



Advanced Meeting Package

Regular Meeting

Thursday
March 16, 2023
9:00 a.m.

Location:
Grand Haven Room
Grand Haven Village Center
2001 Waterside Pkwy,
Palm Coast, FL 32137

*Note: The Advanced Meeting Package is a working document and thus all materials are considered **DRAFTS** prior to presentation and Board acceptance, approval or adoption.*

Grand Haven Community Development District

Development Planning and Financing Group

[X] 250 International Parkway, Suite 208
Lake Mary FL 32746
321-263-0132

Board of Supervisors
Grand Haven Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development District is scheduled for **Thursday, March 16, 2023, at 9:00 a.m.** at the **Grand Haven Room**, at the **Grand Haven Village Center**, located at **2001 Waterside Parkway, Palm Coast, Florida 32137**.

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or dmcinnes@dpfgmc.com. We look forward to seeing you at the meeting.

Sincerely,

David McInnes

David McInnes
District Manager

Cc: Attorney
Engineer
District Records

District: **GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Thursday, March 16, 2023
Time: 9:00 AM
Location: Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137
Website: <https://www.grandhavencdd.org/>

Ways to Follow Meeting:

Zoom:

<https://vestapropertyservices.zoom.us/j/7055714830?pwd=dUFTN091cjVHZzluYUN0bIEwUUYYdz09>

Phone (Listen Only): +1 (929) 205-6099

Meeting ID: 7055714830#

Revised Agenda

I. Call to Order/ Roll Call

II. Pledge of Allegiance

III. Audience Comments – *(limited up to 3 minutes per individual for non-agenda items)*

IV. Staff Reports

A. Amenity Manager: John Lucansky – 5 mins. allotted

[Exhibit 1](#)

B. District Engineer: David Sowell

1. **Golf Course Parking Lot Review – 15 mins. allotted**

C. Operations Manager: Barry Kloptosky

1. Presentation of Capital Project Plan Tracker – 10 mins. allotted

[Exhibit 2](#)

2. Monthly Report – 15 mins. allotted

[Exhibit 3](#)

D. District Counsel: Scott Clark

[Exhibit 4](#)

1. FEMA Subgrant Agreement – 5 mins. allotted

2. District Property Enhancements – 5 mins. allotted

3. Storm Debris RFP – 5 mins. allotted

E. District Manager: David McInnes

1. Meeting Matrix – 5 mins. allotted

[Exhibit 5](#)

2. Action Item Report – 5 mins. allotted

[Exhibit 6](#)

- V. Consent Agenda Items – 5 mins. allotted**
 - A. Consideration for Acceptance – The February 2023 Unaudited Financial Report [Exhibit 7](#)
 - B. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held February 2, 2023 [Exhibit 8](#)
 - C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 16, 2023 [Exhibit 9](#)
- VI. Business Items**
 - A. Consideration for Acceptance – The FY 2021 Financial Audit – 15 mins. allotted [Exhibit 10](#)
 - B. Consideration of S.E. Cline Road Repairs Proposal – Wild Oaks [Exhibit 11](#)
- VII. Discussion Items**
 - A. FY 2024 Budget (continued) and FY 2025- FY 2027 Capital Project Review
 - 1. FY 2024 (and beyond) One Pager Revised – 20 mins. allotted [Exhibit 12](#)
 - 2. Operation’s Manager’s Review of FY 2025-FY 2027 Proposed Capital Projects – 20 minutes allotted [Exhibit 13](#)
 - B. Post Orders – continued – 20 mins. allotted [Exhibit 14](#)
- VIII. Supervisors’ Requests**
- IX. Action Item Summary**
- X. Adjournment**

EXHIBIT 1



Monthly Amenity Update

Date of report: 3/8/2023

Submitted by John Lucansky

Amenities Update:

Events:

- Trivia remains very popular. Event booked out in four hours.
- Bingo remains strong getting 100 players each month.
- Name that Tune will be held again April 4th at 5:30. The inaugural event was Monday February 6th we had a very nice turn out with 130 people attending.
- The croquet tournament was held February 25th the tiki hut was open 11:00 AM to 7:00 on Saturday. The Meet and Greet social at the Creekside pool Saturday night was a great success.
- Live music at the Village Center pool Saturday March 25th 5-8pm. Kevin Quinn performing
- Easter egg hunt will be held April 8th at the Village Center common lawn. Café specials to accompany the event.
- Karaoke Night April 22nd at the Café.

Tiki Hut:

- Tiki hut opening preparations are under way.
 - All bar and kitchen enhancements have been done. New panini press, blender, new refrigerators, beer kegerator, and bar ice caddy, have been delivered.
 - The tiki will open on May 27th Saturday, hours will be 11:00 AM to 11:00pm Saturday and Sunday
 - We are planning multiple events to enhance the tiki hut experience.

Café:

- On-Line ordering
 - We are developing an online ordering system
 - Orders will go directly to the kitchen expediting pick up times
 - This will cut down on phone calls taking servers away from their patrons
 - It will bring better efficiency especially on busy days and nights
 - Poolside residents won't have to leave the sun and fun of the pool.
 - We hope to have this fully functional by June

Facility Hours:

The new and improved facility hours are going very well making everything more consistent with very positive feedback from the residents.

Hours of Amenities Operations:

- Tennis courts open at 7:30am, 8:00am reservations begin, courts close at 8:00pm
- Pickleball courts open at 7:30am, reservations start at 8:00am and close at 8:00pm
- Gym and pools open at 6:00am, close at 8:30pm.
- Basketball courts open 8:00am-8:00pm
- Bocce courts open 8:00am-8:00pm
- Croquet courts open at 8:00am, reservations start at 8:30am, courts close at 8:00pm

Parling Lot Parking Spot Counts

Parking Lot Checks																												
Day of the Month	North Lot OPEN			South Lot OPEN			Weather			North Lot OPEN			South Lot OPEN			Weather			North Lot OPEN			South Lot OPEN			Weather			
	10:30AM	11:30AM	12:30PM	5:00PM	6:00PM	7:00PM																						
2/11/23										36	24	0	Cloudy							33	2	0	Sunny				24	0
2/12/23	39	17	0	Cloudy	45	22	0	Cloudy	44	22	0	Cloudy	33	21	0	Sunny	34	24		Dark	36	24	0	Dark				
2/13/23	16	12	0	Sunny	15	25	0	Sunny	10	24	0	Sunny	21	9	0	Sunny	7	15	0	Dusk	8	18	0	Dark				
2/14/23	31	9	0	Sunny	15	18	0	Sunny					28	19	0	Sunny	22	19	0	Dusk	15	22	0	Dark				
2/15/23		15	0	Sunny	19	24	0	Sunny	25	25	0	Sunny	5	5	6	Sunny	0	6	0	Sunny	0	4	8	Dark				
2/16/23	8	19	0	Sunny	11	18	0	Sunny	2	19	0	Sunny	0	4	0	P Cloudy	1	1	0	Dusk								
2/17/23	17	19	2	Sunny	26	17	0	Sunny	19	14	0	Sunny	25	0	18	Sunny	1	1	0	Dusk	2	19	0	Dark				
2/18/23	19	5	0	Sun/Chill	32	18	0	P Cloudy	32	20	0	P Cloudy	37	24	0	Sunny	28	24	0	Dusk	29	24	0	Dark				
2/19/23	47	22	0	Sun	46	18	0	Sunny	41	22	0	Sunny	45	22	0	Sunny	38	21	0	Dusk	49	24	0	Dark				
2/20/23	8	16	0	Sunny	12	18	0	Sunny	24	17	0	Sunny	20	6	0	Dusk	9	18	0	Night	19	21	0	Night				
2/21/23	10	15	0	Sunny	28	19	0	Sunny	23	17	0	Sunny	28	21	0	Sunny	28	23	0	Dusk	22	23	0	Night				
2/22/23	23	18	2	Sunny	29	21	0	Sunny	18	23	0	Sunny	18	20	0	Sunny	15	8	0	Dusk	10	18	0	Night				
2/23/23	15	20	3	Sunny	19	23	0	Sunny	11	17	0	Sunny	2	18	0	Sunny	15	15	2	Dusk	10	19	3	Night				
2/24/23	10	17	0	Sunny	12	19	0	Sunny	13	16	0	Sunny	22	14	4	Sunny	1	12	4	Sunny	10	19	3	Night				
2/25/23	14	11	0	P Cloudy	26	16	0	P Cloudy	27	20	0	P Cloudy																
2/26/23	41	17	0	Sunny	42	16	0	Sunny	44	22	0	Sunny																
2/27/23	2	8	1	Sun	19	24	0	Sunny	21	6	0	Sunny	8	0	15	Sunny	25	0	13	Sunny								
2/28/23	14	8	1	Sunny	21	17	10	Sunny	0	3	3	Sunny	0	3	5	Sunny	0	3	5	Sunny	11	18	1	Dark				

EXHIBIT 2

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2022/2023 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
3/8/2023**

Line	Type	Description	Location	Budgeted Cost	Approved Cost	Additional Change\$ (+/-)	Invoiced Amount	Comments/Notes
1	C	Concrete Sidewalk Replacement	Community Wide	50,000	23,500		23,500	Sidewalk replacement on Waterside Parkway complete.
2	C	Firewise Projects	Community Wide	30,000	21,800		21,800	In progress
3	E	Camera and DVR Replacement	Community Wide	10,000	5,500			Waiting for scheduled start date for boring for new cameras at VC.
4	E	Gate & Gate Operator - Replacement	Community Wide	10,000	8,006		8,006	
5	E	Concrete Curb and Gutter Replacement	Community Wide	100,000	-			Seeking proposals.
6	E	Road Repairs	Community Wide	30,000	4,909		4,909	Proposal received for Wild Oaks road repairs. Seeking Board approval.
7	LTCP	Roadway: River Park, Point, Landing, Front, Village View	River Park, Point, Landing, Front, Village View	218,545	-	(218,545)	-	Deferred.
8	LTCP	Pavers - Front St North Access (Esplanade)	Front St.	10,927	-			In progress. CDD staff making repairs.
9	LTCP	Pavers - Front St South Access (Esplanade)	Front St.	10,927	-			In progress. CDD staff making repairs.
10	LTCP	Pavers - Front Street Park	Front St.	10,927	-			In progress. CDD staff making repairs.
11	LTCP	Pavers - Front Street Village Entry	Front St.	4,482	-			Evaluating.
12	LTCP	Finish, Carpet - Clubhouse ((CAC)) Office/Conference rooms	Creekside	6,556	6,500			Proposal approved. Waiting for scheduled start date.
13	LTCP	Replace Outdoor Tile Floors, Replace with Non-Skid - Clubhouse ((VC)) Gym	Village Center	27,318	-			
14	LTCP	Refurbishment Allowance - Monument and Mailbox Creekside	Creekside	8,195	-			Creating priority list.
15	LTCP	Refurbishment Allowance - Monument and Mailbox East Lake	Eastlake	8,195	-			Creating priority list.
16	LTCP	Vehicle Traffic, Speed Control Improvements	Community Wide	50,000	-			Clarification needed.
17	LTCP	Landscape Enhancements-Annual Reinvestment	Community Wide	54,636	26,048			In progress.
18	LTCP	Dog Park Improvement Project	Wild Oaks	21,855	-		4,900	Mulch added 01/10/2023. Project on hold pending Board review.
19	RES	Paint Exterior and Waterproof - Clubhouse (CAC)	Creekside	8,742	5,600		2,800	In progress.
20	RES	Paint Exterior and Waterproof - Tiki Bar (CAC)	Creekside	2,394	2,200		1,120	In progress.
21	RES	Drinking Fountain, Outdoor - Village Center Amenities	Village Center	3,000	-	(757)	2,243	Delivered and installed.
22	RES	Pool Equipment, Heat Pump (CAC) (4 units)	Creekside	49,173	24,044	(25,129)	24,044	Complete. 4 Units installed at Creekside.
23	RES	Street Signs and Poles, Replacement	Community Wide	5,000	2,160		2,160	6 signs ordered.
24	RES	Tennis Court Windscreens, 10' - (VC) Courts 1-7	Village Center	14,853	11,775	(3,078)	11,775	Delivered and installed.
25	RES	Furniture, Outdoor - Pool Deck (VC)	Village Center	27,318	-			Checking prices.
26	RES	Light Pole & Fixture - Replacement (estimated 5 poles)	Community Wide	30,000	-			Creating priority list.
27		Aerator Installations at Pond 24 & Pond 11	Pond 24 & Pond 11	-	32,191	32,191	32,191	Complete.
28		Grand Haven Room Microphones	Village Center	-	15,000	15,000	9,241	Back ordered. Expected delivery May or June 2023.
29		Waterside Parkway Curb/Gutter Repairs			150,000	150,000		In progress.
30			Total Capital Projects for FY 2022	803,043	339,232	(50,318)	139,448	
31	FY2021/2022 Carryover Projects							
32		Crosswalk Safety Project	Village Center & Creekside	-	23,828	23,828	23,828	Complete
33		Croquet Court Canopies	Creekside	-	4,525	4,525	4,525	Complete
34		Village Center Bathroom Renovation	Village Center	-	2,124	2,124	2,124	Complete
35			Total Carryover Projects from prior year		30,477	28,353.05	28,353	
36			GRAND HAVEN Total	803,043	369,709	(21,964.85)	167,801	

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

EXHIBIT 3



Operations Manager's Report – March 16th, 2023

○ SIDEWALK REPLACEMENT PLAN

- First round of sidewalk repairs on Waterside Parkway complete. 03/08/2023
- CDD staff preparing do to next round of repairs. 03/08/2023

○ ASPHALT REPAIRS AROUND MANHOLE COVERS

- Asphalt road repair completed at 117 Willow Oak Way the week of 01/30/2023
- Staff is waiting for a proposal for additional identified locations. 02/08/2023
- Proposal received for additional Wild Oaks asphalt repairs. Seeking Board approval. 03/08/2023

○ POND AERATION INSTALLATIONS

- Pond 37, Pond 24, and Pond 11 aerators installed and functioning. 03/08/2023

○ POND 43 IN WILD OAKS -SUBMERGED AQUATIC VEGETATION UPDATE

- The pond continues to improve. The aquatics contractor continues to spray the remaining submerged aquatic vegetation along the banks. The banks are continuing to show signs of improvement as well. The Aquatics contractor will continue to spray aquatic vegetation monthly. 03/08/2023

○ NEW SOFTWARE SYSTEM FOR RESIDENT AND VISITOR MANAGEMENT

- New resident and visitor management software system, Gatehouse Solutions, available for resident use on 02/14/2023.
- Gatehouse Resident phone app available for resident use on 03/01/2023.
- Difficulties reported by residents were less than anticipated and were resolved by office staff. The majority of resident feedback about the new system has been very positive. 03/08/2023

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

GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

○ CURB AND GUTTER REPAIRS

- The curb, gutter, and asphalt repairs on Waterside parkway from the Village Center to the South are in progress. 03/08/2023
- A new list has been generated for community curb/gutter repairs 02/08/2023
- Seeking proposals for a new list of community locations 02/08/2023

○ GRAND HAVEN VILLAGE CENTER ADDITIONAL MICROPHONES

- Proposal signed and equipment ordered. 1/11/2023
- Equipment on backorder. Estimated delivery May or June 2023 02/08/2023

○ HOG HUNTER ACCESS AGREEMENT

- The CDD has executed an agreement with a team of hog hunters to access county property through Grand Haven property in Wild Oaks 02/07/2023
- These hunters will be hunting only on county property and are licensed and monitored by Flagler County. 02/08/2023
- Their intention is to reduce the hog population on the county property surrounding The Crossings, Wild Oaks, and the main entrance of Grand Haven. The goal of this effort is preventing hogs from damaging property within Grand Haven 02/08/2023
- Total of 25 hogs removed as of 03/08/2023

○ LANDSCAPE ENHANCEMENTS AT CREEKSIDE POOL AREA

- Existing landscaping and dead palm tree have been removed from around the pool area. 03/08/2023
- Installation of new plant material scheduled to be completed by 03/10/2023, weather permitting. 03/08/2023

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

EXHIBIT 4

GRAND HAVEN MEETING ATTORNEY REPORT LIST (03/16/23)

1. FEMA Subgrant Agreement

A required agreement related to Hurricane Ian damage claims is included in the agenda package.

2. District Property Encroachments

At a prior meeting the Board discussed the issue of encroachments by owners or residents into CDD property, usually with landscaping or fencing. One issue regarded notification of the issue by eblast. I have also included here a rule that I drafted in another community that is worthy of consideration in Grand Haven.

3. Post Order Amendments

I am working on substantial edits to the Post Orders that are discussed in the agenda. The document will be under separate cover from the initial agenda package.

4. Storm Debris RFP

The CDD published an RFP for Emergency Storm Debris services last year but rejected the single response since the fees were higher than those of the current contractor. However, reviewing FEMA rules, I believe that we should repeat this process to make sure that we comply with the procurement policies of FEMA. A copy of the last version is attached.

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT RULES OF PROCEDURE

2.1 Encroachment on District Property.

(1) Purpose. The District is responsible for the operation and maintenance of the master surface water management system for Vista Lakes in accordance with the conditions of a permit issued by the St. Johns River Water Management District. Therefore, the District must ensure compliance with the conditions of the Water Management District Permit, as same may be modified from time to time.

(2) Definitions. Certain terms used herein shall have the meanings set forth below. Terms not defined in this section shall be construed according to their customary and usual meaning, unless the context indicates otherwise.

District: Vista Lakes Community Development District.

District Property: All real property within the District that is owned by the District.

Encroachment:

- (1) Any plant, tree, shrub, or other vegetation, planted or placed on District Property; or
- (2) Any item of personal property, including without limitation, fencing, outdoor furniture, grills, fire pits, paving stones, personal watercraft, or the like, placed or installed on District Property; or
- (3) Any alteration(s) of any kind whatsoever, to District Property.

Encroachment Notice: A written notification of an Encroachment sent by U.S. Mail or other means from District Counsel to the Property Owner in closest proximity to the Encroachment.

Property Owner: Any person(s) holding legal title to real property adjacent to or abutting District Property.

System: The master surface water management system for Vista Lakes.

Water Management District: St. Johns River Water Management District.

