of the CDD report difficult and/or aggressive contact from residents while performing their duties. On at least one occasion, an employee has reported that negative and derogatory comments about the employee have been posted to social media sites.

The Board inquired about its obligations to employees in these situations. This memorandum is intended to address those questions at a high level.

The conduct in question is often referred to as a “Hostile Work Environment.” Most caselaw on the issue deal with the issue on the basis of conduct caused by other employees or supervisors within a workplace. However, the law also deals with conduct from “customers.” This is the conduct that most analogous to the question presented to the Board.

A “Hostile Work Environment” has been described as follows:

A hostile work environment is a workplace in which harassment, whether by intentional discrimination or by ridicule, is caused or allowed by the employer, which either interferes with the employee's performance of the job or is sufficiently severe or sufficiently pervasive as to amount to abuse. To be actionable as a basis of discrimination, the discrimination or ridicule must be based on or targeted against employees identified on the basis of gender, race, national origin, or age, or another characteristic of a protected group. The particular harassing acts or statements may be actionable whether they are made by a manager or supervisor, fellow employees, subordinates, or customers in the workplace. The employer, as the ultimate source of authority in the workplace, is responsible for conditions in the workplace that the employer, or its supervisors or managers cause, encourage, know of, or constructively know. In such cases, the hostile work environment is

imputed to the employer as a matter of agency, and the employer is liable for the harm from the discrimination that results.

Whether an environment is "hostile" or "abusive" can be determined only by looking at all the circumstances. These may include the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's work performance. The effect on the employee's psychological well-being is, of course, relevant to determining whether the plaintiff actually found the environment abusive. But while psychological harm, like any other relevant factor, may be taken into account, no single factor is required. *Harris v. Forklift Sys.*, 510 U.S. 17, (1993).

Determining what is a hostile work environment is much more subjective than finding a single act of sexual or other discriminatory conduct. The tests applied by courts look at multiple factors. However, as a general matter, an isolated or unanticipated act of hostility is not enough to create a hostile work environment. Moreover, conduct which is merely offensive or uncomfortable is not enough to create a hostile work environment. Furthermore, the actions in question must be frequent, not isolated.

Hostile work environment cases that involve a supervisory employee are the most common situations. In those cases, the employer is held to a higher level of responsibility to deal with the conduct that creates the hostile work environment through discipline, firing or other means. That is because the employer is in control of the environment. Cases which involve conduct by customers are more difficult. The employer does not have the same level of control over the third-party customer. Hence the law handles those situations on a negligence basis instead of a more strict liability basis. That means that the CDD's obligation is to monitor instances that occur and take reasonable steps to prevent or remedy them.

A much harder question is presented on harassment that occurs on social media. Since communications on social media occur outside of the workplace and are generally protected First Amendment speech, the CDD as employer has no means to control the conduct. As such, it is not reasonable to hold the CDD responsible for conduct that it cannot stop.

The existing Amenity Rules contain provisions that deal with mistreatment of District Staff as well as Amenity Staff, but they are not clear in their application outside of the Amenity operation. I would recommend that the Board review the existing rules and create additional protections for CDD employees in the work environment.

EXHIBIT 6

GRAND HAVEN MEETING AGENDA MATRIX

October 2022	Regular Meeting: 10/20	<p>Staff Reports</p> <p>Consent Agenda Items</p> <ul style="list-style-type: none"> • Meeting Minutes • 9/1/2022 Workshop • 9/15/2022 Regular Meeting • Unaudited Financials (September 2022) <p>Business Items</p> <ul style="list-style-type: none"> • Update on Resident Survey (Supervisor Polizzi) <ul style="list-style-type: none"> ○ Possible review of reports • Consideration of price increases from Vertego and Precision Land Grading <p>Discussions</p> <ul style="list-style-type: none"> • Cell phone access at gates • As employer, what can District do to protect employees who are subjected to verbal abuse and abuse on social media sites? • Draft rule regarding gate limited access 	

GRAND HAVEN MEETING AGENDA MATRIX

November 2022	Regular Meeting: 11/3	<p>Staff Reports</p> <p>Consent Agenda Items</p> <ul style="list-style-type: none">• Meeting Minutes<ul style="list-style-type: none">○ 10/1/2022 Workshop○ 10/15/2022 Regular Meeting <p>Discussion:</p> <ul style="list-style-type: none">• Preliminary review of resident survey results <p>Business Items:</p>	
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GRAND HAVEN MEETING AGENDA MATRIX

December 2022	Regular Meeting: 12/1	<p>Swearing in of Supervisors</p> <p>Staff Reports</p> <p>Consent Agenda Items</p> <ul style="list-style-type: none">• Meeting Minutes<ul style="list-style-type: none">◦ 11/3/2022 Regular Meeting• Unaudited Financials (October 2022) <p>Discussion:</p> <ul style="list-style-type: none">• Board's role and Supervisor's Code of Conduct• Continued review of resident survey results• FY 2024 Budget Process <p>Business Items:</p> <ul style="list-style-type: none">• Adopt resolution once new officers are elected	
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GRAND HAVEN MEETING AGENDA MATRIX

January 2023	Workshop: 1/5	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • Update on Resident Survey (Supervisor Polizzi)—if needed • FY 2024 Budget Draft 	
	Regular Meeting: 1/19	<p><i>Staff Reports</i></p> <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 12/1/2022 Regular Meeting • Unaudited Financials (November 2022) • Unaudited Financials (December 2022) <p><i>Business Items</i></p> <ul style="list-style-type: none"> • Update on Resident Survey (Supervisor Polizzi)—if needed <p><i>Discussions</i></p>	

GRAND HAVEN MEETING AGENDA MATRIX

February 2023	Workshop: 2/2	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • FY 2024 Budget--continued 	
	Regular Meeting: 2/16	<p><i>Staff Reports</i></p> <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 1/5/2023 Workshop ○ 1/19/2023 Regular Meeting • Unaudited Financials (January 2023) <p><i>Business Items</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • FY 2024 Budget--continued 	<ul style="list-style-type: none"> • John Lucansky to provide wish list for Tiki Hut (9/15 Board Meeting minutes; lines 48-51) • John Lucansky to provide wish list for Tiki Hut (9/15 Board Meeting minutes; lines 48-51)

GRAND HAVEN MEETING AGENDA MATRIX

<p align="center"><i>Unscheduled Items</i></p>	<p><i>Future Workshop Issues:</i></p> <ul style="list-style-type: none"> • Parking Lot discussion • Solar Evaluation • 10 Year Plan Presentation—Howard McGaffney • Post Order Changes • Discussion based on D.E. proposal on study and report for replacing stormwater infrastructure concerns • Solitude’s Annual Report (once per year) • Set a date for a Townhall style Workshop for Survey Report and Further Input with the Residents (moved from 1/20 Regular Board agenda). • Communication Needs: Follow-up from 1/20/2022 Regular Board Meeting & 9/2/2022 and 10/6/2022 Workshops <ul style="list-style-type: none"> ○ Continued review of communication matrix ○ Continued review of prior board discussion & supervisor comments sent to DM ○ Website upgrades <p><i>Future Meeting Issues:</i></p> <ul style="list-style-type: none"> • Limited Access of Roads Public Hearing • Approval of Debris Removal contract 	<ul style="list-style-type: none"> • After receipt of resident survey and John Lucansky’s parking survey—possibly March/April • OM has collected information in past on this issue. • In conjunction with limited gate access rule • 9/15/2022: Operation’s Manager checking with District Engineer to see when this report will be done • DC to advise on date
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GRAND HAVEN MEETING AGENDA MATRIX

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	Should be addressed in 2023
3. Budget, Debt and Assessments	Completed (August 2022)
4. Improve Communications	Established townhall style meetings; increased E-blasts; additional information added to District's website.
5. 2-5-year Capital Planning	10-year Long Term Capital Plan scheduled to be completed Fall, 2022
6. Health, Safety and Security of Grand Haven Residents	A work in progress, Board continues discussions Summer and Fall, 2022
7. External District Resources, Consultants, Intergovernmental Relations	City/County Relations, Enforcement Agencies, Chairman, DM, Ops. Mgr.
8. Stormwater/Pond Management	Completed (June, 2022)
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

EXHIBIT 7

Date of Action Item	Action Item	Status
12/2/2021	Place parking lot expansion plans on CDD website and provide copy to resident Bob Badger	3/28: Confirmed with DE that Board has not approved final plan that includes add'l ADA compliance parking.
4/7/2022	Mac to provide Board with general comparative salary rates in Flagler and St. Johns County (including health care) for comparison with GHCCD employees by end of calendar year	7/21: Mac indicated he would work on getting this to Board prior to the end of the year as originally targeted. 8/30: Flagler County info obtained; waiting on Palm Coast information.
6/16/2022	DM is to work with OM regarding resident's tree replanting issue	9/15: Done
7/21/2022	DM and OM to provide Board with status report from Louise (based on her June email) on project status and YTD dollars spent on each project.	10/12: List emailed to Board
7/21/2022	DM to provide list generated by Supervisor Flanagan concerning Board needs on technology processes to give to Celera	9/1: Done
7/21/2022	DM to work with Supervisor Polizzi on E-Blast language and Posters regarding resident survey	8/19: Done
9/1/2022	DM to work with web hosting company and look into alternatives with respect to issues raised during workshop. DM working with Supervisor Flanagan on this issue.	9/15: Underway
9/15/2022	District Manager to email out "raw data" from survey (sent to him by Supervisor Polizzi) to Board members and have them indicate back to District Manager the type of reports wanted.	10/6: Discussed and decided at workshop.
10/6/2022	DM to begin a Post-Hurricane review and report back to board on recommendations s	10/7: Underway

XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
3/17/2022 & 8/18/2022	OM to report to Board on approximate amount of money left expected to be left over on capital projects for current FY	9/15: Done
3/17/2022	OM to report back to Board how many street light poles are in poor condition	10/12: OM has list—will be included in OM’s monthly report
5/5/2022	OM staff to work with VCIO to address concerns raised during workshop and to identify immediate concerns that need to be rectified	6/9: Underway
5/5/2022 & 8/18/2022	OM to look into possibility of lighting for basketball court at Village Center	10/12: Proposal received—OM will report to Board
6/2/2022	OM is to look into correct type of signage on eastbound Egret at round about	8/16: Signage is correct in that road has the right of way into the round about
6/2/2022	OM is to check with DE on color combinations for crosswalk for higher visibility & to see if the word “YIELD” can be painted on the roadway before the crosswalk	8/16: Color combo can be done but complaints may arise as this is not typical. Yield: Yes—This can be done but is not something that is done
6/2/2022 & 9/15/2022	OM is to check on signage for bikes on the Esplanade	9/15: OM to work with DC now that rule has been adopted. 10/7: DC to provide language to Board at 10/20 meeting
6/2/2022	OM is to set up a FPL energy audit for all structures in community including pumphouse.	6/9: To be scheduled
6/16/2022	OM is to work with DM regarding resident’s tree replanting issue	9/15: Done
6/16/2022	OM to review walking path issue in Wild Oaks	9/7: Paths have been reviewed. Concrete borders need replacement.

