



GRAND  HAVEN

*Advanced Meeting Package*

*Workshop Meeting*

*Thursday  
May 4, 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

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

Board of Supervisors  
**Grand Haven Community Development District**

Dear Board Members:

The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development District is scheduled for **Thursday, May 4, 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](mailto: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, May 4, 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 agenda items)*
- IV. Discussion Items**
  - A. **FY 2024 Budget** – continued – 1hr. allotted [Exhibit 1](#)
  - B. Long Term Plan – 30mins. allotted
  - C. Parking Alternatives – 30mins. allotted
  - D. Gates at Sidewalk Entrances – 15mins. allotted
  - E. **Communications & Website Development Work Update** – Dr. Merrill – 20mins. allotted [Exhibit 2](#)
  - F. Operations Manager Update on New & Pending Items – 30mins. allotted
  - G. Grand Haven Master Association Update – 15mins. allotted
- V. Audience Comments** – *(limited up to 3 minutes per individual for non-agenda items)*

**VI. Next Meeting Quorum Check: May 18<sup>th</sup>, 9:00 AM**

John Polizzi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Dr. Merrill Stass-Isern	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Michael Flanagan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Nancy Crouch	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

**VII. Action Items Review**

**VIII. Adjournment**

# EXHIBIT 1

**Date & Time**

4/24/2023 0:00 \$ in thousands

Year	Original 2023-- Adopted Budget	2023 as amended and as of 2/9/2023 due to 2021 Audit	Original 2024 Numbers	Revised 2024
<b>O&amp;M</b>				
Field Ops	1091	1121	1208	1220
Amenity Ops	778	785	841	837
Staff	882	882	886	970
Admin	262	262	273	273
Utilities	307	307	334	334
Security	284	284	306	323
Insurance	103	103	125	120
IT	88	88	96	96
Total	3795	3832	4069	4173
YOY % Change			7.22%	9.96%
O&M Assessment	2082	n/a	2218	2238
YOY % Change			6.5%	7.5%
<b>Capital</b>				
Roads--Specific Projects	219	150	225	30
Roads (Annually) Concrete--Curb and Gutter (Annually)	150	150	150	151
Concrete-Sidewalk Repair (Annually)				51

Lake Aerator Annual)				38
Café	0	0	56	56
Pools	104	104	182	88
Landscape	55	55	56	56
Lightpoles (Annually)	30	30	30	31
Firewise (Annually)	30	30	30	31
Pond Bank Erosion (Annually)				37
Mtnce Equip	0	0	66	18
Tennis	15	15	38	45
Mons. & Mailboxes	16	16	17	17
Piers & Bridges	0	0	0	0
Fitness Centers	0	0	0	0
Croquet	0	11	54	0
Basketball	0	0	45	14
Security Camera & DVR				11
Furniture, Fixtures and Equipment				28
Flooring				56
Roof				30
Bocce				
Painting				
Irrigation Pump				
Parking Lot Expansion				
Playground and Parks				8
Lighting				

Pickelball				
A/C Units & Water Heater				
Other	185	241	168	41
Total	804	802	1117	867
Assessment	457	n/a	480	494
YOY % Change			5.0%	8.1%

<b>Total</b>	<b>Assessment</b>				
		2539			2732
	<b>YOY % Change</b>	5.0%			7.6%

<b>Fund Balance</b>	<b>Unassigned</b>	<b>O&amp;M</b>	<b>309</b>	<b>785</b>	<b>668</b>	<b>736</b>
	YOY Change					427
	<b>Disaster at 3.5%</b>					<b>776</b>
	<b>WC at 2.5 months</b>					<b>871</b>
		<b>SRF</b>	<b>1439</b>	<b>1439</b>	<b>1184</b>	<b>1390</b>
	YOY Change				-255	-49
		<b>Total FB (O&amp;M + SRF)</b>	<b>3447</b>	<b>3923</b>	<b>3196</b>	<b>3773</b>



