



# GRAND HAVEN

*Advanced Meeting Package*

*Regular Meeting*

*Thursday  
January 18, 2024  
9:00 a.m.*

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

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

# Grand Haven Community Development District

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

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

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development District is scheduled for **Thursday, January 18, 2024, at 9:00 a.m.** at the **Grand Haven Room**, at the **Grand Haven Village Center**, located at **2001 Waterside Parkway, Palm Coast, Florida 32137**.

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

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

Sincerely,

*David McInnes*

David McInnes  
District Manager



## Community Development District

Meeting Date: Thursday, January 18, 2024      Ways to Follow      Zoom – Listen  
Time: 9:00 AM      Meeting:      Only  
Location: Grand Haven Room, at the      Call-in Number: +1 (929) 205-6099  
Grand Haven Village      Meeting ID: 705 571 4830#  
Center, located at 2001  
Waterside Parkway, Palm  
Coast, Florida 32137

### *Revised Agenda*

- I. Call to Order/ Roll Call**
- II. Pledge of Allegiance**
- III. Presentation & Discussion of Café Renovation Plans – 60mins. Allotted**
- IV. Audience Comments – (limited to 3 minutes per individual for non-agenda items)**
- V. Presentation of Proof of Publication(s)** [Exhibit 1](#)
- VI. Staff Reports**
  - A. District Engineer: David Sowell – 5mins. Allotted
  - B. Amenity Manager: John Lucansky – 5mins. Allotted [Exhibit 2](#)
  - C. Operations Manager: Barry Kloptosky
    1. Presentation of Capital Project Plan Tracker – 5mins. Allotted [Exhibit 3](#)
    2. Monthly Report – 10mins. Allotted [Exhibit 4](#)
  - D. District Counsel: Scott Clark – 15mins. Allotted [Exhibit 5](#)
  - E. District Manager: David McInnes
    1. Meeting Matrix – 5mins. Allotted [Exhibit 6](#)
    2. Action Item Report – 5mins. Allotted [Exhibit 7](#)
    3. Incident Reports Involving Residents – 15mins. Allotted
    4. 01/04/24 Workshop Recommendations – 5mins. Allotted

**VII. Consent Agenda Items – 5mins. Allotted**

- A. Consideration for Acceptance – The November 2023 Unaudited Financial Report [Exhibit 8](#)
- B. Consideration for Acceptance – The December 2023 Unaudited Financial Report [Exhibit 9](#)
- C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held November 2, 2023 [Exhibit 10](#)
- D. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held December 7, 2023 [Exhibit 11](#)

**VIII. Business Items**

- A. Consideration of Aeration Installation – Pond 6 Proposal – 5mins. Allotted [Exhibit 12](#)
- B. Consideration of New Playground Equipment in Wild Oaks Proposal – 5mins. Allotted [Exhibit 13](#)
- C. Consideration & Adoption of **Resolution 2024-08**, Authorizing Payment of Required Ethics Training for Board Supervisors – 5mins. Allotted [Exhibit 14](#)

**IX. Discussion Topics**

- A. Update on Hog Situation – Barry Kloptosky, OM – 15mins. Allotted
- B. FY 2025 Budget – continued – 15mins. Allotted [Exhibit 15](#)
- C. Update on Negotiations with Tennis Instruction – John Lucansky, AM – 20mins. Allotted
- D. Update on Efforts with Flagler County – Supervisor Crouch – 5mins. Allotted
- E. Update on Website Matters – Dr. Merrill – 5mins. Allotted
- F. Update on Line of Credit – Chair Foley – 10mins. Allotted

**X. Supervisors’ Requests – 10mins. Allotted**

**XI. Action Items Summary – 5mins. Allotted**

**XII. Meeting Matrix Summary – 5mins. Allotted**

**XIII. Adjournment**



# EXHIBIT 1

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT  
NOTICE OF BOARD OF SUPERVISORS REGULAR MEETING**

Notice is hereby given that a regular meeting of the Board of Supervisors of the Grand Haven Community Development District (the “**District**”) will be held on Thursday, January 18, 2024, at 9:00 a.m. at the Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137. The purpose of the meeting is to discuss any topics presented to the board for consideration.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Telephone (321) 263-0132, Ext. 193.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or Supervisors may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager’s office at least forty-eight (48) hours before the meeting by contacting the District Manager at (321) 263-0132, Ext. 193. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager’s office.

A person who decides to appeal any decision made at the meeting, with respect to any matter considered at the meeting, is advised that a record of the proceedings is needed and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

**Grand Haven Community Development District**

David McInnes, District Manager  
(321) 263-0132, Ext. 193

January 11, 2023

23-00340F

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## EXHIBIT 2



## Monthly Amenity Update

*Date of report 1/10/2024*

*Submitted by: **John Lucansky***

### **Amenities Update:**

### **Events: December Recap**

- Tree Lighting was held Wednesday the 13<sup>th</sup> at 6:30pm
  - Over 200 residents attended.
  - The FPC choir performed.
  - The event was well received, and we are already planning next year's event.
  
- Trivia and Bingo were well attended.
  
- New Years Eve party
  - The event was a huge success.
  - Live music provided by Southern Chaos
  
  - The special menu nights included were well attended and included Christmas Dinner and Pierogi nights.

## **Tennis:**

### **Presentation for Director of Tennis by Brian Counts:**

I spoke to Brian Counts about becoming the Director of Tennis and below is his response and what additional offerings he would be including.

This was his reply.

"I've been thinking about the tennis director position that was offered since we last talked. I'm definitely interested in taking the reins and offering more options, other than lessons, to the Grand Haven tennis community. Some of those options could be:"

- 1) Organizing and running inter club play.
- 2) Organizing and running community ladder play.
- 3) Offering stroke of the week/month clinics.
- 4) Organizing and running semiannual/annual tennis tournaments.
- 5) Organizing and running men's and women's or mixed doubles mixer events that can be coupled with cafe dining.
- 6) Organizing and running Holiday tennis parties.
- 7) Organizing and running Summer camps for kids.

Making him a full time Vesta employee and pay him his request salary would cost the District an additional \$44,400.

### **Tiki Hut:**

- The Tiki hut will reopen as soon as the weather gets a little warmer.

### **Tennis and Pickleball Courts**

- Clay will be added as needed due to the excessive rain we received in December.

### **Café:**

- Online Ordering:
  - Online orders have been steadily increasing each month.
    - July - 30 orders
    - August – 60 orders
    - Sept – 80 orders
    - October -110 orders
    - November -120 orders
    - December- 100 orders

### **Bocce:**

- The Fall bocce has concluded and was very successful.
- ***We are already gearing up for the Spring Bocce season.***
  - ***Expanding the league to 3 days a week and increasing participants to 128.***
  - Bocce court has QR code online ordering for food and drink.
    - Delivery only when the league is playing. (Wednesdays and Thursdays 5-8pm)
  - 4 high top tables have been purchased for bocce courts. These tables will also be used for Grand Haven Room parties.

## **Programs and Classes:**

- Below are the current classes and programs that are offered.

<b><u>Class/Program</u></b>	<b><u>Participation</u></b>
Ballet	15-20
Move to Music	30-60
Zumba	20-40
Table Tennis	10-20
Sit and Dance	10-18
Tai Chi	10-15
Mahjong	4-8
Pilates	4-12
Hearts	4-8
Dominos	4-8
Canasta	4-8
Rumi Kub	4-12
Bridge	4-12
Book Club	6-12
Cards	4-12
Bingo	100-110
Trivia	100-150
Kick line	8-16
Ballroom Dancing	4-10
Bunco	4-10
Aqua Zumba	15-40
Ladies Self Defense	18
Calligraphy	10-12
Water Aerobics	10-20

**Quality checks and reporting:**

- We continue to monitor and check all amenities. Below is the daily report I receive and review to make sure all reporting is being done.
- We introduced the QR codes so the facilitators must physically go to the amenities (restrooms, tennis courts, etc...) scan the code and enter all required information. Below are some examples of the reports.
- The facilitators also have a QR code for any issues/repairs that need to be reported to the CDD office-I checked these daily and forward them to CDD office staff.

