



GRAND  HAVEN

Advanced Meeting Package

Regular Meeting

*Thursday
June 15, 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

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, June 15, 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, June 15, 2023
Time: 9:00 AM
Location: Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137
Website: <https://www.grandhavencdd.org/>

Ways to Follow Meeting:

Zoom:

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

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

Meeting ID: 7055714830#

Revised Agenda

- I. Call to Order/ Roll Call**
- II. Pledge of Allegiance**
- III. Audience Comments** – *(limited up to 3 minutes per individual for non-agenda items)*
- IV. Staff Reports**
 - A. District Engineer: David Sowell
 - B. Amenity Manager: John Lucansky – 10mins. Allotted [Exhibit 1](#)
 - C. Operations Manager: Barry Kloptosky
 - 1. Presentation of Capital Project Plan Tracker – 5mins. Allotted [Exhibit 2](#)
 - 2. Monthly Report – 10mins. allotted [Exhibit 3](#)
 - D. District Counsel: Scott Clark – 10mins. Allotted [Exhibit 4](#)
 - E. District Manager: David McInnes
 - 1. Meeting Matrix – 5mins. Allotted [Exhibit 5](#)
 - 2. Action Item Report – 5mins. Allotted [Exhibit 6](#)
- V. Consent Agenda Items – 5mins. Allotted**
 - A. Consideration for Acceptance – The May 2023 Unaudited Financial Report [Exhibit 7](#)
 - B. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held May 4, 2023 [Exhibit 8](#)
 - C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held May 18, 2023 [Exhibit 9](#)

VI. Business Items

- A. Consideration & Adoption of **Resolution 2023-07**, Post Orders – 20mins. Allotted [Exhibit 10](#)
- B. Consideration & Adoption of **Resolution 2023-08**, Amending Proposed FY 2024 Budget – 5mins. Allotted [Exhibit 11](#)
- C. Consideration & Adoption of **Resolution 2023-09**, Right of Entry Agreement with the City of Palm Coast – 10mins. Allotted [Exhibit 12](#)
- D. Consideration of Amended Agreement with Blaze Secor for Feral Hog Trapping/Hunting – 10mins. Allotted [Exhibit 13](#)
- E. Discussion & Consideration of Landscape Maintenance Contract RFP – 15mins. Allotted

VII. Public Hearing - Chapter VI Rules on Encroachments on CDD Owned Land – 15mins. Allotted

- A. Open Public Hearing
- B. Presentation of Published Notices [Exhibit 14](#)
- C. Presentation of Rules [Exhibit 15](#)
- D. Public Comments – *limited to up to 3 mins. per individual*
- E. Close Public Hearing
- F. Consideration & Adoption of **Resolution 2023-10**, Amending Chapter VI – Surface Water Systems & Encroachment [Exhibit 16](#)

VIII. Discussion Items

- A. Solar Evaluation/Alternative – 15mins. Allotted
- B. Review of Comments for Presentation of FY24 Budget – Supervisor Foley – 30mins. Allotted

IX. Supervisors’ Requests

X. Next Meeting Quorum Check: July 20th, 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

XI. Action Item Summary

XII. Adjournment

EXHIBIT 1



Monthly Amenity Update

Date of report: 6/7/2023

*Submitted by: **John Lucansky***

Amenity Manager's Corner:

Memorial weekend started off with the Tiki hut opening. Saturday was a soft opening with 50 people attending and Sunday was the official opening, along with the new menu, updated Tiki Hut enhancements and live music led to over 250 residents attending. The Flag Ceremony on Monday was another success with approx. 150 people attending, following that up with a special BBQ menu for the rest of the day.

In June the tiki hut will host a Luau, Live music, and National Croquet Day. This will gear us up for Resident Appreciation Day on July 1st at the Village Center Pool. We expect over 500 residents to participate. We are looking forward to summer and everyone enjoying the amenities.

Amenities Update:

Events: JUNE

- Name that Tune will be on Thursday the 15th
- Karaoke Night is scheduled for June 17th 5-8pm at the Café.
- Trivia will be held Wed. 21st
- Bingo is scheduled for Tuesday the 27th
- Resident appreciation day is scheduled for Saturday July 1st 12-3pm,
 - Music provided by DJ Travis Thomas

Tiki Hut:

- Live music scheduled for Sunday 18th
- Luau is scheduled for Sunday 25th
- The new paninis on the menu have been a huge hit

Tennis Courts:

- New clay has arrived and will be put on courts starting the second week of June.
 - Courts 2 and 4 will have clay added to the west side of courts, starting at end line and continuing to fence. This is a constant problem area when we get rain.
 - The other courts will receive the normal coverage of clay.
- Extra clay and algaecide have been ordered for preparation of hurricane season.

Café:

- Monthly food specials continue to be successful.
 - Prime Rib night, pierogi night, fish night, and this year we are having a special Father's Day tomahawk steak night.
- On-Line ordering:
- We are still working out the kinks to get this operational
 - All hardware is in
 - Programming hardware will take place the week of the 8th.
 - 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
6/7/2023

Line	Description	Budgeted Cost	Variance (+/-)	Final Cost	Comments/Notes	Completed
1	Concrete Sidewalk Replacement - I/C	50,000			In progress	
2	Firewise Projects - C	30,000			In progress	
3	Camera and DVR Replacement - C	10,000			New cameras installed at the VC back parking lot. Seeking proposals for additional cameras at VC.	
4	Gate & Gate Operator - Replacement - C	10,000	(1,994)	8,006	Delivered and installed.	x
5	Concrete Curb and Gutter Replacement - C	100,000			Proposal approved. Waiting for scheduled start date.	
6	Road Repairs Around Manhole Covers - C	30,000	11,084	41,084	Complete.	x
7	Roadway: River Park, Point, Landing, Front, Village View - C	218,545	(218,545)		Deferred.	-
8	Pavers - Front St North Access (Esplanade) - I	10,927		63	Completed by CDD staff.	x
9	Pavers - Front St South Access (Esplanade) - I	10,927	(10,927)	-	Completed by CDD staff.	x
10	Pavers - Front Street Park - I	10,927	(10,927)	-	Completed by CDD staff.	x
11	Pavers - Front Street Village Entry - I/C	4,482			Evaluating.	
12	Finish, Carpet - Clubhouse ((CAC)) Office/Conference rooms - C	6,556	(56)	6,500	Complete.	x
13	Replace Outdoor Tile Floors, Replace with Non-Skid - Clubhouse ((VC)) Gym	27,318	(27,318)		Deferred.	
14	Refurbishment Allowance - Monument and Mailbox Creekside - I/C	8,195			Mailboxes approved by Postmaster. Seeking proposals.	
15	Refurbishment Allowance - Monument and Mailbox East Lake I/C	8,195			Mailboxes approved by Postmaster. Seeking proposals.	
16	Vehicle Traffic, Speed Control Improvements - I	50,000			In progress.	
17	Landscape Enhancements-Annual Reinvestment - C	54,636			In progress.	
18	Dog Park Improvement Project - C	21,855	(16,955)	4,900	Mulch added 01/10/2023. Project on hold pending Board review.	
19	Paint Exterior and Waterproof - Clubhouse (CAC) - C	8,742	(336)	8,406	Complete.	x
20	Paint Exterior and Waterproof - Tiki Bar (CAC) - C	2,394	-	2,394	Complete.	x
21	Drinking Fountain, Outdoor - Village Center Amenities - I/C	3,000	(757)	2,243	Delivered and installed.	x
22	Pool Equipment, Heat Pump (CAC) (4 units) - C	49,173	(25,129)	24,044	Complete. 4 Units installed at Creekside.	x
23	Street Signs and Poles, Replacement - I/C	5,000			6 signs delivered and installed. Next round of signs ordered.	
24	Tennis Court Windscreens, 10' - (VC) Courts 1-7 - C	14,853	(3,078)	11,775	Delivered and installed.	x
25	Furniture, Outdoor - Pool Deck (VC) - C	27,318	(42)	27,276	Furniture ordered. Lead time 12-16 weeks.	
26	Light Pole & Fixture - Replacement (estimated 5 poles) - I/C	30,000			Seeking proposals.	
27	Aerator Installations at Pond 24 & Pond 11 - C	-	32,191	32,191	Complete.	x
28	Grand Haven Room Microphones - C	-	15,000		Back ordered. Expected delivery July 2023.	
29	Waterside Parkway Curb/Gutter Repairs - C	-	150,000		Partially completed. Remaining areas in progress.	
31						
32	Crosswalk Safety Project - I	-	24,148	24,148	Complete	x
33	Croquet Court Canopies - C	-	4,525	4,525	Complete	x
34	Village Center Bathroom Renovation - I/C	-	2,124	2,124	Complete	x
36	Totals:	803,043	(76,991.21)	199,680		

I: Completed In House By Staff
C: Completed By Contractor
I/C: Completed By A Combination of Staff And Contractors

EXHIBIT 3



Operations Manager's Report – June 15th, 2023

○ SIDEWALK REPLACEMENT PLAN

- Current sidewalk repairs in progress. Repairs are being completed by CDD staff in-house. 06/7/2023

○ ASPHALT REPAIRS AROUND MANHOLE COVERS

- Current asphalt repairs in Wild Oaks are complete. 06/07/2023

○ 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 continues to monitor the location closely and continues to spray the aquatic vegetation monthly as warmer weather promotes algae growth. 06/07/2023

○ 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. 06/07/2023
- A proposal has been approved for the next round of community curb/gutter repairs. We are waiting for a scheduled start date from the contractor. 06/07/2023

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. The estimated delivery is July 2023. 06/07/2023

○ **HOG HUNTER ACCESS AGREEMENT**

- 48 total hogs removed as of 06/07/2023
- The county has purchased a Pig Brig and it has been installed and is in use.
06/07/2023

○ **CAFÉ RENOVATION PROJECT**

- The Operations Manager, Amenity Manager, and Café Manager met with the design architect on Tuesday, May 9th, 2023, to discuss the café renovation project. 05/10/2023
- The purpose of the meeting was for the design architect and his team to take measurements of the existing café and kitchen and create a scope of work and conceptual drawings for the project. 05/10/2023
- The architect will give a presentation to the Board at the July regular Board meeting. The presentation will include the scope of work, conceptual drawings, and cost estimates for the café renovation project.

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GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

- **CREEKSIDE AMENITY BUILDING CARPET REPLACEMENT**

- New carpeting was installed at the Creekside amenity building. 06/07/2023

- **VILLAGE CENTER SPA RESURFACING**

- The resurfacing of the spa at the Village Center is complete. As instructed by the contractor, the Village Center spa will remain closed for the next 30 days for the spa surface to thoroughly cure. Running water at higher temperatures through the spa before the surface has been properly cured can cause damage.

06/07/2023

EXHIBIT 4

GRAND HAVEN MEETING ATTORNEY REPORT LIST (06/15/23)

1. Disaster Debris Secondary Pickup

We have prepared a resolution (elsewhere in the agenda) that contains findings of public purpose and provides the District authority to use Palm Coast's debris contractor if the city engages the third party contractor for a large storm event.

2. District Property Encroachments

The rule and resolution are in the agenda for public hearing at this meeting.

3. Post Order Amendments

The Post Orders as disseminated after the May board meeting are in this agenda with a resolution calling for adoption.

4. Legislation

The legislature adopted the "Safety in Private Spaces Act," which regulates designation and use of public restrooms and changing facilities. The act applies to the properties owned by the District and will create some obligations for the District. A memo is attached..



CLARK & ALBAUGH, LLP

MEMORANDUM

From: Clark & Albaugh, LLP

To: Board of Supervisors
Grand Haven Community Development District

Date: May 23, 2023

Subject: FLA.STAT. §553.865 (“Safety in Private Spaces Act”)

On May 3, 2023, the Florida Legislature passed CS/HB 1521 intended to become effective July 1, 2023, as Fla.Stat. §553.865, which may also be cited as the “Safety in Private Spaces Act” (the “Act”) upon a finding that “females and males should be provided restrooms and changing facilities for their exclusive use, respective to their sex, in order to maintain public safety, decency, decorum, and privacy.”

The Act includes the following pertinent definitions:

- (1) "Female" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.
- (2) "Male" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.
- (3) "Changing facility" means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.
- (4) "Restroom" means a room that includes one or more water closets. This term does not include a unisex restroom.
- (5) "Unisex changing facility" means a room intended for a single occupant or a family in which one or more persons may be in a state of undress, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room that is enclosed by

floor-to-ceiling walls and accessed by a full door with a secure lock that prevents another individual from entering while the changing facility is in use.

(6) "Unisex restroom" means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.

(7) "Water closet" means a toilet or urinal.

The Act applies to the District in that the Act applies to each public building containing a changing room or restroom. A public building is defined as one owned or leased by a political subdivision and each public building that contains a restroom or changing facility is a covered entity.

The Act requires that each covered entity that maintains a water closet "must, at a minimum, have: (a) A restroom designated for exclusive use by females and a restroom designated for exclusive use by males; or (b) A unisex restroom.

The Act further requires that each covered entity that maintains a changing facility "must, at a minimum, have: (a) A changing facility designated for exclusive use by females and a changing facility designated for exclusive use by males; or (b) A unisex changing facility.

A person who willfully enters, for a purpose other than those excepted in the Act,¹ a restroom or changing facility designated for the opposite sex at a public building and refuses to depart when asked to do so by a District employee commits the offense of trespass as provided in s. 810.08. This paragraph does not apply to District employees.

However, the District shall, for each public building under its jurisdiction, establish disciplinary procedures for any District employee who willfully enters, for a purpose other than those listed in footnote 1, a restroom or changing facility designated for the opposite sex at such public building and refuses to depart when asked to do so by any other District employee.

A covered entity that fails to comply with the restroom and changing facility requirements set forth herein is subject to penalties and to licensure or regulatory disciplinary action, as applicable. Beginning July 1, 2024, the Attorney General may bring a civil action to enforce this section against any covered entity. The Attorney General may seek injunctive relief, and, for any covered entity found to have willfully violated this section, the Attorney General may seek to impose a fine of up to \$10,000.

