



GRAND  HAVEN

Advanced Meeting Package

Regular Meeting

Thursday
April 20, 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

Vesta Property Services

[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, April 20, 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**.

An 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@vestapropertyservices.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, April 20, 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. Presentations – 20 mins. allotted**
 - A. District Account Protection – continued – Skye Lee
- V. Staff Reports**
 - A. District Engineer: David Sowell
 - B. Amenity Manager: John Lucansky – 5 mins. allotted [Exhibit 1](#)
 - C. Operations Manager: Barry Kloptosky
 1. Presentation of Capital Project Plan Tracker – 10 mins. allotted [Exhibit 2](#)
 2. Monthly Report – 10 mins. allotted [Exhibit 3](#)
 - D. District Counsel: Scott Clark [Exhibit 4](#)
 1. Update on MOU with City of Palm Coast – 5 mins. allotted
 2. Address Parking/Towing on Street Across from VC – 10 mins. allotted
 - E. District Manager: David McInnes
 1. Meeting Matrix – 5 mins. allotted [Exhibit 5](#)
 2. **Action Item Report – 5 mins. allotted** [Exhibit 6](#)

VI. Consent Agenda Items – 5 mins. allotted

- A. Consideration for Acceptance – The March 2023 Unaudited Financial Report [Exhibit 7](#)
- B. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held March 2, 2023 [Exhibit 8](#)
- C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held March 16, 2023 [Exhibit 9](#)
- D. Ratification of Café Design Work Proposal [Exhibit 10](#)

VII. Business Items

- A. Consideration of Revised Code of Conduct – 15 mins. allotted
- B. Parking Lot Decision – John Lucansky – 10 mins. allotted

VIII. Discussion Items – 60 mins. allotted

- A. FY 2024 Budget – continued

IX. Supervisors' Requests – 15 mins. allotted

X. Action Item Summary – 5 mins. allotted

XI. Adjournment

EXHIBIT 1



Monthly Amenity Update

Date of report: 4/8/2023

Submitted by John Lucansky

Amenities

- I have been asked by residents why we do random ID scans of residents ID cards. It seems that some groups are concerned that my staff are targeting them specifically. We randomly check ID cards of all patrons regardless of what amenity they are using. Pickleball, croquet, tennis, gyms, and swimming. Residents need to remember that they must have their ID's when using the amenities. When we don't recognize someone, we must ask for ID. *Staff doesn't know who moves out, who are guests, etc....* Staff are encountering residents that completely refuse to show their ID cards. This is CDD policy, and I will not have staff deviate from this policy.
- We had a very busy March with over 250 guest passes given out. Spring break and Easter bring in family and friends from all over. All amenities had more than average usage during this month.

Amenities Update:

Events:

- The Easter egg hunt was held April 8th at the Village Center common lawn. We had a very positive turnout and will have to expand the event next year. Café specials accompanied the event.
- Karaoke Night is scheduled April 22nd at the Café.
- Name that Tune was held again April 4th at 5:30. We had a very nice turn out with 130 people attending.
- Trivia remains very popular.
- Bingo was very busy in March, due to all the visiting guests.
- Live music was held at the Village Center pool Saturday March 25th 5-8pm. Kevin Quinn performing—This remains a very popular venue. Plans for adding additional entertainment are ongoing.

Tiki Hut:

- Tiki hut opening preparations are under way.
- We are very excited for this summer's season.
 - 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.
 - ***Entertainment is scheduled for Sunday May 28th from 4-7pm***

Café:

- On-Line ordering-
- Details and additional hardware are still being worked out.
 - 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.

EXHIBIT 2

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2022/2023 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
4/12/2023

| Line | Description | Budgeted Cost | Additional Change\$ (+/-) | Invoiced Amount | Comments/Notes | Completed |
|------|---|---------------|---------------------------|-----------------|--|-----------|
| 1 | Concrete Sidewalk Replacement | 50,000 | | 23,500 | In progress | |
| 2 | Firewise Projects | 30,000 | | 21,800 | In progress | |
| 3 | Camera and DVR Replacement | 10,000 | | 2,600 | Boring and electrical completed for new cameras at VC. Waiting for the scheduled installation date of cameras. | |
| 4 | Gate & Gate Operator - Replacement | 10,000 | | 8,006 | Delivered and installed. | x |
| 5 | Concrete Curb and Gutter Replacement | 100,000 | | | Seeking proposals | |
| 6 | Road Repairs | 30,000 | 11,084 | 4,909 | Proposal approved. Waiting for scheduled start date. | |
| 7 | Roadway: River Park, Point, Landing, Front, Village View | 218,545 | (218,545) | - | Deferred. | - |
| 8 | Pavers - Front St North Access (Esplanade) | 10,927 | | | In progress. CDD staff making repairs. | |
| 9 | Pavers - Front St South Access (Esplanade) | 10,927 | | | In progress. CDD staff making repairs. | |
| 10 | Pavers - Front Street Park | 10,927 | | | In progress. CDD staff making repairs. | |
| 11 | Pavers - Front Street Village Entry | 4,482 | | | Evaluating. | |
| 12 | Finish, Carpet - Clubhouse ((CAC)) Office/Conference rooms | 6,556 | | | Installation scheduled for 5/22/23 - 5/26/23 | |
| 13 | Replace Outdoor Tile Floors, Replace with Non-Skid - Clubhouse ((VC)) Gym | 27,318 | | | | |
| 14 | Refurbishment Allowance - Monument and Mailbox Creekside | 8,195 | | | Creating priority list. | |
| 15 | Refurbishment Allowance - Monument and Mailbox East Lake | 8,195 | | | Creating priority list. | |
| 16 | Vehicle Traffic, Speed Control Improvements | 50,000 | | | | |
| 17 | Landscape Enhancements-Annual Reinvestment | 54,636 | | | In progress. | |
| 18 | Dog Park Improvement Project | 21,855 | (16,955) | 4,900 | Mulch added 01/10/2023. Project on hold pending Board review. | |
| 19 | Paint Exterior and Waterproof - Clubhouse (CAC) | 8,742 | (336) | 8,406 | Complete. | x |
| 20 | Paint Exterior and Waterproof - Tiki Bar (CAC) | 2,394 | - | 2,394 | Complete. | x |
| 21 | Drinking Fountain, Outdoor - Village Center Amenities | 3,000 | (757) | 2,243 | Delivered and installed. | x |
| 22 | Pool Equipment, Heat Pump (CAC) (4 units) | 49,173 | (25,129) | 24,044 | Complete. 4 Units installed at Creekside. | x |
| 23 | Street Signs and Poles, Replacement | 5,000 | | 2,160 | 6 signs delivered and installed. Next round of signs being orderd. | |
| 24 | Tennis Court Windscreens, 10' - (VC) Courts 1-7 | 14,853 | (3,078) | 11,775 | Delivered and installed. | x |
| 25 | Furniture, Outdoor - Pool Deck (VC) | 27,318 | | | Checking prices. | |
| 26 | Light Pole & Fixture - Replacement (estimated 5 poles) | 30,000 | | | Creating priority list. | |
| 27 | Aerator Installations at Pond 24 & Pond 11 | - | 32,191 | 32,191 | Complete. | x |
| 28 | Grand Haven Room Microphones | - | 15,000 | 9,241 | Back ordered. Expected delivery May or June 2023. | |
| 29 | Waterside Parkway Curb/Gutter Repairs | | 150,000 | | Partially completed. Remaining areas in progress. | |
| 30 | | 803,043 | (56,525) | 148,928 | | |
| 31 | | | | | | |
| 32 | Crosswalk Safety Project | - | 24,148 | 24,148 | Complete | x |
| 33 | Croquet Court Canopies | - | 4,525 | 4,525 | Complete | x |
| 34 | Village Center Bathroom Renovation | - | 2,124 | 2,124 | Complete | x |
| 35 | | | 28,673.05 | 28,673 | | |
| 36 | | 803,043 | (27,851.55) | 177,601 | | |

EXHIBIT 3



Operations Manager's Report – April 20th, 2023

- **SIDEWALK REPLACEMENT PLAN**
 - First round of sidewalk repairs on Waterside Parkway complete. 03/08/2023
 - Next round of repairs to be completed by CDD staff. 04/12/2023

- **ASPHALT REPAIRS AROUND MANHOLE COVERS**
 - Asphalt road repair completed at 117 Willow Oak Way the week of 01/30/2023
 - Proposal received and approved by Board on 03/16/2023
 - Currently waiting for the contractor to provide a scheduled start date. 04/12/2023

- **POND 43 IN WILD OAKS -SUBMERGED AQUATIC VEGETATION UPDATE**
 - The aquatics contractor continues to spray the remaining submerged aquatic vegetation along the banks and there are continuing signs of improvement. The aquatics contractor will be monitoring the location closely and continue to spray the aquatic vegetation monthly as warmer weather promotes algae growth. 04/12/2023

- **NEW SOFTWARE SYSTEM FOR RESIDENT AND VISITOR MANAGEMENT**
 - Testing in progress for out-of-state area code cell phone numbers being used in the callboxes. 4/12/2023

- **CURB AND GUTTER REPAIRS**
 - The curb, gutter, and asphalt repairs on Waterside Parkway from the Village Center to the South gate are partially completed. The remaining areas are in progress. 04/12/2023
 - A new list has been generated for community curb/gutter repairs 04/12/2023
 - Seeking proposals for a new list of community locations 04/12/2023

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

- **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. 02/08/2023
 - Total of 29 hogs removed as of 04/12/2023
 - The county has purchased a Pig Brig and it is in the process of being installed. 04/12/2023

- **LANDSCAPE ENHANCEMENTS AT THE CREEKSIDE POOL AREA**
 - Existing landscaping and dead palm trees have been removed from around the pool area. 03/08/2023
 - Installation of new plant material in progress. 04/12/2023

- **STAFFING UPDATES**
 - The Field Maintenance Supervisor position and the Field Maintenance Worker II positions have been filled. 4/12/2023

- **PREPARATION FOR TIKI BAR OPENING**
 - CDD and amenity staff have been preparing the Tiki Bar for the May opening. 4/12/2023

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 (04/20/23)

1. Disaster Debris RFP

The RFP was published on March 30 and responses will be considered at the May meeting. I will also provide an update on continuing discussions with the City regarding private property debris pickup.