Fund Balance not to drop  
below \$500 K

**1748**

**2224**

**1852**

**2126**

	FY 2023 ADOPTED	Approved increases to FY 2023	10/2022- 12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>REVENUES</b>						
<b>Assessments Levied (net of allowable discounts):</b>						
Assessment Levy - General Fund	\$ 3,738,054		\$ 2,950,002	\$ 3,501,231	\$ 4,019,578	7.53%
Assessment Levy - Infrastructure Reinvestment	\$ -		\$ -	\$ -		
Assessment Levy - Escalante Fund (Statement 2)			\$ -	\$ -		
<b>Additional Revenues:</b>						
Reuse water	\$ 23,000		\$ 4,830	\$ 8,593	\$ 23,000	0.00%
Gate & amenity guest	\$ 9,000		\$ 3,030	\$ 5,531	\$ 9,000	0.00%
Tennis	\$ 3,000		\$ 264	\$ 767	\$ 500	-83.33%
Room rentals	\$ 2,000		\$ -	\$ 1,239	\$ 2,000	0.00%
Interest and miscellaneous	\$ 20,000		\$ 6,004	\$ 6,628	\$ 20,000	0.00%
Amenity activity share	\$ -			\$ -	\$ -	
Insurance proceeds	\$ -			\$ -	\$ -	
Grant	\$ -			\$ -	\$ -	
Settlements	\$ -			\$ -	\$ -	
State reimbursement - Hurricane	\$ -			\$ -	\$ -	
<b>TOTAL REVENUES</b>	<b>\$3,795,054</b>	<b>\$ 3,795,054</b>	<b>\$ 2,964,130</b>	<b>\$ 3,523,989</b>	<b>\$ 4,074,078</b>	<b>7.35%</b>

	FY 2023 ADOPTED		10/2022- 12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>EXPENDITURES</b>						
<b>ADMINISTRATIVE</b>						
Supervisors - regular meetings	\$ 12,000		\$ 3,200	\$ 6,000	\$ 12,000	0.00%
Supervisor - workshops	\$ 9,000		\$ 1,000	\$ 4,000	\$ 9,000	0.00%
District Management Services						
District management	\$ 40,299		\$ 11,300	\$ 22,075	\$ 41,508	3.00%
Administrative	\$ 10,712		\$ 2,678	\$ 5,356	\$ 11,033	3.00%
Accounting	\$ 22,119		\$ 5,530	\$ 11,059	\$ 22,783	3.00%
Assessment roll preparation	\$ 9,734		\$ 2,434	\$ 4,867	\$ 10,026	3.00%
Disclosure report	\$ -		\$ -	\$ -	\$ -	
Arbitrage rebate calculation	\$ -		\$ -	\$ -	\$ -	
Office supplies	\$ 1,050		\$ -	\$ -	\$ 1,103	5.00%
Postage	\$ 3,150		\$ 2,270	\$ 2,537	\$ 3,308	5.00%
Trustee	\$ -		\$ -	\$ -	\$ -	
Audit	\$ 4,850		\$ -	\$ 6,800	\$ 4,950	2.06%
Legal - general counsel	\$ 103,000		\$ 42,730	\$ 72,339	\$ 106,605	3.50%
Engineering	\$ 31,500		\$ 14,114	\$ 21,580	\$ 40,000	26.98%

Engineering: Stormwater Analysis Report (added per Workshop directive on 3/3/2022)	\$ 5,000	\$ -	\$ -	\$ -	-100.00%
Legal advertising	\$ 5,460	\$ 604	\$ 1,039	\$ 5,733	5.00%
Bank fees	\$ 1,575	\$ 269	\$ 484	\$ 1,654	5.00%
Dues & licenses	\$ 184	\$ 175	\$ 175	\$ 193	5.00%
Property taxes	\$ 2,520	\$ -	\$ -	\$ 2,646	5.00%
Tax collector	\$ -	\$ -	\$ -	\$ -	
Contingencies & Administrative-Other	\$ -	\$ 3,329	\$ 3,329	\$ -	
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 262,152</b>	<b>\$ 89,633</b>	<b>\$ 161,640</b>	<b>\$ 272,540</b>	<b>3.96%</b>

	FY 2023 ADOPTED		10/2022-12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>INFORMATION AND TECHNOLOGY</b>						
IT support	\$ 28,004		\$ 7,497	\$ 17,043	\$ 30,244	8.00%
Village Center and Creekside telephone & fax	\$ 6,873		\$ 1,184	\$ 2,630	\$ 7,423	8.00%
Cable/internet-village center/creekside	\$ 10,271		\$ 3,724	\$ 7,627	\$ 13,500	31.44%
Wi-Fi for gates	\$ 5,139		\$ -	\$ -	\$ 5,396	5.00%
Landlines/hot spots for gates and cameras	\$ 27,720		\$ 665	\$ 1,348	\$ 29,106	5.00%
Cell phones	\$ 7,646		\$ 1,514	\$ 2,972	\$ 8,028	5.00%
Website hosting & development	\$ 1,591		\$ 493	\$ 872	\$ 1,670	5.00%
ADA website compliance	\$ 221		\$ -	\$ 220	\$ 232	5.00%
Communications: e-blast	\$ 525		\$ -	\$ -	\$ 551	5.00%
<b>TOTAL INFORMATION AND TECHNOLOGY</b>	<b>\$ 87,989</b>	<b>\$ -</b>	<b>\$ 15,077</b>	<b>\$ 32,712</b>	<b>\$ 96,150</b>	<b>9.28%</b>