Water Management District Permit: Permit No. 4-095-20988-1 issued by the Water Management District in favor of the District, as same may be modified from time to time.

(a) Prohibition. No Property Owner shall under any circumstances make any Encroachment on or upon District Property.

(b) Notice and Administrative Fee. Upon learning of an Encroachment, the District shall instruct District Counsel to send an Encroachment Notice to the apparent offending Property Owner. For each such Encroachment Notice sent, the Property Owner shall be charged an administrative fee equal to the cost incurred by the District in remedying the Encroachment, the cost of the District's attorneys' fees plus \$250.00. Further, the Encroachment Notice shall establish the number of calendar days the Property Owner shall have to remove the Encroachment and fully restore the subject District Property to its pre-Encroachment condition. Such time period for curative action shall be thirty (30) days, except that the time period may be reduced to five (5) days in the event that (i) the Encroachment involves property deposited on District Property that is portable and can be moved without undue effort or delay, or (ii) the Encroachment involves an imminent risk of harm to persons or to the function of the District's Property.

(c) Failure of Property Owner to Timely Remedy Encroachment: Should the Property Owner fail to remove the Encroachment and fully restore the subject District Property to its pre-Encroachment condition before the expiration of the number of days established in the Encroachment Notice, the District shall be entitled to perform this work and charge the Property Owner for the actual cost incurred plus an additional \$250.00 administrative fee. If the Property Owner fails to pay the cost and additional fee within 30 days of receiving notice thereof, the District may pursue legal action against the Property Owner to collect the costs and fee(s), together with its attorneys' fees and court costs, in accordance with Section 190.036, Florida Statutes.

3. Request for Hearing. Any person who disagrees with or contests a notice of other action taken by District under this Rule may request to be heard and to raise such objection. Such request and Hearing shall be governed by District's Rule of Procedure 1.6.

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS (RFP)
NO. DIS-2022-01

for

EMERGENCY DISASTER DEBRIS REMOVAL

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

ATTN: DISTRICT MANAGER

250 INTERNATIONAL PARKWAY, SUITE 208

LAKE MARY FLORIDA 32746

PHONE: (321) 263-0132, EXT. 741

EMAIL: JLEGER@DPFGMC.COM

TABLE OF CONTENTS

	<u>PAGE</u>
GENERAL PURPOSE	4
Scope of Contracted Services	4
Time Schedule	4
GENERAL	4
Proposal Submission	5
Proposal Content	5
Inquiries and Addenda	5
Insurance Requirements	6
Standard Requirements	7
Procurement Process	7
SELECTION CRITERIA AND RANKING PROCESS	8
Completeness of Proposal	8
Selection Criteria	8
PERFORMANCE OF SERVICES	9
Description of Services	9
Emergency Push / Road Clearance	9
Debris Removal From Public Right-of-way (ROW)	9
Debris Clearance/Removal from Public Property	9
Tree Cutting	10
Demolition of Structures and Construction Debris Removal	10
Private Property Waivers	10
Debris Separation/Reduction and Debris Management Site (DMS)	10
Designation and Management of Staging Areas	11
Disaster Recovery Technical Assistance	11
Cost of Services	11
STANDARDS OF PERFORMANCE	12
Contractor Representative and General Operations Plan	12
Mobilization	12
GENERAL RESPONSIBILITIES	12
Other Agreements	12
Grand Haven's Obligations	12
Contractor's Conduct of Work	12
Supervision by Contractor	12
Self-sufficiency of Contractor and Subcontractors	13
Damages by Contractor	13
Contractor's Duty Regarding Other Contractor(s)	13
Contractor's Disposal of Debris	13
GENERAL TERMS AND CONDITIONS	13
Multiple, Scheduled Passes	13
Clean As You Go Policy	13

Operation of Equipment	13
Security of Debris During Hauling	14
Traffic Control	14
Work Days/Hours	14
Hazardous and Industrial Wastes	14
Utilizing Local Resources	14
Work Safety	14
Inspection of Contractor Operations	14
Corrective Actions Required of Contractor	15
Ineligible Work	15
Eligibility Inspections	15
Eligibility Determinations	15
Other Agencies	15
REPORTS, CERTIFICATIONS AND DOCUMENTATION	15
Reports	15
Data Reconciliation	16
Final Project Closeout	16
Certifications	16
Utilization of a Standardized "Loan Ticket"	17
Additional Supporting Documentation	17
Report Maintenance	17
ATTACHMENTS	
Fee Schedule Part A: Unit Prices	18
Fee Schedule Part B: Equipment and Labor Rates	19

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

GENERAL PURPOSE

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

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

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

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

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

Release Date of RFP:	March 7, 2022
Proposal due date and time of opening:	April 6, 2022 @ 1:00 p.m.
Board Review date:	April 21, 2022
Contract Initiation start date:	Upon execution

GENERAL

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

Proposal Submission. Proposals shall be delivered to the Grand Haven Community Development District, District Manager, located at **250 International Parkway, Suite 208, Lake Mary Florida 32746**, prior to the opening time of the bid.

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

All responses must be marked on the outside:

“DEBRIS REMOVAL RFP GH-DIS-2022-01 FOR GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT.”

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

The applicant shall submit (7) copies of its entire proposal and one electronic copy.

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

Proposal Content. Each proposal should include the following:

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

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

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

District Manager
Grand Haven Community Development District
250 International Parkway, Suite 208
Lake Mary Florida 32746
Phone: (321) 263-0132, ext. 741
email: jleger@dpgmc.com

Grand Haven shall not be responsible for oral interpretations given by any other Grand Haven employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this RFP, Grand Haven will notify all prospective applicants who have secured same. However, it shall be the responsibility of each applicant, prior to submitting the proposals, to contact Grand Haven's District Manager at : (321) 263-0132, ext. 741 to determine if addenda were issued and to make such addenda a part of the proposal.

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

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

- Comprehensive General Liability Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence, and with property damage limits of not less than \$1,000,000 for each occurrence.
- Worker's Compensation Insurance applicable to its employees, for statutory coverage limits in compliance with Florida laws.
- Automobile Liability Insurance with bodily injury limits of not less than \$1,000,000 for each person and not less than \$1,000,000 for each accident and with property damage limits of not less than \$1,000,000 for each accident.
- Excess Liability Insurance with limits of not less than \$5,000,000 for each occurrence and annual aggregate.

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

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

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

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

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

District Manager
Grand Haven Community Development District
250 International Parkway, Suite 208
Lake Mary Florida 32746
Phone: (321) 263-0132, ext. 741
email: jleger@dpgmc.com

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

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

Standard Requirements.

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

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

Procurement Process.

a. Openness of Procurement Process. Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 Florida Statutes.

Grand Haven gives no assurance as to the confidentiality of any portion of any proposal once submitted.

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

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

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

SELECTION CRITERIA AND RANKING PROCESS

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

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

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

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

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

PERFORMANCE OF SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

STANDARDS OF PERFORMANCE

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

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

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

GENERAL RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

GENERAL TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

REPORTS, CERTIFICATIONS AND DOCUMENTATION

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

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

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

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

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

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

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

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

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

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

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

Certification of Personnel.

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

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

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

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

(remainder of page left intentionally blank)

Attachment A
FEE SCHEDULE – PART A: UNIT PRICES

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

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

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

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

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

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

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

EXHIBIT 5

GRAND HAVEN MEETING AGENDA MATRIX

March, 2023	Regular Meeting: 3/16	<p>Staff Reports</p> <ul style="list-style-type: none"> • District Engineer • District Counsel <ul style="list-style-type: none"> ○ FEMA Subgrant Agreement • District Manager <p>Consent Agenda Items</p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 2/2/2023 Workshop ○ 2/16/2023 Regular Meeting • Unaudited Financials (February, 2023) <p>Business Items</p> <ul style="list-style-type: none"> • Acceptance of FY 2021 Financial Audit <p>Discussions</p> <ul style="list-style-type: none"> • FY 2024 Budget—continued • Post Orders 	<ul style="list-style-type: none"> • Including Café Renovation Process update • Barry’s review of Capital Projects for FY 2025-2027 • Pros/Cons of Roving Patrol and Cost • Initial draft provided to Board on 1/19/2023
--------------------	----------------------------------	---	--

GRAND HAVEN MEETING AGENDA MATRIX

	<p>Workshop: 4/6</p>	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • FY 2024 Budget—continued • Parking Discussion and Recommendation • Grand Haven Master Association Update from Vice Chair Polizzi 	<ul style="list-style-type: none"> • John Lucansky’s report from February-March counts
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">April, 2023</p>	<p>Regular Meeting: 4/20</p>	<p><i>Staff Reports</i></p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 3/2/2023 Workshop ○ 3/16/2023 Regular Meeting • Unaudited Financials (March, 2023) <p><i>Business Items</i></p> <ul style="list-style-type: none"> • Consideration of Parking Recommendations from 4/6 workshop <p><i>Discussions</i></p> <ul style="list-style-type: none"> • FY 2024 Budget—continued 	<ul style="list-style-type: none"> • To include 2nd quarter Y-T-D and projections for end of FY

GRAND HAVEN MEETING AGENDA MATRIX

May, 2023	Workshop: 5/4	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • FY 2024 Budget—continued • Grand Haven Master Association Update from Vice Chair Polizzi 	<ul style="list-style-type: none"> • Discussions of any fine tuning to FY 2024 Proposed Budget
	Regular Meeting: 5/18	<p><i>Staff Reports</i></p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 4/6/2023 Workshop ○ 4/20/2023 Regular Meeting • Unaudited Financials (April, 2023) <p><i>Business Items</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • Approval of FY 2024 Budget 	

GRAND HAVEN MEETING AGENDA MATRIX

June, 2023	<p>Workshop: 6/1</p>	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • District staffing needs for the future • Grand Haven Master Association Update from Vice Chair Polizzi 	
	<p>Regular Meeting: 6/15</p>	<p><i>Staff Reports</i></p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 5/4/2023 Workshop ○ 5/18/2023 Regular Meeting • Unaudited Financials (May, 2023) <p><i>Business Items</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • Solar Evaluation/Alternative • FY 2024 Budget Discussion—if needed 	<ul style="list-style-type: none"> • OM has collected information in past on this issue. Look for updates and new alternative in the marketplace

GRAND HAVEN MEETING AGENDA MATRIX

July, 2023	Workshop:	No workshop	
	Regular Meeting: 7/20	<p>Staff Reports</p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <p>Consent Agenda Items</p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 6/1/2023 Workshop ○ 6/15/2023 Regular Meeting • Unaudited Financials (June, 2023) <p>Business Items</p> <p>Discussions</p> <ul style="list-style-type: none"> • FY 2024 Budget—continued 	<ul style="list-style-type: none"> • To include 3rd quarter Y-T-D and projections for end of FY

GRAND HAVEN MEETING AGENDA MATRIX

August, 2023	Workshop: 8/3	<p><i>Presentations</i></p> <ul style="list-style-type: none"> • FY 2024 Budget to Residents • 10-Year Plan Presentation <p><i>Discussions</i></p>	<ul style="list-style-type: none"> • Add comments from residents from Townhall style workshop to the 10 year plan that the Board paused in Spring, 2022
	Regular Meeting: 8/17	<p><i>Staff Reports</i></p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 7/20/2023 Regular Meeting • Unaudited Financials (July, 2023) <p><i>Business Items</i></p> <ul style="list-style-type: none"> • Public Hearing and Adoption of FY 2024 Budget <p><i>Discussions</i></p>	

GRAND HAVEN MEETING AGENDA MATRIX

Unscheduled Items

Future Workshop Issues:

Future Meeting Issues:

- Approval of Debris Removal contract
- DC to advise on date

GRAND HAVEN MEETING AGENDA MATRIX

SUBJECT	NOTES
Communications	<ul style="list-style-type: none"> • New website—Target is 8/2023: Underway • Chair to write annual report to residents at end of FY • “New Work in Progress” schedule on website: Underway • Regular communications with HOA: Underway • Periodic Socials—get to know board; tutorials on new tech: First one at August 3rd workshop • Build relationship with City and County: Underway • Ten year plan presentation: Scheduled for August 3rd • E-Blasts about encroachment on CDD owned land (District Counsel to provide guidance) • Include \$ amounts in E-Blasts if known (e.g. the cost of cleaning out drains for putting yard debris in it)
Safety and Security	<ul style="list-style-type: none"> • Improve visibility at intersections along Waterside (visibility of lines) • Plan for more perimeter fencing: Flagler County seeking funding alternatives • Inspect roads and walkways: Ongoing by OM & DE • Work with county and HOA regarding hogs: Underway • Modifications of all gates—Will need OM input • Eliminate tailgating at Gate—Will need OM input • Technology for gate access—Will need OM input • Gate options for sidewalks—Will need OM input • Cell phone gate access for visitors—Will need OM input
Café’ Renovations	
Staffing/Organization	<ul style="list-style-type: none"> • Staff Chief(new) to be in charge of ALL communications • Need roles... Compensation & Benefits • OM Assistant & more field workers • Use professional job recruiter
Pond and Bank Plan	
Tech Strategy	
Parking Lot	
Alternative Energy	
Ten Year Plan	
What to do with Parcel K	

EXHIBIT 6

Date of Action Item	Action Item	Status
	DISTRICT MANGER SECTION	
12/2/2021	DM to place approved 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 addt'l ADA compliance parking.
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.	Underway
1/19/2023	DM to request CERT update information about the "one time pass" on CERT website	1/31: Email request sent to Larry Wolfe with suggested correct language.
1/19/2023	Scott Smith to find out expected completion date of FY 2022 audit	2/2: DM reported to Board
2/2/2022	DM to work and Chair work on updates to Meeting Matrix given outcome of "Things to Get Done" list	2/16: Done
2/16/2023	DM to provide Board with excel spreadsheet of FY 2024 that was reviewed in the meeting today	2/17: Done
2/16/2023	DM to provide Board with DC's memo on meeting notices	2/17: Done
2/16/2023	DM to send Board Supervisor Flanagan's draft documents regarding Ad Hoc Fact Finding Group	2/17: Done
3/2/2023	Send Supervisors the Chair's 1 page budget document lowering WC to 2.5 months and increasing Disaster fund by 5.5% and 6% per year	Done
3/2/2023	DM to ask Treasurer if BU will offer an unsecured line of credit to the District	3/3: Email sent to Skye Lee
3/2/2023	Add line to Chair's one page budget document labeled IT/Technology	Done

XXXXXXXXXXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	OPERATIONS MANAGER SECTION	
5/5/2022 & 9/1/2022	OM staff to work with VCIO to address concerns raised during workshop and to identify immediate concerns that need to be rectified; 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.	6/9: Underway
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 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	2/17: Underway
9/15/2022	OM to work with amenity manager on wish list for improvements to Tiki Hut (with estimate of costs)	Done
10/20/2022 & 11/3/2022	OM to work with DE with respect to retaining wall issue in the Crossings. OM to provide expected date of completion at 12/1 Board Meeting.	Underway
11/3/2022	OM to obtain proposal to add handicap access button to doors at café and VC bathroom and Creekside (if needed).	
12/1/2022	OM/Chair Foley/District Engineer/District Counsel and a HOA representative to meet and develop an “approach plan” to meet with the City of Palm Coast, Flagler County officials and the St. Johns River Water Management District to see what activities can be done to control the wild	Done

	hog issue. A report is due back within 60 days.	
1/19/2023	OM to provide Board with requested call box information (what to do with respect to "open house" events and construction crews) for updated Post Orders.	
1/19/2023	OM to review storm damage on Esplanade	
1/19/2023	OM to work with Amenities Manager to change signs at VC to indicate to walk your bike and service dogs only	Done
2/2/2023	OM to consider possible restructuring of jobs/responsibilities in order to address workload issues	
2/16/2022	OM to meet with D.E. and Louise regarding the plans and cost to fix the dog park	
2/16/2022	OM to provide recommendations regarding parking issues at Creekside	
3/2/2023	OM to provide updated cost information to Board regarding croquet court lighting	
3/2/2023	OM is to provide list of any additional items (with associated costs) for improvements to gate access	
3/2/2023	OM to provide pros/cons for roving patrol at 3/16 meeting	
3/2/2023	OM to provide DM and Chair with any unbudgeted IT/Technology items	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	DISTRICT ENGINEER SECTION	
10/20/2022 & 11/3/2022	DE to work with OM with respect to retaining wall issue in the Crossings	Underway

12/1/2022	DE/Chair Foley/District Counsel/ Operations Manager and a HOA representative to meet and develop an “approach plan” to meet with the City of Palm Coast, Flagler County officials and the St. Johns River Water Management District to see what activities can be done to control the wild hog issue. A report is due back within 60 days.	2/16: Done
2/16/2022	D.E. to meet with Barry and Louise regarding the plans and cost to fix the dog park	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
	BOARD SECTION	
12/1/2022	Chair Foley/District Engineer/District Counsel/Operations Manager and a HOA representative to meet and develop an “approach plan” to meet with the City of Palm Coast, Flagler County officials and the St. Johns River Water Management District to see what activities can be done to control the wild hog issue. A report is due back within 60 days.	2/16: Done
2/2/2022	DM to work and Chair work on updates to Meeting Matrix given outcome of “Things to Get Done” list	2/16: Done
2/16/2023	Board to comment on Supervisor Flanagan’s draft documents regarding Ad Hoc Fact Finding Group	Done
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
	DISTRICT COUNSEL SECTION	
12/1/2022	DC/Chair Foley/District Engineer/ Operations Manager and a HOA representative to meet and develop an “approach plan” to meet with the City of Palm Coast, Flagler County officials and the St. Johns River Water Management	Done

	District to see what activities can be done to control the wild hog issue. A report is due back within 60 days.	
12/1/2022	District Counsel will provide draft Post Order changes at 1/19/2023 meeting	1/19/2023: Initial draft presented to Board
1/19/2023	DC to write letter to current croquet maintenance company terminating contract effective 3/1/2023.	Done
1/19/2023	DC to advise Board if District can pay for alcoholic beverages for an event	2/16: Done
1/19/2023	DC to work with City of Palm Coast to determine current storm clean up protocol and to provide a new MOU if possible	Underway
2/16/2023	DC to send Board memo on Pond Bank	Done

EXHIBIT 7

Grand Haven Community Development District

Financial Statements
(Unaudited)