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. Attached is a proposed amendment to the existing stormwater rule which includes provisions for encroachments on other District properties and conservation areas.

3. Post Order Amendments

I continue working on edits to the Post Orders. No additional comments have been provided to me since the March regular meeting.

4. Code of Conduct

I have attached proposed amendments to the Code of Conduct which arise from the Board's March discussion.

**RULES OF THE
GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**

CHAPTER VI

**SURFACE WATER MANAGEMENT SYSTEMS, ~~AND DRAINAGE~~
EASEMENTS AND ENCROACHMENTS ON DISTRICT PROPERTY**

6.01 PURPOSE. The purpose of this Rule is to establish and memorialize policies for the maintenance and protection of the Surface Water Management System operated by the Grand Haven Community Development District (the "CDD") and to regulate activities which encroach on property owned by the CDD.

**PART I
DEFINITIONS**

Section 1. The following definitions shall apply for purposes of this Rule VI:

1.1 "CDD" shall refer to the Grand Haven Community Development District.

1.2 "Easements" shall refer to those certain easement areas creating rights in favor of the CDD for purposes of maintaining or operating the Surface Water Management System. The Easements are typically delineated on a Plat, but may be created in a separate recorded instrument or may arise by prescription or other legal theory.

1.3 "District Lands" shall refer to those areas of real property within the jurisdictional boundaries of the CDD, as more particularly described in Flagler County, Florida Ordinance No. 97-03, as subsequently and from time to time amended.

1.4 "District Property" shall refer to parcels of real property owned by the CDD.

1.45. "Lakefront Lots" refer to those residential lots that are contiguous to the Pond Banks.

1.56 "Lot Owner" shall refer to the record owner of title to a single family lot within a Plat.

1.67 "Landscape Maintenance," as applied to Pond Banks, shall include, without limitation, the periodic mowing, weeding and placement of plantings on the Pond Banks.

1.78 "Obstruction" shall refer to all vegetation and all structures located within the Easements that prevent required access and maintenance to the Surface Water Management System or hinder the effective and intended operation of the Surface Water Management System.

1.89 “Plat” shall refer to a subdivision plat as described in Fla. Stat. §177.031(14) affecting a portion of the District Lands.

1.910 “Pond Banks” are those areas surrounding the Surface Water Management System retention/detention ponds which lie between the edge of the water and the boundaries of private property bordering on the Pond Banks.

1.1011 “Pond Bulkheads” refer to certain structures bordering lakes or ponds within the Surface Water Management System which are constructed with a retaining wall or similar structure dividing the Pond Bank from the water’s edge, instead of a natural landscaped Pond Bank.

1.1112 “Surface Water Management System” shall refer to all land, easements and other facilities and appurtenances which together constitute and comprise the master surface water management and drainage systems with respect to District Lands as reflected on the plans therefor approved by Flagler County, Florida, the City of Palm Coast, Florida and/or the St. John’s River Water Management District (“SJRWMD”) pursuant to Permit No. 4-035-0018AE and all modifications or amendments thereto (the “Permits”).

PART 2 EASEMENT OBSTRUCTIONS

SECTION 1: OBSTRUCTIONS. No Obstructions may be placed in the Easements. Each owner of a portion of the District Lands that contains an Easement necessary to the operation and maintenance of the Surface Water Management System shall have an ongoing duty to keep the area of the Easement free of Obstructions.

SECTION 2: TREES. No trees of any type or variety may be planted or, once removed for maintenance, re-planted within the Easements.

SECTION 3: LANDSCAPING. Landscaping such as shrubs, stepping stones, flower beds, decorative stones, and the like located within the Easement must not obstruct access by construction equipment and machinery required for the maintenance or repair of utility structures which are part of the Surface Water Management System.

SECTION 4: IRRIGATION. No irrigation systems or distribution pipes therein containing rigid, non-flexible piping may be located within the Easements. Flexible piping runs shall be permitted in the Easements, but must be temporarily removed at a Lot Owner’s expense if requested by the CDD.

SECTION 5. NEW LANDSCAPING. Any new plantings or replacement plantings which encroach upon any Easement require written authorization from the Grand Haven Master Association - New Construction Architectural Design Committee (NADC) or Modification Architectural Design Committee (MADC), as is appropriate, and the CDD. The CDD, in

connection with the approval of any new landscaping, may place certain conditions upon the Lot Owner regarding any encroachment the District permits in the easement. Utility right-of-way easements must be shown on landscaping plot plans submitted to the NADC/MADC Horticulturalist for review. Any approval of landscaping within the Easements must be evidenced by a written, recorded agreement executed by the Lot Owner and the CDD.

PART 3 LANDSCAPE MAINTENANCE OF POND BANKS

SECTION 1. COMMON SCHEME OF LANDSCAPING. The CDD may adopt and, from time to time, amend a plan of landscaping and Best Management Practices for the Pond Banks owned by the CDD (the "Pond Bank Plan"). The Pond Bank Plan shall take into consideration any applicable permit or regulatory requirements related to the function and operation of the Surface Water Management System. To the extent set forth in Fla. Stat. §166.048(3)(b), the Pond Bank Plan shall supersede any contrary provisions of the Declarations of Covenants and Restrictions that may be related to properties within the CDD ("DCR") and shall control over any architectural approvals that may be in effect. In the case of any new construction or landscape modification approvals that may be submitted to the Grand Haven Master Association ("GHMA") for properties that border on the Pond Banks, any landscaping proposed within the Pond Banks must be approved in writing by the CDD.

SECTION 2. LANDSCAPE MAINTENANCE. To the extent that any DCR governing Lakefront Lots requires the owner of such lots to maintain landscaping on the adjacent Pond Banks, this rule shall not override that maintenance obligation except as set forth herein. The Landscape Maintenance to be performed by a Lakefront Lot owner shall be limited to maintenance of existing landscaping on the Pond Banks that has been approved by the GHMA and CDD. Any modification of such landscaping shall require the written approval of the CDD and shall be consistent with the Pond Bank Plan. Landscaping that is installed on Pond Banks as a part of any regulation or permit, including but not limited to, Spartina, shall not be removed and must be consistent with (comply with) the Best Management Practices for Storm Water Detention Pond Bank Plantings as adopted by the CDD BOS. Landscape Maintenance shall include the replacement of Spartina that has died or become diseased. Notwithstanding the provisions of any DCR related to maintenance by Lakefront Lot Owners, the CDD shall have the absolute right to install or remove any plantings within the Pond Banks or to modify existing Pond Bank landscaping. Where provided in the applicable DCR, Landscape Maintenance may be performed by the GHMA under a common scheme of landscape maintenance, and such maintenance shall be subject to these provisions.

SECTION 3. REPAIRS. The CDD shall have the exclusive right to perform repair activities upon the Pond Banks and Pond Bulkheads as may be deemed necessary for the proper function of the Surface Water Management System. No Lot Owner may enter upon the Pond Banks for the purpose of making any repair or making any change in the Pond Banks.

SECTION 4. POND BULKHEADS. Where a Lakefront Lot or the Pond Bank adjacent to a Lakefront Lot contains a Pond Bulkhead, the Lakefront Lot owner shall be responsible for

all maintenance of the Pond Bulkhead with is of a routine and cosmetic nature, including without limitation, cleaning, pressure washing and clearance of weeds, but repairs or other structural work on Pond Bulkheads shall be governed by Section 3 above.

PART 4 VIOLATIONS

SECTION 1. VIOLATIONS. In the event the CDD discovers a violation of this Rule it may:

1.1 Send notice to the owner on whose property the violation exists demanding removal of the Obstructions within a reasonable time;

1.2 Upon failure of the owner to remedy the violation or in the event the violation presents an imminent threat to life, property or to the continuous operation of the Surface Water Management System, the CDD shall have the right to enter onto the Easement and take corrective actions without further notice; or

1.3 Enter into a written agreement with the Lot Owner setting forth a procedure (1) for correction of the violation, or (2) permitting the violation to continue subject to certain conditions. The negotiation of such an agreement is solely at the CDD's discretion based upon its evaluation of the violation. This provision shall not be intended to create any rights to the continued existence of a violation in the absence of such a written agreement or to create any entitlement that the CDD enter into such an agreement.