**Creekside Men’s Restrooms**

1	Timestamp	Showers Checked?	Toilet and Urinals Clean	Mirrors and vanity clean	Soap and paper products	Waste containers empty	Floor clean and dry?	Facilitator name and Comments
2461	12/13/2023 16:27:14	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2462	12/13/2023 18:52:30	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2463	12/14/2023 5:26:22	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak
2464	12/14/2023 11:52:00	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak
2465	12/15/2023 5:05:52	Yes	Yes	Yes	Yes	Yes	Yes	Gordon Rice
2466	12/15/2023 11:30:09	Yes	Yes	Yes	Yes	Yes	Yes	Gordon Rice
2467	12/16/2023 13:35:44	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2468	12/16/2023 16:27:31	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2469	12/16/2023 18:58:19	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2470	12/17/2023 13:14:08	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2471	12/17/2023 15:56:02	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2472	12/17/2023 18:01:11	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2473	12/18/2023 5:07:24	Yes	Yes	Yes	Yes	Yes	Yes	Gordon Rice
2474	12/18/2023 8:39:14	Yes	Yes	Yes	Yes	Yes	Yes	Gordon Rice
2475	12/18/2023 11:34:44	Yes	Yes	Yes	Yes	Yes	Yes	Gordon Rice
2476	12/18/2023 13:09:42	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2477	12/18/2023 16:15:30	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2478	12/18/2023 19:01:42	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2479	12/19/2023 5:28:23	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak
2480	12/19/2023 11:47:15	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak
2481	12/19/2023 14:22:46	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2482	12/19/2023 16:07:25	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2483	12/19/2023 18:05:35	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2484	12/20/2023 5:40:59	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak
2485	12/20/2023 11:36:52	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak
2486	12/20/2023 13:42:37	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2487	12/20/2023 16:27:36	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2488	12/20/2023 17:48:59	Yes	Yes	Yes	Yes	Yes	Yes	Mike
2489	12/21/2023 5:31:29	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak
2490	12/21/2023 5:31:51	Yes	Yes	Yes	Yes	Yes	Yes	Mark Sedlak



*Village Center Tennis court #1*

1	Timestamp	Court, net, and windscre	Trash receptacle emptie	Facilitator name and comments.
1318	12/10/2023 18:46:25	Yes	Yes	Ds
1319	12/11/2023 7:33:59	Yes	Yes	Kristi
1320	12/11/2023 11:05:55	Yes	Yes	Kristi
1321	12/11/2023 14:55:08	Yes	Yes	RL
1322	12/12/2023 8:23:14	Yes	Yes	Kristi
1323	12/12/2023 12:53:39	Yes	Yes	Kristi
1324	12/12/2023 18:34:59	Yes	Yes	David stair
1325	12/13/2023 5:50:59	Yes	Yes	Ruth Sechman
1326	12/13/2023 11:11:26	Yes	Yes	Ruth Sechman
1327	12/13/2023 20:27:11	Yes	Yes	David stair
1328	12/14/2023 7:47:12	Yes	Yes	Kristi
1329	12/14/2023 12:09:12	Yes	Yes	Kristi
1330	12/14/2023 19:21:28	Yes	Yes	Gordon Rice
1331	12/15/2023 7:11:36	Yes	Yes	Kristi
1332	12/15/2023 11:54:36	Yes	Yes	Kristi
1333	12/15/2023 19:53:37	Yes	Yes	David stair
1334	12/16/2023 5:52:44	Yes	Yes	Ruth Sechman
1335	12/16/2023 10:53:34	Yes	Yes	Ruth Sechman
1336	12/16/2023 19:29:12	Yes	Yes	Gordon Rice
1337	12/17/2023 7:08:23	Yes	Yes	Ruth Sechman
1338	12/17/2023 10:41:45	Yes	Yes	Ruth Sechman
1339	12/17/2023 19:08:55	Yes	Yes	David stair
1340	12/17/2023 19:10:29	Yes	Yes	David stair
1341	12/18/2023 7:36:24	Yes	Yes	Kristi
1342	12/18/2023 12:54:24	Yes	Yes	Kristi
1343	12/18/2023 15:03:45	Yes	Yes	RL
1344	12/19/2023 7:47:50	Yes	Yes	Kristi
1345	12/19/2023 11:43:56	Yes	Yes	Kristi
1346	12/19/2023 19:11:37	Yes	Yes	David stair

# EXHIBIT 3

**GRAND HAVEN**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**FY2023/2024 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER**  
**01/10/2024**

Line	Description	Budgeted Cost	Variance (+/-)	Invoiced Amount	Final Cost	Comments/Notes	Completed
1	Concrete Curb and Gutter Replacement	\$150,723		\$31,715		Creating priority list for next round of repairs.	
2	Concrete Replacement, Sidewalk Repair	\$50,565		\$1,750		In progress.	
3	Firewise Projects	\$49,593		\$8,200		In progress.	
4	Light Pole & Fixture - Replacement	\$30,874				Streetlights ordered. Waiting for expected delivery date.	
5	Pond Bank Erosion Issues	\$30,000				3 locations identified for repair. Contract being drafted.	
6	Flat Roof - Village Center (VC)	\$30,006				Seeking proposals.	
7	Front Street Circle Repair	\$30,006				Scheduled to begin in March 2024	
8	Maint, Utility Vehicle, Golf Cart (VC)	\$18,000	-\$6,805	\$11,195	\$11,195	Delivered and in use.	x
9	Architect, Café Renovation, 1 X - (VC)	\$56,275		\$39,231		Plans scheduled to be presented 01/18/2024	
10	Café, Renovation Allowance - (VC)	\$301,636					
11	Lake Aerator (Annual)	\$37,918		\$10,360		Waiting for scheduled installation date for ponds #9 and #2.	
12	Landscape Enhancements (Annual)	\$56,275		\$7,270		In progress.	
13	Mailbox Replacement	\$16,882				Mailboxes ordered. Waiting for expected delivery date.	
14	Spa Equipment, Heater	\$10,130	-\$5,230	\$4,900	\$4,900	Delivered and installed at Creekside.	x
15	Server	\$17,018	\$68	\$17,085	\$17,085	New server installed 11/03/2023.	x
16	<b>Totals:</b>	<b>\$885,901</b>	<b>-\$11,967</b>	<b>\$131,706</b>	<b>\$33,180</b>		

# EXHIBIT 4



**Operations Manager's Report – For The January 18th, 2024, Board Meeting**

**(This Report Was Submitted For The Agenda On 01/10/2023)**

○ **MAILBOX REPLACEMENTS**

- The next round of mailbox replacements will be on Flamingo Court and Tanglewood Court.
- Mailboxes have been ordered.

○ **HOG HUNTER ACCESS AGREEMENT**

- We are exploring other possible options for hog removal.
- We are attempting to engage the services of a hog trapper for the main part of Grand Haven. An agreement for services has been drafted and is under review. We are hoping to execute that agreement as soon as possible.

○ **NEW SPA HEATER**

- A new spa heater has been delivered and installed at Creekside at a cost savings of \$5,230.

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



○ **POND BANK EROSION ISSUES**

- 3 locations have been identified for repair.
- The proposal is within budget and the contract is being drafted.

○ **CAFÉ RENOVATION PROJECT**

- The architect gave a presentation to the Board at the July 20<sup>th</sup> Board meeting which included the conceptual drawings, scope of work, and cost projections for the café renovation project. 08/09/2023
- The Board approved the architect's phase 2 design proposal for the completion of the design drawings for permitting, bidding, and construction. 8/09/2023
- Staff had a zoom meeting with the design architect to review the first draft of the design drawings on 09/20/2023.
- Staff had an onsite meeting with the engineers to verify dimensions and answer questions related to completing the construction drawings on 10/09/2023.
- Staff met with the architect on 11/21/2023 to review the 60% completed design drawings.
- The 100 % completed design drawings are scheduled to be presented to the Board at the January regular board meeting.

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



- **POND AERATOR PROPOSALS**

- Staff has provided two proposals for pond aeration to be considered by the Board at the November 2<sup>nd</sup> Regular Meeting. 10/25/2023
- The replacement of the solar aerator on Pond 2 and the installation of a new aerator on Pond 9 was approved by the Board on 11/02/2023.
- The contracts are fully executed, and we are waiting for a scheduled installation date from the contractor.
- Staff will present a proposal for aeration in Pond 6 to the Board at the January regular board meeting.