Period Ending
February 28, 2023

Grand Haven CDD
Balance Sheet
February 28, 2023

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
BU OPERATING	\$ 3,135,458	\$ 1,337,997	\$ 4,473,456
BU DEBIT CARD	-		-
TRUIST OPERATING	14,569		14,569
SBA 161601A	7,165		7,165
BU - SAVINGS	1,921,328	-	1,921,328
IBERIA BANK MMA	127		127
ON ROLL ASSESSMENTS RECEIVABLE	289,358	63,549	352,907
ACCOUNTS RECEIVABLE	178		178
A/R WATER BILLS	-		-
DUE FROM OTHER	-	772,946	772,946
DEPOSITS	110		110
TOTAL ASSETS	<u>\$ 5,368,293</u>	<u>\$ 2,174,493</u>	<u>\$ 7,542,785</u>
<u>LIABILITIES:</u>			
ACCTS PAYABLE	\$ 31,123	\$ 6,500	\$ 37,623
DUE TO OTHER	772,946		772,946
DEFERRED REVENUE	289,358		289,358
DEFERRED REVENUE - SRF	-	63,549	63,549
<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:	2,579,360	677,897	3,257,257
TOTAL FUND BALANCE	4,274,865	2,104,444	6,379,309
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 5,368,293</u>	<u>\$ 2,174,493</u>	<u>\$ 7,542,785</u>

No Transfers For February

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, 2022 through February 28, 2023

	Adopted Budget	Current Month	Year To Date	Variance + / (-)	% Of Budget
REVENUES					
ASSESSMENT ON-ROLL (Net)	\$ 3,738,054	\$ 228,130	\$ 3,468,336	(269,718)	93%
REUSE WATER	23,000	1,441	7,147	(15,853)	31%
GATE & AMENITY GUEST	9,000	524	4,278	(4,722)	48%
TENNIS	3,000	247	697	(2,303)	23%
ROOM RENTALS	2,000	392	889	(1,111)	44%
INTEREST & MISCELLANEOUS	20,000	291	6,422	(13,578)	32%
ASSESSMENT LEVY - ESCALANTE FUND	-				
TOTAL REVENUES	3,795,054	231,026	3,487,770	(307,284)	92%
EXPENDITURES					
ADMINISTRATIVE					
Supervisors - regular meetings	12,000	1,000	5,000	(7,000)	42%
Supervisor - workshops	9,000	1,000	3,000	(6,000)	33%
District Management Services				-	
District management	40,299	3,533	18,716	(21,583)	46%
Administrative	10,712	893	4,463	(6,249)	42%
Accounting	22,119	1,843	9,216	(12,903)	42%
Assessment roll preparation	9,734	811	4,056	(5,678)	42%
Disclosure report				-	
Arbitrage rebate calculation				-	
Office supplies	1,050	-	-	(1,050)	0%
Postage	3,150	-	2,436	(714)	77%
Trustee					
Audit	4,850	-	6,800	1,950	140%
Legal - general counsel	103,000	15,426	63,571	(39,429)	62%
Engineering	31,500	-	20,572	(10,928)	65%
Engineer Stormwater Analysis	5,000	-	-	(5,000)	0%
Legal advertising	5,460	75	829	(4,631)	15%
Bank fees	1,575	65	420	(1,155)	27%
Dues & licenses	184	-	175	(9)	95%
Property taxes	2,520	-	-	(2520)	0%
Tax collector					
Contingencies (Property Owner Survey)	-	-	3,329	3329	100%
TOTAL ADMINISTRATIVE	262,153	24,647	142,584	\$ (119,569.48)	54%
INFORMATION AND TECHNOLOGY					
IT support	28,004	2,499	12,495	(15,509)	45%
Village Center and Creeslide telephone & fax	6,873	-	1,184	(5,689)	17%
Cable/internet-village center/creekside	10,271	1,301	6,326	(3,945)	62%
Wi-Fi for gates	5,139	-	-	(5,139)	0%
Landlines/hot spots for gates and cameras	27,720	221	1,106	(26,614)	4%
Cell phones	7,646	471	2,488	(5,158)	33%
Website hosting & development	1,591	-	872	(720)	55%
ADA website compliance	221		220	(1)	99%
Communications: e-blast	525			(525)	0%
TOTAL INFORMATION AND TECHNOLOGY	87,990	4,492	24,690	(63,300)	28%
INSURANCE					
Insurance: general liability & public officials	12,532	-	109,195	96,663	871%
Insurance: property	82,550	-	-	(82,550)	0%
Insurance: auto general liability	3,311	-	-	(3,311)	0%
Flood insurance	4,140	-	-	(4,140)	0%
TOTAL INSURANCE	102,533	-	109,195	6,662	106%
UTILITIES					
Electric					
Electric services - #12316, 85596, 65378	5,980	384	5,618	(362)	94%
Electric- Village Center - #18308	36,225	-	8,343	(27,882)	23%
Electric - Creekside - #87064, 70333	24,725	-	8,584	(16,141)	35%
Street lights ¹	23,000	1,856	10,551	(12,449)	46%
Propane - spas/café	42,630	1,319	16,291	(26,339)	38%
Garbage - amenity facilities	15,960	-	4,296	(11,664)	27%
Water/sewer					

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2022 through February 28, 2023

	Adopted Budget	Current Month	Year To Date	Variance + / (-)	% Of Budget
Water services ²	120,750	-	38,530	(82,220)	32%
Water - Village Center - #324043-44997	14,175	-	6,686	(7,489)	47%
Water - Creekside - #324043-45080	7,665	-	2,739	(4,926)	36%
Pump house shared facility	16,275	8,255	8,795	(7,480)	54%
TOTAL UTILITIES	307,385	11,814	110,432	(196,953)	36%
FIELD OPERATIONS					
Stormwater system					
Aquatic contract	54,010	4,508	22,539	(31,471)	42%
Aquatic contract: lake watch	4,280	386	1,929	(2,351)	45%
Aquatic contract: aeration maintenance	4,200	-	644	(3,556)	15%
Lake bank spraying	6,434	-	-	(6,434)	0%
Stormwater system repairs & maintenance	15,750	-	-	(15,750)	0%
Property maintenance					
Horticultural consultant	10,080	800	4,000	(6,080)	40%
Landscape enhancement					
Landscape repairs & replacement	21,000	315	1,613	(19,388)	8%
Landscape maintenance contract services	615,105	53,211	266,057	(349,048)	43%
Landscape maintenance: croquet	53,340	1,320	19,128	(34,212)	36%
Tree maintenance (Oak tree pruning)	36,750	3,200	9,600	(27,150)	26%
Optional flower rotation	21,000	-	-	(21,000)	0%
Irrigation repairs & replacement	40,000	755	13,508	(26,492)	34%
Roads & bridges repairs	15,750	485	1,950	(13,800)	12%
Sidewalk repairs & replacement			1,063		
Street light maintenance	15,750	-	324	(15,426)	2%
Vehicle repairs & maintenance	5,250	-	7,217	1,967	137%
Office supplies: field operations	14,700	2,652	4,985	(9,715)	34%
Holiday lights	9,450	-	3,378	(6,072)	36%
CERT operations	500	-	-	(500)	0%
Community maintenance	120,000	1,273	16,886	(103,114)	14%
Storm clean-up	27,300	-	158,810	131,510	582%
Miscellaneous contingency		9,270	21,743		
TOTAL FIELD OPERATIONS	1,090,649	78,174	555,373	(535,276)	51%
STAFF SUPPORT					
Payroll	606,564	45,710	247,976	(358,588)	41%
Merit pay/bonus	25,000	-	4,710	(20,290)	19%
Payroll taxes	81,635	3,515	21,146	(60,489)	26%
Health insurance	116,600	7,858	39,468	(77,132)	34%
Insurance: workers' compensation	30,000	-	12,214	(17,786)	41%
Payroll services	6,250	304	1,825	(4,425)	29%
Mileage reimbursement	16,000	597	2,594	(13,406)	16%
Vehicle Allowance	-				
TOTAL STAFF SUPPORT	882,049	57,984	329,934	(552,115)	37%
AMENITY OPERATIONS					
Amenity Management	610,570	52,686	263,830	(346,740)	43%
A/C maintenance and service	4,095	-	199	(3,896)	5%
Fitness equipment service	7,875	435	435	(7,440)	6%
Music licensing	3,757	-	4,020	263	107%
Pool/spa permits	919	-	-	(919)	0%
Pool chemicals	16,275	1,767	7,771	(8,504)	48%
Pest control	4,095	145	1,214	(2,881)	30%
Amenity maintenance	120,000	6,551	61,170	(58,830)	51%
Special events	10,500	-	2,695	(7,805)	26%
TOTAL AMENITY	778,086	61,584	341,334	(436,752)	44%
SECURITY					
Gate access control staffing	214,594	16,060	86,954	(127,640)	41%
Additional guards	8,400	-	-	(8,400)	0%
Guardhouse facility maintenance	16,800	734	1,486	(15,314)	9%
Gate communication devices	22,050	-	3,635	(18,415)	16%
Gate operating supplies	16,800	2,546	14,698	(2,102)	87%
Fire & security system	5,565	99	2,825	(2,740)	51%

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2022 through February 28, 2023

	Adopted Budget	Current Month	Year To Date	Variance + / (-)	% Of Budget
TOTAL SECURITY	284,209	19,439	109,598	(174,611)	39%
TOTAL EXPENDITURES	3,795,054	258,135	1,723,140	(2,071,914)	45%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES			1,764,630		
FUNDS TRANSFER EXPENSE					
FUNDS TRANSFER INCOME					
FUND BALANCE - BEGINNING			2,510,235		
FUND BALANCE ENDING			<u>4,274,865</u>		
ANALYSIS OF FUND BALANCE					
DISASTER			750,000		
3 MONTHS WORKING CAPITAL			945,505		
UNASSIGNED			2,579,360		
FUND BALANCE - ENDING			<u>\$ 4,274,865</u>		

GRAND HAVEN CDD
SPECIAL REVENUE FUND - INFRASTRUCTURE REINVESTMENT
Statement of Revenue, Expenses and Changes in Fund Balance
For the period from October 1, 2022 through February 28, 2023

	<u>Adopted Budget</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Variance + / (-)</u>	<u>% Of Budget</u>
REVENUE					
SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 820,953	\$ 50,102.00	\$ 761,708.25	\$ (59,245)	93%
DISCOUNT (ASSESSMENTS)	-	-	-	-	-
INTEREST REVENUE	5,500	-	-	-	0%
TOTAL REVENUE	<u>826,453</u>	<u>50,102</u>	<u>761,708.25</u>	<u>(64,745)</u>	<u>92%</u>
EXPENDITURES					
GENERAL INFRASTRUCTURE REPLACEMENT	803,045	39,742	164,264	(638,781)	20%
TOTAL EXPENDITURES	<u>803,045</u>	<u>39,742</u>	<u>164,264</u>	<u>(638,781)</u>	<u>20%</u>
EXCESS OF REVENUE OVER (UNDER) EXP.	23,408	10,360	597,444		
OTHER FINANCING SOURCES (USES)					
TRANSFER OUT	-	-	\$ -		
TRANSFER IN	-	-	-		
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>		
FUND BALANCE BEGINNING			\$ 1,506,999.23		
NET CHANGE IN FUND BALANCE			\$ -		
FUND BALANCE - ENDING			<u>\$ 2,104,443.65</u>		
Analysis of Fund Balance					
Committed: Future Capital Improvements			1,069,910		
Assigned: 3 months working capital			356,637		
Unassigned			677,897		
FUND BALANCE - ENDING			<u>\$ 2,104,444</u>		

EXHIBIT 8

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, February 2, 2023 at 9:08 a.m. in the Grand Haven Room, at the Grand Haven
6 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 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi	Board Supervisor, Vice Chairman
12 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
13 Michael Flanagan	Board Supervisor, Assistant Secretary
14 Nancy Crouch	Board Supervisor, Assistant Secretary

15 Also present were:

16 David McInnes	District Manager, DPFG Management & Consulting
17 Barry Kloptosky	CDD Operations Manager
18 Vanessa Stepniak	CDD Office Manager
19 John Lucansky	Amenities Manager

20 *The following is a summary of the discussions and actions taken at the February 2, 2023 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 Prior to proceeding with the presentations, Mr. Foley stated that he had heard back from Mr. Smith
25 regarding the 2021 audit, and that it had been completed with a clean opinion. Discussion ensued
26 regarding the timelines and schedules of subsequent audits.

27 **THIRD ORDER OF BUSINESS – Presentations**

28 **A. Café Renovations – Operations Manager – 60 mins.**

29 Mr. Kloptosky stated that while it was premature to announce any numbers for the café renovations,
30 the process was underway with reaching out to find a design consultant for concepts, drawings, and
31 plans for eventual submission to the building department. Mr. Kloptosky stated that the window
32 and door replacements had been completed, and provided a list of major items being suggested,
33 including:

- 34 • Full removal of the dated bar and floor tile
- 35 • Changing the bar from an oval shape to a more squared shape with a footrail which will
36 allow for better storage
- 37 • Installing overhead storage and glass racks over bar
- 38 • Creating an additional opening on the west side of the bar for efficiency
- 39 • New bar equipment, potentially including coolers, sinks, storage, additional beer taps, and
40 additional drink staging station with ice
- 41 • Replacing the double action doors between the kitchen and dining area
- 42 • Removing bookcases to create more space for servers
- 43 • Removing liquor cabinet, moving the liquor stored there to a glass rack by the bar

- 44 • Adding electrical outlets and data ports where possible to charge phones and devices
- 45 • Installing two new point-of-sale system stations, potentially with tablets
- 46 • Possibly upgrading the TV and/or adding in new TVs, and cleaning up the wiring
- 47 • Replacing or relocating the coffee bar
- 48 • Textured walls and repaint, with installation of stone accents where appropriate
- 49 • Replacing fans with styles that enhance the look of the room
- 50 • Installing new trim and shade covers for windows
- 51 • Purchasing new bar stools, tables and chairs

52 Mr. Kloptosky and Mr. Lucansky fielded questions from the Board regarding the suggestions for
53 the café renovations. Mr. Lucansky clarified that the tablets would be for punching in orders. Mr.
54 Flanagan suggested that changes to software infrastructure used at the café may need input and
55 involvement from the IT team, and requested for consideration of the needs for guests requiring
56 accessibility assists, as well as for staff to better serve the café patrons. Comments were also heard
57 regarding the popularity of the outdoor seating, about the amount of input being sufficient to move
58 forward into the design phase, and about the degree to which work could be performed by in-house
59 staff, to which Mr. Kloptosky explained that items not related to permitting (electrical wiring,
60 plumbing, the bar) could be worked on by in-house staff rather than contractors.

61 Mr. Lucansky gave an overview of the Tiki Bar wishlist, noting the need to purchase additional
62 barstools, an under-bar ice cooler, a new Kegerator for draft beers to replace an old rusted one that
63 had been out of service for years, and a panini grill to expand the kitchen menu. Mr. Lucansky
64 stated that the calculated cost for the enhancements would be around \$6,500, dependent on barstool
65 prices. In response to some Supervisor comments about resident suggestions, Mr. Lucansky
66 explained the difficulties with maintaining an ice cream machine, and noted that a pizza maker
67 could result in a long order queue if multiple guests wanted pizzas. The Board and staff discussed
68 revenue and expenditures for operating the Tiki Bar. Suggestions were made to adjust TV locations
69 and to increase overall marketing for the Tiki Bar to drive use and revenue.

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

71 A. Exhibit 6: Property Owner Survey Presentation – Supervisor Polizzi – 15 mins.

72 **This item was presented out of order.**

73 Mr. Polizzi noted how Supervisor feedback had been incorporated into the presentation, with
74 updated document headings and background information on the survey development process and
75 goals. The Board discussed methods of concisely conveying survey response data for given topics,
76 and Mr. Polizzi explained how the survey data PDFs could be accessed in the Community
77 Documents section of the CDD website. Mr. Foley suggested that the total cost of the survey not
78 exceeding \$5,000, including development, deployment, and mailings, was important information
79 to provide in the presentation for transparency.

80 Following discussion on the presentation format and timing, Mr. Polizzi suggested that the
81 presentation with Q&A section would take about an hour. The Board and Ms. Stepniak discussed
82 strategies for the eblasts.

83 *(The Board recessed the meeting at 10:47 a.m., and reconvened at 10:58 a.m.)*

84 B. Supervisors Goals & Priorities – 2 hrs.

85 Mr. Foley stated that he had reviewed each Supervisor's spreadsheets for common topics. Mr. Foley
86 suggested that each Supervisor could outline the aspects of each condensed topic on the list that
87 they wanted to prioritize in order.

88 1. Exhibit 1: Chair Foley

89 Mr. Foley stated that his priority was communications (including the 10 year plan),
90 followed by safety & security (including the perimeter fencing), then staffing organization,
91 improving meeting efficiency, ponds and banks plans, the café renovation, and addressing
92 Parcel K.

93 2. Exhibit 2: Vice-Chair Polizzi

94 Mr. Polizzi commented on a significant gap in communications which needed to be
95 addressed with a similar level of priority to safety & security. Mr. Polizzi suggested that
96 staffing and organization should be prioritized, and that he would add discussions around
97 Parcel K and the Village Center croquet use. Mr. Polizzi commented on tech strategy and
98 café renovation, and also made comments supporting a 10 year plan update.

99 3. Exhibit 3: Dr. Merrill

100 Dr. Merrill stated that her priority topic was for communications, strongly recommending
101 for a deadline on the new central website targeting a wide release in six months. Dr. Merrill
102 suggested that her next priority, safety & security, could use a strategic map for the gates,
103 and should include plans for more perimeter fencing. Dr. Merrill additionally questioned
104 the effectiveness of painting yellow lines on Waterside on safety. Dr. Merrill stated that
105 her next priority was meeting efficiency, followed by the restaurant, fixing staffing needs,
106 pond and bank plans (including wetlands), the 10-year plan, and the parking lot. Dr. Merrill
107 added that Parcel K plans were needed.