¹ To accompany a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063; For law enforcement or governmental regulatory purposes; For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk; For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or if the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

EXHIBIT 5

GRAND HAVEN MEETING AGENDA MATRIX

June, 2023	Regular Meeting: 6/15	<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"> ○ 5/4/2023 Workshop ○ 5/18/2023 Regular Meeting • Unaudited Financials (May, 2023) <p>Business Items</p> <ul style="list-style-type: none"> • Public Hearing for Rules on Encroachments on CDD Owned Land • Resolution for Post Orders • Resolution for Amended Budget • Amended agreement with Blaze Secor for Feral Hog Trapping/Hunting <p>Discussions</p> <ul style="list-style-type: none"> • Solar Evaluation/Alternative • Chair’s Review of Comments for Presentation of FY 2024 Budget to Residents at August Workshop 	<ul style="list-style-type: none"> • Include proofs of publication with public hearing • Scott to Prepare both • OM has collected information in past on this issue. Look for updates and new alternative in the marketplace
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GRAND HAVEN MEETING AGENDA MATRIX

	Workshop:	No workshop	
July, 2023	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 • Presentation from Café Renovation Consultant and Conceptual Drawings • Chair’s Review of Comments for Presentation of FY 2024 Budget to Residents at August Workshop 	<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 <p><i>Discussions</i></p>	
	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

September, 2023	Workshop: 9/7	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • Outline of how to justify additional staffing needs • Items not currently listed on Long Term Plan 	<ul style="list-style-type: none"> • Include comparison with outside firms that can be contracted for service • Comments from Chair and Supervisor Crouch received for 6/1 workshop
	Regular Meeting: 9/21	<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"> ○ 8/3/2023 Workshop ○ 8/17/2023 Regular Meeting • Unaudited Financials (August, 2023) <p><i>Business Items</i></p> <ul style="list-style-type: none"> • Public Hearing and Adoption of FY 2024 Budget— if not done in August <p><i>Discussions</i></p>	

GRAND HAVEN MEETING AGENDA MATRIX

Unscheduled Items

Future Workshop Issues:

- Spartina on Pond Banks
- Escalante/Golf Course Issues
- Items to Add to L-T Plan (Supervisors to Provide)
- 10-Year Plan Presentation

Future Meeting Issues:

- Action Item from 5/18 Meeting
- Add comments from residents from Townhall style workshop to the 10 year plan that the Board paused in Spring, 2022

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	<ul style="list-style-type: none"> • Design work for café contract signed (5/4/2023)
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	4/20: Board decided not to take action on a plan at this time
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
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	Done
4/20/2023	DM to send Skye Lee's email attachments to Supervisors	4/20: Done
5/4/2023	DM to provide Board with Benefit and Salary comparison memo from 11/2022	5/5: Done
5/18/2023	Send link to Supervisors to Florida Commission on Ethics (Form 1)	5/19: Done
5/18/2023	Send out revised budget exhibit when updated	5/25: Done
5/18/2023	Set up meeting with Sheriff's Office regarding traffic enforcement in Grand Haven	Underway
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
OPERATIONS MANAGER SECTION		

6/2/2022	OM is to set up a FPL energy audit for all structures in community including pumphouse.	6/9: To be scheduled
11/3/2022	OM to obtain proposal to add handicap access button to doors at café and VC bathroom and Creekside (if needed).	Done
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.	
2/2/2023	OM to consider possible restructuring of jobs/responsibilities in order to address workload issues	6/1: Presented ideas to Board. More information requested by Board.
2/16/2022	OM to meet with D.E. and Louise regarding the plans and cost to fix the dog park	3/17: Underway
3/2/2023	OM to provide updated cost information to Board regarding croquet court lighting	Done
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 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	Done
4/6/2023	OM to inspect hedges on Waterside Parkway intersections for visibility issues	Done
4/6/2023	OM to provide proposal for upgraded call boxes	4/25: Underway
4/6/2023	OM office to provide further info on updating the gate boxes, looking at	4/17: Per. Dr. Merrill, this information has been requested of OM office.

	restricting pedestrian and cycle access and continuing to upgrade to mobile phone use.	
5/4/2023	OM to provide Board with alternative location for dog park for June 1 st workshop	6/1: Additional information to be provided for 3 possible sites.
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	DISTRICT ENGINEER SECTION	
2/16/2022	D.E. to meet with Barry and Louise regarding the plans and cost to fix the dog park	4/19: Pending Board Direction
5/4/2023	D.E. to provide Board with proposal for survey to be conducted on Crossings Wall	Done
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	BOARD SECTION	
4/6/2023	Dr. Merrill to provide verbiage for E-Blast to residents regarding cutting/maintenance around ponds	Done
4/6/2023	Dr. Merrill to send me information on gate technology issues	4/13: Reminder email sent to Dr. Merrill 4/17: Per Dr. Merrill, OM office to provide further info on updating the gate boxes, looking at restricting pedestrian and cycle access and continuing to upgrade to mobile phone use.
5/4/2023	Dr. Merrill to provide verbiage for E-Blast to residents regarding Fact Finding Group	Done
5/4/2023	Dr. Merrill to provide Fact Finding Group Volunteer Form to DM	Done
4/20/2023	Chair to work with Skye Lee on details of District bank accounts	Underway
5/18/2023	Make list of lists to fund things that are not on L-T Capital Plan	5/19: Email sent to Board

5/18/2023	Chair to sign Right of Entry form with City of Palm Coast	
6/1/2023	Supervisors to send to DM specific items they would like to have addressed in justifying staffing needs	Email sent 6/1
6/1/2023	Supervisors to send DM questions for café design consultant	Email sent 6/1
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	DISTRICT COUNSEL SECTION	
12/1/2022 & 5/18/2023	District Counsel will provide draft Post Order changes at 1/19/2023 meeting. Prepare resolution approving revised Post Orders (June Board Meeting)	1/19/2023: Initial draft presented to Board; reviewed during 3/16 meeting. Advised it will be on the June agenda during the 5/18 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
3/16/2023	DC to prepare a revised Code of Conduct indicating Supervisor communications with staff will go through the District Manager	Done
3/16/2023	DC to provide proposed rule regarding encroachment on CDD owned property	Done
5/18/2023	Prepare resolution for Right of Entry form with City of Palm Coast (June Board Meeting)	

EXHIBIT 7

Grand Haven Community Development District

Financial Statements
(Unaudited)

Period Ending
May 31, 2023

Grand Haven CDD
Balance Sheet
May 31, 2023

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
BU OPERATING	\$ 2,419,063	\$ 1,239,904	\$ 3,658,967
BU DEBIT CARD	-		-
TRUIST OPERATING	16,647		16,647
SBA 161601A	7,257		7,257
BU - SAVINGS	1,930,238	-	1,930,238
IBERIA BANK MMA	-		-
ON ROLL ASSESSMENTS RECEIVABLE	103,376	22,703	126,079
ACCOUNTS RECEIVABLE	6,847		6,847
A/R WATER BILLS	-		-
DUE FROM OTHER	-	802,554	802,554
DEPOSITS	110		110
TOTAL ASSETS	<u>\$ 4,483,537</u>	<u>\$ 2,065,161</u>	<u>\$ 6,548,699</u>
<u>LIABILITIES:</u>			
ACCTS PAYABLE	\$ 42,342	\$ 63	\$ 42,406
DUE TO OTHER	802,554		802,554
DEFERRED REVENUE	103,376		103,376
DEFERRED REVENUE - SRF	-	22,703	22,703
<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:	1,839,760	615,848	2,455,608
TOTAL FUND BALANCE	3,535,265	2,042,395	5,577,660
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 4,483,537</u>	<u>\$ 2,065,161</u>	<u>\$ 6,548,699</u>

No Transfers For January

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 May 31, 2023

	Adopted Budget	Current Month	Year To Date	Variance + / (-)	% Of Budget
REVENUES					
ASSESSMENT ON-ROLL (Net)	\$ 3,738,054	\$ 70,978	\$ 3,634,678	(103,376)	97%
REUSE WATER	23,000	2,102	13,781	(9,220)	60%
GATE & AMENITY GUEST	9,000	1,947	8,229	(771)	91%
TENNIS	3,000	52	909	(2,091)	30%
ROOM RENTALS	2,000	-	1,339	(661)	67%
INTEREST & MISCELLANEOUS	20,000	7,104	16,339	(3,661)	82%
ASSESSMENT LEVY - ESCALANTE FUND	-	-	-	-	-
TOTAL REVENUES	3,795,054	82,183	3,675,275	(119,779)	97%
EXPENDITURES					
ADMINISTRATIVE					
Supervisors - regular meetings	12,000	800	7,600	(4,400)	63%
Supervisor - workshops	9,000	800	5,600	(3,400)	62%
District Management Services				-	
District management	40,299	3,796	29,229	(11,071)	73%
Administrative	10,712	893	7,141	(3,571)	67%
Accounting	22,119	1,843	14,746	(7,373)	67%
Assessment roll preparation	9,734	811	6,489	(3,245)	67%
Disclosure report				-	
Arbitrage rebate calculation				-	
Office supplies	1,050	-	-	(1,050)	0%
Postage	3,150	-	3,077	(73)	98%
Trustee					
Audit	4,850	-	6,800	1,950	140%
Legal - general counsel	103,000	9,035	92,289	(10,711)	90%
Engineering	31,500	-	31,458	(42)	100%
Engineer Stormwater Analysis	5,000	-	-	(5,000)	0%
Legal advertising	5,460	285	1,469	(3,991)	27%
Bank fees	1,575	63	615	(960)	39%
Dues & licenses	184	-	175	(9)	95%
Property taxes	2,520	-	2,563	43	102%
Tax collector					
Contingencies (Property Owner Survey)	-	-	3,329	3329	100%
TOTAL ADMINISTRATIVE	262,153	18,326	212,580	\$ (49,573.04)	81%
INFORMATION AND TECHNOLOGY					
IT support	28,004	4,004	23,546	(4,458)	84%
Village Center and Creeslide telephone & fax	6,873	-	3,846	(3,027)	56%
Cable/internet-village center/creekside	10,271	1,399	10,532	261	103%
Wi-Fi for gates	5,139	-	-	(5,139)	0%
Landlines/hot spots for gates and cameras	27,720	242	1,831	(25,889)	7%
Cell phones	7,646	482	3,955	(3,691)	52%
Website hosting & development	1,591	-	1,250	(341)	79%
ADA website compliance	221	-	220	(1)	99%
Communications: e-blast	525	-	90	(435)	17%
TOTAL INFORMATION AND TECHNOLOGY	87,990	6,126	45,270	(42,720)	51%
INSURANCE					
Insurance: general liability & public officials	12,532	1,433	110,628	98,096	883%
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	1,433	110,628	8,095	108%
UTILITIES					
Electric					
Electric services - #12316, 85596, 65378	5,980	923	5,712	(268)	96%
Electric- Village Center - #18308	36,225	3,001	22,748	(13,477)	63%
Electric - Creekside - #87064, 70333	24,725	1,992	17,295	(7,430)	70%
Street lights ¹	23,000	2,307	18,325	(4,675)	80%
Propane - spas/café	42,630	1,850	22,541	(20,089)	53%
Garbage - amenity facilities	15,960	-	8,703	(7,257)	55%
Water/sewer					

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

	Adopted Budget	Current Month	Year To Date	Variance + / (-)	% Of Budget
Water services ²	120,750	9,597	84,649	(36,101)	70%
Water - Village Center - #324043-44997	14,175	1,419	14,778	603	104%
Water - Creekside - #324043-45080	7,665	693	5,743	(1,922)	75%
Pump house shared facility	16,275	(6,394)	11,601	(4,674)	71%
TOTAL UTILITIES	307,385	15,388	212,095	(95,290)	69%
FIELD OPERATIONS					
Stormwater system					
Aquatic contract	54,010	4,508	36,062	(17,948)	67%
Aquatic contract: lake watch	4,280	386	3,086	(1,194)	72%
Aquatic contract: aeration maintenance	4,200	-	1,289	(2,911)	31%
Lake bank spraying	6,434	-	-	(6,434)	0%
Stormwater system repairs & maintenance	15,750	-	-	(15,750)	0%
Property maintenance					
Horticultural consultant	10,080	800	6,400	(3,680)	63%
Landscape enhancement					
Landscape repairs & replacement	21,000	7,507	16,044	(4,956)	76%
Landscape maintenance contract services	615,105	53,211	425,691	(189,414)	69%
Landscape maintenance: croquet	53,340	5,000	34,128	(19,212)	64%
Tree maintenance (Oak tree pruning)	36,750	3,200	35,200	(1,550)	96%
Optional flower rotation	21,000	-	-	(21,000)	0%
Irrigation repairs & replacement	40,000	-	21,200	(18,800)	53%
Roads & bridges repairs	15,750	1,818	14,468	(1,282)	92%
Sidewalk repairs & replacement			1,063		
Street light maintenance	15,750	412	4,042	(11,708)	26%
Vehicle repairs & maintenance	5,250	50	9,891	4,641	188%
Office supplies: field operations	14,700	849	8,686	(6,014)	59%
Holiday lights	9,450	-	3,378	(6,072)	36%
CERT operations	500	-	-	(500)	0%
Community maintenance	120,000	6,479	38,652	(81,348)	32%
Storm clean-up	27,300	-	158,810	131,510	582%
Miscellaneous contingency			20,159		
TOTAL FIELD OPERATIONS	1,090,649	84,220	838,247	(252,402)	77%
STAFF SUPPORT					
Payroll	606,564	50,564	376,257	(230,307)	62%
Merit pay/bonus	25,000	-	19,934	(5,066)	80%
Payroll taxes	81,635	3,882	31,673	(49,962)	39%
Health insurance	116,600	95	52,832	(63,768)	45%
Insurance: workers' compensation	30,000	-	12,214	(17,786)	41%
Payroll services	6,250	325	2,769	(3,481)	44%
Mileage reimbursement	16,000	697	5,871	(10,129)	37%
Vehicle Allowance	-				
TOTAL STAFF SUPPORT	882,049	55,564	501,549	(380,500)	57%
AMENITY OPERATIONS					
Amenity Management	610,570	52,686	421,887	(188,684)	69%
A/C maintenance and service	4,095	391	10,654	6,559	260%
Fitness equipment service	7,875	-	2,182	(5,693)	28%
Music licensing	3,757	-	4,020	263	107%
Pool/spa permits	919	877	877	(42)	95%
Pool chemicals	16,275	-	13,071	(3,204)	80%
Pest control	4,095	125	1,430	(2,665)	35%
Amenity maintenance	120,000	6,192	112,797	(7,203)	94%
Special events	10,500	850	4,113	(6,387)	39%
TOTAL AMENITY	778,086	61,120	571,030	(207,056)	73%
SECURITY					
Gate access control staffing	214,594	16,060	127,108	(87,486)	59%
Additional guards	8,400	-	-	(8,400)	0%
Guardhouse facility maintenance	16,800	62	7,509	(9,291)	45%
Gate communication devices	22,050	2,318	9,040	(13,010)	41%
Gate operating supplies	16,800	2,746	24,071	7,271	143%
Fire & security system	5,565	334	6,389	824	115%

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

	Adopted Budget	Current Month	Year To Date	Variance + / (-)	% Of Budget
TOTAL SECURITY	284,209	21,519	174,117	(110,092)	61%
TOTAL EXPENDITURES	3,795,054	263,695	2,665,517	(1,129,537)	70%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES			1,009,759		
FUNDS TRANSFER EXPENSE					
FUNDS TRANSFER INCOME					
FUND BALANCE - BEGINNING			2,525,507		
FUND BALANCE ENDING			<u>3,535,265</u>		
ANALYSIS OF FUND BALANCE					
DISASTER			750,000		
3 MONTHS WORKING CAPITAL			945,505		
UNASSIGNED			1,839,760		
FUND BALANCE - ENDING			<u>\$ 3,535,265</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 May 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	\$ 15,588.22	\$ 798,249.53	\$ (22,703)	97%
DISCOUNT (ASSESSMENTS)	-	-	-	-	-
INTEREST REVENUE	5,500	-	-	-	0%
TOTAL REVENUE	<u>826,453</u>	<u>15,588</u>	<u>798,249.53</u>	<u>(28,203)</u>	<u>97%</u>
EXPENDITURES					
GENERAL INFRASTRUCTURE REPLACEMENT	803,045	29,063	267,515	(535,530)	33%
TOTAL EXPENDITURES	<u>803,045</u>	<u>29,063</u>	<u>267,515</u>	<u>(535,530)</u>	<u>33%</u>
EXCESS OF REVENUE OVER (UNDER) EXP.	23,408	(13,475)	530,735		
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>\$ 2,042,394.74</u>		
Analysis of Fund Balance					
Committed: Future Capital Improvements			1,069,910		
Assigned: 3 months working capital			356,637		
Unassigned			615,848		
FUND BALANCE - ENDING			<u>\$ 2,042,395</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, May 4, 2023 at 9:02 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 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
12 Michael Flanagan	Board Supervisor, Assistant Secretary
13 Nancy Crouch	Board Supervisor, Assistant Secretary

14 Also present were:

15 David McInnes	District Manager, Vesta District Services
16 Barry Kloptosky	Operations Manager
17 John Lucansky	Amenity Manager

18 *The following is a summary of the discussions and actions taken at the May 4, 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 – Audience Comments – (limited up to 3 minutes per individual for**
23 *agenda items)*

24 There being none, the next item followed.

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

26 A. Operations Manager Update on New & Pending Items

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

28 Mr. Kloptosky stated that the District Engineer had reached out to surveyors for estimates on
29 performing surveys for the crossings wall repair and for a potential regrade of the dog park, but had
30 yet to receive any responses. Mr. Kloptosky and the Board discussed long term plans with the dog
31 park. Mr. Kloptosky additionally updated the Board on design work for the café renovation, stating
32 that he would be meeting with the design architect and some team members on May 9 to work out
33 wants and needs in more detail to nail down the scope of work to be presented to the Board at a
34 future meeting. Mr. Kloptosky noted that cost savings could be found in portions of Phase 1 of
35 renovations by having in-house staff perform some of the work, though acknowledged that a better
36 understanding of the timeline would be needed.