- **LIGHT POLE AND FIXTURE REPLACEMENTS**

- The streetlights for replacement in this fiscal year have been identified and ordered.
- We are waiting for a scheduled delivery date.

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

# EXHIBIT 5



## **GRAND HAVEN MEETING ATTORNEY REPORT LIST (1/18/24)**

### **1. Condominium Destruction Letter**

At the Board's direction, the attached letter was sent to the owner of the condominium building closest to the Intracoastal Waterway in response to the unauthorized tree cutback and landscape destruction. The letter, delivered to the registered agent, was returned as "undeliverable." A second letter has been sent to an alternate address.

### **2. Supervisor Ethics and Training Requirement**

An attached memorandum discusses an Ethics Code law change from the 2023 legislature that requires annual training be taken by supervisors. The agenda also contains a proposed resolution that authorizes reimbursement for training expenses.

### **3. Potential Amenity Rule Amendments**

Attached is a memorandum that discusses some areas of concern in the amenity discipline rules and reviews policies used in other CDD's.

### **4. River Trail Dock Easement**

The Board approved a form of easement agreement with residents on River Trail to facilitate construction of a dock. The approval was conditioned upon payment of the CDD's legal expense on the matter, which was just over \$1,000. The residents took exception to this and felt like the CDD should bear the expense. I told them that they would need to attend the meeting and ask for reconsideration of this if they wanted to proceed. I have not been informed that the request would be made at the January meeting, but it is possible that the resident will appear.



# CLARK & ALBAUGH

PROFESSIONAL LIMITED LIABILITY COMPANY

SCOTT D. CLARK, ESQ.

December 13, 2023

***Certified Mail – Return Receipt Requested***

Zander Development Group, LLC  
4601 East Moody Boulevard, Unit D1  
Bunnell, Florida 32110

**RE: Trespass and Destruction of Property**

Dear Sirs:

This firm serves as District Counsel to the Grand Haven Community Development District (“District”). The District owns and operates public infrastructure within its boundaries in Flagler County, Florida. The District owns property (the “District Property”) to the east of certain property owned by Zander Development Group, LLC (“Zander”), which is described as Lot 1 of La Vista Land Condominium. That property contains a large oak tree and certain landscape features, including protected materials adjacent to the Intracoastal Waterway.

The District has learned that you, or parties contracted by you, entered onto the District Property recently, cut and removed limbs and materials from the oak tree and cleared certain plantings on the District Property. These actions constitute an act of trespass on the District Property. They were unlawful and have caused damage to the oak tree and other planted areas.

This action is made all the more flagrant by the fact that, prior to this trespass, your representative, Todd Buch, was informed by the District’s staff that the tree had already been properly trimmed and should not be cut or trimmed further. Mr. Buch was further advised that vegetation that he also requested to be trimmed or removed was located in an environmentally sensitive area adjacent to the Intracoastal Waterway and was protected by regulations.

The flagrant and intentional nature of these actions is the type of activity that frequently subjects individuals and businesses to punitive damages in legal actions. The District has determined that the cost to restore and preserve the oak tree will be at least \$28,000, most of which will need to be spent immediately and next year. This is due to the improper and damaging



Zander Development Group, LLC  
December 13, 2023  
Page two

methods which were used to cut the tree. Proposals are being solicited for restoration of the other planted areas, but it is believed that these will be \$10,000 or more.

The District's Board of Supervisors discussed this matter at its monthly meeting last week and directed me to inform you of the following demands:

1. Your company and its agents, contractors and employees are immediately directed to cease and desist from any activity on any of the District's lands, including the District Property other than the passive natural activities for which they are designed.
2. Upon presentation of a project budget, which will be done shortly, you are directed to pay the District its costs of restoring and preserving the oak tree.
3. Upon presentation of a scope and proposal, you are directed to pay the costs of remedial landscape work on District Property.
4. Your company will be responsible to indemnify the District from any costs, penalties or other damages related to enforcement action by agencies having environmental jurisdiction over the District Property.

Please contact me if you have any questions or wish to discuss the matter. However, be assured that the District is prepared to see this matter to its proper conclusion through whatever means are required.

Sincerely,



Scott D. Clark

cc: District Manager  
Operations Manager  
Board of Supervisors





# CLARK & ALBAUGH

PROFESSIONAL LIMITED LIABILITY COMPANY

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## M E M O R A N D U M

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**From:** Clark & Albaugh  
**To:** Board of Supervisors  
Grand Haven Community Development District  
**Date:** December 19, 2023  
**Subject:** Ethics Training / Financial Disclosure

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### Ethics Training Requirement

Effective July 1, 2023, the Florida Legislature enacted a requirement that, beginning January 1, 2024, each Special District elected local officer and each person who is appointed to fill a vacancy for an unexpired term of such elective office must complete 4 hours of ethics training each calendar year. The training shall address, at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and Florida's public records and public meetings laws.

This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation, covering the required subject matter.

The required training should be completed as close as possible to the date that the office was assumed. A new officer assuming office or new term of office on or before March 31 must complete the annual training on or before December 31 of the year in which the term of office began. An officer assuming a new office or new term of office after March 31 is not required to complete ethics training for the calendar year in which the term of office began.



The legislation as drafted does not have a specific due date for the training other than during the calendar year. Notwithstanding that, the reporting requirements that govern financial disclosure will be amended to include a certification as to the ethics training on or before July 1 of the prior year, so the ethics training should be completed during the calendar year and be reported during the reporting cycle for the following year in time to fulfill the disclosure requirement. The Form 1 for 2024 and subsequent years will contain a “check the box” question regarding the requirement.

Following are links to some training opportunities:

<https://floridaethics.org/courses/florida-ethics-law-4-hour-course/>

<https://iog.fsu.edu/online-ethics>

<https://www.myfloridalegal.com/open-government/training> (Sunshine Law and Public Records only – 2 hours)

The Florida Bar City, County and Local Government Law Section will sponsor a course, details to be announced. [Sunshine Law, Public Records and Ethics for the Public Officers and Public Employees - City, County & Local Government Law Section \(cclgl.org\)](#)

### Financial Disclosure Updates

The legislature also adopted significant changes to the mandatory financial disclosure requirements that affect public officials and candidates for public office. The most sweeping and controversial change involves a requirement that certain elected officials file a much more detailed financial disclosure referred to as a “full and public disclosure.” This type of disclosure is made on Form 6, which is promulgated by the Florida Commission on Ethics. It contains much more specific disclosure of finances than that required on Form 1. The requirement has been met with much objection from the local government officials involved, and some smaller local governments report that public officials are considering resignation as a result. Many district supervisors have heard about this change and have asked me whether they are subject to the new requirements. The short answer is “no.” The new requirements have been extended to certain constitutional officers and to mayors and members of a city commission or city council. Officers of independent special districts, which include community development districts, will still file Form 1. However, the filing is transitioning to an electronic filing through the Commission on Ethics effective with 2024 filings. Filing information may be found at <https://www.ethics.state.fl.us>.