108 4. Exhibit 4: Supervisor Flanagan

109 Mr. Flanagan listed his highest priority as communications, then safety & security. Mr.
110 Flanagan suggested that staffing organization and meeting efficiency were items currently
111 being worked on, and may not need to be called out on a priority list. Mr. Flanagan noted
112 that his other priorities were for alternative energy in light of increasing costs, pond and
113 bank plans, reviews of the CDD's underground infrastructure, café renovation, and tech
114 strategy. Mr. Flanagan additionally noted that Parcel K plans could use attention.

115 5. Exhibit 5: Supervisor Crouch

116 Ms. Crouch stated that she prioritized safety & security, followed by communications, and
117 pond and bank plan/maintenance rounded out her top three. Ms. Crouch additionally noted
118 that parking lot expansion for the Village Center area and community involvement/focus
119 groups were also some of her priorities to address.

120

121 Following each Supervisor providing their lists of priorities, the Board and Mr. McInnes
122 discussed compiling overall rankings. The Board came to a consensus that the overall top
123 priority was communications, followed by safety & security.

124 For communications, comments were made from Supervisors in favor of getting the new
125 website up and running in six months, for an annual report being provided by the Chair to
126 residents, for increased communications with the HOA, a presentation on the 10 year plan,
127 and work to build relationships between both the Board and the community and the CDD's
128 relationships with the City and County. Discussion ensued regarding whether the 10 year
129 plan should be a separate item on the priority list. Additional comments were made
130 suggesting that lines of communications with the City and County could help address
131 ongoing matters with establishing a memorandum of understanding with the City for an
132 emergency preparedness plan, and with plans to address hogs in cooperation with the

133 County. Ms. Crouch stated that she had a point of contact with the County that she could
134 reach out to.

135 For safety & security, comments were made from Supervisors supporting improved
136 Waterside intersection visibility, more perimeter fencing, and modifications of all
137 community gates with added technology and measures to eliminate tailgating issues. Mr.
138 Kloptosky commented that the double gates solution previously discussed to curb
139 tailgating at the entry gates had been determined to be costly, and that a significant amount
140 of property around Grand Haven was owned by the county, adding that there may be
141 limitations on common property and perimeter fencing.

142 The Board and Mr. Kloptosky discussed staffing and organization priorities, including
143 suggestions for all communications to be handled by a staff chief position, and potentially
144 restructuring to address workload issues. Additional comments were made about using a
145 professional job recruiter solution, as well as seeking staff members adaptable to varied
146 tasks and responsibilities.

147 Mr. Foley stated that he would work with Mr. McInnes to develop a proposed meeting
148 agenda matrix, to be brought back at the next meeting.

149
150 Following discussion of the Supervisor goals and priorities, Ms. Stepniak discussed the test
151 and feedback of the new software system, noting that they had found a function where
152 guests could be sent visitor passes via email. Ms. Stepniak stated that she was looking to
153 put together instructions for the community, to be distributed via e-blasts along with a
154 notice of upcoming updates. Ms. Stepniak noted that the passes included a barcode, and
155 that a proposal had been acquired for the barcode scanner in the amount of \$1,450. Ms.
156 Stepniak noted that some of the data imported into Gatehouse's standardized system had
157 had minor glitches with credential details. Ms. Stepniak stated that the initial eblast would
158 also clarify that old access capabilities and processes, such as calling the guard house to
159 inform them of incoming visitors, would still be functional.

160 C. FY 2024 Budget – Continued – 30 mins. – Amenity Manager

161 **FIFTH ORDER OF BUSINESS – Next Meeting Quorum Check: February 16th, 9:00 AM**

- 162 • Quorum Check

163 All Supervisors present stated that they would be in attendance at the next meeting scheduled for
164 February 16th, which would fulfill a quorum.

165 **SIXTH ORDER OF BUSINESS – Action Items Review**

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

- 167 • The Operations Manager will consider possible restructuring of jobs and responsibilities in order
168 to address workload issues.
- 169 • The Chair and District Manager will update the meeting matrix given a new list of “Things to Get
170 Done”.

171 **SEVENTH ORDER OF BUSINESS – Adjournment**

172 The Board adjourned the meeting, at 1:22 p.m., for the Grand Haven Community Development
173 District.

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

177 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
178 **meeting held on March 16, 2023.**

179

Signature

Signature

Printed Name

Printed Name

180 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 9

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, February 16, 2023 at 9:02 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 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi	Board Supervisor, Vice Chairman
12 Nancy Crouch	Board Supervisor, Assistant Secretary
13 Michael Flanagan	Board Supervisor, Assistant Secretary
14 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15 Also present were:

16 David McInnes	District Manager, DPFG Management & Consulting
17 Scott Smith	Vice President, DPFG-Vesta
18 Scott Clark	District Counsel, Clark & Albaugh, LLP
19 David Sowell (<i>via phone</i>)	District Engineer
20 Barry Kloptosky	CDD Operations Manager
21 Vanessa Stepniak	CDD Office Manager
22 John Lucansky	Amenity Manager
23 Lea Stokes	Vesta

24
25 *The following is a summary of the discussions and actions taken at the February 16, 2023 Grand Haven*
26 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
27 *request.*

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

29 The Pledge of Allegiance was recited.

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

32 There being none, the next item followed.

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

34 A. District Engineer: David Sowell

35 1. Exhibit 1: Public Facilities Report

36 Mr. Sowell gave an overview of the public facilities report, noting that as Grand Haven
37 was largely a built-out community, there was essentially nothing to report to the County as
38 far as significant problems or major infrastructure being installed.

39 In response to a Supervisor question, Mr. Sowell noted that as far as projects for the CDD
40 that he was actively involved in, he was in the process of preparing a memo recommending
41 against making improvements to the golf course parking lot as it was in fair condition, and
42 that otherwise he was available on an as-needed basis.

43 B. Exhibit 2: Amenity Manager: John Lucansky

44 Mr. Lucansky noted that the Village Center parking lot count had been started again, and that they
45 were preparing to open the Tiki Hut on the last weekend of May. Mr. Lucansky additionally
46 observed that the dog signs had been effective in cutting down on dog walkers through the tennis
47 court area. Mr. Lucansky additionally summarized the Valentine's dinner, and discussed a croquet
48 event with the Board.

49 C. Operations Manager: Barry Kloptosky

50 1. Exhibit 3: Presentation of Capital Project Plan Tracker

51 Mr. Kloptosky noted that items related to Firewise had been delayed as the wetland areas
52 had been logged with water, preventing machinery access.

53 Dr. Merrill expressed concerns that installing mulch in the dog park was not the correct fix
54 for issues, commenting on the cost and relative effectiveness. Mr. Kloptosky noted that
55 this was a temporary fix for flooding and muddy land, and that the proper repair would
56 involve a major elevation project. Additional discussion ensued regarding tracking
57 overhead and hours for various projects, as well as amending the project tracker document
58 with new columns.

59 2. Exhibit 4: Monthly Report

60 Mr. Kloptosky noted that since the report had been filed, he had scheduled a tentative
61 meeting with a design architect for the café work, stating that he hoped to define the scopes
62 of work, get a cost estimate, and have some design renderings.

63 Ms. Crouch gave an overview of her meeting with people from the County regarding
64 boundaries and licensed hunters' operations. Mr. Kloptosky stated that he would be
65 provided with monthly reports on the numbers of hogs being removed from the problem
66 locations.

67 D. Exhibit 4: District Counsel: Scott Clark

68 Mr. Clark stated that, following communications with the City Attorney, he had found that the City
69 of Palm Coast did not currently have an established plan for debris pickup. The Board and Mr.
70 Clark discussed standards for pickup and the City's reliance on storm contractors for pickup
71 services.

72 Mr. Clark addressed questions from the previous meeting regarding the Board potentially providing
73 alcoholic beverages at the meetings, noting that while there may be some potential liability
74 concerns, they were similar to that of standard food service at the café. Mr. Clark stated that he did
75 not feel that he had objections to the idea if it served a legitimate public purpose.

76 Mr. Clark noted that there had been a recent court decision on an issue where an ordinance decision
77 regarding a zoning issue at Jupiter Island had been made after the staff had opted to continue the
78 meeting from what had been originally scheduled and advertised. Mr. Clark advised that the court
79 had held that the publication had set the date, time, and place for the decision to be made, and as a
80 result overturned the ordinance on the basis of it being made elsewhere. Mr. Clark acknowledged
81 that there was currently significant pushback in the local government lawyer community directed
82 at the legislature, but advised meanwhile for deferred decisions to be re-noticed and re-published
83 for another time instead.

84 In response to Supervisor comments about pond bank maintenance and Spartina cutbacks, Mr.
85 Clark advised that a rule governing pond banks and Spartina maintenance had previously been
86 adopted, and that he would pull a copy of this rule following the meeting to inform future
87 discussions on its enforcement. Mr. Kloptosky additionally commented that staff was making note
88 of pond banks missing aspects of bank reinforcement and compiling a list.

89 E. District Manager: David McInnes

90 1. Exhibit 5: Meeting Matrix

91 Mr. Foley stated that he had requested informational-purpose items for the next workshop
92 regarding a presentation on the latest version of the long-term plan to get a better view of
93 the next 3-5 years, as well as clarifying the plan for the minimum unassigned fund balances.
94 Mr. Foley additionally commented that thoughts and expectations for safety and security
95 would also be a topic for discussion. The Board discussed priority orders for agenda matrix
96 items, which Mr. McInnes stated he would go back and verify.

97 2. Exhibit 6: Action Item Report

98 There were no comments on the action item report.

99 3. Resident Incident Report

100 Mr. McInnes stated that he had consulted with the Chair and had received approval from
101 three Supervisors to move forward with the Chair's recommendation to issue a written
102 warning per the rules.

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

104 A. Exhibit 7: Consideration for Acceptance – The January 2023 Unaudited Financial Report

105 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
106 Meeting Held January 5, 2023

107 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
108 Held January 19, 2023

109 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
110 all items on the Consent Agenda for the Grand Haven Community Development District.

111 Prior to proceeding with the Sixth Order of Business, Mr. Foley stated that the FY 2021 audited
112 financial statements would be on the next meeting agenda for acceptance, and confirmed that the
113 members of the Board had received copies.

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

115 A. Exhibit 10: Consideration & Adoption of **Resolution 2023-04**, Redesignating Secretary & Bank
116 Signatory

117 Mr. McInnes stated that this Resolution removed Mr. McGaffney as a signatory, and that the rest
118 of the slate of officers remained the same.

119 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adopted
120 **Resolution 2023-04**, Redesignating Secretary & Bank Signatory for the Grand Haven Community
121 Development District.

122 **SEVENTH ORDER OF BUSINESS – Discussion Items**

123 A. Ad Hoc Fact-Finding Group Updated Report – Supervisor Flanagan

124 Mr. Flanagan stated that he had worked with Mr. Clark on a template that could be used for future
125 fact-finding groups, and with Ms. Stepniak on an eblast that would be distributed out. Mr. Flanagan
126 presented the form and fielded questions from the Board on the objectives and focus of the form,
127 additionally discussing deadlines for comments to be submitted to the District Manager. Mr.
128 McInnes stated that the initial workshop package needed to be distributed on February 23, and a
129 revised package could be sent out on February 27, and suggested that comments could be sent by

130 noon on February 22. Mr. Flanagan noted that the eblasts indicated that the fact-finding group
131 would only be scheduled for five weeks, which lined up with the Board's desired six-month push.
132 Mr. Flanagan stated that the start date, end date, and meeting location were currently all TBD, but
133 that he would work with staff to determine the details.

134 The Board discussed the scope of the group's fact-finding, between specific website discussions
135 and more broad communications at large. In response to questions about the goal at the next
136 workshop, Mr. Flanagan stated that he planned on the Supervisor's comments being compiled and
137 presented at the workshop along with the eblasts for final review by the Board.

138 *(The Board recessed the meeting at 11:00 a.m., and reconvened at 11:08 a.m.)*

139 B. Report on "Approach Plan" for Wild Hog Issue – Chair Foley

140 Mr. McInnes stated that this item had been covered in other meetings.

141 Mr. McInnes stated that they had established contact with CERT, and that language about Grand
142 Haven on CERT's website would be updated in the near future.

143 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
144 amending the agenda to include consideration of additional proposals, for the Grand Haven Community
145 Development District.

146 Following the motion, Ms. Stepniak stated that a proposal had been received from TEM in the
147 amount of \$2,800 regarding getting an application to go along with the new software, and explained
148 that this offered another way for residents to be able to conveniently access the web portal through
149 mobile devices regardless of operating systems. Ms. Stepniak commented on the convenience
150 factor, noting that residents had been asking whether there was an existing app that they could
151 download for the portal, and clarifying that approval of the proposal did not grant residents access
152 to functions beyond what was already implemented. This item was approved without opposition.

153 Mr. Foley recalled previous discussions on getting quotes for laptops or tablets for Board usage,
154 and asked the Board for their input. Ms. Stepniak additionally presented prices for laptops,
155 including monthly recurring fees, security, and maintenance and IT support access through Celera,
156 in the total annual amount of \$10,500. The Board discussed the price, as well as current access to
157 the Microsoft Office suite and uploading documents to the cloud. Mr. Clark advised against
158 collaborating on documents on the cloud, recommending for cloud access to be segregated.
159 Following discussion, a majority of Board Supervisors rejected the pricing as presented.

160 C. FY 2024 Budget – Continued Review

161 Mr. McInnes stated that this Excel document update was being presented without the expectation
162 that the Board take any particular action in response. Mr. McInnes explained the purposes of the
163 various columns, percentages, and projections reflected in the spreadsheet. Mr. McInnes
164 additionally explained that the last page reflected adjustments to the long term capital plan that the
165 Board and Mr. Kloptosky had discussed at a previous meeting. Mr. Kloptosky requested copies for
166 himself and Ms. Stepniak. Mr. Foley additionally suggested that the walking path, spa equipment,
167 pool finish, and tennis court resurfacing items may need further consideration on the Operations
168 Manager's part.

169 Following the continued review of the FY 2024 budget, the Board proceeded with the Ninth Order
170 of Business, Supervisors' Requests, and the Tenth Order of Business, Quorum Check, as the Eighth
171 Order of Business, the Townhall, was set for 5:00 p.m.

172 **NINTH ORDER OF BUSINESS – Supervisors' Requests**

173 Dr. Merrill expressed concerns about an illegal parking incident at Creekside, asking whether the
174 rules as written were stringent about parking in front of Creekside. Ms. Stepniak suggested that an

175 option to address similar issues could be to put up 15-minute limit parking signs to avoid vehicles
176 being illegally parked there for hours. Ms. Stepniak stated that the issue occurred fairly often and
177 confirmed that facilitators were monitoring. Following discussion, the Board requested for
178 recommendations on alternative strategies to address illegal parking in front of Creekside to be
179 brought back for consideration.

180 Mr. Polizzi commented positively on the information presented in the annual report from Sea
181 Colony that Mr. Foley had shared at the previous meeting, and suggested that it could serve as a
182 model for formatting certain communications to residents.

183 Mr. Foley noted that Dr. Merrill had previously asked about menu options and expanded hours at
184 the café, which Mr. Lucansky addressed, stating that there were vegetarian options on the menu
185 and vegan dishes could be made as needed. Mr. Lucansky noted that Sunday was a staff day off,
186 and that operating the café on Sundays would require special staff considerations and several new
187 hires. Dr. Merrill additionally suggested for menus to have special codes indicating vegetarian
188 dishes, and to accommodate more for gluten-free options. Mr. Foley additionally commented on
189 parking behavior and patterns, suggesting that alternative parking locations for various purposes
190 could be encouraged to avoid potential overflow and subsequent illegal parking issues. Mr.
191 Lucansky noted that March was generally the busiest month in terms of issued guest passes, and
192 stated that he could resend the Excel spreadsheet where open parking spots were being tracked,
193 along with past spreadsheets for historical data.

194 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: March 16th, 9:00 a.m.**

195 Prior to the Quorum Check, Mr. McInnes provided a summary of action items.

- 196
- 197 • Operations Manager will return with recommendations regarding Creekside parking.
 - 198 • District Manager will distribute an Excel spreadsheet to the Board with respect to the budget.
 - 199 • Operations Manager will work with the District Engineer regarding the cost of a dog park plan.
 - 200 • District Counsel will distribute a memorandum to the Board reflecting prior pond bank maintenance approaches.
 - 201 • District Manager will send the eblast and Word document from Supervisor Flanagan about the fact-
 - 202 finding group to the Board for comment.
 - 203 ○ Members of the Board will return comments to the District Manager by noon on February 22,
 - 204 2023.

- 205
- 206 • Quorum Check
- 207 Mr. Foley, Mr. Polizzi, Mr. Flanagan, and Ms. Crouch indicated that they planned on attending the
208 next regular meeting scheduled for March 16 in person, which would constitute a quorum. Dr.
209 Merrill stated that she would be attending remotely.

210 *(The Board recessed the meeting at 12:24 p.m., and reconvened at 5:00 p.m.)*

211 *(Dr. Merrill left the meeting.)*

212 **EIGHTH ORDER OF BUSINESS – Townhall – 5PM – 90 mins. allotted**

213 A. Exhibit 11: Survey Reports & Resident Input

214 Mr. Foley introduced the Board members and District staff in attendance to the audience, and
215 commented positively on the percentage of community participation in the survey. Mr. Foley
216 explained that the survey had been conducted to get resident input while the Board was working
217 on a 10-year plan for operating and capital costs, cash levels, and assessments, in anticipation of

218 increasing costs of living and inflation, as well as replacement costs for assets given by the
219 District's reserve report.

220 *(Dr. Merrill rejoined the meeting.)*

221 Mr. Foley stated that most of the information needed for the long-term plan had been gathered, and
222 that another town hall meeting would likely be held around August to present the plan.

223 Mr. Polizzi provided an overview of the Board's selection of a survey company, and their goals
224 and expectations in issuing the survey. Mr. Polizzi explained that the survey results reports were
225 available publicly for review on the CDD website, and gave an overview of them by question. Mr.
226 Polizzi noted the amount of resident support for improving the café, with overall feedback in
227 support for having a professional design plan, a preference for more targeted improvements, for
228 remodels to be at minimal cost to the community and not interrupting/closing operations while in
229 progress, and for expansion of menu dietary options and hours/methods of service. Mr. Polizzi also
230 outlined feedback for security improvements, particularly with access control and resident self-
231 service. Mr. Polizzi stated that a roadmap for security upgrades would be assembled by the
232 operations team, and noted guard service now having access to upgraded technology. Feedback on
233 communications and day-to-day operations of facilities was also discussed.