	FY 2023 ADOPTED		10/2022-12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>INSURANCE</b>						
Insurance: general liability & public officials	\$ 12,532		\$ 109,195	\$ 109,195	\$ 131,034	27.80%
Insurance: property	\$ 82,550		\$ -		\$ -	
Insurance: auto general liability	\$ 3,311		\$ -		\$ -	
Flood insurance	\$ 4,140		\$ -		\$ -	
<b>TOTAL INSURANCE</b>	<b>\$ 102,532</b>		<b>\$ 109,195</b>	<b>\$ 109,195</b>	<b>\$ 131,034</b>	<b>27.80%</b>

	FY 2023 ADOPTED		10/2022-12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>UTILITIES</b>						
Electric						
Electric services - #12316, 85596, 65378	\$ 5,980		\$ 6,549	\$ 12,630	\$ 6,399	7.00%
Electric- Village Center - #18308	\$ 36,225		\$ -	\$ 8,343	\$ 38,761	7.00%
Electric - Creekside - #87064, 70333	\$ 24,725		\$ 3,986	\$ 13,077	\$ 26,456	7.00%
Street lights	\$ 23,000		\$ 4,617	\$ 13,456	\$ 24,610	7.00%
Propane - spas/café	\$ 42,630		\$ 10,619	\$ 17,343	\$ 44,762	5.00%
Garbage - amenity facilities	\$ 15,960		\$ 3,230	\$ 7,319	\$ 16,758	5.00%

Water/sewer					
Water services	\$ 120,750		\$ 21,579	\$ 62,509	\$ 135,000 11.80%
Water - Village Center - #324043-44997	\$ 14,175		\$ 2,811	\$ 11,400	\$ 14,884 5.00%
Water - Creekside - #324043-45080	\$ 7,665		\$ 1,360	\$ 4,303	\$ 8,048 5.00%
Pump house shared facility	\$ 16,275		\$ -	\$ 8,795	\$ 17,089 5.00%
<b>TOTAL UTILITIES</b>	<b>\$ 307,385</b>		<b>\$ 54,751</b>	<b>\$ 159,175</b>	<b>\$ 332,765 8.26%</b>

	FY 2023 ADOPTED		10/2022- 12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>FIELD OPERATIONS</b>						
Stormwater system						
Aquatic contract	\$ 54,010		\$ 13,523	\$ 27,046	\$ 60,000	11.09%
Aquatic contract: lake watch	\$ 4,280		\$ 1,157	\$ 2,314	\$ 5,000	16.83%
Aquatic contract: aeration maintenance	\$ 4,200		\$ 644	\$ 644	\$ 4,410	5.00%
Lake bank spraying	\$ 6,434		\$ -	\$ -	\$ 6,756	5.00%
Stormwater system repairs & maintenance	\$ 15,750		\$ -	\$ -	\$ 16,538	5.00%
Property maintenance						
Horticultural consultant	\$ 10,080		\$ 2,400	\$ 4,000	\$ 10,584	5.00%
Landscape enhancement	\$ -		\$ -	\$ -	\$ -	
Landscape repairs & replacement	\$ 21,000		\$ -	\$ 4,813	\$ 22,050	5.00%
Landscape maintenance contract services	\$ 615,105	\$ 638,538	\$ 159,634	\$ 319,269	\$ 696,000	9.00%
Landscape maintenance: croquet	\$ 53,340	\$ 60,000	\$ 13,217	\$ 24,128	\$ 61,196	1.99%
Tree maintenance (Oak tree pruning)	\$ 36,750		\$ -	\$ 22,400	\$ 39,690	8.00%
Optional flower rotation	\$ 21,000		\$ -	\$ -	\$ 25,000	19.05%
Irrigation repairs & replacement	\$ 40,000		\$ 7,156	\$ 18,077	\$ 42,000	5.00%
Roads & bridges repairs	\$ 15,750		\$ 2,233	\$ 3,358	\$ 16,538	5.00%
Sidewalk repairs & replacement	\$ -		\$ -	\$ 1,063	\$ -	
Street light maintenance (including but not limited to Photocell, globe, and bulb replacement)	\$ 15,750		\$ 176	\$ 448	\$ 5,000	-68.25%
Vehicle repairs & maintenance	\$ 5,250		\$ 1,885	\$ 7,217	\$ 10,000	90.48%
Office supplies: field operations	\$ 14,700		\$ 1,115	\$ 6,076	\$ 15,435	5.00%
Holiday lights	\$ 9,450		\$ 3,378	\$ 3,378	\$ 9,923	5.00%
CERT operations	\$ 500		\$ -	\$ -	\$ 500	0.00%
Community maintenance	\$ 120,000		\$ 12,827	\$ 30,058	\$ 145,000	20.83%
Storm clean-up/Hurricane Clean up	\$ 27,300		\$ 34,876	\$ 158,810	\$ 28,665	5.00%
Miscellaneous contingency	\$ -		\$ 7,473	\$ 21,486	\$ -	
<b>TOTAL FIELD OPERATIONS</b>	<b>\$1,090,649</b>		<b>\$ 261,694</b>	<b>\$ 654,585</b>	<b>\$ 1,220,284</b>	<b>11.89%</b>