6/16/2022	OM to speak with John Lucansky for his observations regarding amenity use of parking lot/parking on street	9/15: Board told John to pause this issue until February, 2023
7/21/2022	OM and DM to provide Board with status report from Louise (based on her June email) on project status and YTD dollars spent on each project.	10/12: List emailed to Board
7/21/2022	OM to work with Guard 1 for implementation date for guards using new systems and training for new system's use	9/7: Done
8/4/2022	OM to get Board proposals from Celera on 3 additional modules	8/18: Done
8/18/2022	OM to contact Solitude and attempt to get the pond report soon	9/22: Preliminary report— pending additional information
9/1/2022	OM is to get with DC to change wording on document new residents sign regarding receiving a copy of the rules	9/7 Document sent to Scott Clark for review
9/1/2022	OM to work with Chair on E-Blast communicating about leaf issues	9/5: Underway
9/1/2022	OM and Office Manager to communicate with VCIO with respect to what Board is looking for with regards to improvements in business technology over the next three years, as well as deliverables in functional areas.	
9/15/2022	OM to work with amenity manager on wish list for improvements to Tiki Hut (with estimate of costs)	
9/15/2022	OM to walk Waterside Parkway with DE to determine if repaving items in 2023 FY Budget need to be reprioritized	
9/15/2022	OM to speak with DE regarding his report on overall stormwater system review and expected date report will be complete	

XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
4/21/2022	Vice Chair Foley to meet with DM and DC to address DC legal fees	10/3: Underway
7/21/2022	Supervisor Flanagan to provide DM with list of Board needs on technology processes to give to Celera	9/1: Done
7/21/2022	Chair Howden to speak with OM to look at possibility of aeration for Pond #11	9/15: Board approved funding
7/21/2022	Chair Howden to speak with John Lucansky regarding flooding issues near Bocce Ball courts	8/11: OM is evaluating the drainage.
8/4/2022	Supervisors to get DM comments on their ideas on immediate fixes for security related vendors	Done
9/1/2022	Chair to check with DC regarding a policy on leaves on the street	Done
9/1/2022	Chair to work with OM on E-Blast communicating about leaf issues	9/5: Underway
9/15/2022	Supervisor Polizzi to send DM "raw data" from survey.	
9/15/2022	Supervisors are to provide DC with feedback on proposed limited access rule	
9/15/2022	Supervisors are to provide DC with feedback on issues they want addressed with respect to the protection of District employees from verbal abuse and abuse on social media sites	9/21: Comments should have been sent by this date.
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
8/18/2022	DC to begin rule making for limited public access to the community	9/15: First draft presented to Board

9/1/2022	DC To answer question on District liability when resident fails to provide an email address for E-Blasts	9/15: Done
9/1/2022	DC to answer question about ADA concerns if the website provided an “open ticket” option.	9/15: Done
9/15/2022	DC to work with OM on signage for bikes on the Esplanade	10/7: To provide language to Board during 10/20 meeting.

EXHIBIT 8

Grand Haven Community Development District

Financial Statements
(Unaudited)

Period Ending
September 30, 2022

**Grand Haven CDD
Balance Sheet
September 30, 2022**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
BU OPERATING	\$ 713,776	\$ 1,549,985	\$ 2,263,761
BU DEBIT CARD	-		-
TRUIST OPERATING	12,545		12,545
SBA 161601A	7,044		7,044
BU - SAVINGS	1,921,178	-	1,921,178
IBERIA BANK MMA	127		127
ON ROLL ASSESSMENTS RECEIVABLE	-	-	-
ACCOUNTS RECEIVABLE	5,032		5,032
A/R WATER BILLS	-		-
DUE FROM OTHER	-	11,238	11,238
DEPOSITS	110		110
TOTAL ASSETS	<u>\$ 2,659,812</u>	<u>\$ 1,561,223</u>	<u>\$ 4,221,035</u>
<u>LIABILITIES:</u>			
ACCTS PAYABLE	\$ 42,870	\$ 49,350	\$ 92,220
DUE TO OTHER	11,238		11,238
DEFERRED REVENUE	-		-
DEFERRED REVENUE WATER / INFRASTRUCTURE	-	-	-
<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:	910,199	85,327	995,525
TOTAL FUND BALANCE	2,605,704	1,511,874	4,117,577
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 2,659,812</u>	<u>\$ 1,561,223</u>	<u>\$ 4,221,035</u>

**No Transfers For September
Misc. Rev for Check From Incorrect District**

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon request.

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2021 through September 30, 2022

	Adopted Budget	Year To Date	Current Month	% of Budget
REVENUES				
ASSESSMENT ON-ROLL (Net)	\$ 3,559,266	\$ 3,587,338	\$ -	101%
REUSE WATER	23,166	89,455	2,521	386%
GATE & AMENITY GUEST	8,000	17,548	1,139	219%
TENNIS	500	340	35	68%
ROOM RENTALS	500	3,443	97	689%
INTEREST & MISCELLANEOUS	23,676	22,483	7,915	95%
ASSESSMENT LEVY - ESCALANTE FUND	8,281	8,347		101%
TOTAL REVENUES	3,623,389	3,728,954	11,707	102.91%
EXPENDITURES				
ADMINISTRATIVE				
Supervisors - regular meetings	12,000	12,000	1,000	100%
Supervisor - workshops	9,000	9,800	1,000	109%
District Management Services				
District management	39,125	42,919	3,610	110%
Administrative	10,400	9,533	867	92%
Accounting	21,475	19,685	1,790	92%
Assessment roll preparation	9,450	8,663	788	92%
Disclosure report				
Arbitrage rebate calculation				
Office supplies	1,000	4,149	(10)	415%
Postage	3,000	954	910	32%
Trustee				
Audit	11,300			0%
Legal - general counsel	103,000	98,645	11,807	96%
Engineering	30,000	46,802		156%
Legal advertising	5,200	1,762		34%
Bank fees	1,500	1,485	282	99%
Dues & licenses	175	175		100%
Property taxes	2,400	2,087	-	87%
Tax collector				
Contingencies	500	946	-	189%
TOTAL ADMINISTRATIVE	259,525	259,606	22,042	100%
INFORMATION AND TECHNOLOGY				
IT support	26,670	38,493	3,099	144%
Village Center and Creeskide telephone & fax	6,546	6,788	551	104%
Cable/internet-village center/creekside	9,782	12,986	1,274	133%
Wi-Fi for gates	4,894	1,528		31%
Landlines/hot spots for gates and cameras	26,400	6,687		25%
Cell phones	7,282	7,320	709	101%
Website hosting & development	1,515	1,515		100%
ADA website compliance	210	210	-	100%
Communications: e-blast	500	419	-	84%
TOTAL INFORMATION AND TECHNOLOGY	83,799	75,946	5,633	91%
INSURANCE				
Insurance: general liability & public officials	11,935	11,935	-	100%
Insurance: property	76,435	76,613		100%
Insurance: auto general liability	3,153	3,153	-	100%
Flood insurance	3,600	-	-	0%
TOTAL INSURANCE	95,123	91,701	-	96%
UTILITIES				
Electric				
Electric services - #12316, 85596, 65378	5,200	8,658	15	166%
Electric- Village Center - #18308	31,500	23,183		74%

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2021 through September 30, 2022