1.4 In the event that the CDD is required to take action to remedy a violation of this Rule under 1.2 above or is required to take action to remedy a breach of a written agreement pursuant to 1.3 above, the CDD shall have the right to collect from the owner of the lot where the violation occurred 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. all of the cost of remedying the violation, including the CDD's attorneys' fees expended in connection with such remedy, whether expended prior to court action, at trial or on appeal of any such action. 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. Additionally, ~~S~~such costs are declared to create a special benefit to the Lot on which the remedy was performed and may be collected by imposing a special assessment against the Lot pursuant to the provisions of Fla. Stat. §190.021(3).

PART 5
ENCROACHMENTS ON DISTRICT PROPERTY

SECTION 1. PURPOSE. The District is responsible for the operation and maintenance of the master surface water management system for Grand Haven 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. A portion of the permit governs conservation areas that are required to be maintained in their natural condition. Additionally, the District owns, operates and manages significant other parcels of District Property and desires to maintain said District Property free from obstructions and uses which are adverse to the District's functions or to the District's ownership of said parcels.

SECTION 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.

2.1 "Conservation Areas": Those portions of the District Property that are subject to a recorded conservation easement or similar restriction prohibiting use or alteration of the property.

2.2 "Encroachment":

(a) Any plant, tree, shrub, or other vegetation, planted or placed on District Property;
or

(b) 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

(c) Any alteration(s) of any kind whatsoever, to District Property.

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

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

SECTION 3. PROHIBITION. No Property Owner shall under any circumstances make any Encroachment on or upon District Property.

SECTION 4. NOTICE AND ADMINISTRATIVE FEE. Upon learning of an Encroachment, the District shall instruct District Staff or 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.

SECTION 5. 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. Additionally, such costs are declared to create a special benefit to the Lot on which the remedy was performed and may be collected by imposing a special assessment against the Lot pursuant to the provisions of Fla. Stat. §190.021(3).

SECTION 6. ENCROACHMENTS IN CONSERVATION AREAS. In the event a Property Owner creates an encroachment on a Conservation Area, the Property Owner is required to immediately cease and desist upon learning of or being notified of such encroachment. The offending Property Owner, in addition to the matters outlined in this Rule, will be responsible for the restoration of the Conservation Area in a manner directed by the District or as required by the Water Management District or other local government officials having jurisdiction. The offending Property Owner shall also be required to indemnify and hold harmless the District from any liability, cost or penalty associated with the encroachment.

SECTION 7. 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 BOARD OF SUPERVISORS CODE OF CONDUCT

IN PUBLIC ADVERTISED MEETINGS AND WORKSHOPS

Use Formal Titles

The Board should refer to one another formally during public meetings as Chairman or Supervisor, followed by the individual's last name.

Practice Civility & Decorum in Discussions & Debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the Role of the Chair in Maintaining Order

It is the responsibility of the Chair to keep the command of Board Members on track during public meetings. Board Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid Personal Comments that Could Offend Other Board Members

If a Board and/or Staff Member is personally offended by the remarks of another Board Member, the offended Board and/or Staff Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Board Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

Demonstrate Effective Problem-Solving Approaches

Board Members have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

BOARD CONDUCT WITH DISTRICT STAFF

Governance of a District relies on the cooperative efforts of elected officials, who set policy, and District staff, who implement and administer the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat All Staff as Professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Limit Contact to Specific District Staff

Questions of District staff and/or requests for additional background information should be directed only to the District Manager, ~~or Field Operations Manager. The District Manager should be copied on any request.~~ Staff members shall have the specific right to decline response to communications which violate this policy.

Requests for follow-up or directions to staff should be made only through the District Manager when appropriate. When in doubt about what staff contact is appropriate, Board Members should ask the District Manager for direction. Materials supplied to Board Members in response to a request will be made available to all members of the Board so that all have equal access to information.

Do Not Disrupt District Staff from Their Job

Board Members should not disrupt District staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

Never Publicly Criticize an Individual Employee

Board Members should never express concerns about the performance of a District employee in public, or to the employee directly. Comments about staff performance should only be made to the District Manager or the Field Operations Manager, as is appropriate, through private correspondence or conversation.

Do Not Get Involved in Administrative Functions

Board Members must not attempt to influence District staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of District licenses and permits. Board Members shall not direct or attempt to direct the activities of staff or vendors while performing their jobs. Any request that relates to the performance of staff or a vendor should be made through the District Manager.

Check with District Staff on Correspondence Before Taking Action

Before sending correspondence, Board Members should check with the District ~~staff~~ Manager to see if any official District response has already been sent or is in progress.

**Do Not Attend Meetings with District Staff Unless Requested by Staff and
approved by the Board.**

Even if the Board Member does not say anything, the Board Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Limit Requests for Staff Support

Requests for additional staff support - even in high priority or emergency situations - should be made to the District Manager who is responsible for allocating District resources in order to maintain a professional, well-run District government.

Do Not Solicit Political Support from Staff

Board Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc. from District staff. District staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

No Social Media Postings

EXHIBIT 5

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> <ul style="list-style-type: none"> • Approval of FY 2024 Budget • RFP for Storm Debris Removal <p><i>Discussions</i></p> <ul style="list-style-type: none"> • City of Palm Coast (Post Storm Plans) | <ul style="list-style-type: none"> • Allyssa Roscoe |

GRAND HAVEN MEETING AGENDA MATRIX

| | | | |
|-------------------|----------------------------------|---|---|
| June, 2023 | Workshop: 6/1 | <p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • District staffing needs for the future • Leaf Policy • Grand Haven Master Association Update from Vice Chair Polizzi | |
| | Regular Meeting: 6/15 | <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

| | | |
|---------------------------------|--|---|
| <p><i>Unscheduled Items</i></p> | <p><i>Future Workshop Issues:</i></p> <p><i>Future Meeting Issues:</i></p> <ul style="list-style-type: none">• Approval of Debris Removal contract• Post Orders• Proposed Rule Regarding Encroachment on CDD owned property | <ul style="list-style-type: none">• DC to advise on date• Initial draft provided to Board on 1/19/2023; discussed further at 3/16/2023 meeting |
|---------------------------------|--|---|

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 and hedge lines): Underway • 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 | On 4/20 agenda |
| Alternative Energy | |
| Ten Year Plan | Underway |
| 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 |
| 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 | Done |
| 3/2/2023 | Add line to Chair's one page budget document labeled IT/Technology | Done |
| 3/16/2023 | DM to review source of \$50,000 for Vehicle Traffic, Speed Control Improvements that is listed in the FY 2023 Capital Plan | Done |
| 3/16/2023 | DM to contact EGIS and determine if there is a percentage increase for disaster removal that they use | |

| | | |
|------------------------|--|--------------------------------------|
| 4/6/2023 | OM, Amenities Manager and DM to work on E-Blast regarding parking modifications | |
| XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | 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. | Done |
| 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 | Done |
| 6/16/2022 | OM to speak with John Lucansky for his observations regarding amenity use of parking lot/parking on street | Done |
| 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. | Done |
| 11/3/2022 | OM to obtain proposal to add handicap access button to doors at café and VC bathroom and Creekside (if needed). | |
| 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 | Done |
| | | |
| 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 | 4/14/2023: Under Consideration |
| | | |
| 2/16/2022 | OM to meet with D.E. and Louise regarding the plans and cost to fix the dog park | 3/17: Underway |
| | | |
| 2/16/2022 | OM to provide recommendations regarding parking issues at Creekside | Done |
| | | |
| 3/2/2023 | OM to provide updated cost information to Board regarding croquet court lighting | 3/17: Underway |
| | | |
| 3/2/2023 | OM is to provide list of any additional items (with associated costs) for improvements to gate access | 4/14: Underway |
| | | |
| 3/2/2023 | OM to provide pros/cons for roving patrol at 3/16 meeting | Done |
| | | |
| 3/2/2023 | OM to provide DM and Chair with any unbudgeted IT/Technology items | 4/14: Underway |
| | | |
| 4/6/2023 | OM, Amenities Manager and DM to work on E-Blast regarding parking modifications | |
| | | |
| 4/6/2023 | OM to inspect hedges on Waterside Parkway intersections for visibility issues | |
| | | |
| 4/6/2023 | OM to provide proposal for upgraded call boxes | |
| | | |
| 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 |
| 2/16/2022 | D.E. to meet with Barry and Louise regarding the plans and cost to fix the dog park | 3/17: Underway |
| XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |
| | BOARD SECTION | |
| 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 |
| 4/6/2023 | Dr. Merrill to provide verbiage for E-Blast to residents regarding cutting/maintenance around ponds | 4/13: Reminder email sent to Dr. Merrill |
| 4/6/2023 | Dr. Merrill to send me information on gate technology issues | 4/13: Reminder email sent to Dr. Merrill |
| XXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |
| | DISTRICT COUNSEL SECTION | |
| 12/1/2022 | District Counsel will provide draft Post Order changes at 1/19/2023 meeting | 1/19/2023: Initial draft presented to Board; reviewed during 3/16 meeting |
| 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 |
| 3/16/2023 | DC to prepare a revised Code of Conduct indicating Supervisor communications with staff will go through the District Manager | On 4/20 Regular Meeting Agenda |
| 3/16/2023 | DC to provide proposed rule regarding encroachment on CDD owned property | On 4/20 Regular Meeting Agenda |
| | | |

| | | |
|-----------|---|------------|
| 3/16/2023 | DC to publish RFP for Storm Debris Removal and have RFPs considered during 5/18 meeting | 3/30: Done |
| 3/16/2023 | DC to send out red lined version of Post Orders to Board | 3/17: Done |