234 Mr. Foley observed that there was not as significant a difference between survey results by age
235 demographic as he had anticipated. Mr. Foley also explained the effects that the survey results
236 would have, noting that numbers associated with café renovations would likely shrink, and that
237 they would work to minimize potential downtime inside the café. Mr. Foley additionally
238 commented on efforts to have communications go more through the website and move towards cell
239 phone gate access solutions.

240 The Board opened the floor to audience comments.

241 An audience member questioned whether the reserve study was a cash flow or line item reserve.
242 Following discussion, it was clarified that the reserve study was not one that allocated money for
243 every item up front, but rather a study conducted to understand a complete inventory of the assets
244 under CDD management and where expectations for replacements in terms of total costs and timing
245 fell. Clarification was also given that the reserve study incorporated expected inflation over the
246 years.

247 An audience member commented that there were several dog owners in the community, but that
248 there was no accessible or accommodating dog park in the property, suggesting that one could be
249 developed at Parcel K.

250 An audience member asked about the topic of facilities expansion, in the light of previous
251 discussions on the need for additional parking. The audience member additionally asked for further
252 information on current facilities' utilization, particularly the Tiki Hut. Mr. Polizzi explained that
253 the presentation focused on specific questions and demographic groups, but noted that the
254 comments on the Tiki Hut suggested that there had been a fair amount of usage when it had been
255 available. Dr. Merrill also noted that a majority of respondents had stated that they were not in
256 favor of expansion of facilities. The audience member suggested that the Tiki Hut could be explored
257 as an alternative to the café while it was under renovation, adding that this may drive continued
258 usage.

259 An audience member suggested that the Board needed to assess what kinds of activities they wanted
260 to offer to the community when determining what facilities to focus on.

261 An audience member asked about age demographics that were excluded from the custom reports,
262 and questioned the legality of limiting access to non-residents given the public roads status. Mr.
263 Foley explained that access could not be restricted and the gates had to be open to all so long as the
264 CDD had public debt associated, but that as this debt had been paid off, it was Counsel's belief that

265 access could now be limited to residents, guests, and vendors with the CDD's full ownership of the
266 roads. The audience member additionally expressed concerns that the women's restroom had poor
267 accessibility accommodations. The audience member also asked whether the August town hall
268 meeting would be available to access live online, and Mr. McInnes stated that this could be
269 arranged.

270 An audience member noted that he had been a long-time resident and previous member of the
271 Master Homeowners Board, and expressed appreciation that the CDD Board was able to spend
272 their focus on long-term planning and building foundations for the future of the community rather
273 than on only fighting fires. Mr. Foley thanked the audience member, and acknowledged that the
274 long-term plan served as a managing tool and guideline rather than a guarantee of what would be
275 done.

276 An audience member commented positively on Mr. Polizzi's work in coordinating the survey, and
277 suggested that the Board look into potential additional court locations with the rising popularity
278 and demand for pickleball in the region. The audience member additionally suggested that
279 constructing a new parking lot in the location of the old croquet courts would be a better parking
280 solution than expanding the north parking lot, noting that this would make access to the café easier.

281 An audience member indicated that her driveway filled up with water that had difficulty draining
282 out whenever it rained. Mr. Foley stated that the CDD was responsible for gutters and would be
283 working on replacing gutters being damaged by tree roots.

284 An audience member suggested that the café menu could be expanded to include coffee options.

285 An audience member noted that his property on River Trail Drive was on a lake, and that one side
286 of the bank was well maintained but the other across the lake was in poor condition. The audience
287 member asked who was responsible for maintaining the other side, and discussion ensued about
288 property ownership.

289 Mr. McInnes stated that the survey results could be found in the Community Documents section of
290 grandhavencdd.org, compiled into various custom reports for specific demographics, the
291 presentation that had been prepared under this Exhibit, and multiple PDFs containing raw response
292 data.

293 **ELEVENTH ORDER OF BUSINESS – Adjournment**

294 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
295 adjourn the meeting. There being none, Mr. Polizzi made a motion to adjourn the meeting.

296 On a MOTION by Mr. Polizzi, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adjourned
297 the meeting, at 6:34 p.m., for the Grand Haven Community Development District.

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

301 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
302 **meeting held on March 16, 2023.**

303

304

Signature

Signature

Printed Name

Printed Name

305 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 10

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

FINANCIAL STATEMENTS

September 30, 2021

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
September 30, 2021

CONTENTS

	<u>PAGE</u>
Independent Auditors’ Report.....	1-2
Management’s Discussion and Analysis	3-6
Government-wide Financial Statements:	
Statement of Net Position	7
Statement of Activities.....	8
Fund Financial Statements:	
Balance Sheet – General Fund.....	9
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities	10
Statement of Revenues, Expenditures and Changes in Fund Balances – General Fund	11
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	12
Notes to the Financial Statements.....	13-21
Required Supplementary Information	
Statement of Revenues and Expenditures – Budget and Actual – General Fund.....	22
Notes to Required Supplementary Information	23
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	24-25
Independent Auditor’s Report on Compliance With the Requirements of Section 218.415, Florida Statutes, Required by Rule 10.556(10) of the Auditor General of the State of Florida	26
Auditor’s Management Letter Required by Chapter 10.550, <i>Florida Statutes</i>	27-29

INDEPENDENT AUDITORS' REPORT

To the Board of Supervisors
Grand Haven Community Development District
Flagler County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Grand Haven Community Development District, Flagler County, Florida ("District") as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 - 6 and page 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 4, 2023, on our consideration of Grand Haven Community Development District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Grand Haven Community Development District's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated January 4, 2023 on our consideration of the District's compliance with requirements of Section 218.415, Florida Statutes, as required by Rule 10.556(10) of the Auditor General of the State of Florida. The purpose of that report is to provide an opinion based on our examination conducted in accordance with attestation Standards established by the American Institute of Certified Public Accountants.

DiBartolomeo, McBee, Hartley & Barnes

DiBartolomeo, McBee, Hartley & Barnes, P.A.
Fort Pierce, Florida
January 4, 2023

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2021

Our discussion and analysis of Grand Haven Community Development District, Flagler County, Florida ("District") financial performance provides an overview of the District's financial activities for the fiscal year ended September 30, 2021. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$16,111,528.
- The change in the District's total net position in comparison with the prior fiscal year was (\$562,105), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2021, the District's governmental funds reported combined ending fund balances of \$3,961,268. The general fund balance is unassigned which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2021

The government-wide financial statements include all governmental activities that are principally supported by special assessments. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance and operations.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions.

Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains one governmental fund for external reporting. Information is presented in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund. The fund is a major fund. The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2021

GOVERNMENT WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year. The balance of unrestricted net position may be used to meet the District's obligations.

Key components of net position were as follows:

	Statement of Net Position	
	2021	2020
Current assets	\$ 4,219,327	\$ 4,255,596
Non-current assets		
Capital assets	12,092,272	12,638,224
Total assets	16,311,599	16,893,820
Current liabilities	200,091	220,187
Total liabilities	200,091	220,187
Net position		
Net invested in capital assets	12,092,272	12,638,224
Unrestricted	4,019,236	4,035,409
Total net position	\$16,111,508	\$ 16,673,633

The District's net position decreased during the most recent fiscal year. The majority of the change represents the degree to which the ongoing cost of operations exceeded program revenues.

Key elements of the District's change in net position are reflected in the following table:

	Change in Net Position	
	2021	2020
Program revenues	\$ 4,353,144	\$ 4,309,030
General revenues	41,877	351,032
Total revenues	4,395,021	4,660,062
Expenses		
General government	448,393	339,372
Physical environment	2,898,137	2,905,877
Culture and recreation	1,610,596	1,448,968
Total expenses	4,957,126	4,694,217
Change in net position	(562,105)	(34,155)
Net position - beginning of year	16,673,633	16,707,788
Net position - end of year	\$16,111,528	\$16,673,633

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2021 was \$4,957,126, which primarily consisted of costs associated with general expenditures and constructing and maintaining certain capital improvements of the District. The costs of the District's activities were funded primarily by special assessments.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2021

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund did not exceed expenditures appropriations for the fiscal year ended September 30, 2021.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were lower than budgeted amounts due primarily to costs being lower than anticipated.

CAPITAL ASSETS

Capital Assets

At September 30, 2021, the District had \$12,092,272 invested in land and land improvements, furniture, fixtures and equipment, infrastructure and construction in process. Construction in process has not completed as of September 30, 2021 and therefore is not depreciated to date. Once projects are complete, items will transfer to depreciable assets. More detailed information about the District's capital assets is presented in the notes of the financial statements.

ECONOMIC FACTORS, NEXT YEAR'S BUDGET AND OTHER INFORMATION

For the fiscal year 2022, the District anticipates that the cost of general operations will remain fairly constant. In connection with the District's future infrastructure maintenance and replacement plan, the District Board has included in the budget, an estimate of those anticipated future costs and has assigned a portion of current available resources for that purpose.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Grand Haven Community Development District's Finance Department at 250 International Parkway, Suite 208, Lake Mary, Florida 32746.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF NET POSITION
September 30, 2021

	GOVERNMENTAL ACTIVITIES
ASSETS	
Cash and cash equivalents	\$ 4,155,106
Accounts receivable	64,111
Prepaid items	110
Capital assets:	
Non-depreciable	4,415,017
Depreciable, net	7,677,255
TOTAL ASSETS	\$ 16,311,599
 LIABILITIES	
Accounts payable and accrued expenses	\$ 200,054
Due to other	37
TOTAL LIABILITIES	200,091
 NET POSITION	
Net investment in capital assets	12,092,272
Unrestricted	4,019,236
TOTAL NET POSITION	\$ 16,111,508

The accompanying notes are an integral part of this financial statement

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

STATEMENT OF ACTIVITIES
Year Ended September 30, 2021

Functions/Programs	Expenses	Program Revenues		Net (Expense)
		Charges for Services	Operating Contributions	Revenues and Changes in Net Position
				Governmental Activities
Governmental activities				
General government	\$ 448,393	\$ 448,393	\$ -	\$ -
Physical environment	2,898,137	3,888,220	-	990,083
Culture and recreation	1,610,596	16,531	-	(1,594,065)
Total governmental activities	<u>\$ 4,957,126</u>	<u>\$ 4,353,144</u>	<u>\$ -</u>	<u>(603,982)</u>
General revenues:				
				1,597
				40,280
				<u>41,877</u>
				(562,105)
				<u>16,673,633</u>
				<u>\$ 16,111,528</u>

The accompanying notes are an integral part of this financial statement

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2021

	<u>MAJOR FUNDS</u>	<u>TOTAL</u>
	<u>GENERAL</u>	<u>GOVERNMENTAL</u>
		<u>FUNDS</u>
<u>ASSETS</u>		
Cash and cash equivalents	\$ 4,155,106	\$ 4,155,106
Accounts receivable	64,111	64,111
Prepaid items	110	110
TOTAL ASSETS	<u>\$ 4,219,327</u>	<u>\$ 4,219,327</u>
<u>LIABILITIES AND FUND BALANCES</u>		
LIABILITIES		
Accounts payable and accrued expenses	\$ 200,054	\$ 200,054
Due to other	37	37
TOTAL LIABILITIES	<u>200,091</u>	<u>200,091</u>
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenue	57,968	57,968
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>57,968</u>	<u>57,968</u>
FUND BALANCES		
Nonspendable:		
Prepaid items	110	110
Committed:		
Distaster	981,211	981,211
Assigned to:		
Working capital	890,833	890,833
Subsequent year's expenditures	940,000	940,000
Unassigned	1,149,114	1,149,114
TOTAL FUND BALANCES	<u>3,961,268</u>	<u>3,961,268</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 4,219,327</u>	<u>\$ 4,219,327</u>

The accompanying notes are an integral part of this financial statement

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2021

Total Governmental Fund Balances in the Balance Sheet, Page 9	\$ 3,961,268
Amount reported for governmental activities in the Statement of Net Assets are different because:	
Capital asset used in governmental activities are not financial resources and therefore are not reported in the governmental funds:	
Governmental capital assets	45,836,595
Less accumulated depreciation	(33,744,323)
Assets recorded in the governmental fund financial statements that are not available to pay for the current-period expenditures are unavailable revenue in the governmental funds:	57,968
Net Position of Governmental Activities, Page 7	\$ 16,111,508

The accompanying notes are an integral part of this financial statement

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS
Year Ended September 30, 2021

	<u>MAJOR FUNDS</u>	<u>TOTAL</u>
	<u>GENERAL</u>	<u>GOVERNMENTAL FUNDS</u>
REVENUES		
Special assessments	\$ 4,333,763	\$ 4,333,763
Miscellaneous revenue	40,280	40,280
Recreation and amenity fees	16,531	16,531
Investment earnings	1,597	1,597
TOTAL REVENUES	4,392,171	4,392,171
EXPENDITURES		
General government	448,393	448,393
Physical environment	1,573,515	1,573,515
Culture and recreation	1,541,714	1,541,714
Capital outlay	847,572	847,572
TOTAL EXPENDITURES	4,411,194	4,411,194
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(19,023)	(19,023)
FUND BALANCE		
Beginning of year	3,980,291	3,980,291
End of year	\$ 3,961,268	\$ 3,961,268

The accompanying notes are an integral part of this financial statement

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
Year Ended September 30, 2021

Net Change in Fund Balances - Total Governmental Funds, Page 11 \$ (19,023)

Amount reported for governmental activities in the Statement of Activities
are different because:

Governmental funds report capital outlays as expenditures. However,
in the Statement of Activities, the costs of those assets are depreciated
over their estimated useful lives:

Capital outlay 847,572

Certain revenues were available for the fund financial statements
however they are recorded on the government wide
financial statements: 2,850

Certain items reported in the Statement of Activities do not require
the use of current financial resources and therefore are not reported
expenditures in the governmental funds:

Current year provision for depreciation (1,393,504)

Change in Net Position of Governmental Activities, Page 8 \$ (562,105)

The accompanying notes are an integral part of this financial statement

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE A- NATURE OF ORGANIZATION AND REPORTING ENTITY

Grand Haven Community Development District ("District") was created on March 3, 1997 by the Board of County Commissioners of Flagler County, Florida Ordinance No. 97-3 pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected on an at large basis by the qualified electors of the property owners within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing Improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements (continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other Items not included among program revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the economic financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures are recorded when a liability is incurred, as under accrual accounting.

Assessments

Assessments are non-ad valorem assessments on benefited lands within the District. Assessments are levied to pay for the operations and maintenance of the District. The fiscal year for which annual assessments are levied begins on October 1 with discounts available for payments through February 28 and become delinquent on April 1. The District's annual assessments for operations are billed and collected by the County Tax Collector. The amounts remitted to the District are net of applicable discounts or fees and include interest on monies held from the day of collection to the day of distribution.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

The District reports the following major governmental fund:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to contractual restrictions.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured.

The District records all interest revenue related to investment activities in the respective funds and reports investments at fair value.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities and Net Position or Equity (continued)

Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	15 - 25
Equipment	5 - 10

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities and Net Position or Equity (continued)

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses.

Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

The statement of net position reports, as applicable, a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future reporting period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. For example, the District would record deferred outflows of resources related to debit amounts resulting from current and advance refundings resulting in the defeasance of debt (i.e. when there are differences between the reacquisition price and the net carrying amount of the old debt).

The statement of net position reports, as applicable, a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to future reporting period(s) and so will not be recognized as an inflow of resources (revenue) until that time. For example, when an asset is recorded in the governmental fund financial statements, but the revenue is not available, the District reports a deferred inflow of resources until such times as the revenue becomes available.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities and Net Position or Equity (continued)

Fund Equity/Net Position (continued)

Committed fund balance - Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance - Includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board can assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE C - BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE D – DEPOSITS

Deposits

The District's cash balances, including certificates of deposit, were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE E – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2021 was as follows:

	Balance 10/01/2020	Increases	Decreases	Balance 09/30/2021
Governmental activities:				
Capital assets, not being depreciated:				
Land and land improvements	\$ 4,080,698	\$ -	\$ -	\$ 4,080,698
Construction in progress	27,500	306,819	-	334,319
Total capital assets, not being depreciated	4,108,198	306,819	-	4,415,017
Capital assets, being depreciated				
Furniture, fixtures and equipment	1,598,023	68,129	-	1,666,152
Infrastructure - water control	910,255	-	-	910,255
Infrastructure - roadways and other	23,037,806	392,189	-	23,429,995
Infrastructure - recreational	15,334,741	80,435	-	15,415,176
Total capital assets, being depreciated	40,880,825	540,753	-	41,421,578
Less accumulated depreciation for:				
Furniture, fixtures and equipment	863,228	124,608	-	987,836
Infrastructure - water control	537,053	43,426	-	580,479
Infrastructure - roadways and other	16,167,330	1,156,588	-	17,323,918
Infrastructure - recreational	14,783,208	68,882	-	14,852,090
Total accumulated depreciation	32,350,819	1,393,504	-	33,744,323
Total capital assets, being depreciated - net	8,530,006	(852,751)	-	7,677,255
Governmental activities capital assets - net	\$12,638,204	\$ (545,932)	\$ -	\$12,092,272

Depreciation expense of \$1,393,504 was charged to physical environment and culture and recreation in the amount of \$1,324,622 and \$68,882, respectively.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

NOTE F - MANAGEMENT COMPANY

The District has contracted with a management company to perform services which include financial and accounting advisory services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

NOTE G - MANAGEMENT SERVICES AGREEMENT

The management services agreement with Amenity Management Group expired April 30th, 2021. The District has entered into a management agreement with Vesta Property Services, Inc. The District owns the ‘Village Center’ and the ‘Creekside Athletic Club’, located within the District, together with certain buildings, furniture, fixtures, machinery, appliances, operating equipment, books, records, and other personal property used in the operation of said amenity centers, known as (the ‘Amenity Centers’). The management service company is to manage and operate the Amenity Centers. The term of the contract extends through September 30th, 2024, and has a 4th year option. Amounts paid under the management service agreement in 2021 were \$314,428 and \$246,994 totaling \$561,422.