	Adopted Budget	Year To Date	Current Month	% of Budget
Electric - Creekside - #87064, 70333	21,500	20,721		96%
Street lights ¹	20,000	21,003		105%
Propane - spas/café	40,600	34,175	1,661	84%
Garbage - amenity facilities	15,200	10,971	909	72%
Water/sewer				
Water services ²	115,000	130,819	10,085	114%
Water - Village Center - #324043-44997	13,500	11,882	903	88%
Water - Creekside - #324043-45080	7,300	6,693	590	92%
Pump house shared facility	15,500	4,362	540	28%
TOTAL UTILITIES	285,300	272,466	14,704	96%
FIELD OPERATIONS				
Stormwater system				
Aquatic contract	51,438	55,838	4,376	109%
Aquatic contract: lake watch	4,076	4,388	374	108%
Aquatic contract: aeration maintenance	4,000	1,617		40%
Lake bank spraying	6,128			0%
Stormwater system repairs & maintenance	15,000	2,760	2,760	18%
Property maintenance				
Horticultural consultant	9,600	9,600	800	100%
Landscape enhancement				
Landscape repairs & replacement	20,000	28,754	375	
Landscape maintenance contract services	585,814	585,814	48,818	100%
Landscape maintenance: croquet	50,800	49,611	4,033	98%
Tree maintenance (Oak tree pruning)	35,000	33,600		96%
Optional flower rotation	20,000	23,127		116%
Irrigation repairs & replacement	22,000	16,797	993	76%
Roads & bridges repairs	15,000	14,077	7,882	94%
Sidewalk repairs & replacement				
Street light maintenance	15,000	714	80	5%
Vehicle repairs & maintenance	5,000	8,370		167%
Office supplies: field operations	14,000	12,008	249	86%
Holiday lights	9,000	3,568		40%
CERT operations	500	333	99	67%
Community maintenance	98,040	78,114	1,236	80%
Storm clean-up	26,000	-		0%
Miscellaneous contingency	4,000	4,963	4,963	124%
TOTAL FIELD OPERATIONS	1,010,396	934,051	77,039	92%
STAFF SUPPORT				
Payroll	607,333	529,778	42,957	87%
Merit pay/bonus	25,000	6,029		24%
Payroll taxes	79,257	40,266	3,290	51%
Health insurance	106,000	86,170	7,776	81%
Insurance: workers' compensation	30,000	12,055		40%
Payroll services	6,250	5,262	450	84%
Mileage reimbursement	2,750	5,935	639	216%
Vehicle Allowance	14,000	-		0%
TOTAL STAFF SUPPORT	870,590	685,495	55,113	79%
AMENITY OPERATIONS				
Amenity Management	592,786	539,387		91%
A/C maintenance and service	3,900			0%
Fitness equipment service	7,500	1,380	400	18%
Music licensing	3,520	3,757		107%
Pool/spa permits	875	875		100%
Pool chemicals	15,500	14,997		97%

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2021 through September 30, 2022

	<u>Adopted Budget</u>	<u>Year To Date</u>	<u>Current Month</u>	<u>% of Budget</u>
Pest control	3,900	1,845	195	47%
Amenity maintenance	110,000	189,945	2,939	173%
Special events	10,000	8,993	200	90%
TOTAL AMENITY	747,981	761,178	3,734	102%
SECURITY				
Gate access control staffing	204,375	207,419	16,219	101%
Additional guards	8,000	2,341		29%
Guardhouse facility maintenance	16,000	20,628	270	129%
Gate communication devices	21,000	12,043	1,744	57%
Gate operating supplies	16,000	59,748	1,031	373%
Fire & security system	5,300	4,661		88%
TOTAL SECURITY	270,675	306,840	19,264	113%
TOTAL EXPENDITURES	3,623,389	3,387,283	197,528	93%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		341,671		
FUNDS TRANSFER EXPENSE		(3,642,439)		
FUNDS TRANSFER INCOME		1,926,024		
FUND BALANCE - BEGINNING		3,980,448		7,029,122
FUND BALANCE ENDING		2,605,704		
ANALYSIS OF FUND BALANCE				
DISASTER		750,000		
3 MONTHS WORKING CAPITAL		945,505		
UNASSIGNED		910,199		
FUND BALANCE - ENDING		\$ 2,605,704		

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 September 30, 2022

	<u>Adopted Budget</u>	<u>Year To Date</u>	<u>Current Month</u>	<u>% of Budget</u>
REVENUE				
SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 781,860	\$ 788,027	\$ -	101%
DISCOUNT (ASSESSMENTS)	-	-	-	
INTEREST REVENUE	5,500	-	-	
TOTAL REVENUE	<u>787,360</u>	<u>788,027</u>	<u>-</u>	<u>101%</u>
EXPENDITURES				
GENERAL INFRASTRUCTURE REPLACEMENT	1,082,025	992,568	61,335	92%
TOTAL EXPENDITURES	<u>1,082,025</u>	<u>992,568</u>	<u>61,335</u>	<u>92%</u>
EXCESS OF REVENUE OVER (UNDER) EXP.	(294,665)	(204,541)	(61,335)	
OTHER FINANCING SOURCES (USES)				
TRANSFER OUT	-	(1,926,024)	\$ -	
TRANSFER IN	1,721,211	3,642,439	-	
TOTAL OTHER FINANCING SOURCES (USES)	<u>1,721,211</u>	<u>1,716,415</u>	<u>-</u>	
FUND BALANCE BEGINNING	-	-		
NET CHANGE IN FUND BALANCE	1,426,546	1,511,874		
FUND BALANCE - ENDING	<u>\$ 1,426,546</u>	<u>\$ 1,511,874</u>		
Analysis of Fund Balance				
Committed: Future Capital Improvements		1,069,910		
Assigned: 3 months working capital		356,637		
Unassigned		85,327		
FUND BALANCE - ENDING		<u>\$ 1,511,874</u>		

Grand Haven CDD
Check Detail
 October 1 - 13, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2037	10/01/2022	Egis Insurance an...	1101000 · Cash- O...		-109,195.00
Bill	16868	10/01/2022		539.503 · Insurance...	-109,195.00	109,195.00
TOTAL					-109,195.00	109,195.00
Bill Pmt -Check	2043	10/01/2022	Egis Insurance an...	1101000 · Cash- O...		-12,213.85
Bill	17181	10/01/2022		572.303 · Workers ...	-12,213.85	12,213.85
TOTAL					-12,213.85	12,213.85
Bill Pmt -Check	2051	10/06/2022	Barry Kloptosky	1101000 · Cash- O...		-251.55
Bill	090122 Mile...	10/06/2022		572.304 · Mileage R...	-251.55	251.55
TOTAL					-251.55	251.55
Bill Pmt -Check	2052	10/06/2022	Bryon C. Lenhart	1101000 · Cash- O...		-201.83
Bill	090122 Mile...	10/06/2022		572.304 · Mileage R...	-201.83	201.83
TOTAL					-201.83	201.83
Bill Pmt -Check	2053	10/06/2022	Jeremey Wilson	1101000 · Cash- O...		-253.89
Bill	090122 Mile...	10/06/2022		572.785 · Communi...	-253.89	253.89
TOTAL					-253.89	253.89
Bill Pmt -Check	2054	10/06/2022	Ken Brokaw	1101000 · Cash- O...		-42.76
Bill	090122 Mile...	10/06/2022		572.304 · Mileage R...	-42.76	42.76
TOTAL					-42.76	42.76
Bill Pmt -Check	2055	10/10/2022	Chip Howden	1101000 · Cash- O...		-200.00
Bill	100622-wor...	10/10/2022		511.111 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	2056	10/10/2022	Dr. Merrill Stass-Is...	1101000 · Cash- O...		-200.00
Bill	100622-wor...	10/10/2022		511.111 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	2057	10/10/2022	John Polizzi	1101000 · Cash- O...		-200.00
Bill	100622-wor...	10/10/2022		511.111 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	2058	10/10/2022	Kevin Foley	1101000 · Cash- O...		-200.00
Bill	100622-wor...	10/10/2022		511.111 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00

Grand Haven CDD
Check Detail
 October 1 - 13, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2059	10/10/2022	Michael Flanagan	1101000 · Cash- O...		-200.00
Bill	100622-wor...	10/10/2022		511.111 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	2060	10/11/2022	Oakley Woods	1101000 · Cash- O...		-75.80
Bill	V133257	09/19/2022		572.780 · Amenity ...	-75.80	75.80
TOTAL					-75.80	75.80
Bill Pmt -Check	100142	10/04/2022	AlarmPro Inc	1101000 · Cash- O...		-263.00
Bill	100122-0688	10/01/2022		572.907 · Fire & Se...	-144.00	144.00
Bill	100122-6755	10/01/2022		572.907 · Fire & Se...	-119.00	119.00
TOTAL					-263.00	263.00
Bill Pmt -Check	100143	10/04/2022	Amazon Business	1101000 · Cash- O...		-664.44
Bill	14KD-F7W...	09/19/2022		572.790 · CERT Ra...	-98.95	98.95
Bill	1DWV-VFX...	09/21/2022		572.702 · Office Su...	-32.44	32.44
Bill	1FXR-N4JH...	09/22/2022		572.785 · Communi...	-43.00	43.00
Bill	1YHW-39C...	09/22/2022		531.301 · Electric S...	-14.96	14.96
Bill	1NMF-9CJ7...	09/23/2022		572.785 · Communi...	-218.97	218.97
Bill	17VX-4WM...	09/25/2022		572.702 · Office Su...	-26.94	26.94
Bill	1MFT-P6XM...	09/25/2022		572.780 · Amenity ...	-149.40	149.40
Bill	1PFN-7493-...	09/25/2022		572.780 · Amenity ...	-79.78	79.78
TOTAL					-664.44	664.44
Bill Pmt -Check	100144	10/04/2022	Amenity Managem...	1101000 · Cash- O...		-52,685.50
Bill	402886	10/01/2022		572.305 · Amenity ...	-52,685.50	52,685.50
TOTAL					-52,685.50	52,685.50
Bill Pmt -Check	100145	10/04/2022	AmeriGas	1101000 · Cash- O...		-449.87
Bill	3140905269	09/09/2022		532.306 · Propane	-449.87	449.87
TOTAL					-449.87	449.87
Bill Pmt -Check	100146	10/04/2022	Clark & Albaugh, L...	1101000 · Cash- O...		-11,522.19
Bill	18094	10/02/2022		514.007 · Legal - G...	-11,522.19	11,522.19
TOTAL					-11,522.19	11,522.19
Bill Pmt -Check	100147	10/04/2022	Community Controls	1101000 · Cash- O...		-1,743.80
Bill	AAAO605551	09/02/2022		529.103 · Gate Co...	-1,743.80	1,743.80
TOTAL					-1,743.80	1,743.80
Bill Pmt -Check	100148	10/04/2022	Guard One Protect...	1101000 · Cash- O...		-8,116.24
Bill	131052	09/20/2022		529.306 · Gate Acc...	-8,116.24	8,116.24
TOTAL					-8,116.24	8,116.24