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# MEMORANDUM

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**From:** Clark & Albaugh  
**To:** Board of Supervisors  
Grand Haven Community Development District  
**Date:** January 18, 2024  
**Subject:** Amenity Suspension Procedures

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Recently, in dealing with various conduct issues in the Amenity Facilities, the Board has expressed some frustration with the existing “First Notice” process, in that it is perceived to allow blatant wrongful conduct to go on without a remedy. The current rule language reads as follows:

1. **Automatic Suspension Without Notice:** Any violation of these rules, regulations, regulations, policies and procedures occurring on District Property which constitutes **conduct described in 1 through 4** under the section titled “Expulsion from Premises,” or conduct which is deemed by the Chairman of the Board of Supervisors, or his or her designee, in his or her sole discretion, to **constitute an assault, aggravated assault, battery, domestic battery or similar conduct which would constitute a violation of sections 784.011, 784,021, 784.03, 784.041, or 784.046**, Florida Statutes, whether or not law enforcement is contacted or charges are filed, shall result in the immediate suspension, without notice or hearing, of the offending Patron’s, House Guests and Daily Guests privileges to use the Amenity Facilities. The Chairman, or his or her designee, may make such investigation or inquiry as may be necessary to determine the details of any violation he or she suspects may constitute a violation of sections 784.011, 784,021, 784.03, 784.041, or 784.046, Florida Statutes. **In the event of such conduct, the Board may take one or more of the actions described under “Second Offense” and “Third Offense” below without requiring any additional warning.** Any suspension imposed pursuant to this provision shall be ratified by the District’s Board of Supervisors at its next regular meeting,

2. First Offense – Issuance of either a Verbal or a Written Warning by Staff of policy violations. After the initial Verbal or Written Warning, a follow-up written summary by the Amenity Manager or Operations Manager shall be transmitted to the CDD office. The summary shall describe the alleged offense in sufficient detail, and shall also state whether the matter is considered to have been resolved at the time of the warning. After the time of such transmittal, the summary shall be reviewed by the Chairman of the Board of Supervisors, or his designee, to determine what, if any, additional action shall be taken. The Chairman or his designee may make such investigation or inquiry as may be necessary to determine any further course of action, including efforts to resolve the matter through informal means. At the discretion of the Chairman or such designee, the matter may be considered settled at that time, or further action may be required. The Chairman, or his designee, may at that time determine to deliver a written warning (a “Notice of First Offense”), which shall be sent by such designee or the District Manager by certified mail to the resident’s mailing address on file. (The Notice of First Offense may not necessarily occur immediately at the time of the violation, due to frequent, past instances of Patrons’ refusal to provide their name or contact information to Staff.) The Notice of First Offense shall have a term of sixty (60) days. However, if the Chairman or his designee believes that a longer term is warranted, the matter may be referred to the Board of Supervisors, which may, by action taken at a Board meeting, elect for the Notice of First Offense to have a longer term. Notwithstanding the foregoing, in the event that the First Offense falls within the scope of conduct described above under “Expulsion from Premises,” no warning shall be necessary prior to contacting the Sheriff’s Department and issuing the trespass notice described above. If the offense involves interference with the integrity of the guardhouse policies or the GAD policy, the Board may elect to suspend and deactivate any GAD that has been assigned to the offender and may suspend the offender’s right to register names with the guardhouse or make use of automatic call boxes to permit entry remotely at gates.
3. Second Offense – In the event that a second violation of the rules regulations and procedures set forth herein occurs during the effective term of an existing Notice of First Offense, or in the event that more than one Notice of First Offense has been delivered to the offender during the twelve (12) month period immediately preceding the offense, the offender shall be subject to suspension of all Amenity Facilities privileges by District Manager or the Board of Supervisors until further notice, for a period of up to ninety (90)



days. Again, confirmation of this action shall be sent by certified mail to the resident.

I have spent time surveying amenity suspension provisions in other Florida CDD's. Included as an exhibit are samples of other provisions that deal with the issues of immediate suspension and administration of warning period provisions. I believe these are worthy of further consideration by the Board and possible amendment to the rule discipline process.



## **Sample Amenity Suspension and Discipline Provisions**

Bartram Springs CDD:

“Each offense shall expire one (1) year after such offense was committed, at which time the number of offenses on record for the Patron or Patron’s family member or guest shall be reduced by one (1). For example, if a Patron commits a first offense on February 1 and a second offense on August 1, the Patron will have two (2) offenses on record until February DocuSign Envelope ID: CEFDCF46-5630-4D39-88E0-324ADD7753A2 24 1 of the following year, at which time the first offense will expire and the second offense will thereafter be considered a first offense until it expires on the following August 1. The provisions of this Paragraph 3 shall not at any time serve to reduce any suspensions or terminations pursuant to Paragraph 2.c, above or Paragraph 4, below, which may have been imposed prior to the expiration of any offenses.”

Notwithstanding the foregoing, any time a Patron, or Patron’s family member or guest, is arrested for an act committed, or allegedly committed, while on the premises of the Amenity Center, or violates the Policies in a manner that, in the discretion of the Amenity Center Staff upon consultation with one (1) Board member, justifies suspension beyond the guidelines set forth above, such Patron shall have all amenity privileges immediately suspended until the next Board of Supervisors meeting. At the Board meeting, the Board will be presented with the facts surrounding the arrest or violation and the Board may make a recommendation of suspension or termination of the Patron’s privileges, which suspension or termination may include members of the Patron’s household.

Julington Creek Plantation CDD:

“5. Authority of District Manager and Amenity Manager. The District Manager, Amenity Manager or their designee has the ability to remove any person from one or all Amenities if a Violation occurs or if in his/her reasonable discretion it is the District’s best interests to do so. The District Manager, Amenity Manager or their designee may each independently at any time restrict or suspend for cause or causes, including but not limited to those Violations described above, any person’s privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or longer if such individual

requests deferment of his or her right to due process. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides."

#### Durbin Crossings CDD:

Removal from Amenity Facilities and District Property. The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenity Facilities and District Property if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.

(8) Initial Suspension from Amenity Facilities and District Property. The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenity Facilities and District Property until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

#### Harison Ranch CDD

Suspension of Rights. The District, through its Board, District Manager, Amenities Manager, and District Counsel shall have the right to restrict, suspend, or terminate the amenities privileges of any person to use the amenities for any of the following behavior: a. Submits false information on any application for use of the Amenities; or b. Permits the unauthorized use of an Amenity Pass; or c. Exhibits unsatisfactory behavior,



department or appearance; or d. Fails to pay amounts owed to the District in a proper and timely manner; or e. Fails to abide by any District rules or policies, including but not limited to any policies governing the use of the pool; or f. Treats the District's supervisors, staff, amenities management, contractors, or other representatives, or other residents or guests, in an unreasonable or abusive manner; or g. Damages or destroys District property; or h. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or its supervisors, staff, amenities management, contractors, or other representatives, or other residents or guests.

Notwithstanding the foregoing, any time a user of the Amenities is arrested for an act committed, or allegedly committed, while on District property, or violates the District's rules and policies in a manner that, in the discretion of the Amenities Manager, District Manager, and/or District staff upon consultation with one Board member, justifies suspension beyond the guidelines set forth herein, such offender(s) shall have all amenity privileges immediately suspended until the next Board of Supervisors meeting.

At the Page 34 of 36 Solterra Resort CDD Amenity Rules and Policies (eff. August 4, 2023) Board meeting, the Board will be presented with the facts surrounding the arrest or violation and the Board may make a recommendation of suspension or termination of the offender(s) privileges, which suspension or termination may include members of the offender(s) household and may, upon the first offense, equal to or exceed one year. In particular situations that pose a long term or continuing threat to the health, safety and welfare of the District and its residents and users, permanent termination of Amenities privileges may be warranted and considered.

4. Authority of Amenities Manager. The Amenities Manager or their designee has the ability to remove any person from one or all Amenities if any of the above-referenced behaviors are exhibited or actions committed or if in his/her reasonable discretion it is the District's best interests to do so. The Amenities Manager or their designee may at any time restrict or suspend for cause or causes, including but not limited to those described above, any person's (and his/her family's) privileges to use any or all of the Amenities for a period not to exceed seven (7) days.

5. Authority of District Manager. The District Manager may at any time restrict, suspend, or terminate for cause or causes, including but not limited to those described above, any person's (and his/her family's) privileges to use any or all of the District Amenities for any period of time. Any such person shall have the right to appeal the imposition of the restriction, suspension, or termination before the Board of Supervisors.