EXHIBIT 7

Grand Haven Community Development District

Financial Statements
(Unaudited)

Period Ending
March 31, 2023

Grand Haven CDD
Balance Sheet
March 31, 2023

| | <u>General Fund</u> | <u>Special Revenue Fund</u> | <u>Total</u> |
|---|----------------------------|---------------------------------|----------------------------|
| BU OPERATING | \$ 2,897,336 | \$ 1,330,035 | \$ 4,227,372 |
| BU DEBIT CARD | - | | - |
| TRUIST OPERATING | 15,540 | | 15,540 |
| SBA 161601A | 7,195 | | 7,195 |
| BU - SAVINGS | 1,921,328 | - | 1,921,328 |
| IBERIA BANK MMA | - | | - |
| ON ROLL ASSESSMENTS RECEIVABLE | 236,823 | 52,011 | 288,834 |
| ACCOUNTS RECEIVABLE | 178 | | 178 |
| A/R WATER BILLS | - | | - |
| DUE FROM OTHER | - | 773,246 | 773,246 |
| DEPOSITS | 110 | | 110 |
| TOTAL ASSETS | <u>\$ 5,078,510</u> | <u>\$ 2,155,293</u> | <u>\$ 7,233,802</u> |
| <u>LIABILITIES:</u> | | | |
| ACCTS PAYABLE | \$ 61,934 | \$ - | \$ 61,934 |
| DUE TO OTHER | 773,246 | | 773,246 |
| DEFERRED REVENUE | 236,823 | | 236,823 |
| DEFERRED REVENUE - SRF | - | 52,011 | 52,011 |
| <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: | 2,311,002 | 676,735 | 2,987,736 |
| TOTAL FUND BALANCE | 4,006,507 | 2,103,282 | 6,109,788 |
| TOTAL LIABILITIES & FUND BALANCE | <u>\$ 5,078,510</u> | <u>\$ 2,155,293</u> | <u>\$ 7,233,802</u> |

No Transfers For March

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 March 31, 2023

| | Adopted Budget | Current Month | Year To Date | Variance + / (-) | % Of Budget |
|---|-------------------|------------------|------------------|------------------------|----------------|
| REVENUES | | | | | |
| ASSESSMENT ON-ROLL (Net) | \$ 3,738,054 | \$ 52,536 | \$ 3,501,231 | (236,823) | 94% |
| REUSE WATER | 23,000 | 1,446 | 8,593 | (14,407) | 37% |
| GATE & AMENITY GUEST | 9,000 | 1,253 | 5,531 | (3,469) | 61% |
| TENNIS | 3,000 | 70 | 767 | (2,233) | 26% |
| ROOM RENTALS | 2,000 | 350 | 1,239 | (761) | 62% |
| INTEREST & MISCELLANEOUS | 20,000 | 205 | 6,628 | (13,372) | 33% |
| ASSESSMENT LEVY - ESCALANTE FUND | - | | | | |
| TOTAL REVENUES | 3,795,054 | 55,860 | 3,523,990 | (271,064) | 93% |
| EXPENDITURES | | | | | |
| ADMINISTRATIVE | | | | | |
| Supervisors - regular meetings | 12,000 | 1,000 | 6,000 | (6,000) | 50% |
| Supervisor - workshops | 9,000 | 1,000 | 4,000 | (5,000) | 44% |
| District Management Services | | | | - | |
| District management | 40,299 | 3,358 | 22,075 | (18,225) | 55% |
| Administrative | 10,712 | 893 | 5,356 | (5,356) | 50% |
| Accounting | 22,119 | 1,843 | 11,059 | (11,060) | 50% |
| Assessment roll preparation | 9,734 | 811 | 4,867 | (4,867) | 50% |
| Disclosure report | | | | - | |
| Arbitrage rebate calculation | | | | - | |
| Office supplies | 1,050 | - | - | (1,050) | 0% |
| Postage | 3,150 | - | 2,537 | (613) | 81% |
| Trustee | | | | | |
| Audit | 4,850 | - | 6,800 | 1,950 | 140% |
| Legal - general counsel | 103,000 | 8,768 | 72,339 | (30,661) | 70% |
| Engineering | 31,500 | - | 21,580 | (9,920) | 69% |
| Engineer Stormwater Analysis | 5,000 | - | - | (5,000) | 0% |
| Legal advertising | 5,460 | 140 | 1,039 | (4,421) | 19% |
| Bank fees | 1,575 | 63 | 484 | (1,091) | 31% |
| 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 | 17,876 | 161,638 | \$ (100,514.75) | 62% |
| INFORMATION AND TECHNOLOGY | | | | | |
| IT support | 28,004 | 4,548 | 17,043 | (10,961) | 61% |
| Village Center and Creeslide telephone & fax | 6,873 | - | 2,630 | (4,243) | 38% |
| Cable/internet-village center/creekside | 10,271 | 1,301 | 7,627 | (2,644) | 74% |
| Wi-Fi for gates | 5,139 | - | - | (5,139) | 0% |
| Landlines/hot spots for gates and cameras | 27,720 | 242 | 1,348 | (26,373) | 5% |
| Cell phones | 7,646 | 483 | 2,972 | (4,674) | 39% |
| 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 | 6,574 | 32,711 | (55,279) | 37% |
| 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 | 3,567 | 12,630 | 6,650 | 211% |
| Electric- Village Center - #18308 | 36,225 | - | 8,343 | (27,882) | 23% |
| Electric - Creekside - #87064, 70333 | 24,725 | 2,301 | 13,077 | (11,648) | 53% |
| Street lights ¹ | 23,000 | 2,374 | 13,456 | (9,544) | 59% |
| Propane - spas/café | 42,630 | 679 | 17,343 | (25,287) | 41% |
| Garbage - amenity facilities | 15,960 | 1,718 | 7,319 | (8,641) | 46% |
| Water/sewer | | | | | |

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2022 through March 31, 2023

| | Adopted Budget | Current Month | Year To Date | Variance + / (-) | % Of Budget |
|---|-------------------|------------------|-----------------|---------------------|----------------|
| Water services ² | 120,750 | 11,887 | 62,509 | (58,241) | 52% |
| Water - Village Center - #324043-44997 | 14,175 | 2,688 | 11,400 | (2,775) | 80% |
| Water - Creekside - #324043-45080 | 7,665 | 808 | 4,303 | (3,362) | 56% |
| Pump house shared facility | 16,275 | - | 8,795 | (7,480) | 54% |
| TOTAL UTILITIES | 307,385 | 26,023 | 159,177 | (148,208) | 52% |
| FIELD OPERATIONS | | | | | |
| Stormwater system | | | | | |
| Aquatic contract | 54,010 | 4,508 | 27,046 | (26,964) | 50% |
| Aquatic contract: lake watch | 4,280 | 386 | 2,314 | (1,966) | 54% |
| 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 | - | 4,000 | (6,080) | 40% |
| Landscape enhancement | | | | | |
| Landscape repairs & replacement | 21,000 | 3,200 | 4,813 | (16,188) | 23% |
| Landscape maintenance contract services | 615,105 | 53,211 | 319,269 | (295,836) | 52% |
| Landscape maintenance: croquet | 53,340 | 5,000 | 24,128 | (29,212) | 45% |
| Tree maintenance (Oak tree pruning) | 36,750 | 12,800 | 22,400 | (14,350) | 61% |
| Optional flower rotation | 21,000 | - | - | (21,000) | 0% |
| Irrigation repairs & replacement | 40,000 | 2,238 | 18,077 | (21,923) | 45% |
| Roads & bridges repairs | 15,750 | 1,408 | 3,358 | (12,392) | 21% |
| Sidewalk repairs & replacement | | | 1,063 | | |
| Street light maintenance | 15,750 | 62 | 448 | (15,302) | 3% |
| Vehicle repairs & maintenance | 5,250 | - | 7,217 | 1,967 | 137% |
| Office supplies: field operations | 14,700 | 546 | 6,076 | (8,624) | 41% |
| Holiday lights | 9,450 | - | 3,378 | (6,072) | 36% |
| CERT operations | 500 | - | - | (500) | 0% |
| Community maintenance | 120,000 | 11,350 | 30,058 | (89,942) | 25% |
| Storm clean-up | 27,300 | - | 158,810 | 131,510 | 582% |
| Miscellaneous contingency | | | 21,486 | | |
| TOTAL FIELD OPERATIONS | 1,090,649 | 94,709 | 654,585 | (436,064) | 60% |
| STAFF SUPPORT | | | | | |
| Payroll | 606,564 | 43,517 | 282,416 | (324,148) | 47% |
| Merit pay/bonus | 25,000 | - | 13,787 | (11,213) | 55% |
| Payroll taxes | 81,635 | 3,333 | 24,479 | (57,156) | 30% |
| Health insurance | 116,600 | 7,858 | 47,327 | (69,273) | 41% |
| Insurance: workers' compensation | 30,000 | - | 12,214 | (17,786) | 41% |
| Payroll services | 6,250 | 302 | 2,127 | (4,123) | 34% |
| Mileage reimbursement | 16,000 | 529 | 3,123 | (12,877) | 20% |
| Vehicle Allowance | - | | | | |
| TOTAL STAFF SUPPORT | 882,049 | 55,539 | 385,473 | (496,576) | 44% |
| AMENITY OPERATIONS | | | | | |
| Amenity Management | 610,570 | 52,686 | 316,516 | (294,055) | 52% |
| A/C maintenance and service | 4,095 | 1,848 | 2,047 | (2,048) | 50% |
| Fitness equipment service | 7,875 | 250 | 860 | (7,015) | 11% |
| Music licensing | 3,757 | - | 4,020 | 263 | 107% |
| Pool/spa permits | 919 | - | - | (919) | 0% |
| Pool chemicals | 16,275 | 1,767 | 9,537 | (6,738) | 59% |
| Pest control | 4,095 | (64) | 1,150 | (2,945) | 28% |
| Amenity maintenance | 120,000 | 8,935 | 79,474 | (40,526) | 66% |
| Special events | 10,500 | 200 | 2,895 | (7,605) | 28% |
| TOTAL AMENITY | 778,086 | 65,621 | 416,500 | (361,586) | 54% |
| SECURITY | | | | | |
| Gate access control staffing | 214,594 | 8,041 | 94,994 | (119,600) | 44% |
| Additional guards | 8,400 | - | - | (8,400) | 0% |
| Guardhouse facility maintenance | 16,800 | 76 | 1,562 | (15,238) | 9% |
| Gate communication devices | 22,050 | 1,874 | 5,508 | (16,542) | 25% |
| Gate operating supplies | 16,800 | 2,527 | 17,770 | 970 | 106% |
| Fire & security system | 5,565 | 399 | 3,876 | (1,689) | 70% |