37 Mr. Kloptosky additionally noted that he had attended a meeting with Supervisor Crouch on storm
38 debris pickup with the City of Palm Coast, and discussed findings with the Board. Mr. Kloptosky
39 noted that he would like for representatives from the City to come in and provide a presentation
40 directly with the Board at the next meeting.

41 Mr. Kloptosky discussed parking issues and measures with the Board, noting that while two parking
42 spots at Creekside had been designated by signs for CDD business only/15 minutes maximum,

43 there had already been individuals disregarding the signs. The Board discussed communications,
44 guidance, and actions that could be taken on the part of staff to alter parking behavior, with some
45 suggestions being made for the Amenity Manager to potentially look into valet parking options.

46 Mr. Kloptosky stated that the design architect working on the café renovation project had reported
47 that the automatic door suggestion was not considered a requirement for ADA compliance or
48 coding.

49 Mr. Kloptosky noted issues with unresponsiveness in getting the propane supplier company to
50 come out and fill the tank. Staff had previously reached out to alternative propane companies, but
51 had found that prices were significantly higher than the current vendor's rates. Mr. Kloptosky noted
52 that the CDD had originally switched to their current vendor due to rising costs with the previous
53 vendor.

54 *(The Board recessed the meeting at 11:28 a.m. and reconvened at 11:36 a.m.)*

55 B. Exhibit 1: FY 2024 Budget – continued

56 Mr. McInnes and the Board discussed the additional adjustments to the budget since the previous
57 iterations, including changes to road repair projects, pool equipment, staffing payroll, web hosting,
58 and insurance line items.

59 C. Long Term Plan

60 Mr. McInnes and the Board discussed projections on fund balances through the fiscal years.

61 D. Parking Alternatives

62 This item was discussed as part of the operations manager's update discussions prior to the meeting
63 recess.

64 E. Gates at Sidewalk Entrances

65 Mr. Kloptosky noted that Ms. Stepniak had been discussing the viability of gates at sidewalk
66 entrances, and noted that this would need an education process on how residents would be entering
67 and exiting. Mr. Kloptosky acknowledged that the solution would not be foolproof, and discussion
68 ensued regarding access options and costs.

69 F. Exhibit 2: Communications & Website Development Work Update – Dr. Merrill

70 Dr. Merrill discussed communication strategies with the Board, noting the types of communications
71 being sent out from different avenues and suggestions on restructuring the CDD website. Dr.
72 Merrill acknowledged that the volunteer form included under the exhibit had not changed
73 significantly from the previous iteration, and stated that she could provide the District Manager
74 with e-blast language for the fact finding group along with the volunteer form. Discussion ensued
75 regarding communicating out guidelines for community aspects such as ponds and landscaping,
76 with suggestions being made for a future workshop item related to maintenance for residents living
77 on pond banks.

78 G. Grand Haven Master Association Update

79 Mr. Polizzi stated that he had attended a Master Association meeting, and commented on the level
80 overlap in terms of issues being faced and operations they handled. Mr. Polizzi discussed the need
81 to determine how to optimize the working relationship with the Master Association, and comments
82 were heard regarding both the Association and the CDD's intent to close the gap communications-
83 wise with the residents of the community.

84 **FIFTH ORDER OF BUSINESS – Audience Comments – (limited up to 3 minutes per individual for**
85 **agenda items)**

86 There being none, the next item followed.

87 **SIXTH ORDER OF BUSINESS – Next Meeting Quorum Check: May 18th, 9:00 AM**

- 88 • Quorum Check

89 All Board members present stated that they would be in attendance at the next meeting scheduled
90 for May 18th, which would fulfill a quorum.

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

92 The action items were recorded as follows:

- 93 • The Operations Manager will provide the Board with an alternative location for the dog park for
94 the next workshop meeting.
- 95 • The District Engineer will provide the Board with the survey proposal to be conducted on the
96 Crossings wall.
- 97 • The Amenity Manager will provide the Board with information on valet parking service options.
- 98 • The District Manager will provide the Board with a benefit and salary comparison memorandum.
- 99 • Dr. Merrill will provide the District Manager with e-blast language for the communications fact
100 finding group, for pond maintenance, and the fact finding group volunteer form.
- 101 • The Chair will follow up with the District Counsel to discuss the uniformity of the CDD's
102 relationship with the Sheriff's Department at the next meeting.

103 **EIGHTH ORDER OF BUSINESS – Adjournment**

104 The Board adjourned the meeting, at 1:25 p.m., for the Grand Haven Community Development
105 District.

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

109 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
110 meeting held on June 15, 2023.**

111

Signature

Signature

Printed Name

Printed Name

112 **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, May 18, 2023 at 9:09 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	Board Supervisor, Assistant Secretary

15
16 Also present were:

17 David McInnes	District Manager, Vesta District Services
18 Lea Stokes	Vesta
19 Scott Clark	District Counsel, Clark & Albaugh, LLP
20 Barry Kloptosky	CDD Operations Manager
21 Vanessa Stepniak	CDD Office Manager
22 John Lucansky	Amenity Manager
23 Alyssa Roscoe	City of Palm Coast
24 Matt Mancill	City of Palm Coast

25
26 *The following is a summary of the discussions and actions taken at the May 18, 2023 Grand Haven CDD*
27 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

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

29 The Pledge of Allegiance was recited.

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

32 An audience member voiced concerns about poor infrastructure maintenance, cracked sidewalks
33 by Esplanade, and the general appearance of the golf course, and presented a request signed by
34 multiple residents for the CDD Board to create a committee consisting of Board members, staff,
35 legal counsel, and residents for research purposes. Discussion ensued regarding golf course
36 ownership, with Mr. Clark advising that while he could draft a letter at the Board’s direction
37 highlighting the issues, they did not actually have jurisdiction over their private property and he
38 was unsure about the existing relationship between the golf course property and the master
39 association. Comments were made in favor of having this as a discussion topic at a future workshop.

40 An audience member commented on projects being continually kicked down the road, and noted
41 that the aging property could use the improvements. Supervisor comments on capital project
42 planning were heard in response to discussions of fiscal responsibility.

43 An audience member commented positively on the current technology plan, as well as the
44 summaries that were being sent out following meetings, and suggested that pedestrian gates may
45 be inconvenient to bike riders.

46 Prior to proceeding with the Fourth Order of Business, Staff Reports, the Board continued with
47 discussion of Exhibit 13, Post Storm Plans, with representatives from the City of Palm Coast in
48 attendance.

49 A. Exhibit 13: City of Palm Coast – Post Storm Plans

50 Ms. Roscoe and Mr. Mancill discussed the process and logistics for collecting recycling in
51 containers, yard waste piles, bulk items, and debris following storm events, and fielded a number
52 of questions. Comments were made by the Board regarding the previous storm debris pickup
53 system through the City, and Mr. Mancill provided some clarification on FEMA regulations and
54 how that may interact with the master service agreement (MSA) that could be activated. The Board
55 discussed establishing a strong communication structure within the community to elevate
56 understanding of the level of pickup service for residents.

57 *(Mr. Polizzi left the meeting at 10:20 a.m.)*

58 In response to Supervisor questions about residents that were not on maintained roads, Ms. Roscoe
59 clarified that the MSA would be activated in times that FEMA reimbursement would apply, and
60 that pickups would be paid for out of their emergency fund, additionally providing an overview of
61 how pickups would work through right-of-ways. Mr. Mancill also confirmed that Grand Haven
62 was an entity that was covered by FEMA reimbursement as of the past year's roster, and noted that
63 FEMA provided visuals of proper debris separation and placement that could be provided for
64 communication purposes. Mr. Clark provided some insight on FEMA's reimbursement following
65 Hurricane Matthew.

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

67 A. District Engineer: David Sowell

68 The District Engineer was not present.

69 B. Exhibit 1: Amenity Manager: John Lucansky

70 Mr. Lucansky noted that they were targeting to launch online ordering at the Café in June.

71 C. Operations Manager: Barry Kloptosky

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

73 Mr. Kloptosky clarified how final costs would be reflected for projects completed with
74 both contractors and in-house staff, explaining that projects with in-house labor would still
75 incur costs for materials.

76 2. Exhibit 3: Monthly Report

77 Mr. Kloptosky presented his report, and discussed updates to trapping activity at the
78 Crossings, as well as improvements with the condition of Pond 43. Mr. Kloptosky
79 acknowledged that there was algae along the banks, but explained that this was dying off
80 and that staff was in regular communication with Solitude on spray schedules. Mr.
81 Kloptosky noted that he had received estimates for performing surveys; the western wall
82 at the Crossings would be in the amount of \$8,800, and the survey for topographical
83 information needed to elevate the dog park would be an additional \$3,200. Mr. Kloptosky
84 noted Mr. Sowell's suggestion that approving both surveys to proceed may result in a slight
85 discount, though these exact figures were not available.

86 D. Exhibit 4: District Counsel: Scott Clark

87 In response to a Supervisor question, Mr. Clark noted that no discussion of the post orders were
88 slated for this meeting, but recommended that they be included for adoption on the June meeting
89 agenda.

90 E. District Manager: David McInnes

91 1. Exhibit 5: Meeting Matrix

92 The Board and Mr. McInnes discussed items slated for discussion at future workshop
93 meetings. Mr. McInnes noted that the budget presentation would be included under the
94 workshop scheduled for August 3, in order to streamline budget adoption at the regular
95 meeting that month. Mr. McInnes additionally noted that the budget public hearing would
96 be scheduled for 5:00 p.m. that day, and the meeting's proceedings would begin prior to
97 this at 3:00 p.m.

98 2. Exhibit 6: Action Item Report

99 Mr. McInnes noted an update on survey information coming from the District Engineer.

100 3. Incident Report Involving Grand Haven Resident

101 Following discussion of the report on the incident, the Board agreed with staff's
102 recommendation to issue a written warning.

103 *(The Board recessed the meeting at 11:15 a.m. and reconvened at 11:27 a.m.)*

104 *(Mr. Polizzi rejoined the meeting at 11:27 a.m.)*

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

106 A. Exhibit 7: Consideration for Acceptance – The April 2023 Unaudited Financial Report

107 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
108 Meeting Held April 6, 2023

109 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
110 Held April 20, 2023

111 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
112 all items on the Consent Agenda for the Grand Haven Community Development District.

113 Following the motion, some concerns were raised about the number of households from which
114 assessments had not yet been received. Mr. McInnes noted the April 30 deadline, and commented
115 that as the financial report was through the end of April, there may be additional taxes which had
116 been collected but not yet sent to the District as recorded by the report. Additional discussion
117 ensued regarding carryover amounts and expenses under vehicle repairs and maintenance, and in
118 response to questions about the miscellaneous contingency line item, Mr. McInnes explained that
119 while nothing had been budgeted specifically under miscellaneous contingency, there had been
120 expenses that were slotted in under that line item because they could not be expensed anywhere
121 else.

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

123 A. Exhibit 10: Consideration & Adoption of **Resolution 2023-06**, Approving Proposed FY24 Budget
124 & Setting PH

125 The Board discussed adjustments to the FY24 budget. Mr. Kloptosky provided an overview of
126 estimates with the design architect as well as suggestions for adjusting amounts for big ticket items.
127 Discussion ensued regarding timelines with major projects. The Board requested for a number of
128 items to be moved to O&M, including gate and gate operator replacement (\$12,155 expensed to
129 Gate Operating Supplies), road repairs (\$30,388 expensed to Community Maintenance), camera &
130 DVR replacement (\$10,940 to Community Maintenance), drinking fountains (\$2,500 to
131 Community Maintenance), street sign and pole replacement (\$5,000 to Community Maintenance),
132 outdoor furniture at the clubhouse/tiki hut/pool (\$28,138 expensed to Amenity Maintenance),

133 Creekside shelter frame replacement (\$8,000 expensed to Amenity Maintenance), and scanners
134 (\$5,065 to Amenity Maintenance).

135 A number of items were additionally moved back to FY 2025 on the SRF list, including CAC
136 clubhouse patio tile floor finish, CAC and Wild Oaks basketball court resurfacing, pool finishing
137 and tile trim, and Village Center clay tennis courts resurfacing. The Board discussed the amount
138 they wished to have reflected in the capital plan, eventually arriving at an additional amount of
139 \$100,000 to be added to the capital plan. Mr. Clark advised that the Board needed to look to approve
140 a budget that made logical sense to be sent to the City and the County, which would have its capital
141 portion subsequently amended at the June meeting thereby driving an amendment to the fund
142 balance and assessments. Mr. McInnes clarified that the letter to the County and the City needed to
143 be sent out no later than June 15.

144 On a MOTION by Ms. Crouch, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
145 the proposed FY24 budget based on discussion on the record, for the Grand Haven Community
146 Development District.

147

148 On a MOTION by Dr. Merrill, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adopted
149 **Resolution 2023-06**, Approving Proposed FY24 Budget & Setting PH for the Grand Haven Community
150 Development District.

151 B. Exhibit 11: Consideration of Revised Code of Conduct

152 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved
153 the Revised Code of Conduct for the Grand Haven Community Development District.

154 C. Exhibit 12: Presentation of Flagler County Number of Qualified Electors

155 Mr. McInnes stated that there were 2,986 qualified electors within the CDD.

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

157 B. Bank Account Matters Briefing

158 C. Exhibit 14: RFP for Storm Debris Removal – No Responses Received

159 Mr. Clark noted that it was surprising and disappointing that no responses had been received for
160 the RFP, but acknowledged that the existing contract with 4C's was a continuing contract structure
161 and that they had expressed interest in renewing it. Mr. Clark additionally suggested that this RFP
162 would fulfill FEMA regulations' suggestion for entities to go through the procurement process
163 every three years. Discussion ensued between the Board and staff regarding communications and
164 work with 4C's, as well as responsibility for debris cleanup/pickup based on location of debris.

165 D. Uniformity of Response by Sheriff's Office

166 Mr. Clark explained that this topic was related to some confusion from the Sheriff's Office on rights
167 and obligations in the community due to the roads' status. Mr. Clark advised that the Department
168 had an existing agreement with the city of Palm Coast, for the department to provide 24-hour
169 comprehensive law enforcement services within the municipal boundaries of the city, which would
170 include Grand Haven. Mr. Clark suggested that nothing further was needed from the CDD in order
171 to have the Sheriffs provide services within Grand Haven, and suggested that a meeting could be
172 set up with the Sheriff to state this position and provide clarity.