Contractual obligations as of September 30, 2021 are as follows:

<u>September 30,</u>	
2022	\$ 592,786
2023	632,226
2024	<u>664,639</u>
	<u>\$ 1,889,651</u>

NOTE H - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; natural disasters; and environmental remediation. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. Settled claims from these risks have not exceeded commercial insurance coverage over the past three years.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL – GENERAL FUND
Year Ended September 30, 2021

	* BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
REVENUES			
Special assessments	\$ 4,322,319	\$ 4,333,763	\$ 11,444
Miscellaneous revenue	21,000	40,280	19,280
Recreation and amenity fees	13,000	16,531	
Investment earnings	5,500	1,597	(3,903)
TOTAL REVENUES	4,361,819	4,392,171	26,821
 EXPENDITURES			
Current			
General government	373,275	448,393	(75,118)
Physical environment	1,612,757	1,573,515	39,242
Culture and recreation	1,577,301	1,541,714	35,587
Capital outlay	1,027,702	847,572	180,130
TOTAL EXPENDITURES	4,591,035	4,411,194	179,841
 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	 \$ (229,216)	 (19,023)	 \$ 210,193
 FUND BALANCES			
Beginning of year		3,980,291	
End of year		\$ 3,961,268	

* Original and final budget.

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors, Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2021.

The variance between budgeted and actual general fund revenues is not considered significant. The actual general fund expenditures for the current fiscal year were lower than budgeted amounts due primarily to anticipated costs which were not incurred in the current fiscal year.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS*

To the Board of Directors
Grand Haven Community Development District
Flagler County, Florida

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Grand Haven Community Development District, as of September 30, 2021 and for the year ended September 30, 2021, which collectively comprise the Grand Haven Community Development District's basic financial statements and have issued our report thereon dated January 4, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

This report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DiBartolomeo, McBee, Hartley & Barnes

DiBartolomeo, McBee, Hartley & Barnes, P.A.
Fort Pierce, Florida
January 4, 2023

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF
SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE 10.556(10) OF THE
AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Directors
Grand Haven Community Development District
Flagler County, Florida

We have examined the District's compliance with the requirements of Section 218.415, Florida Statutes with regards to the District's investments during the year ended September 30, 2021. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Grand Haven Community Development District, Flagler County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

DiBartolomeo, McBee, Hartley & Barnes

DiBartolomeo, McBee Hartley & Barnes, P.A.
Fort Pierce, Florida
January 4, 2023

Management Letter

To the Board of Supervisors
Grand Haven Community Development District
Flagler County, Florida

Report on the Financial Statements

We have audited the financial statements of the Grand Haven Community Development District (“District”) as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated January 4, 2023.

Auditors’ Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards and Independent Accountants' Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those report, which are dated January 4, 2023, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The information required is disclosed in the notes to the financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Grand Haven Community Development District reported:

- a. The total number of district employees compensated in the last pay period of the District's fiscal year as 10.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as 4.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$15,814.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$800.
- e. The District does not have any construction projects with a total cost of at least \$65,000 that are scheduled to begin on or after October 1 of the fiscal year being reported.
- f. The District did not amend its final adopted budget under Section 189.016(6), Florida Statutes.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the Grand Haven Community Development District reported:

- a. The rate or rates of non-ad valorem special assessments imposed by the District range from \$2,087 to \$8,626 per residential unit.
- b. The total amount of special assessments collected by or on behalf of the District as \$4,333,763.
- c. The total amount of outstanding bonds issued by the district as N/A.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did note the following such finding:

2021-01

Finding: The District did not submit the completed annual financial report by June 30, 2022 as required by Section 218.32(d) Florida Statutes and Rules of the Auditor General.

Management Response: The District has engaged a new District Management team and will ensure that going forward the audit is completed by the June 30th deadline.

Purpose of this Letter

Our management letter is intended solely for the information and use of Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

DiBartolomeo, McBee, Hartley & Barnes

DiBartolomeo, McBee, Hartley & Barnes, P.A.
Fort Pierce, Florida
January 4, 2023

EXHIBIT 11

Proposal

S.E. Cline Construction, Inc.

P. O. Box 354425 ♦ Palm Coast, FL 32135 ♦ Phone: 386-446-6426 ♦ Fax: 386-446-6481 ♦ CGC 057450 ♦ FED ID 59-337-0544

Proposal Submitted To: Barry Kloptosky Date: 3/6/2023
Company: Grand Haven CDD Phone: 386-447-1181
Street/ P.O. Box: B# / Job Name: Asphalt patches Wild Oaks
City/ State/ Zip Code: Palm Coast, FL 32137 Job Location: Wild Oaks in Grand Haven subdivision
Architect: N/A Date of Plans: N/A

WE hereby propose to furnish material and labor - complete in accordance with specifications below for the sum of:
Thirty six thousand one hundred seventy dollars and fifty cents (\$36,175.50)

Payments to be made as follows:
Upon receipt of invoice.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our employees are fully covered by Workers' Compensation Insurance.

AUTHORIZED SIGNATURE:

Note: This proposal may be withdrawn by us if not accepted within 30 days. (And prices are subject to change.)

We hereby submit specifications and estimates for: **Pricing for asphalt overlays and full patches Wild Oaks subdivision**
Price - \$36,175.50

Scope of Work: Either overlay over existing asphalt or remove depressed asphalt in its entirety and compact base and install new asphalt patch to tie into existing asphalt on either side to eliminate depression. Haul off old asphalt and dispose of. Maintenance of traffic is included in pricing. A one year warranty is provided on all work.

Location 1 - 122 Willow Oak Way roughly 88 SF full asphalt replacement - 1 lump sum =	\$ 990.00
Location 2 - 179 Willow Oak Way roughly 98 SF full asphalt replacement - 1 lump sum =	\$ 1,102.50
Location 3 - 189 Willow Oak Way asphalt overlay over existing asphalt - 1 lump sum =	\$ 853.00
Location 4 - 192 Willow Oak Way asphalt overlay over existing asphalt - 1 lump sum =	\$ 2,750.00
Location 5 - 194 Willow Oak Way asphalt overlay over existing asphalt - 1 lump sum =	\$ 2,500.00
Location 6 - 197 Willow Oak Way roughly 400 SF full asphalt replacement - 1 lump sum =	\$ 4,500.00
Location 7 - Intersection of Blue Oak Lane & Willow Oak Way roughly 600 SF full replacement - 1 lump sum =	\$ 6,750.00
Location 8 - Intersection of Blue Oak Lane & Willow Oak Way roughly 300 SF full replacement - 1 lump sum =	\$ 3,375.00
Location 9 - 4 Scarlet Oak Circle roughly 300 SF full asphalt replacement - 1 lump sum =	\$ 2,295.00
Location 10 - 10 Scarlet Oak Circle asphalt overlay over existing asphalt - 1 lump sum =	\$ 2,625.00
Location 11 - 10 Scarlet Oak Circle 2 nd location roughly 216 SF full asphalt replacement - 1 lump sum =	\$ 3,060.00
Location 12 - 23 Scarlet Oak Circle roughly 272 SF full asphalt replacement - 1 lump sum =	\$ 3,080.00
Location 13 - 54 Scarlet Oak Circle roughly 204 SF full asphalt replacement - 1 lump sum =	\$ 2,295.00
	Total - \$ 36,175.50

Exclusions:

1. Any item not specifically listed above in scope of work.
2. Removal or rerouting of existing irrigation lines.
3. As-builts.
4. City of Palm Coast permit.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE _____

SIGNATURE _____

EXHIBIT 12

Date & Time 3/3/2022 16:30 \$ in thousands

Year	Original	2023 as	Original	Revised 2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
	2023-- Adopted Budget	amended and as of 2/9/2023 due to 2021 Audit	2024 Numbers										
O&M													
Field Ops	1091	1121	1208	1220	1280	1342	1407	1476	1548	1624	1703	1787	14508
Amenity Ops	778	785	841	837	864	891	919	948	977	1008	1040	1073	9342
Staff	882	882	886	886	931	980	1032	1087	1147	1210	1277	1349	10781
Admin	262	262	273	273	288	295	306	324	332	345	364	374	3163
Utilities	307	307	334	334	353	374	396	420	445	471	499	529	4128
Security	284	284	306	323	339	356	374	393	412	433	455	477	3846
Insurance	103	103	125	120	132	145	160	176	193	213	234	257	1733
IT	88	88	96	96	101	106	111	117	123	129	135	142	1148
Total	3795	3832	4069	4089	4288	4489	4705	4941	5177	5433	5707	5988	48649
YOY % Change			7.22%	7.75%	4.87%	4.69%	4.81%	5.02%	4.78%	4.94%	5.04%	4.92%	
O&M Assessment	2082	n/a	2218	2247	2357	2469	2590	2720	2852	2995	3148	3303	
YOY % Change			6.5%	7.9%	4.9%	4.8%	4.9%	5.0%	4.9%	5.0%	5.1%	4.9%	
Capital													
Roads--Specific Projects	219	150	225	225	232	239	264	272	261	269	374	314	2600
Roads (Annually)				30									
Concrete--Curb and Gutter (Annually)	150	150	150	150	150	150	150	150	150	150	150	150	1500
Concrete-Sidewalk Repair (Annually)				50									
Café	0	0	56	56	864	0	8	0	0	17	8	34	987
Pools	104	104	182	88	0	34	93	113	8	88	143	98	769
Landscape	55	55	56	56	58	60	61	63	65	67	69	71	625
Lightpoles (Annually)	30	30	30	30	30	30	30	30	30	30	30	30	300
Firewise (Annually)	30	30	30	30	30	30	30	30	30	30	30	30	300
Mtnce Equip	0	0	66	25	0	4	0	5	114	0	83	19	250
Tennis	15	15	38	34	0	4	0	43	0	107	0	45	248
Mons. & Mailboxes	16	16	17	17	41	18	18	19	20	57	21	21	248
Piers & Bridges	0	0	0	0	0	0	4	0	0	161	60	18	243
Fitness Centers	0	0	0	0	0	30	40	42	23	26	52	19	232
Croquet	0	11	54	0	55	73	0	61	0	0	0	0	200
Basketball	0	0	45	12	0	0	0	7	0	42	110	0	171
Security Camera & DVR				10									
Furniture, Fixtures and Equipment				28									
Flooring				56									
Walking Path				90									
Croquet				60									
Other	185	241	168	23	101	271	217	181	121	213	216	398	1982
Total	804	802	1117	1070	1561	943	915	1016	822	1257	1346	1227	10959

Assessment	457	n/a	480	480	504	528	552	574	597	621	645	665
YOY % Change			5.0%	5.0%	5.0%	4.8%	4.5%	4.0%	4.0%	4.0%	3.9%	3.1%
Total	Assessment			2727	2861	2997	3142	3294	3449	3616	3793	3968
	YOY % Change			7.4%	4.9%	4.8%	4.8%	4.8%	4.7%	4.8%	4.9%	4.6%

Fund Balance	Unassigned	O&M	309	785	270	669	563	454	336	208	76	-66	-218	-378
	YOY Change					360	-106	-109	-118	-128	-132	-142	-152	-160
	Disaster at 7%		750	750	750	803	859	919	983	1052	1126	1204	1289	1379
	WC at 3 months		949	949	992	1022	1072	1122	1176	1235	1294	1358	1427	1497
	YOY Change	SRF	1439	1439	1184	1315	554	559	635	650	899	757	570	537
					-255	-124	-761	5	76	15	249	-142	-187	-33
		Total FB (O&M + SRF)	3447	3923	3196	3809	3048	3054	3130	3145	3395	3253	3068	3035

Fund Balance	Unassigned	O&M	309	785	270	847	758	666	568	462	353	237	113	-17
	YOY Change					538	-89	-92	-98	-106	-109	-116	-124	-130
	Disaster at 6%					795	843	893	947	1003	1064	1128	1195	1267
	WC at 2.5 months					852	893	935	980	1029	1078	1132	1189	1248
	YOY Change	SRF	1439	1439	1184	1315	554	559	635	650	899	757	570	537
					-255	-124	-761	5	76	15	249	-142	-187	-33
		Total FB (O&M + SRF)	3447	3923	3196	3809	3048	3053	3130	3144	3394	3254	3067	3035

Fund Balance	Unassigned	O&M	309	785	270	850	766	679	586	486	383	274	157	36
	YOY Change					541	-84	-87	-93	-100	-103	-109	-117	-121
	Disaster at 5.5%					791	835	881	929	980	1034	1091	1151	1214
	WC at 2.5 months					852	893	935	980	1029	1078	1132	1189	1248
	YOY Change	SRF	1439	1439	1184	1315	554	559	635	650	899	757	570	537
					-255	-124	-761	5	76	15	249	-142	-187	-33
		Total FB (O&M + SRF)	3447	3923	3196	3808	3048	3054	3130	3145	3394	3254	3067	3035

EXHIBIT 13

Grand HavenCDD - Capital Reserve Plan

Fiscal Year		2025	
Capital Project Costs			
Location	Item	Asset Description	Total
Annual - Access Control	1	Gate & Gate Operator - Replacement	\$10,000
Annual - Concrete, Curb and Gutter	2	Concrete Curb and Gutter Replacement	\$100,000
Annual - Concrete, Sidewalk Repair	3	Concrete Replacement	\$50,000
Annual - Firewise Projects	4	Firewise Projects	\$30,000
Annual - Road Repairs	5	Road Repairs	\$10,000
Annual - Security Camera System	6	Camera and DVR Replacement	\$10,000
Annual - Site Lighting	7	Light Pole & Fixture - Replacement (estimated 5 poles)	\$30,000
Furniture, Fixtures & Equipment - Creekside Amenity Center	119	Furnishings/Decorating Allowance - Clubhouse ((CAC))	\$23,185
	120	Furniture, Outdoor, Composite Tbl/Chair - (CAC) Croquet	\$10,488
	121	Tiki Bar, Cooler, Keg, Portable - (CAC)	\$1,926
	122	Tiki Bar, Exhaust Hood w/Fire Suppression - (CAC)	\$10,585
	123	Tiki Bar, Hot Dog Cooker - (CAC)	\$2,118
	124	Tiki Bar, Ice Machine - (CAC)	\$6,839
	125	Tiki Bar, Microwave - (CAC)	\$2,094
	126	Tiki Bar, Range, Griddle Top - (CAC)	\$3,630
	127	Tiki Bar, Sink, 3-Compartment - (CAC)	\$2,926
	128	Tiki Bar, Sink, Hand - (CAC)	\$674
Furniture, Fixtures & Equipment - Miscellaneous Electronics	129	Café, Computer Workstation, Point Of Sale - Cafe Bar (VC)	\$6,956
	130	Electronics, Office, Copy Machine - (VC)	\$3,952
Furniture, Fixtures & Equipment - Village Center	131	Café, Cafe, Fryer - Cafe Kitchen (VC)	\$4,430
	132	Cafe, Cooler, 3 Door Reach-In - Bar (VC)	\$7,075
	133	Cafe, Cooler, Keg - Bar (VC)	\$6,304
	134	Cafe, Cooler, Under Counter 1 Door -Kitchen (VC)	\$2,867
	135	Cafe, Cooler, Upright, 1 Door - Kitchen (VC)	\$8,910
	136	Cafe, Cooler, Walk-In, Inside - Cafe Kitchen (VC)	\$22,548
	137	Cafe, Cooler, Walk-In, Outside - Kitchen (VC)	\$22,548
	138	Cafe, Dishwasher - Kitchen (VC)	\$12,551
	139	Cafe, Exhaust Hood w/Fire Suppression - Kitchen (VC)	\$28,982
	140	Cafe, Freezer, Upright, 1 Door - Kitchen (VC)	\$4,455
	141	Cafe, Freezer, Upright, 2 Door - Kitchen (VC)	\$20,126
	142	Café, Furniture - (VC)	\$34,778
	143	Café, Glass Washer - Bar (VC)	\$5,377
	144	Cafe, Ice Bin w/Bottle Well - Bar (VC)	\$3,045

Grand HavenCDD - Capital Reserve Plan

Fiscal Year			2025
Capital Project Costs			
Location	Item	Asset Description	Total
Furniture, Fixtures & Equipment - Village Center	145	Cafe, Ice Machine - Kitchen (VC)	\$6,839
	146	Cafe, Microwave - Kitchen (VC)	\$2,094
	147	Cafe, Range, 6 Burner -Kitchen (VC)	\$11,945
	148	Cafe, Range, Griddle Top - Kitchen (VC)	\$7,259
	149	Cafe, Salamander, line cooler - Kitchen (VC)	\$4,549
	150	Cafe, Sink, 2-Compartment - Kitchen (VC)	\$2,696
	151	Cafe, Sink, 3-Compartment - Kitchen (VC)	\$2,926
	152	Cafe, Sink, Hand - Bar (VC)	\$1,347
Maintenance Equipment	99	Maint, Vehicle, 2022 Ford-F150, 2WD (Additional Fleet Vehicle)	\$41,734
Mechanical and Electrical - Creekside Amenity Center	153	Drinking Fountain, Outdoor - Creekside Amenity Center	\$3,202
Misc Building Components - Creekside Amenity Center	101	Door, Metal Overhead - Tiki Bar (CAC)	\$7,935
Misc Building Components - Village Center	19	Café, Finish, Clg, 2x2 SAT - (VC)	\$9,120
	23	Finish, Clg, 2x4 SAT - Clubhouse ((VC)) Kitchen	\$5,494
	154	Café, 1 X Renovation Allowance - (VC)	\$579,637
	155	Cafe, Finish, Tile Floor - (VC) Kitchen	\$11,574
	156	Cafe, Finish, Tile Floor - (VC)	\$19,215
	157	Cafe, Finish, Vinyl Wall Panels - (VC) Kitchen	\$8,422
Misc Site Improvements - Croquet Courts	106	Croquet Court, Regrass Allowance - (CAC)	\$55,885
	158	Shelter Fabric, Recover - Croquet (CAC Large Shelter	\$6,666
	159	Shelter Fabric, Recover - Croquet (CAC) Small Shelter (x4)	\$5,796
Misc Site Improvements - Landscape Enhancements, Reinvestment	32	Landscape Enhancements-Annual Reinvestment	\$57,964
Misc Site Improvements - Miscellaneous Fencing	160	Survey, Colbert Lane - Numerous Locations	\$37,097
Misc Site Improvements - Monument & Entry Feature Refurbishment	161	Refurbishment Allowance - Monument and Mailbox Heritage Oaks	\$8,695
	162	Refurbishment Allowance - Monument and Mailbox Lake Haven	\$8,695
	163	Refurbishment Allowance - Monument Main Entry	\$11,593
	164	Refurbishment Allowance - Monument South Entry	\$11,593
Misc Site Improvements - Signage	34	Street Signs and Poles, Replacement	\$5,000
Paving	165	Roadway: Pine Harbor, Owls Roost, Hidden Lake	\$231,855
Grand Total			\$1,666,194