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2022 through March 31, 2023

| | Adopted Budget | Current Month | Year To Date | Variance + / (-) | % Of Budget |
|--|-------------------|------------------|----------------------------|---------------------|----------------|
| TOTAL SECURITY | 284,209 | 12,917 | 123,711 | (160,498) | 44% |
| TOTAL EXPENDITURES | 3,795,054 | 279,259 | 2,042,989 | (1,752,065) | 54% |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | | | 1,481,000 | | |
| FUNDS TRANSFER EXPENSE | | | | | |
| FUNDS TRANSFER INCOME | | | | | |
| FUND BALANCE - BEGINNING | | | 2,525,507 | | |
| FUND BALANCE ENDING | | | <u>4,006,507</u> | | |
| ANALYSIS OF FUND BALANCE | | | | | |
| DISASTER | | | 750,000 | | |
| 3 MONTHS WORKING CAPITAL | | | 945,505 | | |
| UNASSIGNED | | | 2,311,002 | | |
| FUND BALANCE - ENDING | | | <u>\$ 4,006,507</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 March 31, 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 | \$ 11,537.91 | \$ 768,941.89 | \$ (52,011) | 94% |
| DISCOUNT (ASSESSMENTS) | - | - | | | |
| INTEREST REVENUE | 5,500 | - | - | | 0% |
| TOTAL REVENUE | <u>826,453</u> | <u>11,538</u> | <u>768,941.89</u> | <u>(57,511)</u> | <u>93%</u> |
| EXPENDITURES | | | | | |
| GENERAL INFRASTRUCTURE REPLACEMENT | 803,045 | 12,800 | 177,320 | (625,725) | 22% |
| TOTAL EXPENDITURES | <u>803,045</u> | <u>12,800</u> | <u>177,320</u> | <u>(625,725)</u> | <u>22%</u> |
| EXCESS OF REVENUE OVER (UNDER) EXP. | 23,408 | (1,262) | 591,622 | | |
| OTHER FINANCING SOURCES (USES) | | | | | |
| TRANSFER OUT | - | - | \$ - | | |
| TRANSFER IN | - | - | - | | |
| TOTAL OTHER FINANCING SOURCES (USES) | <u>-</u> | <u>-</u> | <u>-</u> | | |
| FUND BALANCE BEGINNING | | | \$ 1,511,659.97 | | |
| NET CHANGE IN FUND BALANCE | | | \$ - | | |
| FUND BALANCE - ENDING | | | <u>\$ 2,103,281.56</u> | | |
| Analysis of Fund Balance | | | | | |
| Committed: Future Capital Improvements | | | 1,069,910 | | |
| Assigned: 3 months working capital | | | 356,637 | | |
| Unassigned | | | 676,735 | | |
| FUND BALANCE - ENDING | | | <u>\$ 2,103,282</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, March 2, 2023 at 9:00 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 (<i>via phone</i>) | 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, DPFM Management & Consulting |
| 17 Vanessa Stepniak (<i>via phone</i>) | CDD Office Manager |

18 *The following is a summary of the discussions and actions taken at the March 2, 2023 Grand Haven CDD*
19 *Board of Supervisors Workshop Meeting.*

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

21 The Pledge of Allegiance was recited.

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

23 A. Post Storm Review – previously handed out

24 Mr. McInnes noted that this document had been distributed to the Supervisors about a month prior,
25 and that he had not received any Supervisor responses.

26 Mr. Foley commented on communication issues, suggesting that a meeting outside of an emergency
27 setting between the Chair of the Board and District staff to go over communications protocol and
28 appropriate roles would be important to hold. Comments were made by Supervisors regarding
29 reliable avenues for communication to residents in the event of power outages, and about updating
30 documents working alongside Grand Haven’s Community Emergency Response Team.

31 B. Exhibit 1: “Flesh on the Bones” for Safety & Security, and Selected Items on Communications
32 Subtopics Contained on “Things to Get Done List”

33 The Board discussed the priorities of subjects in the list on the last page of the meeting matrix, with
34 suggestions being made for communications and safety & security items.

35 Discussion ensued among Board members for regular communications with the HOA, periodic
36 socials to get to know the Board, tutorials on newly implemented technology, and work in progress
37 reports for the Grand Haven website. Suggestions were made for socials with refreshments served
38 to be held in conjunction with the 10-year plan and budget presentation around August.

39 The Board additionally discussed plans to improve visibility issues at roadway intersections and on
40 painted lines throughout Waterside, and for expanding the amount of perimeter fencing with some
41 County funding and fence material options. Suggestions were given to get a security expert’s input
42 on modifications for gates to crack down on tailgating issues and address options for sidewalks and

43 general gate access. Mr. McInnes noted that matters relating to gates as well as cell phone access
44 for visitors could be covered under suggestions from Mr. Kloptosky and Ms. Stepniak, and
45 commented that roads/walkway inspections and work with the County and HOA on the hog issue
46 were both underway.

47 *(The Board recessed the meeting at 11:02 a.m. and reconvened the meeting at 11:12 a.m.)*

48 Prior to discussion on the croquet courts, Mr. McInnes noted that a new field worker with
49 experience working with concrete had been hired.

50 C. Phased in Approach for Lighting of Croquet Courts

51 Recommendations from the Operations Manager to purchase and install croquet court lighting
52 phase by phase rather than all at once were noted and discussed. Discussion ensued regarding the
53 actual cost and scope for the \$60,000 lighting cost. Ms. Stepniak advised that this not-to-exceed
54 amount only covered eight lights at the new courts and not the old court, and that this estimate was
55 as of the previous year and may have changed.

56 D. Exhibit 2: Update on Ad Hoc Fact-Finding Group – Supervisor Flanagan

57 Mr. McInnes noted that the eblast and volunteer form for the fact-finding group had been included
58 under Exhibit 2. Mr. Flanagan noted that this was the final version of the eblast, and discussed
59 suggestions for the size of the group and the process for acquiring information from the community
60 with the Board. Additional discussion ensued regarding the code of conduct as it pertained to
61 communications, with Mr. Foley stressing that communications from Supervisors needed to run
62 through the District Manager and that direct contact with office staff interfering with day-to-day
63 operations was not to occur. Mr. Foley stated that this had been discussed with District Counsel,
64 and that a vote would be coming before the Board at the next regular meeting regarding this
65 initiative.

66 Following discussion, Mr. McInnes stated that the final eblast and volunteer form for the ad hoc
67 fact-finding group would be sent to District Counsel for review and possible Board action.

68 E. Exhibit 3: Review the Board's Long Term Capital Plan

69 Mr. McInnes explained that this list had been started prior to him becoming the CDD's District
70 Manager, and that the rows highlighted in yellow were items suggested for the plan contingent
71 upon the results of the survey. Mr. McInnes asked for Board input on whether they wished to
72 continue on with the list, additionally clarifying that this was separate from the Operations
73 Manager's list.

74 The Board suggested to keep Item #39, extending and creating new walking paths throughout the
75 Wild Oaks community, on hold for the time being.