173 **EIGHTH ORDER OF BUSINESS – Supervisors' Requests**

174 Ms. Crouch invited all in attendance to come out for National Croquet Day on June 3.
175 Mr. Flanagan asked whether the office had responded to the emails about midge flies, which Ms.
176 Stepniak confirmed. Ms. Stepniak noted that she had explained the permanent solution of aeration
177 in specific ponds that was being budgeted. Discussion ensued regarding pond treatment strategies.
178 Dr. Merrill asked whether some of the temporary traffic warning signage would be removed, and
179 Ms. Stepniak noted that it had been removed at one point but that they had received requests to
180 reinstall the signage. Dr. Merrill additionally provided an overview of a meeting with the pickleball
181 community that she had attended, noting that there were some temporary solutions presented for
182 reconfiguring the Creekside basketball court to accommodate for pickleball play. Mr. Kloptosky
183 indicated that the alternatives were not inexpensive, and that the typical pickleball play surface was
184 significantly different from basketball court surfaces.
185 Mr. Polizzi asked about hard copies of surveys, and staff responded confirming that these were in
186 storage.
187 Mr. Foley asked about potentially having grad students interning at Grand Haven. Discussion
188 ensued regarding structured projects and tasks for students to work through. Mr. Foley additionally
189 asked whether the Board would agree to the purchase of something to commemorate and recognize
190 Mr. Howden's leadership of the Board through the years, and Ms. Stepniak suggested that she could
191 handle the purchase.

192 **NINTH ORDER OF BUSINESS – Action Item Summary**

- 193 Mr. McInnes provided a summary of action items.
- 194 • District Manager will send out a link to the Florida Commission of Ethics to the members of the
195 Board.
 - 196 • The District Manager will send out a revised budget exhibit once further work with himself, the
197 Chair, and the Operations Manager was completed.
 - 198 • District Counsel will provide a Resolution related to the City's right-of-entry for the June meeting.
199 ○ The Chair will sign the right of entry form with the City of Palm Coast.
 - 200 • District Counsel will provide a Resolution related to the revised post orders for the June meeting.
 - 201 • The District Manager will send out a certified letter to the resident for the amenity violation.
 - 202 • The District Manager will contact the Sheriff's Office to set up a meeting to address uniformity of
203 response for traffic enforcement in Grand Haven.
 - 204 • The District Manager will provide copies of Form 1 to members of the Board.
 - 205
 - 206 • Next Meeting Quorum Check: June 15, 9:00 a.m.

207 All Supervisors in attendance indicated that they planned on attending the next regular meeting
208 scheduled for June 15 in person, which would constitute a quorum.

209 Prior to Adjournment, Mr. Kloptosky reported that signage for 15-minute maximum parking for
210 CDD business in front of the Creekside building had been installed, but there had been some
211 situations where people refused to move their vehicles from the spaces. Mr. Kloptosky asked about
212 enforcement and whether a standard letter could be drafted up to address parking violations. Mr.
213 Clark suggested the use of a standard form sticker, and Mr. Kloptosky stated that he could
214 additionally log license plate numbers to identify repeat offenders.

215 **TENTH ORDER OF BUSINESS – Adjournment**

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

218 On a MOTION by Ms. Crouch, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adjourned
219 the meeting, at 2:39 p.m., for the Grand Haven Community Development District.

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

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

225

226

Signature

Signature

Printed Name

Printed Name

227 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 10

RESOLUTION 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT AMENDING THE DISTRICT'S GUIDELINES FOR THE PROCEDURES ADOPTED TO GOVERN OPERATION OF THE DISTRICT'S ROADS AND GATEHOUSES ("POST ORDERS"); PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Grand Haven Community Development District ("District") has developed, owns, and maintains roads and security installations and systems within the boundaries of the District; and

WHEREAS, the Board of Supervisors of the District (the "Board") has the right to adopt guidelines regarding the operation of its security systems within the boundaries of the District; and

WHEREAS, the Board has previously adopted Chapter VII of its *Rules of the Grand Haven Community Development District ("Chapter VII")*, which governs Gate Access and Public Road Access. Procedural guidelines ("Post Orders") have been further adopted by the District to implement Chapter VII; and

WHEREAS, the Board finds that amendment of its Post Orders is necessary to provide for efficient and effective operations of the District's security and gate access systems and to implement the terms of Chapter VII; and

WHEREAS, the Board desires to amend its Post Orders.

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

1. The District's Post Orders are hereby amended and restated in their entirety as shown in the attached Exhibit "A" to this Resolution
2. The District's Manager and Attorney are authorized to take actions as reasonably necessary to effectuate the purposes of this Resolution.
3. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 15th day of June, 2023.

Secretary/Assistant Secretary

Chair/Vice Chair

Exhibit “A”



GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

POST ORDERS

Adopted: revise date

SECTION 1

INTRODUCTION

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

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

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

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

CONTACT TELEPHONE NUMBERS

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

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

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

SECTION 2

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

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

2. IDENTIFICATION REQUIRED.

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

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

3. ACCESS TECHNOLOGY

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

4. RESIDENT ACCESS

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

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

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

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

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

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

- a. A pass will be issued. For most Vendors, passes shall be good only for the day of entry.
- b. Passes for Vendors who are involved in New Construction are referred to as Construction Passes and will be valid for up to one (1) week from date of issue, with the exception of multiple contract vendors that enter daily, as authorized by the CDD office. No pass for New Construction shall be issued unless the CDD office has been advised of the New Construction by the GHMA.
- c. The termination date will be prominently noted on the pass and placed conspicuously on the dashboard of the vehicle.

- d. Subsequent use of these passes by the above will be carefully scrutinized by the Gate Officer to ensure that the pass is valid.
- e. For each vehicle, list in the Grand Haven Construction Pass Log the company, driver's name, tag number, destination & time.
- f. Construction passes are not valid on Sundays or holidays.
- g. VENDORS are only allowed to work between the hours of Monday through Friday 7:00 am to 6:30 pm and on Saturdays from 8:00 am to 4:30 pm. NO WORK ON SUNDAYS or NATIONAL HOLIDAYS **National Holidays:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas Day. Vendors for New Construction are subject to the construction hours set forth in Section 3 (A) below.

h. After Hours for Vendor Emergency Work and Repairs

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

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

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

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

- a. A pass will be issued for either a daily or weekly period.
- b. For each vehicle, list in the Grand Haven Visitor Pass Log the driver's name, tag number, destination & time.
- c. Real estate personnel who intend to show a house within the District and any individuals who are accompanying them in a separate vehicle must obtain authorization from the Owner of that property. Real Estate personnel who desire to tour the community without authorization of a particular Owner must obtain a pass from the District Office. Open House information must be given to the Main Gate prior to the Open House. The car in which the real estate personnel are riding and any other person(s) or vehicle(s) identified as following them may

be admitted. Do not allow entry to anyone waiting for a realtor until the realtor has arrived and identified both parties. DO NOT ISSUE THEM A VISITOR PASS; DO ENTER THESE VEHICLES IN THE VISITOR LOG.

- d. Long-term visitors to a resident's home may be given a Visitor Pass with an expiration date corresponding to the duration they will be staying at the resident's home, except that these passes are not to exceed 14 days.

7. **SPECIAL VEHICLES allowed entry without a pass.** You must use GOOD JUDGMENT in these cases. All special vehicles are currently being logged in at the Main Gate, except for mail and newspaper delivery at the North and South Gates, the Crossings and Wild Oaks.

- a. LARGE CONSTRUCTION VEHICLES: tractor-trailers, cement trucks, large box trucks, oversized loads carrying bulldozers, trusses and the like, etc.
- b. ROUTINE SERVICE VEHICLES: UPS, FedEx, Amazon, Airborne, U.S. Mail, Solid Waste Contractor, Landscape Contractor, FPL, Spectrum, AT&T, etc.
- c. OFFICIAL VEHICLES: Flagler County Sheriff, Fire apparatus, Ambulances, COP (Citizens Observer Patrol), City of Palm Coast, etc. The vehicles enter the Gates by dialing the Main Gate or if equipped by using the SOS system (Siren Operated System)
- d. UTILITY PROVIDERS: OPERATIONS MANAGER TO PROVIDE but should include providers related to plumbing, electric, air conditioning, phone, cable, satellite, etc.
- e. The name on the vehicles described above in a and b, along with any visible number or license plate (tag) will be recorded in the visitor's log.

8.. **GOLF CLUB INVITATIONAL MEMBER OR FOUNDERS MEMBER PASSES**

- a. Verify member's name in the database under Grand Haven Golf Club Members, verify photo ID. Allow access if member is listed. Guard does not need to issue a pass.
- b. If name is not listed, Guard must communicate the names to the CDD office for verification.
- c. The database is updated by the CDD office via regular communication with the Golf Club Membership Coordinator.

9. **GOLF COURSE TEE TIME LIST**

- a. Verify the names daily on the tee time list and require person to present a photo ID.
- b. If verified, allow access without a pass.
- c. If name is not listed, Guard must obtain authorization from the Golf Course to allow access.
- d. The tee time list shall be provided to the Main Gate Guard by the Golf Club Membership Coordinator each evening for the next day.
- e. Any changes will be communicated to the Guards directly from the Membership Coordinator.

10. **GOLF COURSE EMPLOYEES**

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

11. **CDD MEETINGS**

Meetings of the CDD Board of Supervisors are open to the public pursuant to FLA. STAT. §286.011. The CDD Office shall communicate to Security the dates and times of CDD meetings. Any person appearing at the Gatehouse for the stated purpose of attending a CDD meeting shall be permitted entry for that purpose during the time of the CDD meeting and for thirty (30) minutes before the start of the meeting.

SECTION 3

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

BACKGROUND INFORMATION

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

A. CONTRACTORS OR OTHER PERSONS FOR NEW CONSTRUCTION

Grant access only during approved construction hours. (Monday – Saturday, 7:00 am to 7:00 pm, pursuant to Paragraph 1 of Section 2.) The GHCDD shall coordinate with the Grand Haven Master Association (GHMA) so that the GHCDD obtains a list of lots or homes that have received approval for New Construction or Major Alteration under the GHMA's Architectural Approval Guidelines (collectively referred to as "New Construction"). Construction, home improvement or similar Vendors who are visiting an address not on the New Construction list are subject to the same rules as apply to other Vendors regarding resident access approval.

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

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

C. INDIVIDUAL REQUESTING ENTRY TO VISIT A RESIDENT

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

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

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

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

1. Ask for name and where they wish to visit.
2. Obtain and record license tag number (this is public information to which we are entitled) make, model and color of the vehicle in the Visitor Pass Log. Highlight the entry and report this information weekly to the Field/Operations Manager
3. Persons who come to the gate and request entry to view the community or for the purposes of viewing homes for sale must have been granted access rights by the Owner of the property being viewed or must be accompanied by a Real Estate professional who has been granted such access rights by the Owner and must do so during daylight hours, unless prior arrangements have been made with a Gate Access Officer by the owner of a property being offered for sale. Persons asking for access to view the community who have not received permission from the Owner will be denied access.

F. REAL ESTATE PROFESSIONALS.

1. This section applies to real estate agents showing homes for sale in Grand Haven to prospective buyers. These DO NOT apply to Home Inspectors, Loan Officers or Appraisers. All home inspectors, loan officers, or appraisers shall be treated as a Visitor and follow Visitor access procedures.
2. When a Florida Real estate agent (realtor) requests entry, the agent must produce a valid Florida Real Estate License and a DRIVER LICENSE. Both forms must be presented together, and will be the only forms of identification accepted. If the realtor does not have a valid Florida Real Estate license AND a DRIVER LICENSE, then the realtor shall be treated as a Visitor and will be required to follow the procedures as a Visitor as set forth above. If a specific address is given the officer must call that Resident as a courtesy and then log the Realtor in. If the Realtor does not have a specific address, the Realtor will be logged into the CDD Office. If a prospective buyer is following the realtor in a second vehicle, the security officer shall obtain their DRIVER LICENSE and must be logged separately as Visitor.
3. Open Houses
 - a. The Homeowner must notify the Management Office one week prior to the open house. Manager will notify Access/Patrol. Homeowner will be informed and will acknowledge in writing that:
 - b. The homeowner or authorized agent must be at the home at all times during the open house to give individual authorization to Access/Patrol from calls at gate as each attendee arrives. All attendees must follow guest access procedure to include requiring Driver License I.D. Each attendee/guest must be logged into computer like all guests. Owner or Agent must be available for safety and other matters that may arise during the open house. Unsupervised Open Houses will not be allowed.
 - c. There shall be NO SIGNS of any nature on the CDD Property. Any and all signs seen on the CDD Property will be promptly removed by Security and disposed of. They will not be saved or returned to the originator.
 - d. Advertising from the newspaper or any other clipped advertising will not be authorization to a guest for entry. PLEASE do not put in your advertisement. All guests/prospects must give a valid Grand Haven address and show valid photo identification before entry will be given.
 - e. Homeowner is to supply Security with a sufficient number of maps, containing directions to the site of the open house, to give to arriving authorized attendees. This is to be a map ONLY. Any information on the home for sale, Realty Company listed or advertising will be thrown away.
 - f. Security is authorized to shut down the open house if parking or any other nuisance occurs.
 - g. Homeowner is responsible of the actions of the Realtor.
 - h. Continuous violation by a Realtor, Company or homeowner will be denied any and all Future Open Houses in Grand Haven.

G. MISCELLANEOUS PROVISIONS.

1. Estate Sales
 - a. Homeowner to notify property management 1 week prior to sale
 - b. Sale must be a verifiable estate sale being conducted in a professional manner. Any evidence of a garage sale type setting will not be allowed.
 - c. Homeowner must:
 - Keep garage door closed at all time

- Have someone home at all times
- Each guest must be called in or the homeowner will be called for authorization when each guest arrives.
- There shall be NO SIGNS of any nature displayed advertising sale on Grand Haven property.
- No outside items to be brought in for sale. Including neighbors.
- Homeowner will be held responsible for any damage done if from excessive parking
- Security will be authorized to shut down estate sale if parking becomes a nuisance or any of the rules are not strictly followed.
- Homeowner is to supply security with maps to give to arriving authorized guests as to not have to stop to give directions.

2. Government Operators, Community Wide Carriers and Service Providers

a. Government Operators

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

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

3. Commercial community wide carriers include:

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

b. Community wide utility and service providers:

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

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

4. Surveyors

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

5. Process Servers

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

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

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

6. Private Investigators

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

H. INDIVIDUAL WHO IS THREATENING, BELLIGERENT, ETC.

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

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

I. RESIDENT INFORMATION INCLUDING THE PRE-APPROVED ACCESS LIST

1. Property and contact information is located in the CDD Database. You may search the database by resident name, address, or visitor name.
2. The CDD office will provide (usually bi-monthly) updated computerized reports with resident and pre-approved access (no phone call required) information. The CDD also provides technological means (the “Access Technology”) for Residents to provide notification of access rights through a database that is viewable in real time by the Security Guards. It is anticipated that Residents will provide access approvals through the use of the Access Technology in order to minimize the number and duration of

phone contacts that are necessary. The Security Guards are expected to be familiar with the operation of the Access Technology. **This is security system confidential information that must not be given to any individual.**

3. Only the Operations Manager or Gate Access Coordinator, at CDD Office, can make subsequent deletions or additions to this list. **DO NOT ACCEPT CHANGES DIRECTLY FROM A RESIDENT OR PROPERTY OWNER UNLESS THE CHANGES ARE PROVIDED BY USE OF THE ACCESS TECHNOLOGY.**

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

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

- K. PENALTY FOR ABUSE. If an individual is permitted access to GHCCD as a Vendor, a worker or contractor on New Construction or as a Visitor for other purposes, such person shall not be permitted to visit a different site, to tour the community or to participate in any activity or location than that for which the person was admitted. Any person found to have violated this provision is subject to being denied future access to GHCCD without obtaining specific approval of the CDD Office.