## Fishhawk Ranch CDD:

### 5. Suspension Procedures.

a. **Immediate Suspension.** The District Manager, Community Director or their designee has the ability to immediately remove any person from one or all Amenities or issue a suspension for up to thirty (30) days for infractions including but not limited to those Violations described above if such infractions involve use of profanity or vulgarity, failure to follow staff direction, disrespect or threats toward staff or other Patrons, or when such action is necessary to protect the health, safety and welfare of other Patrons and their guests, or to protect the District's facilities from damage. Crimes committed or allegedly committed on District property shall automatically result in an immediate suspension until the next Board meeting. In addition to other violations in the District's discretion, the following offenses may result in an immediate suspension:

- Walking, climbing, or jumping from the waterfall rocks at the pool will result in immediate suspension for up to one (1) year.
- Failure to follow slide procedures will result in loss of Patron's slide privileges and/or expulsion from the pool facilities for one (1) day. Subsequent violations may result in longer suspensions.
- Use of the pool ADA chair lifts by non-disabled individuals will result in immediate suspension from the facility for one (1) day. Subsequent violations may result in longer suspensions.
- Violation of the Starling Club Game Room policies will result in an immediate suspension from the Game Room for one (1) day. Subsequent violations may result in longer suspensions.
- Use of any Amenity Facilities outside of open hours will result in an immediate suspension.
- Disrespectful or threatening behavior or language toward staff will result in an immediate suspension.
- Otherwise, if, based on the nature of the offense, staff recommends a suspension longer than thirty (30) days, such suspension shall be considered at the next Board meeting.

b. **Non-Immediate Suspension.** The District shall follow the process below regarding Suspension or Termination due to offenses not requiring immediate suspension of privileges:

- **First Offense.** A First Offense Violation will result in written notice of the violation being given to Patron and a copy of such notice being filed in the Resident Services Office.
- **Second Offense.** A Second Offense Violation will result in an automatic suspension of all amenity privileges for up to thirty (30) days. Written notice will be given to Patron and a copy of such notice will be filed in the Resident Services Office
- **Third Offense.** A Third Offense Violation will result in a suspension of all amenity privileges until the next Board of Supervisors Meeting, at which time District Staff may recommend suspension for up to one (1) calendar year. A record of all previous offenses will be

presented to the Board for a recommendation of termination of Patrons privileges A written notice will be given to Patron as to the Board's decision.

# EXHIBIT 6



## GRAND HAVEN MEETING AGENDA MATRIX

January, 2024	<p style="text-align: center;"><i>Regular Meeting:</i> 1/18</p>	<p><i>Staff Reports</i></p> <ul style="list-style-type: none"> <li>● District Engineer</li> <li>● District Counsel</li> <li>● District Manager             <ul style="list-style-type: none"> <li>○ Incident Reports Involving Residents</li> <li>○ 1/4/2024 Workshop Recommendations</li> </ul> </li> </ul> <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> <li>● Meeting Minutes             <ul style="list-style-type: none"> <li>○ 11/2/2023 Regular Meeting</li> <li>○ 12/7/2023 Regular Meeting</li> </ul> </li> <li>● Unaudited Financials             <ul style="list-style-type: none"> <li>○ November 2023</li> <li>○ December 2023</li> </ul> </li> </ul> <p><i>Business Items</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> <li>● OM to provide Update on Hog Situation (including information from Flagler County officials regarding successes to date)</li> <li>● Café Renovations Drawings</li> <li>● FY 2025 Budget—continued</li> <li>● Update from Amenity Manager on Negotiations with Tennis Instructor</li> </ul>	<ul style="list-style-type: none"> <li>● Dr. Merrill work with District Counsel on Escalante Issues</li> <li>● Choose a Supervisor to work with Operations Supervisor on Safety and Security Issues</li> </ul>          <ul style="list-style-type: none"> <li>● Expand? Closure Time?</li> </ul>
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# GRAND HAVEN MEETING AGENDA MATRIX

<b>February, 2024</b>	<b>Workshop: 2/1</b>	<p><b><i>Presentations</i></b></p> <p><b><i>Discussions</i></b></p> <ul style="list-style-type: none"> <li>• Vesta Property Services participation in Café’</li> <li>• Parking</li> <li>• FY 2025 Budget--continued</li> </ul>	<ul style="list-style-type: none"> <li>• Led by Louise Leister</li> </ul>
	<b>Regular Meeting: 2/15</b>	<p><b><i>Staff Reports</i></b></p> <ul style="list-style-type: none"> <li>• District Engineer</li> <li>• District Counsel</li> <li>• District Manager</li> </ul> <p><b><i>Consent Agenda Items</i></b></p> <ul style="list-style-type: none"> <li>• Meeting Minutes</li> <li>• 1/4/2024 Workshop</li> <li>• 1/18/2024 Regular Meeting</li> <li>• Unaudited Financials (January 2024)</li> </ul> <p><b><i>Business Items</i></b></p> <p><b><i>Discussions</i></b></p> <ul style="list-style-type: none"> <li>• Ponds and Pond Banks—Led by Louise Leister</li> <li>• FY 2025 Budget--continued</li> </ul>	



# GRAND HAVEN MEETING AGENDA MATRIX

<b>March, 2024</b>	<b>Workshop: 3/7</b>	<p><b><i>Presentations</i></b></p> <p><b><i>Discussions</i></b></p> <ul style="list-style-type: none"> <li>• Amenity Expansion</li> <li>• FY 2025 Budget--continued</li> </ul>	
	<b>Regular Meeting: 3/21</b>	<p><b><i>Staff Reports</i></b></p> <ul style="list-style-type: none"> <li>• District Engineer</li> <li>• District Counsel</li> <li>• District Manager</li> </ul> <p><b><i>Consent Agenda Items</i></b></p> <ul style="list-style-type: none"> <li>• Meeting Minutes             <ul style="list-style-type: none"> <li>○ 2/1/2024 Workshop</li> <li>○ 2/15/2024 Regular Meeting</li> </ul> </li> <li>• Unaudited Financials (February 2024)</li> </ul> <p><b><i>Business Items</i></b></p> <p><b><i>Discussions</i></b></p> <ul style="list-style-type: none"> <li>• FY 2025 Budget--continued</li> </ul>	

**GRAND HAVEN MEETING AGENDA MATRIX**

<p><b>April, 2024</b></p>	<p><b>Workshop: 4/4</b></p>	<p><i><b>Presentations</b></i></p> <p><i><b>Discussions</b></i></p> <ul style="list-style-type: none"> <li>• Gate Access Technology (?)</li> <li>• FY 2025 Budget--continued</li> </ul>	
	<p><b>Regular Meeting: 4/18</b></p>	<p><i><b>Staff Reports</b></i></p> <ul style="list-style-type: none"> <li>• District Engineer</li> <li>• District Counsel</li> <li>• District Manager</li> </ul> <p><i><b>Consent Agenda Items</b></i></p> <ul style="list-style-type: none"> <li>• Meeting Minutes             <ul style="list-style-type: none"> <li>○ 3/7/2024 Workshop</li> <li>○ 3/21/2024 Regular Meeting</li> </ul> </li> <li>• Unaudited Financials March 2024)</li> </ul> <p><i><b>Business Items</b></i></p> <p><i><b>Discussions</b></i></p> <ul style="list-style-type: none"> <li>• FY 2025 Budget--continued</li> </ul>	

# GRAND HAVEN MEETING AGENDA MATRIX

<i>Unscheduled Items</i>	<p><i>Future Workshop Issues:</i></p> <ul style="list-style-type: none"> <li>• Spartina on Pond Banks/Pond Bank Issues</li> <li>• Call Box Upgrades due to Technological Changes</li> <li>• Discussion of Amenities (in general)</li> <li>• Framework for Sports Professional</li> <li>• Process for Plaques Honoring Residents</li> <li>• Handicapped Access (Doors) for Amenities</li> <li>• Oak Tree Management</li> <li>• Gate Access Technology</li> <li>• Safety and Security</li> </ul> <p><i>Future Meeting Issues:</i></p> <ul style="list-style-type: none"> <li>• 10-Year Plan Presentation to Residents</li> </ul>		<ul style="list-style-type: none"> <li>• Invite HOA to the workshop</li>   <li>• John Lucansky to provide suggested framework</li>   <li>• August workshop</li> <li>• April workshop?</li>   <li>• Board to select a Supervisor to lead a Fact Finding Group on this during the January Board meeting</li>   <li>• May Regular Board Meeting</li> </ul>
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## GRAND HAVEN MEETING AGENDA MATRIX