76 The Board discussed the technology upgrades under Item #40, with Ms. Stepniak suggesting that
77 the Board had already approved for the upgrades and for residents to use cell phones to allow gate
78 access for guests, and that this item could be removed from the list. Mr. Foley suggested that a list
79 could be made of initiatives to get to a desired point in terms of the gate access technology.

80 Mr. McInnes suggested that the Operations Manager and Ms. Stepniak could provide input on Item
81 #41, on investing in a preventative/planned maintenance software system.

82 Mr. McInnes suggested that the Operations Manager and District Engineer may bring up any
83 necessary capital needs related to Item #42 on the pond management strategies, but that he believed
84 this item was already being addressed on an ongoing basis. Mr. Foley commented that the CDD
85 could work with the Master Association on some related initiatives. Mr. McInnes additionally
86 acknowledged that the CDD had purchased a number of aerators since the line was first added.

87 In response to Supervisor questions, Mr. McInnes noted that the District Engineer already reviews
88 drainage systems on an ongoing basis, and that Item #43 could come off of the list.

89 The Board noted that the majority of survey results had been against the idea of the expansion noted
90 under Item #50, and that it could come off of the list. The Board additionally suggested for the
91 removal of Item #47 for future additional office space and amenity space following the survey
92 results.

93 Mr. McInnes noted that Mr. Lucansky was planning on presenting an update on parking counts at
94 an upcoming meeting, and that Item #51 for parking lot expansion could remain on the list as a
95 pending item.

96 The Board requested for the Operations Manager's input on the evening roving patrol/guards
97 security item under #53. Mr. McInnes noted that he had discussed the roving patrol concept recently
98 with Mr. Kloptosky, who had clarified that the patrol would be used in addition to the guards
99 stationed at the guard house, and that they could not enter personal property.

100 The Board discussed Item #54 on staffing levels and current/future needs, and determined that this
101 was an operational item that could be removed from the capital plan list.

102 F. Grand Haven Master Association Update – if need – Vice Chair Polizzi

103 Mr. Polizzi provided a summary of the proceedings of the Master Association meeting that he had
104 attended, noting that the licensed hog trappers with access to County property were discussed. Mr.
105 Polizzi additionally noted that there would be resident comment periods at their Board meetings as
106 part of an initiative by the association to enhance communication with residents. Discussion ensued
107 regarding the hog removal counts.

108 G. Exhibit 4: FY 2024 Budget – Continued

109 Mr. McInnes noted that an updated version of the document had been distributed to the Board prior
110 to the workshop meeting, with some minor changes to estimated figures for certain items.

111 Mr. Foley led discussion with the Board on the budget, particularly focusing on ideas to address
112 negative year-over-year change numbers to the District's fund balance, including tweaking working
113 capital amounts down from 3 months and tweaking amounts allocated to the disaster fund down
114 from 7%. Mr. McInnes noted that the 3 months working capital was based on the gap between the
115 start of the fiscal year in October and the point in the year in later December when assessments
116 came in, and explained that the working capital tweak was being suggested because assessment
117 funds were starting to come in from Flagler County's tax collector on a more prompt timeline. The
118 Board discussed establishing a backup line of credit for the District through exploring bank options.
119 The 7.4% year-over-year change for the assessments in the revised FY 2024 budget was also noted,
120 and the costs for various capital improvements and a potential update to the reserve study were
121 both considered.

122 Mr. McInnes additionally provided an overview of the expected FY 2024 budget approval timeline,
123 noting that this was available on the meeting matrix for the Board's review.

124 **FOURTH ORDER OF BUSINESS – Next Meeting Quorum Check: March 16th, 9:00 AM**

- 125 • Quorum Check

126 Mr. Foley, Mr. Polizzi, Mr. Flanagan, and Ms. Crouch stated that they would be in attendance at
127 the next meeting scheduled for March 16th, which would fulfill a quorum. Mr. McInnes stated that
128 he believed that Dr. Merrill would be able to attend the next meeting remotely.

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

130 The action items were recorded as follows:

- 131 • The District Manager will send an updated budget one-pager to the Board, with the working capital
132 amount changed to 2.5 months and disaster fund changed to 5.5% and 6%.
- 133 • The District Manager will research whether Bank United would provide an unsecured line of
134 additional credit.
- 135 • District Management will add a line for IT/technology into the budget one-pager, and determine
136 whether any needs had gone unbudgeted with input from the Operations Manager and CDD Office
137 Manager.
- 138 • The croquet court lighting costs are to be updated.
- 139 • The Operations Manager and CDD Office Manager will provide a list of initiatives and costs
140 regarding additional improvements for gate access.
- 141 • The Operations Manager will provide pros and cons for roving patrol needs at the next meeting.

142 **SIXTH ORDER OF BUSINESS – Adjournment**

143 The Board adjourned the meeting, at 12:49 p.m., for the Grand Haven Community Development
144 District.

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

148 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
149 meeting held on April 20, 2023.**

150

Signature

Signature

Printed Name

Printed Name

151 **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, March 16, 2023 at 9:00 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 Nancy Crouch | Board Supervisor, Assistant Secretary |
| 13 Michael Flanagan | Board Supervisor, Assistant Secretary |
| 14 Dr. Merrill Stass-Isern (<i>via phone,</i> | Board Supervisor, Assistant Secretary |
| 15 <i>joined in progress)</i> | |

16 Also present were:

| | |
|-------------------------------------|---|
| 17 David McInnes | District Manager, Vesta District Services |
| 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 March 16, 2023 Grand Haven CDD*
26 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

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

28 The Pledge of Allegiance was recited.

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

31 There were no comments from any members of the audience.

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

33 A. District Engineer: David Sowell

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

35 1. Golf Course Parking Lot Review

36 Mr. Sowell recalled that the golf course parking lot and areas along Waterside Parkway
37 between the north parking lot of the Village Center and Egret Drive were scheduled to be
38 repaved in 2024. Mr. Sowell advised that, following his review, he felt that neither
39 currently warranted any resurfacing for the next year. Mr. Sowell noted that the Board had
40 deferred repaving in the previous year, and so his next step would be to adjust the plan to
41 determine where these resurfacing projects could fit within the District’s planned timeline.

42 Mr. Sowell fielded questions from the Board regarding the extent of his assessment of
43 surface conditions, the depth measurements for resurfacing, and preparing estimates/plans
44 through FY 2036.

45 Following discussions on resurfacing, Mr. Sowell provided an update on the banks
46 assessment on Pond 14, noting that he had assessed four properties with Mr. Kloptosky in
47 early March. Mr. Sowell stated that the rip rap boulder treatment had been successful thus
48 far, and that they were waiting on a revised quote from the landscape contractor for the
49 Board's consideration as part of FY 2024 budget planning.

50 *(Dr. Merrill joined the meeting via phone at 9:14 a.m.)*

51 Prior to proceeding with the subsequent staff reports, Mr. Clark recalled a disagreement during a
52 portion of the March 2 workshop regarding Supervisors' involvement in the day-to-day activities
53 of staff. Mr. Clark presented the CDD's Code of Conduct to the Board, outlining specific provisions
54 for questions for District staff to be directed to the District Manager or Operations Manager, and
55 for Board members to not disrupt District staff while performing their job functions. Mr. Clark
56 advised that the primary struggle which had come up for discussion during the workshop had been
57 regarding ongoing communications and directions to staff from a Board member that were being
58 deemed to be excessive. Mr. Clark led a discussion on staff complaints against the Board member,
59 with Mr. Kloptosky, Ms. Stepniak, and Mr. Lucansky providing input, and the Supervisor made
60 comments apologizing for the extent of the issue and clarifying their intent with some of the past
61 communications.

62 Mr. Foley made a motion, seconded by Mr. Flanagan, to make stronger policy in the code of
63 conduct such that Board members were not permitted to give direction or directly interfere in any
64 way with staff, managers, or contractors; that all conversations on staff have to go through the
65 District Manager; that staff members could have the right to direct Board members to the District
66 Manager as the appropriate channel if approached by them, without fear of reprisal; and that Board
67 members can only interact with staff to ask questions or provide direction if the Board specifically
68 authorizes such conduct.

69 During discussion of the motion, Mr. Flanagan noted that residents were encouraged to
70 communicate with the office for residential/community concerns, and asked about the
71 differentiation between contacting them as a resident versus as a Board member. Mr. Foley stated
72 that being a Board member inherently gave interactions coming from Supervisors of the CDD a
73 level of authority that was distinct from residents. Additional Board comments were made
74 regarding redirecting residents coming to Supervisors with community concerns over to the office.

75 During discussion of the motion, Mr. Polizzi suggested that the motion needed to be very clear on
76 what was being changed in the Code of Conduct. Following discussion, Mr. Clark stated that he
77 could come back with language formalizing the suggested changes.

78 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
79 for the District Counsel to bring back changes to the District Code of Conduct to indicate that all
80 communication for staff should go through the District Manager, for the Grand Haven Community
81 Development District.