CLARIFICATION OF GATE ACCESS POLICIES

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

SECTION 4

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

BACKGROUND INFORMATION

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

The Crossings, Wild Oaks, North and South gates are closed 24 hours per day and service providers for these Villages (school bus, garbage truck, FPL, AT&T, Spectrum, etc.) and for individual residents (UPS, FedEx, Amazon, etc.) may seek to gain entry through the phone box by calling the Main Gate.

Cameras at The Crossings, Wild Oaks, North and South gates provide a view of the vehicle at the phone box, which must be viewed to confirm identity before granting access by pressing 9 on the phone and opening the gate.

PROCEDURES FOR COMPUTER & VIDEO CAMERA MONITOR SCREEN AT MAIN GATE

REQUIREMENTS FOR VIDEO MONITOR SCREEN

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

GUIDELINES FOR CAMERA FAILURE

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

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

1. When a call comes into the Main Gate from Certified Security concerning a burglar alarm at any of the facilities (VILLAGE CENTER or CREEKSIDE ATHLETIC CENTER), immediately view cameras for the identified location of intruders.
 - a. IF NO INTRUDERS ARE VIEWED AT THE IDENTIFIED LOCATION, inform Certified Security that everything is okay and there will be no need to send authorities (SHERIFF). After the call, continue surveillance of the identified location to ensure that no intruders are present. If individuals are viewed and are not recognized as Grand

Haven Staff or Amenity Facilitator Staff opening or closing the facility, CALL 911 FOR THE SHERIFF.

- b. If intruders are viewed at the identified location, determine whether or not the intruders are recognized as Grand Haven Staff or Amenity Facilitator Staff opening or closing the facility.
 - i. IF THE INTRUDERS ARE NOT RECOGNIZED, inform Certified Security that they are not recognized as STAFF and to please send Authorities (SHERIFF).
 - ii. IF THE INDIVIDUALS ARE RECOGNIZED as Grand Haven Staff or the Amenity Facilitator Staff, inform Certified Security that everything is OK you view staff and there is no need for the Authorities (SHERIFF). After the call, continue surveillance of the identified location to insure your judgment was correct.
2. Document in DAR.

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

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

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

SECTION 5

DELIVERIES TO RESIDENTS

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

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

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

Record name of carrier and license plate in DAR.

RESIDENT GATE OPERATION

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

SECTION 6

INOPERABLE OR DAMAGED ACCESS GATE ARMS

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

- A. All Gates, except Main Gate,-call the Grand Haven CDD Office at 386-447-1888.
 1. If after hours, **leave only one (1) message** for Maintenance Field Supervisor at private number from list in office.
- B. Main Gate
 1. Call the CDD office at 386-447-1888 between 8:00 am and 5:00 pm, Monday through Friday.
 2. If after hours, leave **only one (1) message** for Maintenance Field Supervisor at private number from list in office.
 3. Place traffic cones in the lane of the inoperative or broken Resident or Exit Gate to block use of that gate.

4. Any broken gate arm/debris is to be placed on the side of the road.
5. Residents going to the Visitor Gate because the Resident Gate is coned off should be allowed entry after verification through the CRM database.

VEHICLE SAFETY

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

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

Thank you for your attention to this very important item.

GATE ACCESS OFFICER EXPECTATIONS

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

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

SECTION 7

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

A. WATER LEAKS

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

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

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

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

NOTE: Do not call CDD Maintenance

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

2. If after hours, the issue should be reported to the Maintenance Supervisor on “private number” leaving **one (1) message**. If unable to reach the Maintenance Supervisor, report to the Field/Operations Manager on “private number” listed in guard office.

EMERGENCY (FIRE) EXIT GATES (Firewise Program)

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

The gate ID and general locations are:

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

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

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

SECTION 8 GRAND HAVEN STORM PROTOCOL (Informational Only)

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

Gates

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

Amenity Centers

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

Deck Areas

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

Tennis and Pickleball courts

- Amenity Center Staff will remove wind screens

Misc.

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

Communications

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

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

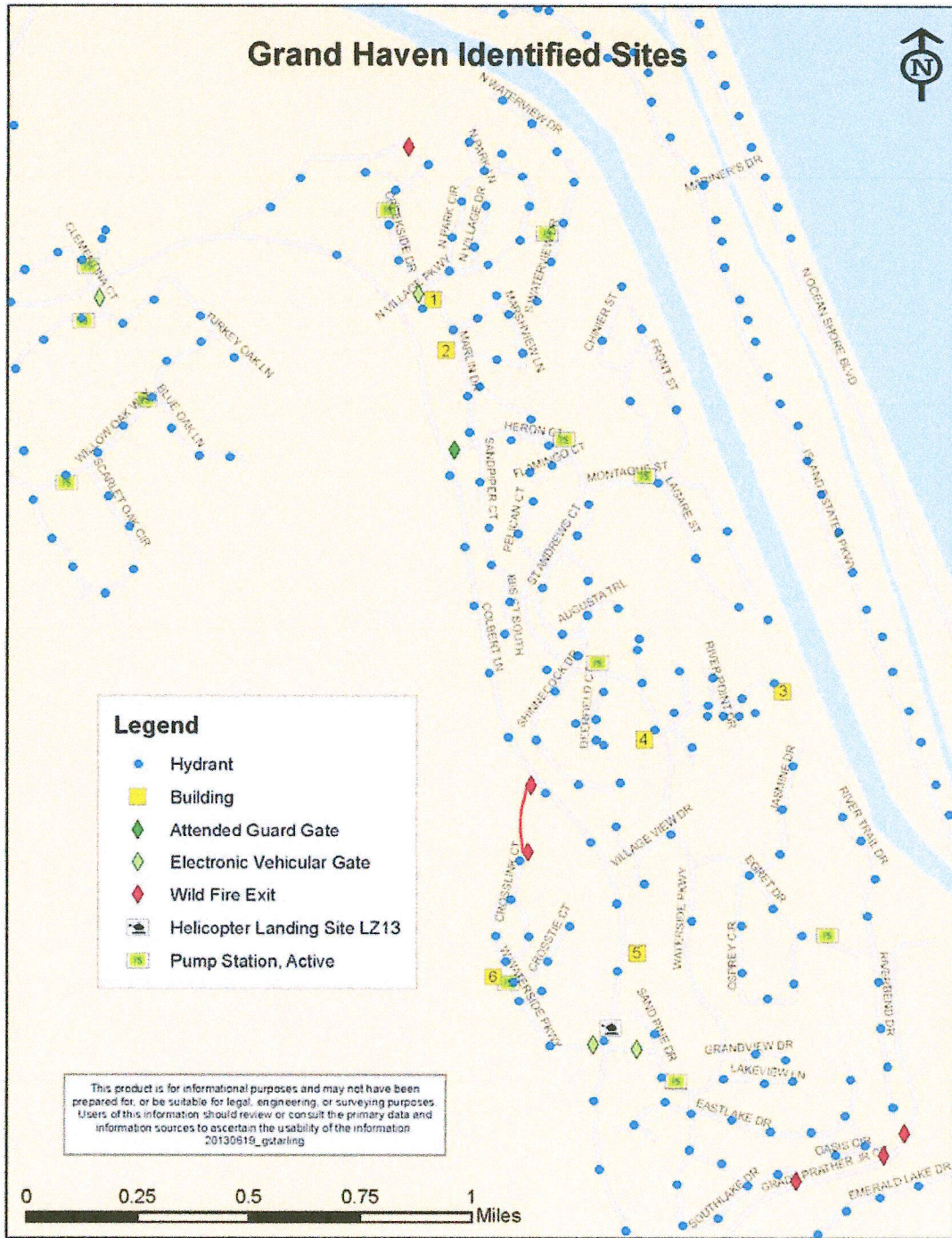


EXHIBIT 11

RESOLUTION 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT MODIFYING THE APPROVED PROPOSED BUDGET(S) FOR FISCAL YEAR 2023/2024; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Grand Haven Community Development District (“District”) has heretofore adopted Resolution 2023-06 approving the proposed budget(s) (the “Proposed Budget”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (the “Approved Budget”); and

WHEREAS, The Board has additionally considered the timing and costs of certain elements of the Capital Improvement Plan contained in the Proposed Budget; and

WHEREAS, the Board now desires to modify the Approved Budget to change the Capital Improvement Plan and the associated Capital Reserve Fund Assessments; and

WHEREAS, the Board has set the required public hearing on the Proposed Budget and now desires to also address at the public hearing the proposed change to the Capital Improvement Plan and the associated Capital Reserve Fund Assessments.

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

1. PROPOSED MODIFICATION TO APPROVED BUDGET. The proposed change to the Capital Improvement Plan and the associated Capital Reserve Fund Assessments for Fiscal Year 2023/2024 (“Approved Budget Modification”) is attached hereto as **Exhibit A** and is to be considered at the public hearing conducted for the purpose of adopting the Proposed Budget as modified herein.

2. SETTING A PUBLIC HEARING. The public hearing on said approved Proposed Budget, as amended, will continue to be scheduled and conducted as set forth in Resolution 2023-06.

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Modified Approved Budget to the City of Palm Coast upon adoption of this Resolution.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the Modified Approved Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and it shall remain on the website for at least 45 days.

5. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 15th DAY OF JUNE, 2023.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Exhibit A: FY 2023/2024 Modified CIP and CRF Assessment

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
GENERAL FUND**

	FY 2022 ACTUALS	FY 2023 ADOPTED	FY 2023 YTD 10/22-3/23	FY 2024 PROPOSED	VARIANCE FY23 TO FY24
1 REVENUES					
2 Assessments Levied (net of allowable discounts):					
3 Assessment Levy - General Fund	\$ 3,595,685	\$ 3,738,054	\$ 3,501,231	\$ 4,019,578	\$ 281,524
4 On Roll Excess Fees	19,640				
5 Additional Revenues:					
6 Fund Balance Forward				108,535	108,535
7 Reuse water	84,047	23,000	8,593	23,000	-
8 Gate & amenity guest	17,548	9,000	5,531	9,000	-
9 Tennis	340	3,000	767	500	(2,500)
10 Room rentals	3,443	2,000	1,239	2,000	-
11 Interest and miscellaneous	15,126	20,000	6,628	20,000	-
12 TOTAL REVENUES	3,735,829	3,795,054	3,523,990	4,182,613	387,559
13 EXPENDITURES					
14 ADMINISTRATIVE					
16 Supervisors - regular meetings	12,000	12,000	6,000	12,000	-
17 Supervisors - workshops	9,800	9,000	4,000	9,000	-
18 District Management	42,919	40,299	22,075	41,508	1,209
19 Administrative	9,533	10,712	5,356	11,033	321
20 Accounting	19,685	22,119	11,059	22,783	664
21 Assessment roll preparation	8,663	9,734	4,867	10,026	292
22 Office supplies	4,139	1,050		1,103	53
23 Postage	1,644	3,150	2,537	3,308	158
24 Audit		4,850	6,800	4,950	100
25 Legal - general counsel	98,645	103,000	72,339	106,605	3,605
26 Engineering	47,642	31,500	21,580	40,000	8,500
27 Engineer Stormwater Analysis		5,000		-	(5,000)
28 Legal advertising	4,877	5,460	1,039	5,733	273
29 Bank fees	1,485	1,575	484	1,654	79
30 Dues & licenses	175	184	175	193	9
31 Property taxes	2,087	2,520		2,646	126
32 Contingency	946	-	3,329	-	-
33 TOTAL ADMINISTRATIVE	264,241	262,153	161,638	272,542	10,389
34 INFORMATION AND TECHNOLOGY					
36 IT support	38,493	28,004	17,043	30,244	2,240
37 Village Center and Creeslide telephone & fax	6,892	6,873	2,630	7,423	550
38 Cable/internet-village center/creekside	12,986	10,271	7,627	13,500	3,229

GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
GENERAL FUND

	FY 2022 ACTUALS	FY 2023 ADOPTED	FY 2023 YTD 10/22-3/23	FY 2024 PROPOSED	VARIANCE FY23 TO FY24	
39	Wi-Fi for gates	1,528	5,139	5,396	257	
40	Landlines/hot spots for gates and cameras	6,908	27,720	1,348	29,106	1,386
41	Cell phones	7,815	7,646	2,972	8,028	382
42	Website hosting & development	1,965	1,591	872	1,670	79
43	ADA website compliance	210	221	220	232	11
44	Communications: e-blast	419	525		551	26
45	TOTAL INFORMATION AND TECHNOLOGY	77,216	87,990	32,711	96,150	8,160
46						
47	INSURANCE					
48	Insurance: general liability & public officials	11,935	12,532	109,195	131,034	118,502
49	Insurance: property	76,613	82,550		-	(82,550)
50	Insurance: auto general liability	3,153	3,311		-	(3,311)
51	Flood insurance		4,140		-	(4,140)
52	TOTAL INSURANCE	91,701	102,533	109,195	131,034	28,501
53						
54	UTILITIES					
55	Electric					
56	Electric services - #12316, 85596, 65378	16,834	5,980	12,630	6,399	419
57	Electric- Village Center - #18308	23,183	36,225	8,343	38,761	2,536
58	Electric - Creekside - #87064, 70333	23,780	24,725	13,077	26,456	1,731
59	Street lights ¹	23,410	23,000	13,456	24,610	1,610
60	Propane - spas/café	36,020	42,630	17,343	44,762	2,132
61	Garbage - amenity facilities	10,971	15,960	7,319	16,758	798
62	Water/sewer					
63	Water services ²	130,819	120,750	62,509	135,000	14,250
64	Water - Village Center - #324043-44997	11,882	14,175	11,400	14,884	709
65	Water - Creekside - #324043-45080	6,693	7,665	4,303	8,048	383
66	Pump house shared facility	4,362	16,275	8,795	17,089	814
67	TOTAL UTILITIES	287,954	307,385	159,177	332,767	25,382
68						
69	FIELD OPERATIONS					
70	Stormwater system					
71	Aquatic contract	55,838	54,010	27,046	60,000	5,990
72	Aquatic contract: lake watch	4,388	4,280	2,314	5,000	720
73	Aquatic contract: aeration maintenance	1,617	4,200	644	4,410	210
74	Lake bank spraying		6,434		6,756	322
75	Stormwater system repairs & maintenance	2,760	15,750		16,538	788