Grand Haven CDD
Check Detail
October 1 - 13, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	100149	10/04/2022	Innersync	1101000 · Cash- O...		-378.75
Bill	20813	10/01/2022		513.906 · Website ...	-378.75	378.75
TOTAL					-378.75	378.75
Bill Pmt -Check	100150	10/04/2022	JB Rent-All	1101000 · Cash- O...		-73.96
Bill	109077	09/13/2022		572.785 · Communi...	-73.96	73.96
TOTAL					-73.96	73.96
Bill Pmt -Check	100151	10/04/2022	Poolsure	1101000 · Cash- O...		-1,412.20
Bill	1112956018...	10/01/2022		572.744 · Pool Che...	-1,412.20	1,412.20
TOTAL					-1,412.20	1,412.20
Bill Pmt -Check	100152	10/04/2022	Precision Land Gr...	1101000 · Cash- O...		-4,033.33
Bill	433	10/01/2022		539.606 · Landscap...	-4,033.33	4,033.33
TOTAL					-4,033.33	4,033.33
Bill Pmt -Check	100153	10/04/2022	Solitude Lake Man...	1101000 · Cash- O...		-5,444.00
Bill	PSI-05812	09/23/2022		539.755 · Unbudget...	-5,444.00	5,444.00
TOTAL					-5,444.00	5,444.00
Bill Pmt -Check	100154	10/04/2022	The Gate Store, Inc.	1101000 · Cash- O...		-253.50
Bill	20521	09/26/2022		529.736 · Gate Ope...	-253.50	253.50
TOTAL					-253.50	253.50
Bill Pmt -Check	100155	10/04/2022	TUI	1101000 · Cash- O...		-77.61
Bill	AR38518	09/26/2022		572.702 · Office Su...	-77.61	77.61
TOTAL					-77.61	77.61
Bill Pmt -Check	100156	10/04/2022	VerdeGo	1101000 · Cash- O...		-6,938.25
Bill	9322	09/19/2022		539.659 · Landscap...	-890.00	890.00
Bill	9325	09/19/2022		539.659 · Landscap...	-1,475.00	1,475.00
Bill	9324	09/19/2022		539.659 · Landscap...	-1,420.00	1,420.00
Bill	9321	09/19/2022		539.609 · Irrigation ...	-993.25	993.25
Bill	9323	09/19/2022		539.659 · Landscap...	-2,160.00	2,160.00
TOTAL					-6,938.25	6,938.25
Bill Pmt -Check	100157	10/04/2022	Waste Management	1101000 · Cash- O...		-909.49
Bill	8534831-01...	09/26/2022		534.305 · Garbage -...	-277.29	277.29
Bill	8534534-01...	09/26/2022		534.305 · Garbage -...	-632.20	632.20
TOTAL					-909.49	909.49

Grand Haven CDD

Check Detail

October 1 - 13, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	100158	10/11/2022	Amazon Business	1101000 · Cash- O...		-152.44
Bill	13N-91NL-6...	09/28/2022		572.780 · Amenity ...	-66.71	66.71
Bill	1W34-W7L4...	09/30/2022		572.780 · Amenity ...	-61.97	61.97
Bill	1MT3-J1M7-...	10/02/2022		572.780 · Amenity ...	-23.76	23.76
TOTAL					-152.44	152.44
Bill Pmt -Check	100159	10/11/2022	Celera IT Services,...	1101000 · Cash- O...		-2,499.00
Bill	1620	10/01/2022		519.952 · IT Support	-2,499.00	2,499.00
TOTAL					-2,499.00	2,499.00
Bill Pmt -Check	100160	10/11/2022	Massey Services I...	1101000 · Cash- O...		-150.00
Bill	100422-6143	10/04/2022		572.765 · Pest Cont...	-75.00	75.00
Bill	102322-6155	10/23/2022		572.765 · Pest Cont...	-75.00	75.00
TOTAL					-150.00	150.00
Bill Pmt -Check	100161	10/11/2022	NetFortris	1101000 · Cash- O...		-550.75
Bill	IN-US11844...	09/29/2022		572.707 · Village C...	-550.75	550.75
TOTAL					-550.75	550.75
Bill Pmt -Check	100162	10/11/2022	Solitude Lake Man...	1101000 · Cash- O...		-4,750.85
Bill	PSI-07801	09/26/2022		538.602 · Aquatic C...	-4,376.41	4,376.41
Bill	PSI-07802	09/26/2022		538.605 · Aquatic C...	-374.44	374.44
TOTAL					-4,750.85	4,750.85
Bill Pmt -Check	100163	10/11/2022	The Gate Store, Inc.	1101000 · Cash- O...		-510.00
Bill	20545	10/03/2022		529.736 · Gate Ope...	-510.00	510.00
TOTAL					-510.00	510.00
Bill Pmt -Check	100164	10/11/2022	VerdeGo	1101000 · Cash- O...		-37,960.25
Bill	9401	09/30/2022		539.659 · Landscap...	-4,550.00	4,550.00
Bill	9407	09/30/2022		539.659 · Landscap...	-4,560.00	4,560.00
Bill	9403	09/30/2022		539.659 · Landscap...	-2,975.00	2,975.00
Bill	9405	09/30/2022		539.659 · Landscap...	-2,500.00	2,500.00
Bill	9399	09/30/2022		539.659 · Landscap...	-4,881.50	4,881.50
Bill	9408.00	09/30/2022		539.659 · Landscap...	-2,800.00	2,800.00
Bill	9400	09/30/2022		539.659 · Landscap...	-2,624.50	2,624.50
Bill	9406	09/30/2022		539.659 · Landscap...	-2,640.00	2,640.00
Bill	9398	09/30/2022		539.659 · Landscap...	-5,700.00	5,700.00
Bill	9402	09/30/2022		539.659 · Landscap...	-4,287.50	4,287.50
Bill	9411	09/30/2022		539.659 · Landscap...	-441.75	441.75
TOTAL					-37,960.25	37,960.25
Bill Pmt -Check	100165	10/11/2022	WebWatchDogs	1101000 · Cash- O...		-549.00
Bill	7928	09/26/2022		572.780 · Amenity ...	-549.00	549.00
TOTAL					-549.00	549.00

Clark & Albaugh, LLP
219 Shiloh Cove
Heathrow, Florida 32746

Phone: (407) 647-7600

Fax: (407) 647-7622

Grand Haven CDD

September 1, 2022

DPFG

250 International Parkway, Suite 208

Lake Mary, Florida 32746

File #

7188-001

Attention:

Invoice #

18063

RE: General matters

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Aug-02-22	review of and revision to website language	0.30	85.50	SDC
	correspondence regarding wording on website	0.20	57.00	SDC
Aug-03-22	correspondence with manager regarding gate damage claim letter	0.20	57.00	SDC
Aug-04-22	communications with manager regarding gate damage letter	0.20	57.00	SDC
Aug-05-22	review of request for information regarding HB 7053 (Sea Level Rise)	0.20	57.00	SDC
	correspondence with supervisors regarding gate access issues; telephone call with manager regarding workshop discussions	0.50	142.50	SDC
	review of correspondence chain regarding budget and assessment table questions	0.30	85.50	SDC
Aug-08-22	telephone call with Sup. Stass-Isern	0.30	85.50	SDC
	exchange correspondence with chair regarding charging station inquiry	0.20	57.00	SDC

	review of public records issues regarding identification storage; related office conference	0.40	114.00	SDC
	communications with debris contractor regarding status of contract and prior RFP	0.20	57.00	SDC
Aug-09-22	telephone call with Sup. Flanagan	0.20	57.00	SDC
Aug-10-22	review of draft agenda; finalize budget related resolutions; draft resolution approving amenity rule amendments; telephone call with manager regarding agenda questions and related correspondence; review of legal resources regarding gate authentication practices; telephone call with Sup. Foley	3.80	1,083.00	SDC
	additional conference regarding security concerns and limitations	0.20	57.00	SDC
	Research pertaining to handling DL number information with respect to Public Records requests.	2.30	655.50	MEA
Aug-11-22	conference call regarding VC incident report; telephone call with manager regarding agenda topics and order and budget presentation	0.70	199.50	SDC
	review of various ownership and lot category questions raised in connection with budget	0.60	171.00	SDC
	Office conference with SDC regarding strategy; Additional research as to potential prohibitions on the use of Driver's License numbers.	1.10	313.50	MEA
Aug-12-22	review of documents regarding incident; telephone call with John L.; telephone call with chairman; telephone call with Sup. Foley; telephone call with district manager; review of agenda and correspondence regarding same; review of further notes and reports of incident; review of rules provisions	1.20	342.00	SDC
	review of and edits to notice of violation	0.50	142.50	SDC
	review of research authorities on license capture and handling limitations	1.10	313.50	SDC
	Additional research pertaining to District's	2.00	570.00	MEA

	proposed use of DL numbers in connection with security.			
	Reviewing materials provided by Client; Drafting First Offense letter to Lucas Martins regarding pickleball incident.	1.20	342.00	MEA
Aug-15-22	correspondence with manager regarding agenda; telephone call with chairman; telephone call with Sup. Foley; revision to violation letter	1.20	342.00	SDC
	correspondence regarding public records request for payment records; telephone call with state regarding audit report deadline	0.40	114.00	SDC
Aug-16-22	revise letter regarding incident; telephone call with chair; review of information regarding gate damage claim correspondence; review of agenda and meeting preparation; correspondence regarding audit	1.50	427.50	SDC
Aug-17-22	review of draft rule documents and preparation of edits	1.50	427.50	SDC
Aug-18-22	review of and correspondence to board regarding additional amenity rules language; review of agenda package and budget documents; other meeting preparation	2.10	598.50	SDC
	attendance at meeting	6.90	1,966.50	SDC
	Begin drafting agreement with Solitude for Pond 24 aeration.	0.30	85.50	MEA
Aug-19-22	provide final clean and redline rules as adopted and various communications with manager staff and manager regarding rules	1.20	342.00	SDC
	review of draft of pond fountain contract and provide edits; correspondence with office regarding same	0.80	228.00	SDC
	review of correspondence chain and photos regarding tree down and provide guidance to manager and staff regarding liability issues	0.70	199.50	SDC
	Complete drafting agreement with Solitude for Pond 24 aeration; Email to client regarding same.	0.30	85.50	MEA