	FY 2023 ADOPTED		10/2022- 12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>STAFF SUPPORT</b>						
Payroll	\$ 606,564		\$ 158,785	\$ 282,416	\$ 700,000	15.40%

Merit pay/bonus	\$ 25,000	\$ 4,200	\$ 13,787	\$ 45,000	80.00%
Payroll taxes	\$ 81,635	\$ 12,468	\$ 24,479	\$ 50,000	-38.75%
Health insurance	\$ 116,600	\$ 23,752	\$ 47,327	\$ 128,260	10.00%
Insurance: workers' compensation	\$ 30,000	\$ 12,214	\$ 12,214	\$ 30,000	0.00%
Payroll services	\$ 6,250	\$ 1,081	\$ 2,127	\$ 6,250	0.00%
Mileage reimbursement	\$ 16,000	\$ 1,517	\$ 3,123	\$ 10,000	-37.50%
Vehicle Allowance	\$ -	\$ -	\$ -	\$ -	
Additional Staffing	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL STAFF SUPPORT</b>	<b>\$ 882,049</b>	<b>\$ 214,017</b>	<b>\$ 385,473</b>	<b>\$ 969,510</b>	<b>9.92%</b>

	FY 2023 ADOPTED		10/2022- 12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>AMENITY OPERATIONS</b>						
Amenity Management & Operations	\$ 610,570		\$ 158,459	\$ 316,516	\$ 628,887	3.00%
A/C maintenance and service	\$ 4,095		\$ -	\$ 2,047	\$ 4,300	5.00%
Fitness equipment service	\$ 7,875		\$ -	\$ 860	\$ 8,269	5.00%
Music licensing	\$ 3,757		\$ 2,148	\$ 4,020	\$ 4,000	6.47%
Pool/spa permits	\$ 919		\$ -	\$ -	\$ 965	5.00%
Pool chemicals	\$ 16,275	\$ 23,947	\$ 6,004	\$ 9,537	\$ 25,440	6.23%
Pest control	\$ 4,095		\$ 839	\$ 1,150	\$ 4,300	5.00%
Amenity maintenance	\$ 120,000		\$ 30,080	\$ 79,474	\$ 150,000	25.00%
Special events	\$ 10,500		\$ 2,060	\$ 2,895	\$ 11,025	5.00%
<b>TOTAL AMENITY</b>	<b>\$ 778,085</b>		<b>\$ 199,590</b>	<b>\$ 416,499</b>	<b>\$ 837,185</b>	<b>7.60%</b>

	FY 2023 ADOPTED		10/2022- 12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024
<b>SECURITY</b>						
Gate access control staffing	\$ 214,594		\$ 54,584	\$ 94,994	\$ 225,323	5.00%
Additional guards	\$ 8,400		\$ -	\$ -	\$ 8,820	5.00%
Guardhouse facility maintenance	\$ 16,800		\$ 500	\$ 1,562	\$ 25,000	48.81%
Gate communication devices	\$ 22,050		\$ 1,891	\$ 5,508	\$ 23,153	5.00%
Gate operating supplies	\$ 16,800		\$ 7,611	\$ 17,770	\$ 35,000	108.33%
Fire & security system	\$ 5,565		\$ 1,786	\$ 3,876	\$ 5,843	5.00%
<b>TOTAL SECURITY</b>	<b>\$ 284,209</b>		<b>\$ 66,372</b>	<b>\$ 123,710</b>	<b>\$ 323,139</b>	<b>13.70%</b>