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
GENERAL FUND**

	FY 2022 ACTUALS	FY 2023 ADOPTED	FY 2023 YTD 10/22-3/23	FY 2024 PROPOSED	VARIANCE FY23 TO FY24	
76	Property maintenance					
77	Horticultural consultant	9,600	10,080	4,000	10,584	504
78	Landscape repairs & replacement	28,754	21,000	4,813	22,050	1,050
79	Landscape maintenance contract services	585,814	615,105	319,269	696,000	80,895
80	Landscape maintenance: croquet	49,611	53,340	24,128	61,196	7,856
81	Tree maintenance (Oak tree pruning)	36,800	36,750	22,400	39,690	2,940
82	Optional flower rotation	23,127	21,000		25,000	4,000
83	Irrigation repairs & replacement	16,797	40,000	18,077	42,000	2,000
84	Roads & bridges repairs	14,077	15,750	3,358	16,538	788
85	Street light maintenance	2,507	15,750	1,063	5,000	(10,750)
86	Vehicle repairs & maintenance	9,129	5,250	448	10,000	4,750
87	Office supplies: field operations	12,087	14,700	7,217	15,435	735
88	Holiday lights	3,568	9,450	6,076	9,923	473
89	CERT operations	333	500	3,378	500	-
90	Community maintenance	79,992	120,000	30,058	145,000	25,000
91	Storm clean-up	447	27,300	158,810	28,665	1,365
92	Miscellaneous contingency	4,963	-	21,486	-	-
93	TOTAL FIELD OPERATIONS	942,207	1,090,649	654,585	1,220,285	129,636
94						
95	STAFF SUPPORT					
96	Payroll	511,895	606,564	282,416	700,000	93,436
97	Merit pay/bonus	6,029	25,000	13,787	45,000	20,000
98	Payroll taxes	38,851	81,635	24,479	50,000	(31,635)
99	Health insurance	84,233	116,600	47,327	128,260	11,660
100	Insurance: workers' compensation	12,055	30,000	12,214	30,000	-
101	Payroll services	4,982	6,250	2,127	6,250	-
102	Mileage reimbursement	5,614	16,000	3,123	10,000	(6,000)
103	Vehicle Allowance		-		-	-
104	TOTAL STAFF SUPPORT	663,658	882,049	385,473	969,510	87,461
105						
106	AMENITY OPERATIONS					
107	Amenity Management	588,786	610,570	316,516	628,887	18,317
108	A/C maintenance and service		4,095	2,047	4,300	205
109	Fitness equipment service	1,380	7,875	860	8,269	394
110	Music licensing	3,555	3,757	4,020	4,000	243
111	Pool/spa permits	875	919		965	46
112	Pool chemicals	14,997	16,275	9,537	25,440	9,165
113	Pest control	2,314	4,095	1,150	4,300	205

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
GENERAL FUND**

	FY 2022 ACTUALS	FY 2023 ADOPTED	FY 2023 YTD 10/22-3/23	FY 2024 PROPOSED	VARIANCE FY23 TO FY24
114 Amenity maintenance	196,980	120,000	79,474	150,000	30,000
115 Special events	8,993	10,500	2,895	11,025	525
116 TOTAL AMENITY	817,879	778,086	416,500	837,186	59,100
117					
118 SECURITY					
119 Gate access control staffing	207,419	214,594	94,994	225,323	10,729
120 Additional guards	2,341	8,400		8,820	420
121 Guardhouse facility maintenance	21,269	16,800	1,562	25,000	8,200
122 Gate communication devices	11,784	22,050	5,508	23,153	1,103
123 Gate operating supplies	62,568	16,800	17,770	35,000	18,200
124 Fire & security system	4,841	5,565	3,876	5,843	278
125 TOTAL SECURITY	310,222	284,209	123,711	323,139	38,930
126					
127 TOTAL EXPENDITURES	3,455,076	3,795,054	2,042,989	4,182,613	387,559
128					
129 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	280,752	-	1,481,000	-	-
130					
131 FUND BALANCE					
132 Fund Balance - Beginning - 9/30/21 AUDITED	3,961,268	2,525,505	2,525,505	2,525,505	-
133 Excess of Revenue over (under) Expenditures	280,752	-	1,481,000	-	-
134 Transfer out to establish CRF	(1,716,515)				-
135 Fund Balance Forward				(108,535)	(108,535)
136 Fund Balance - Ending	2,525,505	2,525,505	4,006,506	2,416,970	(108,535)
137					
138 Analysis of Fund Balance:					
139 Committed: Disaster	750,000	750,000	750,000	776,250	26,250
140 Committed: Future Capital Improvements					-
141 Assigned: 3 Months Operating Capital; 2.5 months beginning FY 2024	945,505	945,505	945,505	871,378	(74,127)
142 Unassigned	830,000	830,000	2,311,001	769,343	(60,658)
143 Fund Balance - Ending	2,525,505	2,525,505	4,006,506	2,416,970	(108,535)

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2024 PROPOSED	SERVICE PROVIDER	COMMENS (SCOPE OF SERVICE)
REVENUES			
Additional Revenues:			
Reuse water	23,000	City of Palm Coast	
Gate & amenity guest	9,000	CDD	
Tennis	500	CDD	
Room rentals	2,000	CDD	
Interest and miscellaneous	20,000	Bank United	
Amenity activity share	-	Vesta Property Services	
Insurance proceeds	-	N/A	
Grant	-	N/A	
State reimbursement - Hurricane	-	N/A	
TOTAL ADDITIONAL REVENUES	54,500		
EXPENDITURES			
ADMINISTRATIVE			
Supervisors - regular meetings	12,000	CDD	Florida Statute, Chapter 190.006(8) sets a \$200 per Supervisor for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year per Supervisor. The District anticipates 12 meetings and 10 workshops
Supervisors - workshops	9,000	CDD	
District Management	41,508	Vesta District Services	Florida Statute, Chapter 190.007(1) states that the Board shall employ and fix the compensation of a District Manager. The District Manager shall have charge and supervision of the works of the District. The District entered into an agreement with DPFG-MC a wholly owned subsidiary of Vesta Property Services, Inc., for district management services on August 8, 2021, which remains in effect until such a time as either party terminates the agreement. The following services are provided under the District Management Agreement in addition to the District Management
Administrative	11,033	Vesta District Services	DPFG provides administrative services to the District under the management services agreement. These services include preparation of meeting agenda and minutes, coordinating postings on the website, records retention, responding to resident requests and complying with all regulatory requirements involving District activities.
Accounting	22,783	Vesta District Services	DPFG provides budget preparation and financial reporting, cash management, revenue reporting and accounts payable functions.
Assessment roll preparation	10,026	Vesta District Services	DPFG provides assessment roll services, which include preparing, maintaining and transmitting the annual roll with the annual special assessment amounts for the operating, maintenance and capital assessments.
Office supplies	1,103	N/A	Office supplies used by the District Management company for the sole purpose of the District, billed annually in accordance with the adopted budget
Postage	3,308	N/A	Postage for mailings, including the annual 197 letters to residents related to the annual assessments and public hearings
Audit	4,950	DiBartolomeo	The District is required to have an independent examination of its financial accounting, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General. An Independent Auditor is selected through a RFP process.
Legal - general counsel	106,605	Clark & Albaugh	Clark & Albaugh, LLP. provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2024 PROPOSED	SERVICE PROVIDER	COMMENTS (SCOPE OF SERVICE)
27 Engineering	40,000	Kimley-Horn	The District has engaged DRMP, a District Engineering firm to provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.
28 Engineer Stormwater Analysis	-	Kimley-Horn	
29 Legal advertising	5,733	CDD	Per Florida Statutes, the District advertises for all meetings, workshops, public hearings and public bids. These advertisements are to be in a newspaper of general circulation in the area in which the CDD is located.
30 Bank fees	1,654	Bank United	The District pays fees to various financial institutions for its bank accounts.
31 Dues & licenses	193	DEO	The District pays an annual registration fee to the State of Florida to fund the administration of the Uniform Special District Accountability Act.
32 Property taxes	2,646	Flagler County	
33 Tax collector	-	Flagler County	The District pays a fee to the Flagler County Tax Collector for the collection and disbursement of its annual assessment.
34 Contingency	-	N/A	
35 TOTAL ADMINISTRATIVE	272,542		
36			
37 INFORMATION AND TECHNOLOGY			
38 IT support	30,244	Celera	The District contracts with Celera I.T. Services, Inc. for technology services in the District offices.
39 Village Center and Creekside telephone & fax	7,423	NetFortis	The District contracts with Fonality for phone and fax service at the Village Center
40 Cable/internet-village center/creekside	13,500	Spectrum	The District contracts with Spectrum for Village Center and Creekside Cable TV and for Creekside Internet.
41 Wi-Fi for gates	5,396	Spectrum	The District contracts with Spectrum for WiFi service for these three gates
42 Landlines/hot spots for gates and cameras	29,106	AT&T	The District contracts with AT&T for landline service/hot spot for the gates and cameras
43 Cell phones	8,028	T-Mobile	The District contracts with T-Mobile for cell phone service
44 Website hosting & development	1,670	Campus Suite	The District contracts with Campus Suite to produce and maintain the District's website which is required by the State of Florida. Includes IT support, security tools, email, quarterly technology alignment and vCIO reviews, roadmap, password manager, security awareness training, 24/7 security operations center etc.
45 ADA website compliance	232	Campus Suite	The District contracts with Campus Suite to ensure the District's website is ADA compliant
46 Communications: e-blast	551	Constant Contact	E-Blasts are sent out by CDD office as a means of communications with residents. Provide is Constant Contact. There is no formal contract for this service
47 TOTAL INFORMATION AND TECHNOLOGY	96,150		
48			
49 INSURANCE			
50 Insurance: general liability & public officials	131,034	FIA	The District obtains general liability and public officials insurance
51 Insurance: property	-	FIA	The District incurs expenses for property insurance
52 Insurance: auto general liability	-	FIA	The District incurs expenses for automobile general liability insurance
53 Flood insurance	-	FIA	The District incurs expenses for flood insurance
54 TOTAL INSURANCE	131,034		
55			
56 UTILITIES			
57 Electric		FPL	
58 Electric services - #12316, 85596, 65378	6,399	FPL	
59 Electric- Village Center - #18308	38,761	FPL	
60 Electric - Creekside - #87064, 70333	26,456	FPL	
61 Street lights ¹	24,610	FPL	

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2024 PROPOSED	SERVICE PROVIDER	COMMENTS (SCOPE OF SERVICE)
62 Propane - spas/café	44,762	Amerigas	The District has a contract with Amerigas to provide propane gas to the spas and café.
63 Garbage - amenity facilities	16,758	Waste Management	The District has a contract with Waste Pro for garbage service at both Village Center and Creekside
64 Water/sewer		City of Palm Coast	
65 Water services ²	135,000	City of Palm Coast	
66 Water - Village Center - #324043-44997	14,884	City of Palm Coast	
67 Water - Creekside - #324043-45080	8,048	City of Palm Coast	
68 Pump house shared facility	17,089	Escalante/CDD	
69 TOTAL UTILITIES	332,767		
70			
71 FIELD OPERATIONS			
72 Stormwater system			
73 Aquatic contract	60,000	Solitude	The District has a waterway management contract with SOLitude Lake Management
74 Aquatic contract: lake watch	5,000	Solitude	The District has a contract with SOLitude Lake Management
75 Aquatic contract: aeration maintenance	4,410	Solitude	The District has a maintenance contract with SOLitude Lake Management
76 Lake bank spraying	6,756	Solitude	The District has a contract with SOLitude Lake Management
77 Stormwater system repairs & maintenance	16,538	N/A	
78 Property maintenance			
79 Horticultural consultant	10,584	Louise Leister	The District has a contract with a horticulturalist to provide professional services regarding tree management within the community
80 Landscape repairs & replacement	22,050	N/A	
81 Landscape maintenance contract services	696,000	VerdeGo	The District has a contract with Verdego LLC to provide landscape maintenance services throughout the community. Contract expires on 9/30/2022 but can auto renew under terms for FY 2022.
82 Landscape maintenance: croquet	61,196	Yellowstone	The District will incur expenses with landscape maintenance specifically for croquet court
83 Tree maintenance (Oak tree pruning)	39,690	Shaw Tree	The District will incur expenses for oak tree pruning
84 Optional flower rotation	25,000	VerdeGo	The District will incur expenses for optional flower rotation
85 Irrigation repairs & replacement	42,000	VerdeGo	The District will incur expenses for irrigation repairs and replacements
86 Roads & bridges repairs	16,538	N/A	The District will incur expenses for roads and bridge repair
87 Street light maintenance	5,000	N/A	The District will incur expenses for street light maintenance
88 Vehicle repairs & maintenance	10,000	N/A	The District will incur expenses for vehicle repair and maintenance. This includes gas as well as repair and maintenance.
89 Office supplies: field operations	15,435	N/A	The District will incur expenses for office supplies for field operations staff (such as paper, printers, printer ink, pens, batteries, battery backups, computer accessories, office furniture, folders, cell phones, note pads, laptops, computers, etc.)
90 Holiday lights	9,923	N/A	The District will incur expenses for annual holiday light displays
91 CERT operations	500	N/A	The District may incur expenses for Community Emergency Response Team to educate volunteers about disaster preparedness
92 Community maintenance	145,000	N/A	The District will incur expenses for community maintenance (street signs, benches, garbage cans, power washing equipment, tools, camera repairs, bridge and pier repairs, mailbox maintenance/repairs, pond bank repairs, sidewalks, crosswalks, curb and gutters, bulkhead repairs/maintenance).
93 Storm clean-up	28,665	N/A	The District may incur expenses for storm clean-up. This is typically done by landscape company but is for more than their standard contract.
94 Miscellaneous contingency	-	N/A	
95 TOTAL FIELD OPERATIONS	1,220,285		
96			
97 STAFF SUPPORT			

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
CONTRACT SUMMARY**

FINANCIAL STATEMENT CATEGORY	FY 2024 PROPOSED	SERVICE PROVIDER	COMMENTS (SCOPE OF SERVICE)
98 Payroll	700,000	CDD Staff	The District has 12 full time employees
99 Merit pay/bonus	45,000	CDD Staff	The District provides a Board approved merit pay/bonus program for eligible employees
100 Payroll taxes	50,000	CDD Staff	As an employer, the District is required to pay this tax
101 Health insurance	128,260	CDD Staff	The District provides health insurance for eligible employees
102 Insurance: workers' compensation	30,000	CDD Staff	Premium for worker's compensation coverage which is required by Florida Statutes premium for eligible employees
103 Payroll services	6,250	CDD Staff	As an employer, the District is required to pay this tax
104 Mileage reimbursement	10,000	CDD Staff	The District pays a per mile reimbursement to employees when personal vehicles are used for District business
105 Vehicle Allowance	-	CDD Staff	
106 TOTAL STAFF SUPPORT	969,510		
107			
108 AMENITY OPERATIONS			
109 Amenity Management	628,887	Vesta Property Services	The District has a contract with Vesta Property Services for management of all amenities which expires on 9/30/2024.
110 A/C maintenance and service	4,300	Sunshine State Heating and Air	The District will incur expenses for annual air conditioner maintenance and service
111 Fitness equipment service	8,269	Lloyd's Fitness	The District will incur expenses for annual fitness equipment service
112 Music licensing	4,000	Sesac	The District will incur expenses for use music
113 Pool/spa permits	965	FDOH	The District will incur expenses for annual permits
114 Pool chemicals	25,440	Poolsure	The District will incur expenses for chemicals to treat the pool
115 Pest control	4,300	Massey	The District will incur expenses for pest control in facilities
116 Amenity maintenance	150,000	N/A	The District will incur expenses for amenity maintenance --normally items that are underbudgeted (e.g. spa heater at Creekside; oven at the café, outdoor audio speaker at Village Center)
117 Special events	11,025	N/A	The District will incur expenses for special events throughout the year
118 TOTAL AMENITY	837,186		
119			
120 SECURITY			
121 Gate access control staffing	225,323	Security Solutions of America	The District pays for staffing of guards at certain gates within the community
122 Additional guards	8,820	Security Solutions of America	The District budgets for additional guards if the need arises
123 Guardhouse facility maintenance	25,000	N/A	The District will incur expenses for the on-going maintenance of the guardhouses
124 Gate communication devices	23,153	N/A	The District purchases "clickers" for resident's purchase
125 Gate operating supplies	35,000	N/A	The District pays for card readers, gate arms, control boards, motors, loop detectors and keypads
126 Fire & security system	5,843	Daytona Fire & Safety	The District pays for inspections and repairs to the fire suppression systems
127 TOTAL SECURITY	323,139		

GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
CAPITAL RESERVE FUND (CRF)

	FY 2022 ACTUALS	FY 2023 ADOPTED	FY 2023 YTD (10/22-3/23)	FY 2024 PROPOSED	VARIANCE FY23 TO FY24
REVENUES					
1 ¹ Assessment Levy: Capital Reserve Fund	\$ 788,027	\$ 820,953	\$ 768,942	\$ 882,524	\$ 61,571
2 On Roll Excess Fees	4,304			-	-
3 Interest & Miscellaneous		5,500		-	(5,500)
4 TOTAL REVENUES	792,331	826,453	768,942	882,524	56,071
EXPENDITURES					
6 Infrastructure Reinvestment					
8 Capital Improvement Plan (CIP)	997,186	803,045	177,320	867,183	64,137
9 TOTAL EXPENDITURES	997,186	803,045	177,320	867,183	64,137
11 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(204,855)	23,408	591,622	15,342	(8,066)
OTHER FINANCING SOURCES & USES					
14 Transfer In From GF	1,716,515	-		-	-
15 TOTAL OTHER FINANCING SOURCES & USES	1,716,515	-	-	-	-
17 NET CHANGE IN FUND BALANCE	1,511,660	23,408	591,622	15,342	(8,066)
FUND BALANCE					
20 Fund Balance - Beginning	-	1,426,546	1,511,660	1,449,954	23,408
21 Net Change in Fund Balance	1,511,660	23,408	591,622	15,342	(8,066)
22 FUND BALANCE - ENDING	1,511,660	1,449,954	2,103,281	1,465,296	15,342
24 ANALYSIS OF FUND BALANCE:					
25 Committed: Future Capital Improvements	1,069,910	1,069,910	1,069,910	867,183	(202,727)
26 Assigned: 3 months working capital	356,637	356,637	356,637	216,796	(139,841)
27 Unassigned	85,113	23,407	676,734	381,317	357,911
28 FUND BALANCE - ENDING	1,511,660	1,449,954	2,103,281	1,465,296	15,342

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
CAPITAL IMPROVEMENT PLAN (CIP)**

	DESCRIPTION	FY 2024 PROPOSED
	CAPITAL PROJECTS	
1	Concrete Curb and Gutter Replacement	150,723
2	Concrete Replacement	50,565
3	Firewise Projects	30,874
4	Light Pole & Fixture - Replacement (estimated 5 poles)	30,874
5	Pond Bank Erosion Issues	30,000
6	Roof	30,006
7	Circle Repair	30,006
8	Maint, Utility Vehicle, Golf Cart	18,000
9	Architect, Café Renovation, 1 X - (VC)	56,275
10	Café, 1 Part X Renovation Allowance - (VC)	301,636
11	Lake Aerator (Annual)	37,918
12	Landscape Enhancements-Annual Reinvestment	56,275
13	Refurbishment Allowance - Monument and Mailbox	16,882
14	Spa Equipment, Heater, Gas - (VC)	10,130
15	Server	17,018
	TOTAL CAPITAL PROJECTS	\$ 867,183

**GRAND HAVEN CDD
FISCAL YEAR 2023-2024 PROPOSED BUDGET
ASSESSMENT ALLOCATION**

OPERATIONS & MAINTENANCE (O&M)

NET O&M BUDGET	\$4,019,578
COUNTY COLLECTION COSTS	\$85,523
EARLY PAYMENT DISCOUNT	\$171,046
GROSS O&M ASSESSMENT	\$4,276,147

CAPITAL RESERVE FUND (CRF)

NET CAPITAL RESERVE FUND	\$882,524
COUNTY COLLECTION COSTS	\$18,777
EARLY PAYMENT DISCOUNT	\$37,554
GROSS CRF ASSESSMENT	\$938,856

ALLOCATION OF O&M ASSESSMENT

UNIT TYPE	UNIT COUNT	ERU FACTOR	TOTAL ERU's	% TOTAL ERU's	TOTAL O&M	O&M PER UNIT
SINGLE LOT AND OCCUPIED CONDOS	1837	1.0	1837.0	96.14%	\$4,111,206	\$2,238
DOUBLE LOT	5	2.0	10.0	0.52%	\$22,380	\$4,476
UNFINISHED CONDOS	2	24.0	48.0	2.51%	\$107,424	\$53,712
ESCALANTE	1	15.7	15.7	0.82%	\$35,137	\$35,137
		<u>1845</u>	<u>1910.7</u>	<u>100.00%</u>	<u>\$4,276,147</u>	

ALLOCATION OF CAPITAL RESERVE ASSESSMENT

UNIT TYPE	ERU FACTOR	TOTAL ERU's	% TOTAL ERU's	CAPITAL RESERVE FUND	CRF PER UNIT
SINGLE LOT AND OCCUPIED CONDOS	1.0	1837.0	96.14%	\$902,642	\$491
DOUBLE LOT	2.0	10.0	0.52%	\$4,914	\$983
UNFINISHED CONDOS	24.0	48.0	2.51%	\$23,586	\$11,793
ESCALANTE	15.7	15.7	0.82%	\$7,714	\$7,714
		<u>1910.7</u>	<u>100.00%</u>	<u>\$938,856</u>	

O&M VARIANCE

FY 2022-2023	\$3,738,054
FY 2023-2024	\$4,019,578
VARIANCE	\$281,524

CRF VARIANCE

FY 2022-2023	\$820,953
FY 2023-2024	\$882,524
VARIANCE	\$61,571

O&M ASSESSMENT PER UNIT VARIANCE

UNIT TYPE	FY 2023 O&M PER UNIT	FY 2024 O&M PER UNIT	VARIANCE PER UNIT	VARIANCE PER MONTH
SINGLE LOT AND OCCUPIED CONDOS	\$2,081.25	\$2,238.00	\$156.75	\$13.06
DOUBLE LOT	\$4,162.51	\$4,476.00	\$313.49	\$26.12
UNFINISHED CONDOS	\$49,950.11	\$53,712.00	\$3,761.89	\$313.49
ESCALANTE	\$32,675.70	\$35,136.60	\$2,460.90	\$205.08

CRF ASSESSMENT PER UNIT VARIANCE

UNIT TYPE	FY 2023 CRF PER UNIT	FY 2024 CRF PER UNIT	VARIANCE PER UNIT	VARIANCE PER MONTH
SINGLE LOT AND OCCUPIED CONDOS	\$457.09	\$491.37	\$34.28	\$2.86
DOUBLE LOT	\$914.17	\$982.73	\$68.56	\$5.71
UNFINISHED CONDOS	\$10,970.06	\$11,792.82	\$822.75	\$68.56
ESCALANTE	\$7,176.25	\$7,714.47	\$538.22	\$44.85

TOTAL ASSESSMENT PER UNIT VARIANCE

UNIT TYPE	FY 2023 TOTAL PER UNIT	FY 2024 TOTAL PER UNIT	VARIANCE PER UNIT	VARIANCE PER MONTH
SINGLE LOT AND OCCUPIED CONDOS	\$2,538.34	\$2,729.37	\$191.03	\$15.92
DOUBLE LOT	\$5,076.68	\$5,458.74	\$382.05	\$31.84
UNFINISHED CONDOS	\$60,920.18	\$65,504.82	\$4,584.65	\$382.05
ESCALANTE	\$39,851.95	\$42,851.07	\$2,999.12	\$249.93

EXHIBIT 12

RESOLUTION 2023-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING DISTRICT'S BOARD CHAIRMAN, MANAGER OR OPERATIONS MANAGER TO MAKE CERTAIN ELECTIONS WITH RESPECT TO STORM DEBRIS UPON DESIGNATED FINDINGS OF FACT, RATIFYING THE ACTIONS OF THE DISTRICT'S CHAIRMAN, MANAGER OR OPERATIONS MANAGER, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Grand Haven Community Development District (the "District") is a community development district, established March 24, 1997 by Flagler County, Florida Ordinance 97-03 pursuant to the provisions of Chapter 190, Florida Statutes. The District is governed by a Board of Supervisors (the "Board"); and

WHEREAS, the District owns and maintains certain real property, amenity facilities and roads within the District (the "Property"); and

WHEREAS, the District is subject from time to time to hurricanes and other major wind and/or rainstorm events that leave substantial amounts of debris on or about the Property ("Storm Debris"); and

WHEREAS, the Board finds that such Storm Debris, if allowed to remain, may find its way into the District's stormwater system and create a risk of harm to persons and damage to property; and

WHEREAS, the District has previously published Requests for Proposal for Debris Removal services in the past two successive fiscal years and has received either inadequate or no response thereto; and

WHEREAS, the District has been informed that, due to tight labor market conditions and other concerns, Debris Removal contractors may be unable to fulfill contractual obligations in a timely and complete manner; and

WHEREAS, the District has contracted with a Debris Removal contractor to handle Storm Debris but believes it would be prudent to have in place an additional strategy in the event that a storm event overwhelms the available capacity to respond to the storm event in a timely manner; and

WHEREAS, the City of Palm Coast (the "City") has put forth a plan under which it may elect, after a hurricane or other major wind and rainstorm event which has left a large quantity of debris, to enter into a *Master Services Agreement* with a third party contractor to remove the debris (the "Program"); and

WHEREAS, the District may elect to participate in the Program on the conditions that it execute a Right of Entry form and agree to pay for Storm Debris removal by the third party contractor, and

WHEREAS, the Board desires to designate certain persons to make such an election on the District's behalf under certain specified conditions.

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

Section 1. Incorporation. The Board finds that the "Whereas" statements set forth above are true and correct and incorporates each such finding and statement into this Resolution.

Section 2. Initial Finding of Public Interest. The Board finds that, due to the harm that may befall persons, property and public infrastructure if Storm Debris are not timely and properly handled, there is a high degree of public interest associated with the contracting of adequate resources to handle Storm Debris. The Board further finds that it is in the public interest of the District and its residents to take advantage of resources that the City of Palm Coast may make available to handle Storm Debris.

Section 3. Conditional Authorization. The Board hereby authorizes its Chairman, the District Manager, or the District's Operations Manager to elect to participate in the Program, including the execution of a Right of Entry form substantially similar to the one attached hereto as Exhibit "A," thereby obligating the District to pay the City's designated contractor for Storm Debris removal effectuated under the Program. Such authorization is subject to and conditioned upon a finding that the conditions set forth herein have been met.

Section 4. Conditions. The Board's Chairman, the District Manager, or the District's Operations Manager is not authorized to elect to participate in the Program unless the Board's Chairman, the District Manager, or the District's Operations Manager determines that removal of the Storm Debris would be in the public interest. Such removal is in the public interest when it is necessary to:

- (1) Eliminate immediate threats to life, public health, and safety; or
- (2) Eliminate immediate threats of significant damage to improved public or private property; or
- (3) Ensure economic recovery of the affected community to the benefit of the community-at-large; or
- (4) Mitigate the risk to life and property by removing substantially damaged

structures and associated appurtenances as needed to convert property acquired through a FEMA hazard mitigation program to uses compatible with open space, recreation, or wetlands management practices.

Section 5. Ratification. Any election made by in good faith the Board's Chairman, the District Manager, or the District's Operations Manager pursuant to this resolution and in compliance with the conditions set forth herein shall be ratified by the Board at its next scheduled meeting.

Section 6. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 15th day of June, 2023.

Secretary/Assistant Secretary

Chair/Vice Chair

Exhibit “A”



Right of Entry Authorization



Event Name: _____ Applicant Name: _____ Date: _____

Purpose

This form will authorize the Applicant to enter and remove debris from private property. Applicant will need permission from FEMA for all private property debris removal along with the right of entry authorization for each different location.

Fields

- Event Name: Type of event, Number, Name of Event (if known) will be entered.
- Applicant Name: Name of applicant will be entered.
- Date: Date of event
- ROE Number: Unique number identifier for ROE form.
- Address: Address of private property
- City, State: City and state where private property is located.
- Tax ID Block/ Lot: Identifying parcel information of private property location (This information can be located through the local property appraiser)
- FEMA- DR-: Refers to the disaster number and the state the disaster is declared for (e.g., FEMA- DR-0000-FL)
- Landmark: If the private property is near a landmark answer yes and describe landmarks.

If demolition is occurring, a witness will need to sign the ROE authorization form.



Right of Entry Authorization



Event Name: _____ Applicant Name: _____ Date: _____

ROE No.	
---------	--

Right of Entry Authorization Form Private Property Debris Removal and/or Demolition

ADDRESS:	
CITY, STATE:	
TAX ID BLOCK/LOT:	

ROE No.	PRIVATE CONTRACTOR / FORCE ACCOUNT DEBRIS REMOVAL DEMOLITION	
	FEMA-DR-	-
	Address:	
	Tax ID Block/Lot:	
	Landmark:	Yes No

RIGHT OF ENTRY ONTO PRIVATE PROPERTY FOR DEBRIS REMOVAL AND/OR DEMOLITION DISASTER ASSISTANCE (FEMA-DR- - OR)

Ownership Interest and Grant of Right of Entry for Debris Removal or Demolition Activities

The undersigned hereby certifies they/he/she are/is (check):

- The owner(s) with authority to grant access to the property at above address.
- The authorized agent of the Property Owner at above address.

The Property Owner(s)/agent authorize(s) the City/County of _____, the State of _____, and the United States of America, their respective agents, successors and assigns, contractors and subcontractors (collectively, the "Governments/Contractors") to have the right of access and to enter the property above specified for purposes of performing debris removal as it is a public health and safety threat OR for demolishing structures local authorities have determined to be unsafe due to the declared major disaster FEMA-DR- _____.

Government Not Obligated, No Expense Except For Insurance Proceeds

The Property Owner(s)/agent(s) understand(s) that this Right-of-Entry does not obligate the Governments/Contractors to perform debris removal or demolition. Governments/Contractors will access the property under this ROE if the work has been determined necessary in accordance with Federal, State, or local regulations. The Property Owner(s) will not be charged for the work conducted by Governments/Contractors. However, if the Property Owner(s) receive(s) insurance proceeds or compensation from other sources for debris removal or demolition, the Property Owner's(s)' obligation is set out in the section below, entitled "Avoidance of Duplication of Benefits...."



Government Indemnified and Held Harmless

The Property Owner(s)/agent(s) agree(s) to indemnify and hold harmless the Governments/Contractors for any damage of any type whatsoever to the above described property or to personal property and fixtures situated thereon, or for bodily injury or death to persons on the property, and hereby releases, discharges and waives any and all actions, either legal or equitable, which the Property Owner(s) has/have, or ever might or may have, by reason of any action taken by Governments/Contractors to remove debris or demolish unsafe structures.

Acknowledgment of Prohibition on Fraud, Intentional Misstatements

The Property Owner/agent understands that an individual who fraudulently or willfully misstates any fact in connection with this agreement may be subject to penalties under state and federal law, including civil penalties, imprisonment for not more than five years, or both, as provided under 18 USC § 1001.