Aug-22-22	review of correspondence exchange regarding complaint from budget meeting; correspondence regarding same; telephone call with manager; review of correspondence regarding Wild Oaks incident; meeting followup regarding rules and road rule draft; correspondence with manager	1.30	370.50	SDC
Aug-23-22	review of correspondence regarding Wild Oaks injury claim; review of deed and plat records regarding ROW in Wild Oaks; telephone call with manager and provide written response to carrier	1.10	313.50	SDC
Aug-24-22	telephone call with claims adjuster regarding incident and Wild Oak road ownership; transmit plat records	0.70	199.50	SDC
Aug-26-22	review of status of gate damage letter and request; correspondence to manager; telephone call with manager regarding followup items	0.40	114.00	SDC
	review of correspondence and attachments from manager regarding meetings with resident over property boundary issues and demand and firewise issue	0.80	228.00	SDC
Aug-29-22	correspondence with amenity manager regarding supervisor requests and upcoming agenda topic	0.20	57.00	SDC
	work on draft of gate access rule	1.30	370.50	SDC
Aug-31-22	telephone call with Barry regarding two separate property issues and review of backup information in files and plats	0.80	228.00	SDC
	Totals	41.40	\$11,799.00	

DISBURSEMENTS

Aug-16-22	Postage - Certified letter to Lucas Martins		7.85	
	Totals		\$7.85	
	Total Fee & Disbursements			\$11,806.85
	Previous Balance			18,846.35
	Previous Payments			18,846.35

Balance Now Due

\$11,806.85

Please use the invoice address for PAYMENTS ONLY:

219 Shiloh Cove
Heathrow, FL 32746

Effective August 1, 2022, our new physical address
for all other correspondence is:

1800 Town Plaza Court
Winter Springs, FL 32708

TAX ID Number 26-1572385



250 International Parkway, Suite 280

Lake Mary, FL 32746

TEL: 321-263-0132

Bill To

Grand Haven Community Development District
c/o DPFM Management & Consulting LLC
250 International Parkway
Suite 280
Lake Mary FL 32746

Invoice

Date 9/1/2022

Invoice # 402555

In Reference To:

Monthly contracted management fess, as follows:

PLEASE REMIT PAYMENT TO CORPORATE HEADQUARTERS:
DPFG M&C
c/o Vesta Property Services, Inc.
245 Riverside Avenue, Suite 300
Jacksonville, FL 32202

Description	Quantity	Rate	Amount
Professional Management Services	1		3,260.42
Administrative Services	1		866.67
Accounting Services	1		1,789.58
Assessment Roll & Revenue Collection Services	1		787.50

Total \$6,704.17

EXHIBIT 9

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, September 1, 2022 at 9:01 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	Dr. Merrill Stass-Isern (<i>joined in</i>	Board Supervisor, Assistant Secretary
13	<i>progress</i>)	
14	Michael Flanagan	Board Supervisor, Assistant Secretary
15	John Polizzi	Board Supervisor, Assistant Secretary

16 Also present were:

17	David McInnes	District Manager, DPFM Management & Consulting
18	Barry Kloptosky	CDD Operations Manager
19	Vanessa Stepniak	CDD Office Manager

20 *The following is a summary of the discussions and actions taken at the September 1, 2022 Grand Haven*
21 *CDD Board of Supervisors Workshop Meeting.*

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

23 The Pledge of Allegiance was recited.

24 **THIRD ORDER OF BUSINESS – Discussion Items**

25 A. Communication Needs: Follow-up from 01-20-22 Regular Board Meeting

- 26 1. Exhibit 1: Review Communication Matrix
27 2. Exhibit 2: Review Prior Board Discussion

28 Mr. McInnes provided an overview of the discussion among Board members and residents
29 from the January 20 meeting regarding communication improvements, adding that the
30 minutes of this meeting had been included under the exhibit, along with emails received
31 from Mr. Polizzi and Dr. Merrill.

32 Mr. Polizzi recommended that the Board work to determine priorities on the list, as well as
33 how to make the feedback and recommendations actionable.

34 (*Dr. Merrill joined the meeting at 9:08 a.m.*)

35 Mr. Flanagan suggested that the website could use a better organizational system or search
36 implementation for documents being indexed. Dr. Merrill agreed that it would be helpful
37 for the site to be designed with a more user-friendly interface, and suggested for the e-
38 blasts include more useful consolidated information rather than external links to
39 information elsewhere.

40 The Board and Mr. McInnes discussed uses and requirements for website use. Mr.
41 Flanagan noted that the Board needed to consider that increased email communication may
42 not correlate with increased click-through rates, and determine best practices for conveying

43 relevant information in an orderly, accessible manner. Comments were made regarding
44 survey feedback on communications with residents, with Mr. Polizzi suggesting that the
45 majority of responses would be received by the middle of the month.

46 In response to questions from Supervisors, Ms. Stepniak advised that the amenities website
47 saw much more resident traffic than the CDD website, and that e-blasts typically had a
48 click-through rate of about 50%. The Board discussed whether to have e-blasts open a
49 dialogue with residents or to have their purpose be for strictly one-way communication,
50 and staff provided input on time spent responding to emails. Ms. Stepniak additionally
51 suggested that it may be helpful to better communicate to residents what the respective
52 responsibilities of the CDD, the amenity management, and the Southern States
53 Management Group were, as some complaints were being received by wrong parties,
54 creating inefficiencies. Additional discussion ensued regarding approaches for establishing
55 reliable ongoing communication and understanding of rules, policies, and fees with new
56 residents. Comments were made indicating that documents for new residents may need to
57 be updated to clearly note that rules and policies were also available on the website.

58 Ms. Stepniak noted that new residents would occasionally come to the office with outdated
59 registration packets and little guidance from their realtors, and suggested updating the
60 website with helpful information on CDD operations and what was needed for registration
61 packets. Discussion ensued regarding reassessing and redesigning the website, with Mr.
62 McInnes providing additional input on web host vendors and design capabilities. Mr.
63 Howden commented on suggestions being made for an open ticket system on the site,
64 noting that he would prefer to get Counsel's input on any potential accessibility issues prior
65 to proceeding.

66 Dr. Merrill indicated that she felt the way that public comments were handled during
67 meetings may be frustrating for residents, as the Board's policy was generally not to
68 immediately respond back to questions posed at the beginning of meetings, and that some
69 residents may be unaware of the time limit on comments. Mr. Howden stressed that he did
70 not feel the public comment period should be an open discussion session, and suggested
71 that a mailbox system would work better for these purposes. Ms. Stepniak commented that
72 there were sometimes questions that staff could easily address, but needed Board direction
73 in order to do so. Discussion ensued with staff regarding the implementation and form of
74 the mailbox system suggested, with Ms. Stepniak and Mr. McInnes commenting on their
75 direct email communications one-on-one addressing questions with residents of the
76 community. Mr. Foley stressed the need for streamlining meetings, with suggestions for
77 resident comments being addressed through a mailbox separate from the public comment
78 period each meeting. Additional comments were made regarding adjusting meeting times
79 to accommodate for changing demographics in the community.

80 *(The Board recessed the meeting at 11:38 a.m., and reconvened the meeting at 11:54 a.m.)*

81 The Board discussed expectations for response times in getting back to residents. In
82 response to Supervisor questions, Ms. Stepniak estimated that 40% of her time was
83 dedicated to addressing calls and questions that came to her.

84 B. Exhibit 3: Spring Leaf Collection in Non-Common & Non-PLM Areas

85 Mr. Howden explained that Mr. Kloptosky had pulled figures for what would be needed to address
86 leaves accruing in the streets and storm drains. Mr. Kloptosky responded to questions about the
87 level of leaf-fall by noting that the vendor had suggested performing cleanups both prior to the
88 holiday season to improve aesthetics, and during spring after leaves had largely stopped falling.
89 The Board discussed cost-effective methods to mitigate issues, with comments made on aerators

90 and PLM leaf-mulching practices. Mr. Kloptosky noted a prior situation where a resident had been
91 confronted about raking their leaves directly into the storm drain, and asked whether the Board
92 could potentially create a policy on how to handle leaves for homeowners in the community.
93 Suggestions were made to prioritize educating residents first, then looking into punitive policies if
94 issues persisted. Mr. Howden stated that he could discuss policies with District Counsel.

95 C. Exhibit 4: List of Supervisor Flanagan’s Draft Technology Processes – VCIO

96 Mr. Flanagan noted that they had received two readouts from the Virtual CIO, and that it appeared
97 that there may be a disconnect between the long-term plan that the Board had been working with
98 and what the VCIO had outlined in terms of direction from a technology perspective. Mr. Flanagan
99 stated that his draft document highlighted some expected responsibilities and deliverables for
100 Celera and the VCIO, drawing from his industry understanding of standard duties and activities
101 normally associated with the CIO role. The Board discussed how to communicate to bridge
102 perceived gaps in plans and expectations, as well as specific functions of a VCIO versus a Program
103 Manager. Mr. Flanagan in particular expressed concerns about Board comments at the previous
104 Celera presentations not being listened to. Ms. Stepniak suggested that Celera may need clearer
105 and more focused direction from the Board to proceed with fulfilling requested deliverables, and
106 Mr. Flanagan responded by indicating that the technology did not support the CDD’s business
107 needs and requirements.