82 Following the motion, Mr. Foley noted that the Supervisor that had been discussed was in a Board-
83 approved role as the lead on the communications and website initiative, which he acknowledged
84 would require some contact with staff and contractors. Mr. Foley additionally noted that at the
85 previous workshop, the Board member had suggested that channeling all communications through
86 the District Manager rather than directly to staff would add months of work to the project. Mr.
87 Foley stated that he was not in favor of authorizing the Board member to circumvent the District
88 Manager to communicate directly with staff to avoid these delays, and requested for the Board

89 member's resignation as the Board-approved lead Supervisor on the initiative. In response to
90 questions about how the new Supervisor in this role would interact with the staff organization, and
91 Mr. Foley suggested that this could be discussed at the next workshop meeting.

92 B. Exhibit 1: Amenity Manager: John Lucansky

93 Mr. Lucansky stated that all materials needed for the Tiki Hut had been ordered and set up by the
94 Operations Manager and Office Manager, and that this was ready to go by the planned opening
95 date of May 27. Mr. Lucansky fielded questions from the Board regarding online ordering systems
96 and increases in the number of cars parked in the street during events.

97 C. Operations Manager: Barry Kloptosky

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

99 Mr. Kloptosky presented the plan tracker to the Board. Mr. Kloptosky noted that he was
100 unsure where the \$50,000 budgeted cost for the "Vehicle Traffic, Speed Control
101 Improvements" line item was being sourced from, and Mr. McInnes stated that he would
102 look into the records to determine its origin. Mr. Kloptosky additionally fielded questions
103 from the Board regarding the priority list, the deferral of roadways under line item 7, and
104 on whether a number of budgeted amounts for line items were sufficient.

105 Additional suggestions were heard from the Board for a report with specific information
106 on targets that were needed, approximate costs, and estimated times for completion.

107 2. Exhibit 3: Monthly Report

108 Mr. Kloptosky noted that the asphalt repairs in the monthly report were in the agenda for
109 Board approval, and that the landscape enhancements to the pool area were close to
110 completion but had been delayed slightly due to the rain. Mr. Kloptosky additionally
111 confirmed that the figure of 25 hogs being removed was the most recent number as of
112 March 15, and that no hog complaints had been received over the past week. Mr. Kloptosky
113 stated that the design architect for the café renovation had been unable to complete the
114 initial information plan in time for this meeting, but that the proposals to move forward
115 with the scope of work and designs would come before the Board at the next regular
116 meeting.

117 D. Exhibit 4: District Counsel: Scott Clark

118 1. FEMA Subgrant Agreement

119 Mr. Clark gave an overview of the agreement that was being presented by FEMA for Board
120 approval, following the District's claim for public assistance and reimbursement for
121 debris/damage in connection with Hurricane Ian. Mr. Clark recommended that the
122 Operations Manager be designated as the primary contact, and for himself, Mr. Kloptosky,
123 Mr. McInnes, and Ms. Stepniak as full access members. Mr. Clark additionally suggested
124 that the District Engineer be brought in on an as-needed basis. The Board, following
125 discussion, came to a consensus to list all Supervisors under read-only access roles.

126 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board accepted
127 the FEMA Subgrant Agreement, with the addition of names as presented, for the Grand Haven Community
128 Development District.

129 2. District Property Enhancements

130 Mr. Clark recalled workshop discussions about what to do when residents began planting
131 on District property, or installing patios or pavers. Mr. Clark stated that a section of another
132 District's adopted rules had been included for consideration, explaining that when residents

133 extended yards into conservation areas, that may create some rights issues and potential
134 liability to the water management District. Discussion ensued regarding communicating
135 with the Master Association on the existing set of rules and guidelines and to follow the
136 Operations Manager's recommendations on addressing these issues. Following input from
137 Mr. Kloptosky, the Board agreed to have District Counsel move forward and bring back a
138 draft rule specific to Grand Haven.

139 3. Storm Debris RFP

140 Mr. Clark advised that there were existing regulations from FEMA for going out for RFP
141 every three years for emergency storm debris contracts, and stated that the language would
142 be identical to the previous year's aside from updated titles and dates.

143 On a MOTION by Mr. Polizzi, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
144 the publication for an RFP for services to address storm debris, for the Grand Haven Community
145 Development District.

146 Following the motion, Mr. McInnes stated that the responses to the RFP would be brought
147 back for consideration at the meeting scheduled for May 18.

148 E. District Manager: David McInnes

149 1. Exhibit 5: Meeting Matrix

150 Mr. McInnes presented the meeting matrix, and Mr. Kloptosky fielded questions from the
151 Board regarding solar evaluation.

152 2. Exhibit 6: Action Item Report

153 Mr. McInnes presented the action item report and fielded questions from the Board.

154 *(The Board recessed the meeting at 11:10 a.m., and reconvened at 11:23 a.m.)*

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

156 A. Exhibit 7: Consideration for Acceptance – The February 2023 Unaudited Financial Report

157 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
158 Meeting Held February 2, 2023

159 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
160 Held February 16, 2023

161 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board
162 approved all items on the Consent Agenda for the Grand Haven Community Development District.

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

164 A. Exhibit 10: Consideration for Acceptance – The FY 2021 Financial Audit

165 Mr. McInnes stated that this had been found to be a clean audit of the District's financials for the
166 fiscal year. In response to Supervisor questions, Mr. McInnes explained the purpose of qualified
167 public depositories, and clarified that Bank United was the CDD's qualified public depository.

168 On a MOTION by Mr. Flanagan, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board accepted
169 the FY 2021 Financial Audit for the Grand Haven Community Development District.

170 B. Exhibit 11: Consideration of S.E. Cline Road Repairs Proposal – Wild Oaks

171 Mr. Kloptosky explained that the proposal was for targeted repairs for asphalt around manhole
172 covers in Wild Oaks. Mr. Kloptosky acknowledged that about \$25,000 was remaining in the budget
173 for the CIP line item #6, and that this proposal was in the amount of \$36,275.50. Mr. Kloptosky
174 noted that road repaving under line item #7 had been deferred, so that there were funds left over
175 that could allow for this. The Board and Mr. Kloptosky discussed the methods for repair and full
176 replacement, and Mr. McInnes suggested that a contingency amount could be added to the approved
177 amount in case of any issues during repairs.

178 On a MOTION by Mr. Polizzi, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
179 the S.E. Cline Road Repairs Proposal, in an amount not to exceed \$42,000.00, for the Grand Haven
180 Community Development District.

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

182 A. FY 2024 Budget (continued) and FY 2025 – FY 2027 Capital Project Review

183 1. Exhibit 12: FY 2024 (and beyond) One Pager Revised

184 Mr. McInnes stated that, historically, an amount of \$750,000 had been set aside for disaster
185 funds, and recalled that some concerns had been voiced about the impacts of inflation. The
186 Board requested for Egis to be contacted for possible information regarding a disaster
187 increase amount. The Board discussed amounts listed under concrete-sidewalk repair,
188 walking path, and croquet line items with Mr. Kloptosky. It was clarified that the croquet
189 court line item was related to funds set aside for lighting, and that the croquet court surface
190 was not expected to need a refresh within the next two years. Additional discussion ensued
191 regarding potentially exploring an option where the percentage of unassigned funds being
192 placed in a disaster fund was set to 5%.

193 2. Exhibit 13: Operations Manager’s Review of FY 2025 – FY 2027 Proposed Capital
194 Projects

195 Mr. Kloptosky noted that Ms. Stepniak had distributed a handout related to items that had
196 been added, deleted, and adjusted. Mr. Kloptosky provided updated dollar amounts for
197 projects proposed for FY 2024, and future year projects. Mr. Kloptosky suggested that the
198 pressure washer and maintenance utility vehicle purchases could be deferred to 2025,
199 leaving money for the purchase of a new golf cart. Suggestions were additionally given for
200 the basketball courts resurfacing for Creekside to be adjusted to \$7,500, and for the amount
201 for the shelter frame on Wild Oaks Park to be left and substituted for use for the canopy at
202 Creekside. Mr. Kloptosky additionally noted that there would likely be more bank
203 reinforcements than the four locations included in the report.

204 B. Exhibit 14: Post Orders – Continued

205 Mr. Clark presented the overhaul of the previous post orders, explaining that the process had been
206 drafted up from post orders obtained from other private communities. Mr. Clark recommended
207 looking at the system to ensure that a comprehensive list of tenants was captured and accounted
208 for. In response to Supervisor requests, Mr. Clark provided an overview of the language that had
209 been removed and added, noting that overall, the draft post orders were five pages longer than the
210 previous ones. Ms. Stepniak and Mr. Clark discussed additional details on provisions for
211 contractors particularly with construction activity entering the community. Following additional
212 discussion with the Board, Mr. Foley suggested for Board comments and suggestions on the drafted
213 post order updates to District Counsel and/or the District Manager.

214 **NINTH ORDER OF BUSINESS – Supervisors’ Requests**

215 Mr. Polizzi noted that Snap Survey would be providing a quote soon to address all the information
216 related to the surveys, including documents, responses, and analyses.

217 Dr. Merrill expressed concerns about exposed pipes on a pond near the main gate along Waterview.

218 Mr. Flanagan requested a discussion on leaf removal policy to be added to the June workshop
219 meeting agenda.

220 Ms. Crouch inquired about pond algae treatments, and Ms. Stepniak noted that Pond 18 had been
221 treated recently by Solitude and had not heard anything negative from residents, though stated that
222 she could touch base with the vendor.