Government/Contractors will perform the following work: (check)

- Remove debris from the Property
- Demolish the unsafe and condemned structure on the Property and remove the demolition debris.

Avoidance of Duplication of Benefits: Reporting Debris Removal/Demolition Money Received

Property Owner(s)/agent(s) has/have an obligation to file an insurance claim if coverage is available. Property Owner(s)/agent (s) understand(s) and acknowledge(s) that receipt of compensation or reimbursement for performance of the aforementioned activities from any source, including Small Business Administration, private insurance, an individual and family grant program or any other public or private assistance program could constitute a duplication of benefits prohibited by federal law. If the Property Owner(s)/agent(s) receive(s) any compensation from any source for debris removal or demolition activities on this property, the Property Owner(s)/agent(s) will report it to the Department of _____ at (phone & address) _____

Release of Insurance Information

If insured, the Property Owner(s)/agent(s) authorize(s) its/their insurer, (Company) _____, to release information relating to coverage and payments for debris removal/demolition activities (Claim # _____, Policy # _____) to the City/County identified herein and/or to the State of _____.

Privacy Act Statement: The Property Owner/Owner's Authorized Agent acknowledge(s) that information submitted will be shared with other governmental agencies, federal and non-federal, and contractors, their subcontractors and employees but solely for purposes of disaster relief management to meet the objectives of this Right-of-Entry. This form is signed to allow access to perform debris removal and/or demolition operations on the above-mentioned property, to authorize the release of insurance policy/claim information and to notify any lien-holder of demolition.



FOR DEMOLITION:

Mortgage and Insurance Adjuster Information

- The Property Owner(s)/agent(s) certifies/certify that **NO** mortgage exists on said property.
- The Property Owner(s)/agent(s) certifies/certify that a mortgage does exist on said property.
- The Property Owner(s)/agent(s) certifies/certify that if insurance exists, an adjuster has inspected the property.

Other Liens/Encumbrances on the Property

- The Property Owner(s)/agent(s) certifies/certify that no other liens or encumbrances exist on said property.
- The Property Owner(s)/agent(s) certifies/certify that (type lien[s]) exist(s) on said property.

Witnesses Only if Demolition

Property Owner(s) or Authorized Agent **AND** Mortgage/Lien Holder(s)

For the considerations and purposes set forth herein, I/we hereby set my/our hand(s) and seal(s) this _____ day of _____, _____.

PROPERTY OWNER/AUTHORIZED AGENT:

Witness 1

Witness 2

LIEN HOLDER:

MORTGAGE HOLDER:

OTHER LIEN HOLDER:

EXHIBIT 13

LICENSE AGREEMENT

THIS LICENSE AGREEMENT ("Agreement") is made and entered as of _____, 2023, by and between is BLAZE SECOR ("Licensee"), whose is 285 Woodhaven Circle West, Ormond Beach, Florida 32174, and GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, ("Licensor") whose address is c/o DPFM Management & Consulting, 250 International Parkway, Suite 208, Lake Mary, FL 32746.

WITNESSETH:

WHEREAS, Licensee desires to utilize a portion of land owned by Licensor lying within The Crossings Village consisting of common areas located within the Crossings and including the areas within or adjacent to the Grand Swamp owned by the Licensor (the "Premises") and land owned by Licensor lying adjacent to Wild Oaks Village and including the areas within or adjacent to the Graham Swamp owned by Licensor (the "Premises") for the purpose of accessing Flagler County property to hunt or remove nuisance feral hogs (the "Permitted Use") for a period of one (1) year beginning on February 1, 2023, and continuing until January 31, 2024 (the "License Period"); and

WHEREAS, Licensor is agreeable to allowing Licensee to use the Premises for the Permitted Use during said License Period on the terms and conditions as hereinafter provided in this Agreement.

NOW THEREFORE, in consideration of the foregoing recitals, which are true and correct and are incorporated herein by this reference, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, Licensor and Licensee hereby agree as follows:

1. Recitals. The recitals so stated are true and correct and by this reference are incorporated, inclusive of the above referenced exhibits, into and form a material part of this Agreement.
2. Permitted Use. Licensee shall be allowed to use the Premises solely for the purpose of access to Flagler County Property adjacent to the Premises for hunting or removing nuisance feral hogs.
3. Time of Use. Licensee shall be allowed to use the above-described Premises for the Permitted Use during all twelve months of the year, seven days a week, from the hours of dawn until dusk.
4. Term of Agreement. The term of this Agreement shall be for the License Period. Notwithstanding the term, the Licensor shall have the right to suspend or terminate this Agreement

upon ten (10) days' notice, or in the event that District deems there to exist a danger to the residents or property of the District, immediately upon notice.

5. No Representations by Licensor. Licensor makes no representations or warranties to Licensee regarding the above-described Premises including, without limitation, the status of Licensor's title to the zoning of the condition of (including the environmental condition) or suitability of the of the above-described Premises for use by Licensee.

6. Indemnity. Licensee shall indemnify Licensor from and against all liability, loss, claims, and damages of whatever kind or nature which Licensor may sustain, suffer, incur, or be required to pay by reason of Licensor's or Licensee's affiliates, employees, agents, contractors, guests, or invitees to utilize the above-described Premises pursuant to the terms hereof. Licensee shall provide District with evidence that Licensee has in place comprehensive liability insurance in amounts and type that would comply with Flagler County's licensing requirements for hunting on County property.

7. Right of Licensor to Enter. Licensee agrees that Licensor shall at all times during the License Period have full power and authority to enter onto the Premises to ensure that Licensee is in full compliance with the terms of this Agreement.

8. Default/Termination. If Licensee fails to comply with any or all of the terms and conditions contained in this Agreement ("Default"), then Licensee may, in addition to any other remedy available at law or in equity, immediately terminate Licensee's use of the above-described Premises.

9. Notices. Any notices required or permitted to be given under this Agreement shall be by certified mail and addressed to the respective parties at the following addresses:

To Licensor: Grand Haven Community Development District
c/o DPF Management & Consulting
250 International Parkway, Suite 208
Lake Mary, FL 32746
Attn: District Manager

With a copy to: Clark & Albaugh, LLP
1800 Town Plaza Court
Winter Springs, FL 32708
Attn: Scott D. Clark, Esq.

To Licensee: Blaze Secor
285 Woodhaven Circle West
Ormond Beach, Florida 32174

10. No Agent. It is understood and agreed that nothing herein contained is intended or should be construed as in any way creating or establishing the relationship of co-parties

between the parties hereto, or as constituting Licensee as the agent, representative, or employee of Licensor for any purpose or in any matter whatsoever.

11. Hazardous Waste and Materials. At no time shall Licensee treat, dispose of, place, or store on the Premises, or permit any other party to treat, dispose of, place, or store on the Premises, any material which requires a governmental permit for the storage, treatment, disposal, handling or maintenance thereof. As used herein, "storage" includes the keeping of material in the open on the Premises, or in a truck or other vehicle on the Premises. Licensee shall not use or place or permit the use of or placement of explosives or explosive materials (whether solid, liquid, or gaseous) on the Premises.

12. Assignability. This Agreement may not be assigned or transferred by Licensee. Notwithstanding the foregoing, Licensee may utilize the services of three or four additional hunters/ trappers for the purposes set forth herein, provided that Licensee will remain responsible for their actions and shall advise Licensor of the identity of those persons.

13. Improvements to the Premises. Licensee shall not make any permanent alterations, changes, or improvements to the Premises. However, Licensee may make temporary alterations, changes, or improvements to the Premises so long as said temporary alterations, changes, or improvements are first approved by Licensor, and are in compliance with all applicable laws, ordinances and regulations.

14. Assumption of Risk. Licensee is under a duty to be vigilant for Licensee's own safety as well as the safety of others. Licensee understands and agrees that he is responsible for his own personal safety and the personal safety of any and all persons accompanying Licensee on the Premises or accessing the Premises in connection with the Permitted Use. Licensee is fully knowledgeable of the risks that are generally associated with traversing the Premises, which are in a substantially natural condition, and assumes all such risks. Licensee also assumes all risks associated with traversing the Premises in a motor vehicle and takes access "as is." Licensee voluntarily assumes any other risks, of every kind whatsoever, whether natural or artificial, while conducting activities on the Premises pursuant to this Agreement.

15. Attorneys' Fees. In connection with any legal proceedings, including appellate proceedings, arising out of the enforcement of this Agreement or for any action for possession of the above-described Premises, or for damages, or for the collection of any payment required that may be collected by suit, each party shall be responsible for its own legal costs, fees, expenses.

16. No Property Interest. Licensee's temporary use of the Premises constitutes a revocable license. Nothing herein is intended to nor shall be interpreted as a transfer of any property interest to the Licensee. Licensor retains the right to close access to all or any portion of the Premises due to inclement weather, Licensor's activities and/or projects if damage to the Premises is deemed by the Licensor to be too severe or use of the Premises is deemed to any nature whatsoever by Licensor to Licensee, including, without limitation, a lease or easement interest.

17. Miscellaneous. This Agreement constitutes the entire understanding between Licensor and Licensee regarding the use of the Premises by Licensee and may not be modified

except in writing executed by both parties. The headings contained herein are for convenience only and shall not be interpreted as defining or limiting the scope of the Agreement or any section contained herein. The execution of this Agreement has been duly authorized by Licensee and the terms hereof are binding upon both parties.

21. Contingencies. This Agreement is contingent upon the following conditions:

a) Licensee and any persons entering the Premises under the terms of this Agreement must physically have a copy of this License Agreement at all times while on the Premises.

b) Licensee shall assist in the protection of the Premises against trespassers, poachers, and vandals to the best of his ability and immediately report all acts of trespass and vandalism to Licensor and to proper authorities.

c) Licensee shall abide by all applicable governmental rules, regulations, ordinances, and laws with respect to Licensee's use of the Premises, and shall, at his own expense, procure and maintain current any permits, licenses, etc., which may be required by law in connection with the feral hog removal activities.

d) Licensee shall provide Licensor with the description, tag number and vehicle identification number for each vehicle or vessel to be used on the Premises prior to initiating the Permitted Use.

e) Licensor approved "Official Nuisance Feral Hog Removal Program Authorized Agent" magnetic signs shall be displayed on each vehicle and vessel accessing the Premises. The signs shall be displayed on the driver and passenger doors of the vehicle. The signs shall be displayed on the port and starboard sides of the vessel. The signs are to be purchased by Licensee.

f) Licensee and his agents shall be required to have a "Nuisance Hog Removal" card and a current hunting license on their person at all times while on the Premises. Licensee shall be identified as the Supervisor. Agents shall NOT access the Premises unless accompanied by Licensee.

g) A person convicted of a felony is not eligible to be a licensee or an agent. Should Licensee be convicted of a felony during the term of this Agreement,

[signatures on following page]

IN WITNESS WHEREOF, the parties hereto have signed this Agreement between Grand Haven Community Development District and Blaze Secor on the day and year first written above.

GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT

By: _____
Name: _____
Title: _____

BLAZE SECOR

EXHIBIT 14

**NOTICE OF PUBLIC HEARING BY
GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT**

In accordance with Chapters 190 and 120, Florida Statutes, the Grand Haven Community Development District (“District”) hereby gives notice of its intention to develop proposed amendments to the District’s Chapter VI rules governing the District’s surface water management systems, drainage easements, and encroachment on District-owned property.

The purpose and effect of the amendment is to provide for efficient and effective District facility operations. Specific legal authority for the proposed amendment includes Sections 190.011(5), 190.012(3), 120.54 and 120.81, Florida Statutes (2022).

A copy of the proposed amendments may be obtained by contacting the District Manager at 250 International Parkway, Suite 208, Lake Mary, FL 32746, (321) 263-0132 ext. 193, or by email at dmcinnes@dpfgmc.com (“District Office”). A public hearing will be conducted by the Board of Supervisors of the Grand Haven Community Development District (“District”) on **June 15, 2023 at 9:00 a.m.** at the Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

If anyone chooses to appeal any decision of the District’s Board with respect to any matter considered at the hearing, such person is required to have a verbatim record of the proceedings including the testimony and evidence upon which such appeal is to be based and should ensure that such a record is made accordingly.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Office at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, which can aid you in contacting the District Office.

District Manager
Grand Haven Community Development District

May 15, 2023

23-00110F

**NOTICE OF RULE MAKING BY
THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
FOR ADOPTING AMENDMENTS TO AMENITY RULES**

A public hearing will be conducted by the Board of Supervisors of the Grand Haven Community Development District ("District") on **June 15, 2023 at 9:00 a.m.** at the Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

The public hearing will provide an opportunity for the public to address proposed amendments to the District's Chapter VI rules governing the District's surface water management systems, drainage easements, and encroachment on District-owned property. Specific legal authority for the rule includes Sections 190.011(5), 190.012(3), 120.54 and 120.81, Florida Statutes (2022).

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by section 120.541(1), F.S., must do so in writing within twenty-one (21) days after publication of this notice. The public hearing may be continued to a date, time and place to be specified on the record at the hearing.

If anyone chooses to appeal any decision of the District's Board with respect to any matter considered at the hearing, such person is required to have a verbatim record of the proceedings including the testimony and evidence upon which such appeal is to be based and should ensure that such a record is made accordingly. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager at the address and number below.

A copy of the proposed rule may be obtained by contacting the District Manager at 250 International Parkway, Suite 208, Lake Mary, FL 32746, (321) 263-0132 ext. 193, or by email at dmcinnes@dpgfmc.com.

EXHIBIT 15

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.

1.4011 “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.

1.412 “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. ~~Such~~ 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.

EXHIBIT 16

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT AMENDING THE DISTRICT'S CHAPTER VI RULES GOVERNING THE DISTRICT'S SURFACE WATER MANAGEMENT SYSTEMS, DRAINAGE EASEMENTS, AND ENCROACHMENT ON DISTRICT-OWNED PROPERTY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Grand Haven Community Development District ("District") has developed, owns, and maintains surface water management systems, drainage easements, wetlands and other property within the boundaries of the District; and

WHEREAS, the Board of Supervisors of the District (the "Board") has the right to adopt reasonable rules and regulations regarding the operation of its surface water management systems, drainage easements, wetlands and other property within the boundaries of the District; and

WHEREAS, the Board has previously adopted Chapter VI of its *Rules of the Grand Haven Community Development District* pertaining to and governing the operation of its surface water management systems and drainage easements within the boundaries of the District; and

WHEREAS, the Board finds that amendment of Chapter VI is necessary to provide for efficient and effective operations of the District's surface water management systems, drainage easements, wetlands and other property; and

WHEREAS, the Board further finds that amendment of Chapter VI is necessary to address encroachment on District-owned property by unauthorized persons or improvements; and

WHEREAS, the District is authorized by Sections 190.011(5), 190.012(3), 120.54 and 120.81, Florida Statutes (2022) to amend its rules and to enforce the provisions of this Resolution.

WHEREAS, the Board desires to amend Chapter VI and has conducted the required and duly noticed public hearing on same; and

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

1. Chapter VI of the *Rules of the Grand Haven Community Development District* are hereby amended as shown in the attached Exhibit "A" to this Resolution [NOTE: Additions to text are indicated by underline; deletions by ~~strikeout~~].

2. The District’s Manager and Attorney are authorized to take actions as reasonably necessary to effectuate the purposes of this Resolution.

3. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 15th day of June, 2023.

Secretary/Assistant Secretary

Chair/Vice Chair

Exhibit “A”

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.

1.4011 “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.

1.412 “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, 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).~~

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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.