108 The Board directed for Ms. Stepniak and Mr. Kloptosky to communicate with Celera about the
109 Board’s discussions and what they were looking for with regards to improvements in business
110 technology over the next three years, as well as deliverables in functional areas. The Board
111 requested for staff to report back at the next meeting as to whether the information made sense to
112 Celera and could be accomplished, or if further clarification was needed. The Board expressed that
113 they wished to ensure that everyone was on the same page on September 15 prior to discussing
114 more specific deadlines.

115 D. Update on Resident Survey

116 Mr. Polizzi stated that 87 online surveys had been submitted, and that Ms. Stepniak and her team
117 had collected an additional 66 paper surveys. Mr. Polizzi noted that the paper surveys needed to go
118 to Snap Surveys for processing, but that the online survey results received so far had been
119 processed. Mr. Polizzi and Ms. Stepniak noted that they had not heard any complaints or major
120 technical difficulties with the survey from respondents. Discussion ensued, regarding response
121 rates, interpreting results to aid long-term plan decision-making, and ways in which the data
122 collected through the survey could be provided to the Board. Mr. Foley commented that it may be
123 useful to conduct another survey a few years down the line, to gauge changes in community
124 demographics as well as wants and needs. Following some discussion on the survey results to-date,
125 Mr. Polizzi suggested that more time was needed to collect more responses and build up the sample
126 size prior to using the data for in-depth analysis.

127 **FOURTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 15, 9:00 AM**

- 128 • Quorum Check

129 All Board members present stated that they would be in attendance at the next meeting scheduled
130 for September 15, which would fulfill a quorum.

131 **FIFTH ORDER OF BUSINESS – Action Items Review**

132 Mr. McInnes provided the list of action items as discussed in the meeting, being as follows:

- 133 • The Operations Manager and District Counsel will work together to adjust the wording on the new
134 resident documents to sign, as rules were now additionally available on the website.

- 135 • The Operations Manager will distribute an e-blast regarding the proper disposal of leaves and grass
136 clippings, conferring with Louise Leister on the optimal timing of distribution.
- 137 • District Counsel will determine if the CDD has liability for failing to alert residents to matters of
138 great importance in instances where notice was given to the community via an e-blast and the
139 residents had not provided a valid email address to the District office.
- 140 • District Counsel will research whether an open ticket system on the website would present ADA
141 compliance issues.
- 142 • District Manager will work with the current web host and also look into alternatives with respect
143 to hosting an open ticket system, adding more information to the website in an easy-to-locate
144 format, and potentially changing the overall website layout.
- 145 • The Chair will check with District Counsel regarding a policy about street leaves.
- 146 • The Chair will work with the Operations Manager on the e-blast to be distributed regarding street
147 leaf issues.

148 **SIXTH ORDER OF BUSINESS – Adjournment**

149 The Board adjourned the meeting, at 2:24 p.m., for the Grand Haven Community Development
150 District.

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

154 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
155 meeting held on October 20, 2022.**

156

Signature

Signature

Printed Name

Printed Name

157 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 10

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, September 15, 2022 at 9:00 p.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, DPFM Management & Consulting |
| 17 | Scott Smith | Vesta |
| 18 | Scott Clark | District Counsel, Clark & Albaugh, LLP |
| 19 | Barry Kloptosky | CDD Operations Manager |
| 20 | Vanessa Stepniak | CDD Office Manager |
| 21 | John Lucansky | Amenity Manager, Vesta Property Services |
| 22 | Ed Reasor | Resident |
| 23 | Maureen Pellegrini | Resident |
| 24 | Patty Popovich | Resident |
| 25 | David Popovich | Resident |

26 *The following is a summary of the discussions and actions taken at the September 15, 2022 Grand Haven*
27 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
28 *request.*

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

30 The Pledge of Allegiance was recited.

31 **THIRD ORDER OF BUSINESS – Audience Comments – (for non-agenda items - limited to 3 minutes**
32 *per individual)*

33 Mr. Reasor expressed concerns regarding water close to his property line, in addition to a flooded
34 trail. Mr. Kloptosky explained that pipes were being checked for blockages but noted that both
35 areas discussed by Mr. Reasor were protected wetland areas.

36 Ms. Pellegrini requested for the fee for a Croquet Tournament sponsored by the Grand Haven
37 Women’s Club to be waived. Following discussion, the Board agreed to waive the fee for the
38 Croquet Tournament.

39 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
40 waiving the fee for the Croquet Tournament sponsored by the Women’s Club for the Grand Haven
41 Community Development District.

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

43 A. Exhibit 1: Amenity Manager: John Lucansky

44 Mr. Lucansky indicated that activity at the Tiki Hut had fallen significantly due to children being
45 back in school. He stated that the Tiki Hut would be shut down and planned to be reopened next
46 year from June through Labor Day. Mr. Popovich spoke in support of the Tiki Hut. Mr. Polizzi
47 indicated that he would like to try holding more events at the Tiki Hut at possible peak times. He
48 noted that he would be in favor of the CDD subsidizing some events to cover labor costs. Mr.
49 Lucansky stated that he would work with Mr. Smith and bring back a plan to the next meeting. Mr.
50 Flanagan requested that Mr. Lucansky put together a wish list for the Tiki Hut to bring back in
51 February.

52 Discussion ensued regarding the parking survey. The Board agreed to pause parking lot data
53 collection for the time being and resume data collection in January and February.

54 Mr. Flanagan asked how residents could be encouraged to sign up for the CDD website directory.
55 Mr. Lucansky clarified that the purpose of the directory was to allow residents to look up their
56 neighbors' phone numbers and email addresses. The Board and staff additionally discussed the ball
57 machine. Mr. Lucansky explained that moving the ball machine earlier in the day took up too much
58 of staff's time. He noted that there was not a high demand to use the ball machine before 12:30
59 p.m.

60 B. District Engineer: David Sowell

61 The District Engineer was not present. Mr. McInnes requested for any questions for the District
62 Engineer to be forwarded to him to pass along.

63 C. Operations Manager: Barry Kloptosky

64 1. Exhibit 2: Presentation of Capital Project Plan Tracker

65 Mr. Kloptosky asked for any questions on the tracker. In response to a question from Mr.
66 Flanagan, Mr. Kloptosky explained that a city inspection was not required for the item on
67 Row 3.

68 2. Exhibit 3: Monthly Report

69 Mr. Kloptosky informed the Board that the waterlines being hit had slowed down the
70 Crosswalk Safety project but indicated that this project was still in progress. He stated that
71 the sidewalks on Waterside Pkwy would be worked on following the completion of the
72 Crosswalk Safety project. He mentioned that the work on the list of curb and gutter repairs
73 had been completed and stated that a new list of curb and gutter repairs would be generated.
74 He noted that he was waiting on a proposal to address a number of areas on South
75 Waterside Pkwy. He advised the Board to consider paving sooner in order to save money
76 on curb and gutter repairs.

77 Mr. Howden noted that the drains appeared to be working but commented on rain pooling
78 around humps in the asphalt. Mr. Kloptosky advised having a video done of a waterline to
79 determine if there was a crack in the pipe. In response to a question from Mr. Flanagan,
80 Mr. Kloptosky indicated that the Board would make the decision how much of Waterside
81 Pkwy should be repaved.

82 Mr. Foley commented that the areas that were repaved approximately 5 years ago had been
83 damaged by tree roots and recommended having the District Engineer walk the proposed
84 areas. Mr. Kloptosky indicated that he would walk the areas with the District Engineer. Mr.
85 Foley additionally asked if a proposal should be obtained to Jet-Vac other areas. Mr.
86 Kloptosky explained that Jet-Vacs were costly and indicated that this would be done on a
87 case-by-case basis. Mr. Howden recalled that he had spoken with the District Engineer
88 regarding a plan to review the stormwater system. He asked Mr. Kloptosky to request a
89 time estimate on the plan from the District Engineer.

90 Mr. Kloptosky provided an update on the canopies for the pickleball and croquet courts.
91 He stated that there were only 2 canopies remaining from the original plan that had yet to
92 be completed and asked if the Board would like to move forward with this. Mr. Howden
93 and Mr. Foley expressed interest in completing the project. Mr. Howden indicated that he
94 would like to receive a report from Mr. Kloptosky before making a decision on this item.
95 No decision was made on this item.

96 Mr. Kloptosky stated that the doors for the Phase 2 bathrooms had not arrived as of yet but
97 noted that the Phase 3 bathrooms had been opened. Mr. Howden asked if the District had
98 already paid for the Phase 2 doors. Mr. Kloptosky indicated that a deposit had been paid.

99 Mr. Kloptosky stated that an aeration proposal for Pond 11 had been received, in the
100 amount of approximately \$18,000.00, but noted that power sourcing was not included. He
101 indicated that asphalt repairs around manhole covers had been completed at 8 locations and
102 stated that asphalt repair on Willow Oak Way had been completed as well. He discussed
103 road settling issues in Wild Oaks and indicated that repairs for this area would likely carry
104 over into the next fiscal year. In response to a comment from Mr. Flanagan, Mr. Kloptosky
105 stated that he would review this area with the District Engineer.

106 Mr. Foley requested for dates to be included in the Monthly Report. Mr. Kloptosky
107 indicated that this would be included moving forward.