Grand HavenCDD - Capital Reserve Plan

Fiscal Year		2026	
Capital Project Costs			
Location	Item	Asset Description	Total
Annual - Access Control	1	Gate & Gate Operator - Replacement	\$10,000
Annual - Concrete, Curb and Gutter	2	Concrete Curb and Gutter Replacement	\$100,000
Annual - Concrete, Sidewalk Repair	3	Concrete Replacement	\$50,000
Annual - Firewise Projects	4	Firewise Projects	\$30,000
Annual - Road Repairs	5	Road Repairs	\$10,000
Annual - Security Camera System	6	Camera and DVR Replacement	\$10,000
Annual - Site Lighting	7	Light Pole & Fixture - Replacement (estimated 5 poles)	\$30,000
Furniture, Fixtures & Equipment - Creekside Amenity Center	166	Fitness, Weight Machine, Ab Crunch - (CAC)	\$4,608
	167	Fitness, Weight Machine, Lat Pulldown/Mid Row - (CAC)	\$3,676
	168	Fitness, Weight Machine, Leg Extension/Leg Curl - (CAC)	\$4,711
	169	Fitness, Weight Machine, Multi-Press - (CAC)	\$4,608
	170	Fitness, Weight Machine, Toe Raise/Leg Press - (CAC)	\$6,194
	171	Fitness, Weight Machine, Tricep/Bicep - (CAC)	\$3,676
	172	Fitness, Weight Set, Dumbbells - (CAC)	\$2,277
	173	Refrigerator - Clubhouse (CAC) Kitchen	\$2,091
Furniture, Fixtures & Equipment - Miscellaneous Electronics	8	Electronics, Office Technology Allowance - CDD Office	\$19,636
	174	Electronics, Wireless Microphone System	\$23,881
Furniture, Fixtures & Equipment - Village Center	175	Electronics, Sound System - Clubhouse (VC) Grand Haven	\$35,822
Maintenance Equipment	176	Maint, Utility Vehicle, Golf Cart - EZ GO	\$4,128
Mechanical and Electrical - Creekside Amenity Center	177	Drinking Fountain, Outdoor - Clubhouse ((CAC))	\$1,649
Misc Building Components - Creekside Amenity Center	178	Finish, Wall Covering - Clubhouse (CAC) Kitchen	\$2,918
	179	Patio Deck Finish, Acrylic Coating - Tiki Bar (CAC)	\$5,705
Misc Site Improvements - Bocce Ball Courts	180	Shelter Fabric, Recover - (VC) Bocce Large Shelter (x2)	\$13,232
	181	Shelter Fabric, Recover - (VC) Bocce Small Shelter (x2)	\$1,493
Misc Site Improvements - Croquet Courts	182	Lighting, LED for New Courts (8 poles)	\$71,643
	183	Shelter Fabric, Recover - (VC) Croquet	\$1,493
Misc Site Improvements - Irrigation, Landscaping, Lakes, Drainage	184	Irrigation Pump/Motor, 50 Hp	\$56,861
Misc Site Improvements - Landscape Enhancements, Reinvestment	32	Landscape Enhancements-Annual Reinvestment	\$59,703
Misc Site Improvements - Monument & Entry Feature Refurbishment	185	Refurbishment Allowance - Monument and Mailbox Lakeside	\$8,955
	186	Refurbishment Allowance - Monument and Mailbox Linkside	\$8,955
Misc Site Improvements - Pickleball Courts	187	Shelter Fabric, Recover - (VC) Pickleball (4 Total)	\$4,974
Misc Site Improvements - Playground & Park Equipment	188	Shelter Fabric, Recover - (VC) Playground	\$1,493
Misc Site Improvements - Pool Area - Creekside Amenity Center	189	Trellis, PT Wood - Clubhouse (CAC)	\$10,775

Grand HavenCDD - Capital Reserve Plan

Fiscal Year		2026	
Capital Project Costs			
Location	Item	Asset Description	Total
Misc Site Improvements - Pool Area - Village Center	190	Pool Equipment, Handicap Lift - (VC)	\$11,160
	191	Spa Finish, Exposed Aggregate & Tile Trim - (VC)	\$12,670
Misc Site Improvements - Signage	34	Street Signs and Poles, Replacement	\$5,000
Misc Site Improvements - Tennis Facility	192	Shelter Fabric, Recover - (VC) Tennis Courts (3 Total)	\$4,478
Misc Site Improvements - Wild Oaks	193	Parking Lot Expansion - 1x cost to construct	\$23,881
Painting & Waterproofing	194	Paint Exterior and Waterproof - South Gatehouse	\$1,393
	195	Paint Interior - Clubhouse (CAC)	\$8,019
	196	Paint Interior - Grand Haven Room (VC)	\$13,028
Paving	197	Pavers, Interlocking - Front St & Montague Intersection	\$7,164
	198	Pavers, Interlocking - Main Entry Gatehouse	\$11,941
	199	Roadway: East Lake, Southlake	\$238,810
Grand Total			\$942,701

Grand HavenCDD - Capital Reserve Plan

Fiscal Year		2027	
Capital Project Costs			
Location	Item	Asset Description	Total
Annual - Access Control	1	Gate & Gate Operator - Replacement	\$10,000
Annual - Concrete, Curb and Gutter	2	Concrete Curb and Gutter Replacement	\$100,000
Annual - Concrete, Sidewalk Repair	3	Concrete Replacement	\$50,000
Annual - Firewise Projects	4	Firewise Projects	\$30,000
Annual - Road Repairs	5	Road Repairs	\$10,000
Annual - Security Camera System	6	Camera and DVR Replacement	\$10,000
Annual - Site Lighting	7	Light Pole & Fixture - Replacement (estimated 5 poles)	\$30,000
Furniture, Fixtures & Equipment - Creekside Amenity Center	40	Fitness, Cardio, Treadmill - (CAC)	\$19,928
	200	Electronics, Sound System - Clubhouse (CAC)	\$22,339
Furniture, Fixtures & Equipment - Miscellaneous Electronics	201	Computer Software - Community Access Data Solutions	\$89,179
	202	Computer Workstation, Point Of Sale - Amenity Office (VC)	\$2,516
Furniture, Fixtures & Equipment - Village Center	42	Cafe, Convection Oven, Dbl - Cafe Kitchen (VC)	\$7,748
	46	Fitness, Cardio, Treadmill - (VC)	\$19,928
	203	Electronics, Sound System - Clubhouse (VC) Pool	\$22,339
Mechanical and Electrical - Gatehouse & Maintenance	204	A/C Air Handler Unit, 1.5 Ton - Shed Maintenance w/Office	\$2,438
	205	A/C Condensing Unit, 1.5 Ton - Shed Maintenance w/Office	\$2,633
Misc Site Improvements - Boardwalks, Gazebo, Piers	206	Boardwalk, Wood Deck & Railing - Blue Oak Ln	\$4,193
Misc Site Improvements - Landscape Enhancements, Reinvestment	32	Landscape Enhancements-Annual Reinvestment	\$61,494
Misc Site Improvements - Monument & Entry Feature Refurbishment	207	Refurbishment Allowance - Monument and Mailbox Linkside East	\$9,224
	208	Refurbishment Allowance - Monument and Mailbox Linkside West	\$9,224
Misc Site Improvements - Pool Area - Village Center	209	Trellis, PT Wood - (VC) Pool Area	\$93,224
Misc Site Improvements - Signage	34	Street Signs and Poles, Replacement	\$5,000
Painting & Waterproofing	36	Paint Exterior and Waterproof - Clubhouse ((VC))	\$26,943
	210	Paint Exterior and Waterproof - Main Gatehouse	\$1,401
	211	Paint Exterior and Waterproof - North Gatehouse	\$11,124
Paving	212	Roadway: Waterview, Long Lake	\$264,423
Grand Total			\$915,298

EXHIBIT 14



GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

POST ORDERS

Adopted: revise date

SECTION 1

INTRODUCTION

Grand Haven Community Development District (the “District” or “CDD”) owns and operates a network of public roads within the Grand Haven community. Under authority of Chapter 190, Florida Statutes, the CDD also operates gates and gatehouses that are intended to provide security and access control. The CDD also contracts with a security vendor which provides personnel to operate the gatehouses (“Security Officers”). These Post Orders are intended as a guideline for the procedures adopted by the CDD to govern operation of the CDD roads and gatehouses. These guidelines provide direction to both the Security Officers and residents of the CDD and their visitors or the means of gaining or granting access to the roads within the CDD.

The CDD has adopted Chapter VII of its rules, which governs Gate Access and Public Road Access. These procedural guidelines have been further adopted by the CDD to implement Chapter VII.

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

These Post Orders have been prepared to assist Security Officers in providing the highest degree of protection and safety possible for Grand Haven and to detail the procedures in place for granting access to persons wanting to enter the CDD. The Post Orders are also provided to inform residents of the CDD and other persons who may wish or be invited to gain access to the CDD roads and property of the procedures, conditions and requirements of such access.

CONTACT TELEPHONE NUMBERS review and update

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

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

- Security issues, gates, common area maintenance, docks, Esplanade and contractor trash
- Smart Amenity Access cards, fobs and Grand Haven picture ID cards

SECTION 2

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

1. DEFINITIONS. For purposes of these Post Orders, the following definitions shall apply:
 - a- "Access Technology" shall refer to the system of access control that is established by the CDD, which shall include stickers or transponders that permit Owners and Renters to access the gates automatically. The term shall also include the system of computer or application based software by which Owners and Renters may be allowed to designate and control individuals who they have permitted access in accordance with these Post Orders. The Access Technology may be revised or updated from time to time to meet the community's needs.
 - b- "Amenity Rules" shall refer to the Rules, Policies and Fees for All Amenity Facilities as adopted by the Board of Supervisors and in effect at the time this Rule is adopted, together with any future additions or amendments thereto.
 - c- "Daily Guest" shall have the meaning set forth in the Amenity Rules.
 - d- "Guest" shall mean, for purposes of these Post Orders, a Daily Guest, House Guest or other person who has been invited into Grand Haven by a Resident for family, social or other purposes and who is not entering in connection with a commercial purpose or activity.
 - e- "House Guest" shall have the meaning set forth in the Amenity Rules.
 - f- "Owner" refers to one or more individuals who hold title to residential properties in the CDD and reside in those properties.
 - g- "Renter" – shall mean any tenant residing in a Property Owner's home pursuant to a valid rental or lease agreement.
 - h- "Registered Renter" -- a tenant to whom a Property Owner has assigned the beneficial rights to use the Amenity Facilities pursuant to the Amenity Rules.
 - i- "Resident" shall mean a Renter or Owner for purposes of these Post Orders. The term Resident shall also include the family members of that Resident who have permanent residence in Grand Haven. For this purposes, "Family" shall have the meaning set forth in the Amenity Rules.
 - j- "Vendors" are commercial operators and all service-related personnel who may be invited by a specific Owner or who may provide a community-wide or community related service (e.g., trash removal).
2. IDENTIFICATION REQUIRED.

Any vehicle entering via the guest lane shall be required to show a VALID DRIVER LICENSE as identification. Any and all International Driver License that includes a photo will be accepted. If an International Driver License does not have a photo, then a photo I.D., or a passport may be used in conjunction with the International Driver License as acceptable identification. Security personnel are not responsible for identifying the validity of any International Driver License.

A PASSPORT alone will not be accepted as authorization to enter. As Passport does not give you authority to drive a vehicle. NO EXCEPTIONS.
3. ACCESS TECHNOLOGY

All Residents, shall be required to be registered in the Access Technology systems and databases as maintained by the CDD Office in order to gain entry through the resident side of the main gatehouse or through the other separate automated gates. All persons shall register under the Access Technology and use the Access Technology to provide notice of Visitors or Vendors who have been authorized to enter Grand Haven.

4. **RESIDENT ACCESS**

Residents are expected to use the Access Technology to enter through automated gates in order to minimize the workload on the Security Officers.

Any person claiming to be an Resident arriving at a gate on the “resident or visitor side” without a transponder OR A NON-WORKING TRANSPONDER shall be stopped in the same manner as any guest or vendor. Such possible RESIDENT shall be required to provide a valid Driver License which includes a photograph and the RESIDENT’s name. The security officer will verify in the system that the RESIDENT still currently lives in Grand Haven prior to granting access.

If any person claiming to be a Resident, Homeowner or Tenant arrives at the gate and DOES NOT possess a valid Driver License, the security officer will ask for their name, address, telephone number and at least one name from their permanent guest list. The security officer will then cross-reference the information on the computer. The RESIDENT will then be logged in on the computer in the same manner as a guest. If a positive verification cannot be made the person claiming to be a RESIDENT will not be permitted access.

After a valid DRIVER LICENSE has been presented, it shall be scanned and recorded into the gate access security system along with the vehicle tag number. A refusal to allow the information to be scanned and recorded into the security system shall result in a denial of entry, **without exception**.

A RESIDENT is not allowed to let their GV use their transponder for access into Grand Haven under any circumstances. A RESIDENT is not allowed to let a GV tailgate them through any gate. Misuse of a RESIDENT transponder will be deemed a violation of the Grand Haven Policy’s and Rules and could result in immediate deactivation of the RESIDENT transponder.

5. **VENDOR PASSES** shall be issued to contractors, subcontractors, site workers, laborers, et al.

- a. A pass will be issued. For most Vendors, passes shall be good only for the day of entry.
- b. Passes for Vendors who are involved in construction of a home or substantial work that is expected to last for more than a single day are referred to as Construction Passes and will be valid for up to one (1) week from date of issue, with the exception of multiple contract vendors that enter daily, as authorized by the CDD office
- c. The termination date will be prominently noted on the pass and placed conspicuously on the dashboard of the vehicle.

- d. Subsequent use of these passes by the above will be carefully scrutinized by the Gate Officer to ensure that the pass is valid.
- e. For each vehicle, list in the Grand Haven Construction Pass Log the company, driver's name, tag number, destination & time.
- f. Construction passes are not valid on Sundays or holidays.
- g. VENDORS are only allowed to work between the hours of Monday through Friday 7:00 am to 6:30 pm and on Saturdays from 8:00 am to 4:30 pm. NO WORK ON SUNDAYS or NATIONAL HOLIDAYS **National Holidays:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas Day.
- h. After Hours for Vendor Emergency Work and Repairs

On regular occasion, residents will need to have repairs made to their homes or property, which are emergency in nature. This would include any and all work that *if not performed immediately* would cause more personal or property damage or is a safety hazard to the community.

Below is a list of possible acceptable after-hours work.

- Air Conditioning repair;
- Plumbers for emergency water leaks;
- Roof Contractor or repairman to repair a roof leak;
- Pool repairman for a pool leak;
- All public utilities: Florida Power and Light, Bell South, Spectrum or other Cable, Flagler County Water if declared by them as an emergency;
- Other utilities; Direct TV, propane or natural gas company;
- Auto towing and AAA (lock outs, gas);
- Electricians for power outage issues;
- Animal control;
- Appliance repairman;
- Medical suppliers (oxygen, medicines);

6. **VISITOR PASSES** shall be issued to visitors of residents including family, friends, etc. provided that the Property Owner or Renter who is being visited has properly authorized entry to that visitor.

- a. A pass will be issued for either a daily or weekly period.
- b. For each vehicle, list in the Grand Haven Visitor Pass Log the driver's name, tag number, destination & time.
- c. Real estate personnel who intend to show a house within the District and any individuals who are accompanying them in a separate vehicle must obtain authorization from the Owner of that property. Real Estate personnel who desire to tour the community without authorization of a particular Owner must obtain a pass from the District Office. Open House information must be given to the Main Gate prior to the Open House. The car in which the real estate personnel are riding and any other person(s) or vehicle(s) identified as following them may be admitted. Do not allow entry to anyone waiting for a realtor until the realtor has arrived and identified both parties. **DO NOT ISSUE THEM A VISITOR PASS;**

DO ENTER THESE VEHICLES IN THE VISITOR LOG.

- d. Long-term visitors to a resident's home may be given a Visitor Pass with an expiration date corresponding to the duration they will be staying at the resident's home, except that, these passes are not to exceed 14 days.
7. **SPECIAL VEHICLES allowed entry without a pass.** You must use GOOD JUDGMENT in these cases. All special vehicles are currently being logged in at the Main Gate, except for mail and newspaper delivery at the North and South Gates, the Crossings and Wild Oaks.
- a. **LARGE CONSTRUCTION VEHICLES:** tractor-trailers, cement trucks, large box trucks, oversized loads carrying bulldozers, trusses and the like, etc.
 - b. **ROUTINE SERVICE VEHICLES:** UPS, FedEx, Amazon, Airborne, U.S. Mail, Solid Waste Contractor, Landscape Contractor, FPL, Spectrum, AT&T, etc.
 - c. **OFFICIAL VEHICLES:** Flagler County Sheriff, Fire apparatus, Ambulances, COP (Citizens Observer Patrol), City of Palm Coast, etc. The vehicles enter the Gates by dialing the Main Gate or if equipped by using the SOS system (Siren Operated System)
 - d. **UTILITY PROVIDERS:** OPERATIONS MANAGER TO PROVIDE but should include providers related to plumbing, electric, air conditioning, phone, cable, satellite, etc.
 - e. The name on the vehicles described above in a and b, along with any visible number or license plate (tag) will be recorded in the visitor's log.
- 8.. **GOLF CLUB INVITATIONAL MEMBER OR FOUNDERS MEMBER PASSES**
- a. Verify member's name in the database under Grand Haven Golf Club Members, verify photo ID. Allow access if member is listed. Guard does not need to issue a pass.
 - b. If name is not listed, Guard must communicate the names to the CDD office for verification.
 - c. The database is updated by the CDD office via regular communication with the Golf Club Membership Coordinator.
9. **GOLF COURSE TEE TIME LIST [review this with golf course]**
- a. Verify the names daily on the tee time list and require person to present a photo ID.
 - b. If verified, allow access without a pass.
 - c. If name is not listed, Guard must obtain authorization from the Golf Course to allow access.
 - d. The tee time list shall be provided to the Main Gate Guard by the Golf Club Membership Coordinator each evening for the next day.
 - e. Any changes will be communicated to the Guards directly from the Membership Coordinator.
10. **GOLF COURSE EMPLOYEES**

- a. Verify name in database under Grand Haven Golf Course Employees.
- b. Allow access if name is listed in the database. Guard does not need to issue a pass.
- c. If name is not in the database, call Golf Club Membership Coordinator to verify employment status. If unable to reach Golf Club Membership Coordinator, refer the individual to the CDD office during regular business hours. If on Saturday, issue a 2-day pass and on Sunday issue a 1-day pass. The employee's name should be forwarded to the CDD office for verification anytime a name is not in the database.
- d. The CDD office will maintain a current employee list in the Database by communicating directly with the golf course management.