	FY 2023 ADOPTED	FY 2023 Adj. w/ Approved Increases	10/2022- 12/2022 Actual	10/2022-3/2023 Actual	FY 2024 PROJECTED	
<b>TOTAL O&amp;M EXPENDITURES</b>	<b>\$3,795,050</b>	<b>\$ 3,832,815</b>	<b>\$ 1,010,329</b>	<b>\$ 2,042,989</b>	<b>\$ 4,182,607</b>	<b>10.21%</b>

	FY 2023 ADOPTED				FY 2024 PROJECTED	
<b>TOTAL EXPENDITURES = O&amp;M EXPENSES + FEES + DISCOUNTS</b>	<b>\$4,019,333</b>				<b>\$ 4,423,782</b>	

	FY 2023 ADOPTED				FY 2024 PROJECTED	
<b>PERCENTAGE INCREASE (DECREASE) IN O&amp;M EXPENDITURES OVER PRIOR YEAR (O&amp;M ONLY)</b>	<b>4.74%</b>				<b>10.21%</b>	

<b>FUND BALANCES</b>	FY 2023 ADOPTED	FY 2023 ADJUSTED			FY 2024 PROJECTED	
Beginning Balance	\$ 2,007,628	\$ 2,492,876			\$ 2,492,880	
Excess (deficiency) of revenues over (under) expenditures	\$ 4	\$ 4			\$ (108,529)	
Transfer In (Out)						
Ending Fund Balance	\$ 2,007,632	\$ 2,492,880			\$ 2,384,351	
Nonspendable:						
Prepaid Items						
Committed:						
Disaster	\$ 750,000	\$ 750,000			\$ 776,250	Increasing at 3.5%
Roads						
Future Capital Projects						
Assigned:						
3 or 2.5 months working capital	\$ 948,762	\$ 958,204			\$ 871,376	Changed to 2.5 months beginning at FY 2024
Subsequent Year's Expenditures						
Unassigned	\$ 308,870	\$ 784,676			\$ 736,725	
Ending Balance	\$ 2,007,632	\$ 2,492,880			\$ 2,384,351	

## Grand HavenCDD - Capital Reserve Plan

Fiscal Year		2024	
Capital Project Costs			
Location	Item	Asset Description	Total
Amenity Scanners	471	Scanners	\$5,065
Annual - Access Control	1	Gate & Gate Operator - Replacement	\$12,155
Annual - Concrete, Curb and Gutter	2	Concrete Curb and Gutter Replacement	\$150,723
Annual - Concrete, Sidewalk Repair	3	Concrete Replacement	\$50,565
Annual - Firewise Projects	4	Firewise Projects	\$30,874
Annual - Road Repairs	5	Road Repairs	\$30,388
Annual - Security Camera System	6	Camera and DVR Replacement	\$10,940
Annual - Site Lighting	7	Light Pole & Fixture - Replacement (estimated 5 poles)	\$30,874
Annual--Pond Bank Reinforcement	468	Pond Bank Erosion Issues	\$37,086
Flat Roof--Village Center	466	Roof	\$30,006
Front Street Circle	470	Circle Repair	\$30,006
Furniture, Fixtures & Equipment - Creekside Amenity Center	96	Furniture, Outdoor - Clubhouse/Tiki/Pool ((CAC))	\$28,138
Maintenance Equipment	179	Maint, Utility Vehicle, Golf Cart	\$18,000
Mechanical and Electrical - Gatehouse & Maintenance	100	Drinking Fountain, Outdoor - North Gatehouse	\$2,500
Misc Building Components - Creekside Amenity Center	102	Finish, Tile Floor - Clubhouse (CAC) Patio	\$56,275
Misc Building Components - Village Center	103	Architect, Café Renovation, 1 X - (VC)	\$56,275
Misc Site Improvements - Basketball Courts	104	Basketball Court Resurfacing, Asphalt Base - (CAC)	\$7,500
	105	Basketball Court Resurfacing, Asphalt Base - Wild Oaks	\$6,000
Misc Site Improvements - Irrigation, Landscaping, Lakes, Drainage	240	Lake Aerator (Annual)	\$37,918
Misc Site Improvements - Landscape Enhancements, Reinvestment	32	Landscape Enhancements-Annual Reinvestment	\$56,275
Misc Site Improvements - Monument & Entry Feature Refurbishment	110	Refurbishment Allowance - Monument and Mailbox	\$16,882
Misc Site Improvements - Playground & Park Equipment	111	Shelter Frame, Replace - Creekside	\$8,000
Misc Site Improvements - Pool Area - Creekside Amenity Center	113	Pool Finish, Exposed Aggregate & Tile Trim	\$77,435
Misc Site Improvements - Pool Area - Village Center	115	Spa Equipment, Heater, Gas - (VC)	\$10,130
Misc Site Improvements - Signage	34	Street Signs and Poles, Replacement	\$5,000
Misc Site Improvements - Tennis Facility	35	Tennis Court Resurfacing, Clay - (VC) Courts 1-7	\$45,000
Server Replacement-Creekside Office	465	Server	\$17,018
<b>Grand Total</b>			<b>\$867,027</b>