SUBJECT	NOTES
Communications	<ul style="list-style-type: none"> <li>• New website—Target is 8/2023: <b>Underway</b></li> <li>• Chair to write annual report to residents at end of FY</li> <li>• “New Work in Progress” schedule on website: <b>Underway</b></li> <li>• Regular communications with HOA: <b>Ongoing</b></li> <li>• Build relationship with City and County: <b>Ongoing</b></li> <li>• Ten year plan presentation: <b>Paused</b></li> <li>• Include \$ amounts in E-Blasts if known (e.g. the cost of cleaning out drains for putting yard debris in it)</li> </ul>
Safety and Security	<ul style="list-style-type: none"> <li>• Improve visibility at intersections along Waterside (visibility of lines and hedge lines): <b>Ongoing by OM</b></li> <li>• <b>Plan for more perimeter fencing</b>: Flagler County seeking funding alternatives. 10/5/2023 workshop added the matter of sound barrier walls; 1/4/2024 workshop: Barry provided rough estimate</li> <li>• Inspect roads and walkways: <b>Ongoing by OM &amp; DE</b></li> <li>• Work with county and HOA regarding hogs: <b>Ongoing</b></li> <li>• Modifications of all gates—Will need OM input: <b>Ongoing</b></li> <li>• <b>Technology for gate access</b>—Will need OM input; <b>Ongoing</b> <ul style="list-style-type: none"> <li>• Eliminate tailgating at Gate</li> </ul> </li> <li>• Gate options for sidewalks—10/5: <b>Board decided not to take action at this time.</b></li> <li>• Cell phone gate access for visitors—<b>Done</b></li> <li>• <b>Cap on number of amenity cards issued</b></li> <li>• <b>Wild Hog Issue</b></li> </ul>
Café’ Renovations	<ul style="list-style-type: none"> <li>• Design work for café contract signed (5/4/2023); <b>Underway</b></li> </ul>
Vesta’s Participation in Cafe	<ul style="list-style-type: none"> <li>• Include in consideration of RFP—<b>2/1 workshop</b></li> </ul>
Staffing/Organization	<ul style="list-style-type: none"> <li>• Done</li> </ul>
<b>Pond and Bank Plan</b>	<ul style="list-style-type: none"> <li>• 3/21/2024 Meeting</li> </ul>
Tech Strategy	
Parking Lot	<b>1/5/2023 Workshop: Remove from Long Term plan</b>
Alternative Energy	
<b>Ten Year Plan</b>	<b>Underway</b>
What to do with Parcel K	
<b>Parcel next to Golf Course</b>	
<b>Banking Oversight</b>	<b>Underway</b>
<b>Oak Tree Management</b>	<ul style="list-style-type: none"> <li>• <b>August workshop (Louise)</b></li> </ul>

## GRAND HAVEN MEETING AGENDA MATRIX

Dog Park	<ul style="list-style-type: none"><li>• Minimal upgrades: (10/19/2023 Meeting)</li></ul>
Amenity Management Alternatives	<ul style="list-style-type: none"><li>• 1/4/2024 workshop decision: Do not pursue</li></ul>
Amenity Expansion	<ul style="list-style-type: none"><li>• New sports?</li></ul>
Building Expansion	<ul style="list-style-type: none"><li>• Additional Spacing needs</li></ul>

# EXHIBIT 7



Date of Action Item	Action Item	Status
	<b>DISTRICT MANGER SECTION</b>	
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
6/15/2023	DM to work with OM and DC to determine District responsibilities for Pond Banks	Underway
10/5/2023	DM to send Board link of video (from OM) for call boxes	
<del>10/19/2023</del>	<del>DM to Email to Board updated list of Goals from Chair</del>	<del>Done</del>
<del>10/19/2023</del>	<del>DM to arrange E-Blast regarding Vacancy in Seat #4</del>	<del>Done</del>
12/7/2023	DM to send out information from Brian Counts RE: Tennis Pro position	Done
12/7/2023	DM to check with OS on status for permanent solution for vendor authentication	Done
1/4/2024	DM to Email the Board the amenity expansion questions and request updates	Done
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	<b>OPERATIONS MANAGER SECTION</b>	
6/2/2022	OM is to set up a FPL energy audit for all structures in community including pumphouse.	6/9: To be scheduled
6/15/2023	OM to work with DM and DC to determine District responsibilities for Pond Banks	Underway
8/17/2023	OM to provide proposals for handicap access of doors at Village Center bathrooms and the Creekside bathrooms.	Underway

10/5/2023	OM to send DM link of video on call boxes	
11/2/2023	OM to obtain quotes for installation of handicapped access buttons for 4 bathrooms (2 at VC and 2 at CAC)	
12/7/2023	OM to check bubbler in Pond #20	
12/7/2023	OM to determine linear feet needed for fencing	Done
1/4/2024	OM to actively seek out hunters/trappers that are willing to meet contract obligations	
1/4/2024	OM to assess areas in Grand Haven where pig brigs can be placed	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	<b>DISTRICT ENGINEER SECTION</b>	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	<b>BOARD SECTION</b>	
4/6/2023	Dr. Merrill to send DM 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.
4/20/2023	Chair to work with Skye Lee on details of District bank accounts	Underway
9/7/2023	<del>Supervisors to send DM comments on Chair's email regarding priority of subjects remaining to be discussed.</del>	Done
12/7/2023	Supervisor Crouch to draft letter (and provide to DM to distribute to Board) to Flagler County requesting they work with state for grant funding for fencing/wall	Done

12/7/2023	Supervisor Crouch to check about getting District on County Commission meeting agenda regarding hog issue	Underway
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	<b>DISTRICT COUNSEL SECTION</b>	
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
6/15/2023	DC to work with OM and DM to determine District responsibilities for Pond Banks	Underway

# EXHIBIT 8

# **Grand Haven Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
November 30, 2023**

**Grand Haven CDD**  
**Balance Sheet**  
**November 30, 2023**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
<b>Assets:</b>			
BU - Operating	\$ 1,446,216	\$ 730,099	\$ 2,176,315
Truist - Operating	22,578	-	22,578
SBA 161601A	7,460	-	7,460
BU - Savings	1,963,155	-	1,963,155
On Roll Assessments Receivable	3,262,324	716,263	3,978,587
Accounts Receivable	8,765	-	8,765
Due From Other	-	996,587	996,587
Deposits	110	-	110
Prepaid Items	100	-	100
<b>Total Assets</b>	<b><u>\$ 6,710,707</u></b>	<b><u>\$ 2,442,949</u></b>	<b><u>\$ 9,153,657</u></b>
<b>Liabilities:</b>			
Accounts Payable	\$ 67,978	\$ 5,116	73,094
Due to Other	996,587	-	996,587
Deferred Revenue	3,262,324	716,263	3,978,587
<b>Total Liabilities</b>	<b><u>4,326,889</u></b>	<b><u>721,379</u></b>	<b><u>5,048,268</u></b>
<b>Fund Balance:</b>			
Non-Spendable:			
Prepaid & Deposits	210	-	210
Assigned:			
3 Months Working Capital	945,505	-	945,505
Disaster	750,000	-	750,000
Future Capital Improvements	-	-	-
Unassigned	688,104	1,721,570	2,409,673
<b>Total Fund Balance</b>	<b><u>2,383,818</u></b>	<b><u>1,721,570</u></b>	<b><u>4,105,388</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 6,710,707</u></b>	<b><u>\$ 2,442,949</u></b>	<b><u>\$ 9,153,657</u></b>

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, 2023 through November 30, 2023**