223 Mr. Foley gave some suggestions for reworking the meeting matrix, and noted that he had been in
224 contact with the trash pickup supervisor for the city, who had indicated that FEMA would not
225 reimburse the city for storm debris pickups on streets that are not publicly maintained. Mr. Foley
226 noted that this applied to the CDD's roadways, and that the supervisor had offered to come in for
227 a meeting and provide an explanation of her role and the city's perspective on storm debris pickups.

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

229 Mr. McInnes provided a summary of action items.

230 • District Manager will review the source of the \$50,000 for Vehicle Traffic and Speed Control
231 Improvements listed in the FY 2023 Capital Plan.

232 • District Manager and Chair will be updating the Capital Plan from 2024 through 2027 given
233 information from this meeting.

234 • District Manager will contact EGIS and determine whether they used a percentage increase for
235 disaster removal.

236 • District Counsel will prepare a revised Code of Conduct to indicate that Supervisor
237 communications with staff will go through the District Manager.

238 • District Counsel will provide a proposed rule regarding encroachment on CDD-owned property.

239 • District Counsel will publish an RFP for storm debris removal services and will have RFP responses
240 considered during the meeting scheduled for May 18.

241 • District Counsel will distribute a red-lined version of the Post Orders to the Board.

242 • Operations Manager will get back with the Board on the cloud option alternative to the server quote
243 with Celera.

244

245 • Next Meeting Quorum Check: April 20, 9:00 a.m.

246 All Supervisors in attendance indicated that they planned on attending the next regular meeting
247 scheduled for April 20 in person, which would constitute a quorum.

248 **TENTH ORDER OF BUSINESS – Adjournment**

249 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
250 adjourn the meeting. There being none, Ms. Crouch made a motion to adjourn the meeting.

251 On a MOTION by Ms. Crouch, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adjourned
252 the meeting, at 1:08 p.m., for the Grand Haven Community Development District.

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

256 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
257 **meeting held on April 20, 2023.**

258

259

Signature

Signature

Printed Name

Printed Name

260 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 10



March 23, 2023

Subject:
Grand Haven Village Center Café Renovation

VIA Email

Barry Kloptosky
Operations Manager
Grand Haven CDD
2 North Village Parkway
Palm Coast FL 32137
bkloptosky@ghcdd.com

Dear Mr. Kloptosky,

Thank you for the opportunity to submit this proposal for professional design services to renovate the Café at the Grand Haven Village Center. I am outlining our current understanding of the project below, along with our proposed professional design services scope and fees for existing conditions documentation, programming, preliminary design, and budgeting.

PROJECT DESCRIPTION

The highest priority project phase will be the renovation of the existing dining and bar space in the café. We also discussed a need for improvements to the kitchen work areas and storage spaces, as well as the possibility of expanding of the kitchen to improve workflow and service. Finally, the third priority would include potentially enclosing some of the current exterior dining space, to increase conditioned dining space. We discussed a phased approach to the design services, in which the preliminary work described in this proposal would be followed by a second proposal to include completing the design and construction documents, and see the project through construction.

This proposal is limited to documenting the existing conditions, programming, conceptual design, and budgeting for the project, including:

- 1) Documentation of the **existing conditions**, including the interior space configurations, mechanical, power, lighting, and plumbing systems, equipment, etc. to provide a base document upon which we can develop the rest of the design.
- 2) Our team will hold a meeting with you, the Café kitchen/restaurant manager, and any other staff you deem appropriate to discuss the desired changes to the space, including any priorities, functional problems that need to be solved, etc. This will be documented in writing as the **program** to guide the rest of the design process.
- 3) We will develop a **conceptual design** in sufficient detail to develop a **budget** for the project, with phasing broken out as described above (Dining Room/Kitchen/Exterior dining) with an option including the potential expansion of the kitchen area.
- 4) We will present the design and budget to your Board for their consideration. The budget will include anticipated design fees for the rest of the design work. We

606 NE First Street
Gainesville, FL 32601
352.372.0425
www.brameheck.com

FL Lic. No. AR 91268
NM Lic. No. 6163
OR Reg. No. ARI-5363

will only move forward with the remainder of the design (or selected portions thereof) upon their approval.

- 5) Based on our discussions, we believe the budget established by the board should be adequate to cover the entire scope of the project as discussed, barring unforeseen expenses or circumstances.
- 6) We are retaining ARK Engineering to provide Mechanical, Electrical, and Plumbing design input. Their fees are included under Part 2 below.
- 7) Since this project includes work contained within the existing building footprint, we do not anticipate the need for civil engineering or site design.
- 8) Since this current proposal only includes conceptual design, we do not anticipate the need for structural engineering services. Structural design would not be required unless the project includes an addition/expansion of the building footprint. We will include structural engineering as needed if the accepted project scope requires it.

SCHEDULE OF DELIVERABLES

- 1) Existing Conditions Documentation and Programming 30 Days
Measuring and document the existing dining and kitchen areas. Prepare base Revit model from those field measurements. Meet with project stakeholders to establish needs and priorities. Prepare and deliver a written program/scope.
- 2) Conceptual Design 45 days
Using the base Revit Model, develop a conceptual renovation plan that captures all of the scope described above, as well as the information gathered from programming discussions. Based on this plan, provide a phase/budget breakdown for the scopes listed above (Dining Room, Kitchen, and Enclosing Exterior Dining.) The budget will include design fees for developing the documents in sufficient detail to obtain a construction permitted.
- 3) Presentation by our office to the Grand Haven Board for this conceptual design and budgeting phase.

FEES / COMPENSATION

We propose to provide the services described above for a lump sum fee of \$22,300. Services will be delivered and invoiced in two parts, on the following schedule at the completion of each part:

| | | |
|---------------|---|----------|
| Part 1 | Existing Conditions / Programming | \$ 6,400 |
| Part 2 | Conceptual Design and Budgeting | \$15,900 |
| | (Includes both Architectural and Engineering input) | |

We feel the above fee calculation is reasonable and consistent with effort required on similar projects we have completed. Should the project scope be increased significantly, then our design fee would be appropriately recalculated.

LIMITATIONS

**PURSUANT TO FLORIDA STATUTES SECTION 558.0035
(2014) AN INDIVIDUAL EMPLOYEE OR AGENT OF THIS**

ARCHITECTURAL FIRM MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Documents produced under this agreement are the Architect's Instruments of Service as defined in the AIA General Conditions Document A201-2017. They will remain the sole property of the Architect, and may not be used for any other endeavor without the written permission of the Architect.

The Architect will perform the services using the degree of care and skill ordinarily exercised under similar conditions by reputable members of the Architectural profession. No other warranty, express or implied, is made or intended by the Architect's proposal or by its oral or written reports.

Any services related to this project that are not specifically described above are excluded from this proposal.

It is assumed that the design process will progress in a generally linear fashion, and that significant changes to the design will not be requested after a phase has been approved. Additional services may be required by revisions that result from decisions made outside the direct control of the architect, if those revisions require significant re-design of work that was previously approved.

Surveys required for the completion of the work, including but not limited to: boundary, topographical, and tree surveys, or geotechnical reports as required for structural and/or stormwater design are to be provided by the Owner. If requested, the Architect will recommend and obtain proposals from firms that specialize in preparing these reports or surveys. However, the design team will not provide or bear responsibility for the accuracy of surveys or the contents of geotechnical reports.

Architect will not be responsible for Contractors' scheduling, means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto, and Architect will not be responsible for Contractors' failure to perform the work in accordance with the Contract Documents.

Architect will not be responsible for the acts or omissions of Contractor or of any Subcontractor(s), or of the agents or employees of the any Contractor or Subcontractor, or of any other persons performing any of the work.

This proposal will remain valid for a period of forty-five (45) days after the date of delivery. Hourly rates, staff availability, and/or material costs may fluctuate after that time, affecting the design schedule and/or budget.

Due to staffing and coordination with other work, extensions made to this project's schedule that are necessary due to factors outside of the Architect's control may result in additional delays and/or fees associated with the documents' production and delivery.

Should the project be terminated or put on hold indefinitely for reasons outside the

Architect's control, the Architect will submit a final invoice for hourly fees through the date of hold or project termination.

Invoices will be due upon receipt, and past due 30 days thereafter. Interest in the amount of 1.2% per month will be applied to any amount remaining unpaid 30 days after the date of the invoice.

Failure to make payments to the Architect in accordance with this Agreement shall be considered cause for termination or suspension of services. The Architect shall have no liability for delay or damage caused by such suspension of services due to nonpayment. Payment of all past due fees, and any expenses incurred during the interruption and resumption of the services must be received prior to commencing the work. Fees for the remaining services and the time schedules may be adjusted to reflect remobilization effort.

If you have any questions or concerns regarding this proposal, please let me know and we will address them as quickly as possible. However, if this proposal meets with your approval, please indicate your acceptance by signing below and returning a copy to us. Thanks again for this opportunity to assist you with your design needs.

Sincerely,



Brame Heck ARCHITECTS INC.
Michael Richmond AIA LEED AP, President

Cc: George Lebo III, PE
Anthony Harel-Canada, PE
File

Accepted on _____, 2022

By: _____
Signature(s)

Printed Name(s)