108 Mr. Kloptosky noted that the flat roof over the café area would need a permanent repair
109 done due to a recently found leak. He indicated that a temporary repair had been made. Mr.
110 Kloptosky additionally brought an email from the guardhouse management to the Board's
111 attention. He relayed that the guardhouse management requested an additional 24 hours at
112 the bill rate of \$20.76 for an officer. Mr. Howden indicated that he would like to ensure it
113 was clear to the guards that this change would be temporary, should the Board choose to
114 approve this request. Discussion ensued. Mr. Polizzi expressed that he would like to know
115 what specifically was causing backups on Colbert Ln. No decision was made on this item.

116 3. Update on Projected Capital Plan Remaining Balance

117 **This item, originally Item C4 under the Fourth Order of Business, Staff Reports, was**
118 **presented out of order.**

119 Mr. Kloptosky stated that his calculations indicated that approximately \$141,063.00 would
120 be the projected balance remaining from capital projects. He clarified that this was a macro-
121 overview and subject to change. Mr. Flanagan asked if the Firewise project would roll over
122 into the next fiscal year. Mr. Kloptosky indicated that he did not believe the Firewise
123 project would start until the beginning of the new fiscal year. Mr. Kloptosky and Mr.
124 McInnes provided clarification on additional questions from the Board members regarding
125 the movement of funds. In response to a question from Mr. Howden, Mr. McInnes
126 confirmed that a resolution would be needed to draw from the fund balance if the Board
127 went over the published budget.

128 4. Update on Discussion from Celera Based on Board Issues Raised During 09/01/22
129 Workshop

130 Ms. Stepniak stated that Celera was considering the letter from the September 1 Workshop
131 Meeting. She asked how often the Board would like to receive updates from Celera and
132 how they would prefer to receive the updates. Mr. Polizzi requested to have target dates
133 for the main steps of items being worked on to be included in the OM report. Discussion
134 ensued regarding whether to have Celera attend meetings on a quarterly basis.

135 Ms. Stepniak informed the Board that the resident web portal was estimated to be ready for
136 testing by mid-October. She stated that the Caller ID module was scheduled to be installed

137 on Tuesday and noted that a training meeting for the Automated Attendant would be held
138 that same Tuesday. She mentioned that the Visitor Notification module would require work
139 in order to be activated for each household. She indicated that she would prefer to wait
140 until each module was ready before sending an e-blast to residents to provide them with
141 information on the modules. Mr. Polizzi stated that he would like for the information given
142 in Ms. Stepniak's verbal report included in the written report, particularly in regards to the
143 estimated dates.

144 Mr. Flanagan inquired about potential staffing needs for the office. Ms. Stepniak indicated
145 that she did not believe additional staffing would be needed at this point in time. Mr.
146 Flanagan asked if there was a plan to produce a training presentation to help address
147 resident questions. Ms. Stepniak indicated that training information had already been
148 provided by the company gatehouse to distribute to residents.

149 Mr. Foley expressed that he did not think a VCIO was necessary for the District. Mr. Polizzi
150 noted that the VCIO was presented as a service bundled into the contractual agreement
151 with the vendor. In response to a comment from Mr. Kloptosky, Mr. Flanagan gave the
152 matter of the operating system being out of date as an example of something he would like
153 the Board to be informed about sooner. Mr. Kloptosky clarified that this was brought to
154 the attention to the previous Board and revisited with the current Board.

155 Following discussion, the Board agreed to have Celera provide an annual report and tie this
156 into the budget process, in addition to providing target dates on the monthly report. Mr.
157 Howden added that he would like for the Board to decide if and when they would like
158 Celera to attend meetings if more detail was needed.

159 *(The Board recessed the meeting at 11:30 a.m. and reconvened at 11:40 a.m.)*

160 D. District Counsel: Scott Clark

161 Mr. Clark informed the Board that he had sent out warning letter to residents regarding a
162 CDD easement and access issues. In reference to a question posed at the previous
163 Workshop Meeting, Mr. Clark indicated that he did not believe residents not giving their
164 email addresses to the District was a legal concern. Mr. Clark additionally spoke on
165 legislation that had been passed allowing for certain legal advertisements to be posted on
166 the Flagler County website. Mr. Flanagan requested that Mr. McInnes ask Mr. Kloptosky
167 to ensure that the IT provider was aware of this. In response to a question from Mr.
168 Howden, Mr. McInnes clarified that Campus Suite was the District's web hosting
169 company.

170 Mr. Clark brought up a concern discussed at the Workshop Meeting regarding ADA
171 implications for the use of an interactive process on the website to send questions to the
172 Board. He stated that an ADA-compliant alternative would need to be provided. Mr.
173 Howden asked if there were any ADA complications with a ticket system. Mr. Clark
174 indicated that calling the office could be provided as an option for those not able to use the
175 ticket system.

176 Dr. Merrill inquired about signage for e-bikes on the Esplanade. Mr. Clark indicated that
177 the verbiage for the signage would be worked on. He additionally mentioned that he had
178 drafted a clean final of an amenity rule and indicated that this had been posted to the
179 website.

180 E. District Manager: David McInnes

181 1. Exhibit 4: Meeting Matrix

182 Mr. McInnes stated that the Communication Discussion had been moved to the October 6
183 Workshop Meeting. Mr. Polizzi stressed the importance of focusing on determining how
184 the Board would like to have the survey data organized. He indicated that he could ask
185 Snap Survey to generate a report a week before the Workshop Meeting for the Board to
186 comment on and discuss.

187 2. Exhibit 5: Action Item Report

188 Dr. Merrill inquired about progress on web hosting company alternatives. Mr. McInnes
189 indicated that this was being worked on. In response to a question from Dr. Merrill, Mr.
190 McInnes reminded the Board that the purpose of crossing out items on the Action Item
191 Report was to confirm that the item had been completed to the Board's satisfaction.

192 Mr. Polizzi inquired about an item on the Action Item Report that had been open since
193 April. Mr. Foley indicated that he would follow up on this item.

194 In response to a question from Dr. Merrill, Ms. Stepniak stated that she had received the
195 requested list of projects from Ms. Leister and indicated that she would email this to the
196 Board members, as well as the District Manager.

197 3. Exhibit 6: Memorandum to Board Regarding Residential Site Visit

198 Mr. McInnes requested direction from the Board on whether they would like to pursue
199 any of the 3 requests made by Mr. and Mrs. McGevna. Discussion ensued regarding the
200 requests. Mr. Kloptosky relayed that the noise of the cars was the primary issue for the
201 residents and stated that he did not believe planting trees would prevent the sound of
202 traffic on Colbert Ln. He discussed a disagreement with Ms. McGenva regarding her
203 property lines.

204 Mr. Howden stated that he did not believe the Board and the residents would agree on a
205 definition for full-grown trees mentioned in the third request. Mr. Flanagan noted that the
206 Board planned to discuss potential options for Colbert Ln with the City and the County.

207 Mr. Clark stated that Mr. McGevna's claim that part of the District's property now
208 belonged to the McGevnas by the means of adverse possession did not have merit. He
209 advised that the Board direct him to send a letter to respond to this claim.

210 On a MOTION by Mr. Flanagan, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board authorized
211 District Counsel to send a letter to Mr. McGevna in response to his claim of adverse possession for the
212 Grand Haven Community Development District.

213 Following the motion, Mr. Polizzi stated that he would like to make a formal motion to
214 reject all 3 requests.

215 On a MOTION by Mr. Polizzi, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board rejected all
216 3 resident requests for the Grand Haven Community Development District.

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

218 A. Exhibit 7: Consideration for Acceptance – The August Unaudited Financial Report

219 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
220 Meeting Held August 4, 2022

221 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
222 Held August 18, 2022

223 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
224 all items on the Consent Agenda for the Grand Haven Community Development District.

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

226 A. Exhibit 10: Consideration & Adoption of **Resolution 2022-12**, Designating Authorized
227 Signatories

228 Mr. McInnes stated that this resolution would designate Bridgett Alexander, the Chair, and the
229 Vice Chair as additional Authorized Signatories for the District. In response to a question from
230 Mr. Polizzi, Mr. McInnes clarified that Johanna Lee and Ms. Alexander would have the ability to
231 sign checks, but not approve them. Mr. Polizzi and Mr. Flanagan inquired as to why Howard
232 McGaffney was still an Authorized Signatory. Mr. McInnes explained that Mr. McGaffney was
233 the District’s Assistant Treasurer and noted that having him as an Authorized Signatory would
234 help prevent future potential problems if someone was to leave the company.

235 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adopted all
236 **Resolution 2022-12**, Designating Authorized Signatories, for the Grand Haven Community Development
237 District.

238 B. Discussion of Update on Resident Survey

239 Mr. Polizzi stated that 445 surveys had been completed as of Wednesday morning and noted that
240 this was approximately 25% of what had been mailed out. He mentioned that 198 of the surveys
241 had been completed online and 247 were completed on paper. He stated that the last mailing date
242 would be September 26 and indicated that the cutoff date for the online survey was September 23.
243 He noted that a notification would be sent out on September 23 to remind residents of the cutoff
244 date.

245 Mr. Polizzi stated that some individuals experienced a problem accessing the website to take the
246 survey but indicated that he believed this was likely due to the URL being keyed in incorrectly.
247 He additionally noted that some residents did not receive the survey but indicated that the
248 residents had since been given access to the survey.

249 In response to a question from Mr. Howden, Mr. Polizzi stated that the individual who maintained
250 the Wild Oaks neighborhood email list had sent out a communication on the survey before it was
251 mailed out. He indicated that he could request for another reminder to be sent.