# EXHIBIT 2



The Grand Haven CDD is working on developing a comprehensive communication plan to better serve our community. We are asking volunteers to be part of a fact-finding group that will:

1. Examine methods of communication from the CDD to the residents. This will include type, frequency, and content of communication.
2. Evaluate the possibilities for restructuring the CDD website to make it more relevant and user friendly.

This group of individuals will research and document facts that will be presented to the Board to help the board establish a comprehensive communication plan. We are hoping to establish a group of no more than 5 residents that will work with Supervisor Stass-Isern who the Board has tasked with this activity.

The group will meet once a week for approximately 4-6 weeks. The dates and times to be announced shortly.

Supervisor Stass-Isern will contact you to discuss the workings of the committee and the first meeting.

**Please click on the following link to submit your contact information**

**XXXXXXXX**

Thank you for your interest.

Supervisor Stass-Isern



## ***Grand Haven Fact Finding Volunteer Form***

**Subject or Topic: Resident communication**

**Start Date: June**

**Estimated Length of Commitment: 4-6 weeks**

**Estimated Number of Meetings: 4-6**

**Number of Residents: 5**

### **Volunteer Information**

<b>FIRST NAME</b>	<b>LAST NAME</b>
<b>HOME ADDRESS</b>	
<b>MOBILE PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>AREA OF EXPERTISE</b>	

To align with Florida's Sunshine Law the group's responsibility is to gather and report facts relevant to the subject identified by the Grand Haven Board of Supervisors (CDD). It is not to make recommendations for action but to present facts the Board can use to decide on direction for the Subject Area.

Communication currently is by Eblasts, our website and the Oak Tree. For efficiency and cost the CDD is moving to make our web site the primary location for information. We are working to shift the primary vehicle of our communication to the CDD website. This committee will provide details for the Board to make decision from.

**PROJECT PURPOSE: WEB SITE CHANGES**

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**THIS GROUP WILL INVESTIGATE AND DOCUMENT THEIR THOUGHTS ON RESIDENT COMMUNICATION. FOR EXAMPLE:**

**REPORT ON WHAT INFORMATION, DOCUMENTS, LINKS, ETC. THEY WOULD FIND IMPORTANT FOR THE GH WEBSITE. ALSO HOW SHOULD THE WEBSITE BE STRUCTURED.**

**BESIDES THE WEBSITE, WHAT OTHER METHODS OF COMMUNICATION TO THE RESIDENTS IS APPROPRIATE AND HELPFUL.**

**REPORT ON THE EASIEST METHOD(S) FOR RESIDENTS TO COMMUNICATE WITH CDD STAFF OR OTHER PERSONS OF INTEREST RELATED TO THE GH COMMUNITY**

**REPORT ON HOW RESIDENTS WILL LIKELY ACCESS OUR WEBSITE**

**REPORT HOW INFORMATION SHOULD BE PROPAGATED TO RESIDENTS WHEN CDD PROCESSES ARE ADDED/CHANGED.**

**IF THERE ARE OTHER AREAS OF COMMUNICATION INFORMATION THAT YOU FEEL IS RELEVANT TO OUR COMMUNITY PLEASE SPEAK WITH OUR DISTRICT MANAGER MR. DAVID MCINNES AND THIS WILL BE RELAYED TO THE SUPERVISOR LEADING THE PROJECT**

**Primary Contacts**

<u>FIRST NAME</u>	<u>LAST NAME</u>
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