	<u>Adopted Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Variance + / (-)</u>	<u>% of Budget</u>
<b>Revenues:</b>					
Assessments Levied (Net)	\$ 4,019,578	\$ 739,643	\$ 757,254	\$ (3,262,324)	18.84%
Fund Balance Forward	108,535	-	-	(108,535)	0.00%
Reuse Water	23,000	2,490	3,215	(19,785)	13.98%
Gate & Amenity Guest	9,000	1,202	2,014	(6,986)	22.37%
Tennis	500	78	126	(374)	25.18%
Room Rentals	2,000	50	350	(1,650)	17.50%
Interest	10,000	5,660	11,491	1,491	114.91%
Miscellaneous	10,000	152	222	(9,778)	2.22%
<b>Total Revenues</b>	<b><u>\$ 4,182,613</u></b>	<b><u>\$ 749,274</u></b>	<b><u>\$ 774,671</u></b>	<b><u>\$ (3,407,942)</u></b>	<b><u>18.52%</u></b>
<b>Expenditures:</b>					
<b>Administrative</b>					
Supervisors - regular meetings	12,000	800	1,600	(10,400)	13.33%
Supervisors - workshops	9,000	-	800	(8,200)	8.89%
District management	41,508	3,678	7,224	(34,284)	17.40%
Administrative	11,033	919	1,839	(9,194)	16.67%
Accounting	22,783	1,899	3,797	(18,986)	16.67%
Assessment roll preparation	10,026	836	1,671	(8,355)	16.67%
Office supplies	1,103	-	-	(1,103)	0.00%
Postage	3,308	299	502	(2,806)	15.17%
Audit	4,950	-	-	(4,950)	0.00%
Legal - general counsel	106,605	15,624	26,369	(80,237)	24.73%
Engineering	40,000	5,839	5,839	(34,161)	14.60%
Legal advertising	5,733	150	360	(5,373)	6.28%
Bank fees	1,654	170	341	(1,313)	20.63%
Dues & Licenses	193	-	175	(18)	90.67%
Property taxes	2,646	-	-	(2,646)	0.00%
<b>Total Administrative</b>	<b><u>272,542</u></b>	<b><u>30,213</u></b>	<b><u>50,517</u></b>	<b><u>(222,025)</u></b>	<b>18.54%</b>
<b>Information &amp; Technology</b>					
IT support	30,244	2,499	4,998	(25,246)	16.53%
Village Center & Creekside telephone & fax	7,423	648	1,252	(6,171)	16.87%
Cable/internet - Village Center & Creekside	13,500	1,399	2,798	(10,702)	20.73%
Wi-fi for gates	5,396	-	-	(5,396)	0.00%
Landlines/hot spots for gates & cameras	29,106	2,128	4,262	(24,844)	14.64%
Cell phones	8,028	524	1,047	(6,981)	13.05%
Website - hosting & development	1,670	-	493	(1,177)	29.51%
ADA website compliance	232	-	210	(22)	90.52%
Communications - e-blast	551	52	104	(447)	18.87%
<b>Total Information &amp; Technology</b>	<b><u>96,150</u></b>	<b><u>7,250</u></b>	<b><u>15,164</u></b>	<b><u>(80,986)</u></b>	<b>15.77%</b>
<b>Insurance</b>					
Insurance - general liability & public official	131,034	-	150,395	19,361	114.78%
<b>Total Insurance</b>	<b><u>131,034</u></b>	<b><u>-</u></b>	<b><u>150,395</u></b>	<b><u>19,361</u></b>	<b>114.78%</b>
<b>Utilities</b>					
Electric:					

Electric Services - #12316, 85596, 65378	6,399	274	916	(5,483)	14.32%
Electric - Village Center - #18308	38,761	3,510	6,844	(31,917)	17.66%
Electric - Creekside - #87064, 70333	26,456	1,746	3,373	(23,083)	12.75%
Streetlights <sup>1</sup>	24,610	550	3,055	(21,555)	12.42%
Propane - spas/café	44,762	698	3,496	(41,266)	7.81%
Garbage - amenity facilities	16,758	1,718	3,697	(13,061)	22.06%
Water/sewer:					
Water services <sup>2</sup>	135,000	14,460	26,808	(108,192)	19.86%
Water - Village Center - #324043-44997	14,884	1,493	2,790	(12,094)	18.75%
Water - Creekside - #324043-45080	8,048	795	1,483	(6,565)	18.43%
Pump house - shared facility	17,089	945	945	(16,144)	5.53%
<b>Total Utilities</b>	<b>332,767</b>	<b>26,190</b>	<b>53,408</b>	<b>(279,359)</b>	

### Field Operations

Stormwater system:					
Aquatic contract	60,000	4,643	9,286	(50,714)	15.48%
Aquatic contract - lake watch	5,000	-	397	(4,603)	7.95%
Aquatic contract - aeration maintenance	4,410	397	1,042	(3,368)	23.62%
Lake bank spraying	6,756	-	-	(6,756)	0.00%
Stormwater system repairs & maintenance	16,538	-	-	(16,538)	0.00%
Property maintenance:					
Horticultural consultant	10,584	800	1,600	(8,984)	15.12%
Landscape repairs & replacement	22,050	19,200	19,200	(2,850)	87.07%
Landscape maintenance - contract services	696,000	53,211	106,423	(589,577)	15.29%
Landscape maintenance - croquet	61,196	5,000	10,000	(51,196)	16.34%
Tree maintenance - Oak tree pruning	39,690	-	9,600	(30,090)	24.19%
Optional flower rotation	25,000	-	-	(25,000)	0.00%
Irrigation repairs & maintenance	42,000	1,320	1,320	(40,680)	3.14%
Roads & bridges repairs	16,538	-	-	(16,538)	0.00%
Streetlight maintenance	5,000	64	3,476	(1,524)	69.52%
Vehicle repairs & maintenance	10,000	12,616	13,503	3,503	135.03%
Office supplies - field operations	15,435	3,000	4,510	(10,925)	29.22%
Holiday Lights	9,923	2,289	3,157	(6,766)	31.82%
CERT operations	500	-	-	(500)	0.00%
Community maintenance	145,000	1,753	11,609	(133,391)	8.01%
Storm clean-up	28,665	-	-	(28,665)	0.00%
<b>Total Field Operations</b>	<b>1,220,285</b>	<b>104,294</b>	<b>195,123</b>	<b>(1,025,162)</b>	15.99%

### Staff Support

Payroll	700,000	73,647	121,142	(578,858)	17.31%
Merit pay/bonus	45,000	20,201	20,201	(24,799)	44.89%
Payroll taxes	50,000	6,306	10,038	(39,962)	20.08%
Health insurance	128,260	9,917	19,374	(108,886)	15.10%
Insurance - workers' compensation	30,000	-	10,561	(19,439)	35.20%
Payroll services	6,250	330	650	(5,600)	10.40%
Mileage reimbursement	10,000	727	1,396	(8,604)	13.96%
<b>Total Staff Support</b>	<b>969,510</b>	<b>111,128</b>	<b>183,361</b>	<b>(786,149)</b>	18.91%

### Amenity Operations

Amenity management	628,887	55,387	110,773	(518,114)	17.61%
A/C maintenance & service	4,300	2,332	2,332	(1,968)	54.23%
Fitness equipment service	8,269	425	425	(7,844)	5.14%
Music licensing	4,000	-	1,861	(2,139)	46.53%
Pool/spa permits	965	-	-	(965)	0.00%
Pool chemicals	25,440	3,534	5,301	(20,139)	20.84%
Pest control	4,300	145	600	(3,700)	13.96%
Amenity maintenance	150,000	11,678	21,694	(128,306)	14.46%
Special events	11,025	850	2,262	(8,763)	20.52%

<b>Total Amenity Operations</b>	<u>837,186</u>	<u>74,351</u>	<u>145,249</u>	<u>(691,937)</u>	17.35%
<b>Security</b>					
Gate access control staffing	225,323	15,867	39,958	(185,365)	17.73%
Additional guards	8,820	-	-	(8,820)	0.00%
Guardhouse facility maintenance	25,000	601	708	(24,292)	2.83%
Gate communication devices	23,153	-	-	(23,153)	0.00%
Gate operating supplies	35,000	428	2,565	(32,435)	7.33%
Fire & security system	5,843	751	1,198	(4,645)	20.51%
<b>Total Security</b>	<u>323,139</u>	<u>17,647</u>	<u>44,430</u>	<u>(278,709)</u>	13.75%
<b>Total Expenditures</b>	<u>\$ 4,182,613</u>	<u>\$ 371,074</u>	<u>\$ 837,648</u>	<u>\$ (3,344,965)</u>	
<b>Excess of Revenues Over (Under) Expenditures</b>			\$ (62,977)		
<b>Other Financing Sources (Uses)</b>					
Transfer In			-		
Transfer Out			-		
<b>Total Other Financing Sources (Uses)</b>			\$ -		
Fund Balance - Beginning			2,446,796		
<b>Fund Balance - Ending</b>			<u>\$ 2,383,818</u>		

**Grand Haven CDD**  
**Special Revenue Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the period from October 1, 2023 through November 30, 2023**