252 C. Discussion of Draft Rule for Limiting Gate Access – *To Be Distributed*

253 Mr. Clark discussed a preliminary draft of a limited gate access rule, noting that post orders had
254 been formally incorporated into the draft. He reviewed definitions of those who would be
255 permitted full and restricted access to the community. He asked the Board to consider how they
256 would like to approach the matter of residents being unwilling to comply with the changes.

257 In response to a question from Mr. Foley, Mr. Clark indicated that mail carriers would be covered
258 under the post order under a separate definition. Mr. Flanagan asked if walkways could be
259 incorporated. Mr. Clark indicated that he would need to look into whether this would be possible.
260 Mr. Flanagan suggested giving golf course users an account on the resident web portal. Ms.
261 Stepniak and Mr. Clark spoke in favor of this suggestion. In response to a question from Mr.
262 Polizzi, Mr. Clark suggested restricting access to residents who allow non-residents to use the
263 District’s amenities without accompanying them.

264 In response to a comment from Mr. Howden, Ms. Stepniak clarified that CDD and Vesta
265 employees had gate access devices. She stated that golf course employees did not have gate
266 access devices for the community. Mr. Howden additionally commented on various parts of the

267 draft, including a question on whether parking lots were considered District roads, a note that not
268 all guard houses were occupied, and a question on how to handle property owners without
269 amenity rights. He noted that the gate access device definition needed to be inclusive in the event
270 that the security system was to change in the future.

271 Mr. Clark requested that Mr. McInnes asked Jackie Leger to send the draft electronically to the
272 Board members. The Board agreed to discuss the draft further at the October Workshop Meeting.

273 D. Discussion of Resident Incident

274 Mr. Clark stated that he had notified the resident involved in the incident of the meeting after the
275 August meeting and again the week prior. Mr. Clark read Mr. Lucansky's incident report, dated
276 August 11, 2022, on the record. The report read as follows: "I received a call from Kevin Foley
277 that there were rowdy young adults playing pickleball with no shirts on. The facilitator, Reggie
278 LeBron went and asked them to put their shirts on. Only one did. The other person, Lukas
279 Martens, refused. I called the onsite manager, Tiffany Thomas, and asked her to go down to the
280 pickleball courts and tell him he must put a shirt on per the pickleball CDD policies. She called
281 me back and said he refused and said, 'Call the cops.' He then left 5 minutes later. I spoke to
282 Reggie and they were very disrespectful towards him and Tiffany and blatantly refused to follow
283 the policies."

284 Mr. Clark stated that the Board could choose to lengthen the term that the first notice was
285 effective. He explained that this would allow the Board the ability to impose a suspension if
286 another incident was to occur with this individual. In response to a question from Mr. Polizzi, Mr.
287 Clark confirmed that the previous incident with the individual was similar in regards to the
288 mistreatment of staff. Discussion ensued regarding the length of probationary period for the
289 individual and the start date of the probationary period. An audience member spoke in favor of
290 the extension of the probationary period from September 15, 2022.

291 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
292 the extension of the probationary period of Mr. Martens to 1 year from September 15, 2022, for the Grand
293 Haven Community Development District.

294 Following the motion, Mr. Howden looked for a motion to add the Pond 11 and Canopies for the
295 Croquet Court Proposals to the agenda.

296 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
297 moving the Pond 11 and Canopies for the Croquet Court Proposals to the agenda for the Grand Haven
298 Community Development District.

299 Following the motion, Mr. Kloptosky reminded the Board that the Solitude Pond 11 Aeration
300 Proposal, in the amount of approximately \$18,000.00, did not include electricity. He stated that
301 the total cost would likely be between \$24,000.00 and \$26,000.00 in order to add electricity.

302 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board approved
303 Solitude Pond 11 Aeration Proposal, including the installation of electricity, in a total amount not to exceed
304 \$26,000.00, for the Grand Haven Community Development District.

305 Following the motion, Mr. Kloptosky discussed the proposal to install 2 canopies on the croquet
306 court. He noted that the proposal had been obtained about a month and a half prior, in the amount
307 of \$9,050.00. In response to a question from Mr. Flanagan, Mr. Kloptosky confirmed that
308 installation would be done by the contractor. In response to a question from Mr. Foley, Mr.
309 McInnes clarified that if this project was not done by September 30 and the invoice for services
310 renders was dated past October 1, this would fall under the next fiscal year.

311 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
312 the installation of 2 canopies on the croquet court, in an amount not to exceed \$11,000.00, for the Grand
313 Haven Community Development District.

314 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

315 Mr. Polizzi requested for additional microphones to be obtained for staff. Mr. McInnes stated that
316 approximately 15 microphones would be obtained.

317 Dr. Merrill stated that she would like for the Board to make a decision on cell phone access for
318 gates. Mr. Foley expressed that he would like to have an expert security company attend a meeting
319 to discuss gate technology with the Board. Mr. Howden recalled that the Board had asked Mr.
320 Kloptosky to meet with various security vendors to bring back recommendations to the Board but
321 noted that a time restraint had not been specified. Mr. Kloptosky indicated that this was being
322 worked on. Ms. Stepniak noted that the most frequent complaint at the CDD office was regarding
323 the inability to use cell phones for gate access. Mr. Polizzi asked Ms. Stepniak to provide the Board
324 with risks and benefits of allowing cell phones for gate access. The Board agreed to discuss this
325 matter at the October Regular Meeting.

326 Mr. Foley requested an update on tablets that the Board had discussed at a previous meeting. Mr.
327 Clark stated that he had sent the IT company a document on retention requirements and that a
328 proposal had not yet been received.

329 Mr. Howden asked what the District could do to protect employees that were subjected to verbal
330 abuse and abuse on social media sites. He stated that he would like to put this on a future agenda
331 for discussion. Mr. Flanagan suggested including this on both a Workshop and Regular Meeting
332 agenda. Mr. Clark asked the Board members to individually email him the type of incidents that
333 they were concerned with. He indicated that he would bring back with guidelines to the October
334 Regular Meeting.

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

336 Mr. McInnes reviewed the Action Item Summary.

337 A. The Operations Manager will work with the Amenity Manager on the wish list for improvements
338 to the Tiki Hut with estimated costs.

339 B. The Operations Manager will walk Waterside Pkwy with the District Engineer to determine if
340 repaving items in the 2023 Budget need to be reprioritized.

341 C. The Operations Manager will speak with the District Engineer regarding his report on overall
342 stormwater system review and the expected completion date of the report.

343 D. Mr. Polizzi will send the District Manager “raw data” from the survey.

344 E. The District Manager will email Board members and have them indicate back to the District
345 Manager the type of reports wanted.

346 F. Board Members will provide District Counsel feedback on the proposed limited access rule by the
347 middle of the next week.

348 G. Board Members will provide District Counsel feedback on issues they want addressed with respect
349 to the protection of employees from verbal abuse and abuse on social media sites by the middle of
350 the next week.

351 In response to a question from Mr. Polizzi, Mr. McInnes stated that Audit Report was expected to
352 be completed within the next 3 weeks.

353 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check: October 6, 9:00 a.m.**

354 • Quorum Check

355 All Board members confirmed that they would be present for the meeting, which would establish
356 a quorum. Dr. Merrill noted that she would be attending the meeting via Zoom.

357 **TENTH ORDER OF BUSINESS – Adjournment**

358 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
359 adjourn the meeting. There being none, Mr. Flanagan made a motion to adjourn the meeting.

360 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board
361 adjourned the meeting, at 2:05 p.m., for the Grand Haven Community Development District.

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

365 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
366 **meeting held on October 20, 2022.**

367

368

Signature

Signature

Printed Name

Printed Name

369 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 11

Grand Haven CDD

Maintenance Service Contract

Re: Requested 2023 Price Increase Details

VerdeGo Landscape is proposing and requesting a 9% contract price increase going into the 2022-2023 contract year, effective October 1, 2022. The 9% annual price increase would amount to an additional \$52,723.25 over the current contract amount of \$585,813.87 for a new annual contract amount of \$638,537.12.

In the last 12 months (or less), the landscape services, “Green”, industry has seen a significant impact of cost increases due to current economic, energy, and labor issues. In fact, year over year, VerdeGo has seen an overall increase of approximately **16.1%** for its costs to perform the same services.

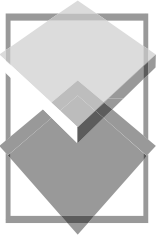
Here is a more detailed look at service cost increases between Aug '21 to Aug'22:

	Increase %
Labor	15.2%
Mulch	11.9%
Palm Pruning	17.6%
Chemical/Fertilizer	14.3%
Irrigation Parts	24.5%
Fuel	22.0%
Other Overheads	10.8%
Overall	16.1%

Although Verdego is seeing a significantly higher percentage of price increases, we are requesting only a 9% increase to reduce some of that impact and allow us to continue to provide the same level of service that Grand Haven CDD expects.

Bruno Perez
Director of Maintenance

EXHIBIT 12



ESTIMATE

PRECISION LAND GRADING INC
111 FRONTIER DR
PALM COAST FL 32137

CELL: 386-586-8094
FAX: 386-447-9128

PLANDGRADING@AOL.COM
PLANDGRADING.COM

ESTIMATE No: 610
DATE: 9/30/2022

BILL To: GRAND HAVEN COMMUNITY DEV
2 NORTH VILLAGE PKWY
PALM COAST FL 32137

CODE	DESCRIPTION	QTY/HOURS	RATE	AMOUNT
	Billing/Monthly Payment Increase Request--Maintenance of 2 Croquet Courts at Grand Haven for 2023-2024			
	Due to the rising inflation, the yearly salary for both Croquet Courts Maintenance for next year will increase by \$6,700.00			
	New yearly total will be \$55,099.96			
	New monthly payment will be \$4,591.66			

TOTAL **\$0.00**