SECTION 3

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

BACKGROUND INFORMATION

The roads in Grand Haven are owned and maintained by the Grand Haven Community Development District (GHCDD). The GHCDD is a special purpose government and, consequently, the roads are public roads. However, the GHCDD has adopted a rule governing gate and public road access within its boundaries. This means that when an individual who does not live in Grand Haven comes to the gate and requests entry, the individual may be approved for access in compliance with these Post Orders. Please use the following as guidelines for handling requests for entry.

A. CONTRACTORS FOR NEW HOMES

Grant access only during approved construction hours. (Monday – Saturday, 7:00 am to 7:00 pm, pursuant to Paragraph 1 of Section 2.) The Contractor responsible for the construction of the home must register with the District Office and provide a list of approved laborers, subcontractors, material providers or other persons who have been authorized by the Contractor to have access to the jobsite.

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

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

C. INDIVIDUAL REQUESTING ENTRY TO VISIT A RESIDENT

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

- D. INDIVIDUAL REQUESTING ENTRY TO PROVIDE SERVICE TO A RESIDENT (i.e.: housekeepers, decorators, and contractors who install or repair appliances, furniture, shades, wallpaper, alarm systems, pools, etc.)
1. If the resident has phoned in approval and the service provider's name is on the Courtesy Log, grant entry without a phone call to resident. Issue Visitor Pass and log information, pursuant to Paragraph 2 of Section 2.
 2. If name is not on the Courtesy Log, ask if they are going to an occupied residence or a house under construction.
 - a. If a house under construction, grant access during normal construction hours provided that the person has been identified by the Contractor as described above. Issue Vendor Pass and log information, pursuant to Paragraph 1 of Section 2.
 - b. If an occupied residence, phone resident for entry approval.
 - i. If the resident grants entry, issue Visitor pass and log information pursuant to paragraph 2 of section 2.
 - ii. If there is no answer, tell the individual to come back another time.
- E. INDIVIDUAL REQUESTING ENTRY TO VIEW THE COMMUNITY (Applicable to individuals who come to a gate with a Gate Access Officer or who call the Main Gate through the telephone access system.)
1. Ask for name and where they wish to visit.
 2. Obtain and record license tag number (this is public information to which we are entitled) make, model and color of the vehicle in the Visitor Pass Log. Highlight the entry and report this information weekly to the Field/Operations Manager
 3. Persons who come to the gate and request entry to view the community or for the purposes of viewing homes for sale must have been granted access rights by the Owner of the property being viewed or must be accompanied by a Real Estate professional who has been granted such access rights by the Owner and must do so during daylight hours, unless prior arrangements have been made with a Gate Access Officer by the owner of a property being offered for sale. Persons asking for access to view the community who have not received permission from the Owner will be denied access.
- F. REAL ESTATE PROFESSIONALS.
1. This section applies to real estate agents showing homes for sale in Grand Haven to prospective buyers. These DO NOT apply to Home Inspectors, Loan Officers or Appraisers. All home inspectors, loan officers, or appraisers shall be treated as a Visitor and follow Visitor access procedures.
 2. When a Florida Real estate agent (realtor) requests entry, the agent must produce a valid Florida Real Estate License and a DRIVER LICENSE. Both forms must be presented together, and will be the only forms of identification accepted. If the realtor does not have a valid Florida Real Estate license AND a DRIVER LICENSE, then the realtor shall be treated as a Visitor and will be required to follow the procedures as a Visitor as set forth above. If a specific address is given the officer must call that Resident as a courtesy and then log the Realtor in. If the Realtor does not have a specific address, the Realtor will be logged into the CDD Office. If a prospective buyer is following the realtor in a second vehicle, the

security officer shall obtain their DRIVER LICENSE and must be logged separately as Visitor.

3. Open Houses

- a. The Homeowner must notify the Management Office one week prior to the open house. Manager will notify Access/Patrol. Homeowner will be informed and will acknowledge in writing that:
- b. The homeowner or authorized agent must be at the home at all times during the open house to give individual authorization to Access/Patrol from calls at gate as each attendee arrives. All attendees must follow guest access procedure to include requiring Driver License I.D. Each attendee/guest must be logged into computer like all guests. Owner or Agent must be available for safety and other matters that may arise during the open house. Unsupervised Open Houses will not be allowed.
- c. There shall be NO SIGNS of any nature on the CDD Property. Any and all signs seen on the CDD Property will be promptly removed by Security and disposed of. They will not be saved or returned to the originator.
- d. Advertising from the newspaper or any other clipped advertising will not be authorization to a guest for entry. PLEASE do not put in your advertisement. All guests/prospects must give a valid Grand Haven address and show valid photo identification before entry will be given.
- e. Homeowner is to supply Security with a sufficient number of maps, containing directions to the site of the open house, to give to arriving authorized attendees. This is to be a map ONLY. Any information on the home for sale, Realty Company listed or advertising will be thrown away.
- f. Security is authorized to shut down the open house if parking or any other nuisance occurs.
- g. Homeowner is responsible of the actions of the Realtor.
- h. Continuous violation by a Realtor, Company or homeowner will be denied any and all Future Open Houses in Grand Haven.

G. MISCELLANEOUS PROVISIONS.

1. Estate Sales

- a. Homeowner to notify property management 1 weeks prior to sale
- b. Sale must be a verifiable estate sale being conducted in a professional manner. Any evidence of a garage sale type setting will not be allowed.
- c. Homeowner must:
 - Keep garage door closed at all time
 - Have someone home at all times
 - Each guest must be called in or the homeowner will be called for authorization when each guest arrives.
 - There shall be NO SIGNS of any nature displayed advertising sale on Grand Haven property.
 - No outside items to be brought in for sale. Including neighbors.
 - Homeowner will be held responsible for any damage done if from excessive parking
 - Security will be authorized to shut down estate sale if parking becomes a nuisance or any of the rules are not strictly followed.
 - Homeowner is to supply security with maps to give to arriving authorized guests as to not have to stop to give directions.

2. Government Operators, Community Wide Carriers and Service Providers

a. Government Operators

These shall include marked vehicles such as: Federal Agencies, Law Enforcement Agencies, Florida Highway Patrol, Flagler County Sheriff, City of Palm Coast Fire Rescue, Ambulances, all emergency vehicles, school busses and U.S. postal workers.

These vehicles and persons are granted access unchallenged. If a government operator or non-emergency law enforcement agent arrives in an unmarked vehicle, they must provide a badge and a photo ID to gain access.

3. Commercial community wide carriers include:

a. UPS, Federal Express, DHL, Newspaper, US Mail, Marked Amazon vehicles, and similar routed deliveries. The package delivery route by these carriers is normally unknown. Grand Haven is part of a daily delivery route and the drivers normally have a manifest of all deliveries and pick-ups. As long as these delivery vehicles are driving marked vehicles, they will be granted entry.

b. Community wide utility and service providers:

The Telephone Companies, Power Companies, Cable Company and Sewer and Water Company Spectrum, AT & T, Florida Power & Light, gas company representative will be logged in based on their company credentials. Positive identification and recording into the system are still required. Sub-contractors for these companies will be logged in upon presentation of proper documentation from the utility company and the sub-contractor's credentials. Positive identification and recording into the system are still required.

Unmarked vehicles arriving at the gate claiming to be a representative of one of the two aforementioned entities must provide Driver License, company credentials and then be logged in by driver's name, company represented, and vehicle tag number. Either the RESIDENT to which they claim they are going or Management must be contacted to verify and authorize entry.

4. Surveyors

Surveyors must show positive identification and proof of being a surveyor (which may be one and the same document) as well as the address they will be surveying. The officer shall log the identification and entry to address as Surveyor and allow the Surveyor entry. These surveyors are authorized under Florida Statutes 472.029, which states that they must be allowed entry even without confirmation.

5. Process Servers

Certified Process Servers must show positive identification and documentation of being a certified Process Server (which may be one and the same document) as well as the address to be served. Officer will ONLY log entry under Management and **NOT the owners address** and allow the Process Server entry.

These certified process servers are acting under the jurisdiction of the Judicial Court of Florida and thus are allowed entry without prior notification. The gate officer will follow normal log procedures after receiving positive identification. Do not interfere with their access after they are logged in and **DO NOT CALL THE RESIDENT TO WHICH THE PROCESS SERVER IS GOING.**

Those that claim to be a certified process server but cannot provide both positive identification and proof of being a certified process server shall be denied access.

6. Private Investigators

Private Investigators shall be considered a Visitor and must follow access procedures set forth herein for all Visitors. Private Investigators must have authorization by a Resident for entry. These individuals *shall not* be afforded any special privileges, without exception.

H. INDIVIDUAL WHO IS THREATENING, BELLIGERENT, ETC.

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

IF A SITUATION ARISES THAT YOU DO NOT KNOW HOW TO HANDLE, IMMEDIATELY CALL YOUR SUPERVISOR OR THE OPERATIONS MANAGER.

I. RESIDENT INFORMATION INCLUDING THE PRE-APPROVED ACCESS LIST

1. Property and contact information is located in the CDD Database. You may search the database by resident name, address, or visitor name.
2. The CDD office will provide (usually bi-monthly) updated computerized reports with resident and pre-approved access (no phone call required) information. The CDD also provides technological means (the “Access Technology”) for Residents to provide notification of access rights through a database that is viewable in real time by the Security Guards. It is anticipated that Residents will provide access approvals through the use of the Access Technology in order to minimize the number and duration of phone contacts that are necessary. The Security Guards are expected to be familiar with the operation of the Access Technology. **This is security system confidential information that must not be given to any individual.**
3. Only the Operations Manager or Gate Access Coordinator, at CDD Office, can make subsequent deletions or additions to this list. **DO NOT ACCEPT CHANGES DIRECTLY FROM A RESIDENT OR PROPERTY OWNER UNLESS THE CHANGES ARE PROVIDED BY USE OF THE ACCESS TECHNOLOGY.**

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

If a phone call to the residents goes unanswered, the Service Provider is directed to contact the resident and obtain authorization prior to entry.

CLARIFICATION OF GATE ACCESS POLICIES

1. If a resident arrives at the visitor gate without his/her gate access card or because it is raining, etc.
 - a. Grant access if verified by producing a driver's license or other government-issued picture identification; log that they do not have a working gate access device and inform them they must resolve issue with the CDD Office Administrator within three (3) days; grant non-renewable 3-day pass.
2. Gate officer must inform CDD office of non-working or lost gate access device. If a resident in the passenger seat of an auto arrives at the visitor gate without their gate access device, grant access if they comply with 1a. above.

SECTION 4

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

BACKGROUND INFORMATION

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

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

PROCEDURES FOR COMPUTER & VIDEO CAMERA MONITOR SCREEN AT MAIN GATE

REQUIREMENTS FOR VIDEO MONITOR SCREEN

1. **The computer and video monitor screen should be turned on at all times.**
2. From 7:00 am to 7:00 pm, **the video monitor screen should be turned on to the "Day Device List". *The view on the monitor should be noted in the DAR.***
3. **From 7:00 pm to 7:00 am, the video monitor screen should *be turned on to the "Night Device List"*.** The view on the monitor should be noted in the DAR. The amenity centers should *constantly be* monitored. **The focus is on preventing damage to these facilities by identifying when unauthorized individuals are in the amenity center and phoning the Sheriff at 911.**
4. **If unauthorized individuals are observed in an amenity center, immediately dial 911 and report the presence of trespassers as confirmed by video surveillance. Also report**

incident to security manager, who will report to Grand Haven Operations Manager the following workday.

5. Any issue viewed on camera that presents a threat to health and safety should be immediately reported to the Grand Haven Operations Manager or Field Supervisor by phone, and followed up with an email to the CDD office.

GUIDELINES FOR CAMERA FAILURE

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

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

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

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

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

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

SECTION 5

DELIVERIES TO RESIDENTS

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

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

We have added "Grand Haven Main Gate" to the telephone access menu with the 445-2376 phone number. Carriers from the Daytona News-Journal or other newspaper delivery services for newspapers of general circulation in Flagler County ("Authorized Carriers") have been told that they can gain entry through our North Gate, South Gate, Crossings and Wild Oaks Gate early in the morning (4:00 am to 5:00 am time frame). Also, US Mail carriers are permitted to enter through North Gate, South Gate and Wild Oaks Gate by going to the telephone access device, selecting "Grand Haven Main Gate", pushing the call button and identifying themselves to the Security Officer at the Main Gate as an Authorized Carrier. The Security Officer is authorized to permit access by pushing the number 9 on their phone, which will open the resident gate. Any company desiring access hereunder as an Authorized Carrier shall contact the Operations Manager to be qualified for access.

Delivery access under this paragraph is not authorized for businesses or companies who try to deliver material which is primarily commercial or advertising in nature.

Record name of carrier and license plate in DAR.

RESIDENT GATE OPERATION

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

SECTION 6

INOPERABLE OR DAMAGED ACCESS GATE ARMS

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

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

VEHICLE SAFETY

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

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

Thank you for your attention to this very important item.

GATE ACCESS OFFICER EXPECTATIONS

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

1. When any vehicle approaches your gate, the Officer must go outside on the stoop and greet the people in the approaching vehicle. During inclement weather, you need not open the door but you must go to the door and greet them. If you are on the phone, do your best to acknowledge them with eye contact and a wave.
2. If the vehicle has a Visitor or Vendor Pass, you must determine that the expiration date is current.
3. If it is a visitor or vendor without a pass, process them as quickly and efficiently as possible.
4. Gate Housekeeping. Your physical surroundings set the tone for your mental outlook and influence, positively or negatively, your job performance. We expect the bulletin boards, logs and premises to be kept clean and well organized. To this end, all Security Officers on all shifts are responsible for housekeeping.
 - Floors must be swept, counters kept clean, interior glass surfaces wiped clean, wastebaskets emptied and bathrooms kept spotless.
 - Extensive cleaning, such as mopping floors and cleaning exterior glass, will be done by the 2300 to 0700 shift.
 - Bulletin boards should be well organized and periodically purged of out-of-date information.

SECTION 7

GATE ISSUES REQUIRING ACTION (Refer to Page 3 for Contact Numbers)

A. WATER LEAKS

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

1. Ask the location of the property with the leak.
2. Determine if this is:
 - a private home or property
 - common property
 - a home under construction
 - a vacant lot
3. Take the following action based on where the leak is:

- If on private property, contact Palm Coast Utility Department at 986-2360 and report the location.
- If on common property, report the location, by phone, to the CDD Field Maintenance Supervisor and then notify the Operations Manager
- If at a new home under construction, or on a vacant lot, contact the Palm Coast Utility Department at 986-2360 with the location.

4. Document the incident and action taken in the daily activity log.

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

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

NOTE: Do not call CDD Maintenance

- B. When a resident reports a house alarm going off with no one there to shut it off, ask the resident to call the non-emergency Sheriff's Office number 437-4116 and report the location. Do not call CDD Maintenance.
- C. When a resident reports solicitation in Grand Haven, ask them to call and report it to the following two (2) places for action:
 - 1. City of Palm Coast Code Enforcement at 986-3766
 - 2. Grand Haven Property Manager at 446-6333
- D. When a resident reports a suspicious vehicle(s) or individual(s), ask them to call and report it to the non-emergency Sheriff's Office at 437-4116.
- E. Reports of "piggybacking" at gates:
 - 1. **Ask Resident** to report as much information as possible to the CDD Office including day, time, vehicle make and model, license plate number and resident name.
- F. Any health or safety issue noticed by guard (dangerous wildlife, busted pipes, etc):
 - 1. Should be reported to the CDD Office during normal business hours (Monday through Friday 8:00 am to 5:00 pm)
 - 2. If after hours, the issue should be reported to the Maintenance Supervisor on "private number" leaving **one (1) message**. If unable to reach the Maintenance Supervisor, report to the Field/Operations Manager on "private number" listed in guard office.

EMERGENCY (FIRE) EXIT GATES (Firewise Program)

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

The gate ID and general locations are:

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

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

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

SECTION 8
GRAND HAVEN STORM PROTOCOL
 (Informational Only)

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

Gates

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

Amenity Centers

- Amenity Center Staff will close amenity centers 12 hours in advance of storm or at the discretion of the Operations Manager
- CERT Team has authority to use the amenity facilities as needed for CERT Team operations.
- Amenity Center Staff will reopen amenity centers when tropical storm winds forecast to clear or at the discretion of the Operations Manager

Deck Areas

- Amenity Center Staff will place chairs and chaise lounges in pools
- Amenity Center Staff will move tables to corner and secure

- Amenity Center Staff will place umbrellas, life preservers, flags, etc., into equipment room

Tennis and Pickleball courts

- Amenity Center Staff will remove wind screens

Misc.

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

Communications

- Operations Manager and Amenity Manager will establish agreement regarding all actions to be taken
- Operations Manager establishes agreement with BOS Chair and informs District Manager
- Operations Manager sends e-blast to community regarding actions at gates
- Amenity Manager sends e-blast to community regarding actions at Amenity Centers

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