	<u>Adopted Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Variance +/(-)</u>	<u>% of Budget</u>
<b>Revenues:</b>					
Assessments Levied (Net)	\$ 882,524	\$ 162,393	\$ 166,261	\$ (716,263)	18.84%
Interest	-	-	-	-	-
<b>Total Revenues</b>	<b><u>\$ 882,524</u></b>	<b><u>\$ 162,393</u></b>	<b><u>\$ 166,261</u></b>	<b><u>\$ (716,263)</u></b>	<b><u>18.84%</u></b>
<b>Expenditures:</b>					
Capital Improvement Plan (CIP)	867,183	27,976	63,935	(803,248)	7.37%
<b>Total Expenditures</b>	<b><u>\$ 867,183</u></b>	<b><u>\$ 27,976</u></b>	<b><u>\$ 63,935</u></b>	<b><u>\$ (803,248)</u></b>	<b><u>7.37%</u></b>
<b>Excess of Revenues Over (Under) Expenditures</b>			\$ 102,326		
<b>Other Financing Sources (Uses)</b>					
Transfer In			-		
Transfer Out			-		
<b>Total Other Financing Sources (Uses)</b>			<u>\$ -</u>		
Fund Balance - Beginning			1,619,244		
<b>Fund Balance - Ending</b>			<b><u>\$ 1,721,570</u></b>		

# EXHIBIT 9

# **Grand Haven Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
December 31, 2023**

**Grand Haven CDD**  
**Balance Sheet**  
**December 31, 2023**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
<b>Assets:</b>			
BU - Operating	\$ 4,519,483	\$ 710,924	\$ 5,230,407
Truist - Operating	22,800	-	22,800
SBA 161601A	7,494	-	7,494
BU - Savings	1,968,878	-	1,968,878
On Roll Assessments Receivable	471,411	103,500	574,911
Accounts Receivable	6,495	-	6,495
Due From Other	-	1,609,350	1,609,350
Deposits	110	-	110
Prepaid Items	100	-	100
<b>Total Assets</b>	<b><u>\$ 6,996,771</u></b>	<b><u>\$ 2,423,774</u></b>	<b><u>\$ 9,420,545</u></b>
<b>Liabilities:</b>			
Accounts Payable	\$ 31,955	\$ 26,820	58,775
Due to Other	1,609,350	-	1,609,350
Deferred Revenue	471,411	103,500	574,911
<b>Total Liabilities</b>	<b><u>2,112,716</u></b>	<b><u>130,320</u></b>	<b><u>2,243,036</u></b>
<b>Fund Balance:</b>			
Non-Spendable:			
Prepaid & Deposits	210	-	210
Assigned:			
3 Months Working Capital	945,505	-	945,505
Disaster	750,000	-	750,000
Future Capital Improvements	-	-	-
Unassigned	3,188,340	2,293,454	5,481,794
<b>Total Fund Balance</b>	<b><u>4,884,054</u></b>	<b><u>2,293,454</u></b>	<b><u>7,177,509</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 6,996,771</u></b>	<b><u>\$ 2,423,774</u></b>	<b><u>\$ 9,420,545</u></b>

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, 2023 through December 31, 2023**

	<u>Adopted Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Variance +/( -)</u>	<u>% of Budget</u>
<b>Revenues:</b>					
Assessments Levied (Net)	\$ 4,019,578	\$ 2,790,913	\$ 3,548,167	\$ (471,411)	88.27%
Fund Balance Forward	108,535	-	-	(108,535)	0.00%
Reuse Water	23,000	1,740	4,955	(18,045)	21.54%
Gate & Amenity Guest	9,000	158	2,172	(6,828)	24.13%
Tennis	500	5	131	(369)	26.18%
Room Rentals	2,000	50	400	(1,600)	20.00%
Interest	10,000	5,864	17,355	7,355	173.55%
Miscellaneous	10,000	800	1,022	(8,978)	10.22%
<b>Total Revenues</b>	<b><u>\$ 4,182,613</u></b>	<b><u>\$ 2,799,531</u></b>	<b><u>\$ 3,574,202</u></b>	<b><u>\$ (608,411)</u></b>	<b><u>85.45%</u></b>
<b>Expenditures:</b>					
<b>Administrative</b>					
Supervisors - regular meetings	12,000	800	2,400	(9,600)	20.00%
Supervisors - workshops	9,000	-	800	(8,200)	8.89%
District management	41,508	3,459	10,683	(30,825)	25.74%
Administrative	11,033	919	2,758	(8,275)	25.00%
Accounting	22,783	1,899	5,696	(17,087)	25.00%
Assessment roll preparation	10,026	836	2,507	(7,520)	25.00%
Office supplies	1,103	-	-	(1,103)	0.00%
Postage	3,308	-	502	(2,806)	15.17%
Audit	4,950	-	-	(4,950)	0.00%
Legal - general counsel	106,605	6,930	33,299	(73,307)	31.24%
Engineering	40,000	-	5,839	(34,161)	14.60%
Legal advertising	5,733	75	435	(5,298)	7.59%
Bank fees	1,654	173	515	(1,139)	31.12%
Dues & Licenses	193	-	175	(18)	90.67%
Property taxes	2,646	2,496	2,496	(150)	94.32%
<b>Total Administrative</b>	<b><u>272,542</u></b>	<b><u>17,587</u></b>	<b><u>68,104</u></b>	<b><u>(204,438)</u></b>	<b><u>24.99%</u></b>
<b>Information &amp; Technology</b>					
IT support	30,244	2,499	7,497	(22,747)	24.79%
Village Center & Creekside telephone & fax	7,423	-	1,252	(6,171)	16.87%
Cable/internet - Village Center & Creekside	13,500	-	2,798	(10,702)	20.73%
Wi-fi for gates	5,396	-	-	(5,396)	0.00%
Landlines/hot spots for gates & cameras	29,106	2,128	6,390	(22,716)	21.95%
Cell phones	8,028	-	1,047	(6,981)	13.05%
Website - hosting & development	1,670	-	493	(1,177)	29.51%
ADA website compliance	232	-	210	(22)	90.52%
Communications - e-blast	551	-	104	(447)	18.87%
<b>Total Information &amp; Technology</b>	<b><u>96,150</u></b>	<b><u>4,627</u></b>	<b><u>19,792</u></b>	<b><u>(76,358)</u></b>	<b><u>20.58%</u></b>
<b>Insurance</b>					
Insurance - general liability & public official	131,034	-	150,395	19,361	114.78%
<b>Total Insurance</b>	<b><u>131,034</u></b>	<b><u>-</u></b>	<b><u>150,395</u></b>	<b><u>19,361</u></b>	<b><u>114.78%</u></b>
<b>Utilities</b>					
Electric:					
Electric Services - #12316, 85596, 65378	6,399	391	1,680	(4,719)	26.25%

Electric - Village Center - #18308	38,761	-	6,844	(31,917)	17.66%
Electric - Creekside - #87064, 70333	26,456	-	3,373	(23,083)	12.75%
Streetlights <sup>1</sup>	24,610	2,134	7,034	(17,576)	28.58%
Propane - spas/café	44,762	-	3,496	(41,266)	7.81%
Garbage - amenity facilities	16,758	-	3,697	(13,061)	22.06%
Water/sewer:					
Water services <sup>2</sup>	135,000	5,024	31,832	(103,168)	23.58%
Water - Village Center - #324043-44997	14,884	1,327	4,117	(10,767)	27.66%
Water - Creekside - #324043-45080	8,048	836	2,319	(5,729)	28.82%
Pump house - shared facility	17,089	540	1,485	(15,604)	8.69%
<b>Total Utilities</b>	<b>332,767</b>	<b>10,252</b>	<b>65,878</b>	<b>(266,889)</b>	<b>19.80%</b>

#### Field Operations

Stormwater system:					
Aquatic contract	60,000	4,643	13,929	(46,071)	23.21%
Aquatic contract - lake watch	5,000	397	795	(4,205)	15.89%
Aquatic contract - aeration maintenance	4,410	-	1,042	(3,368)	23.62%
Lake bank spraying	6,756	-	-	(6,756)	0.00%
Stormwater system repairs & maintenance	16,538	-	-	(16,538)	0.00%
Property maintenance:					
Horticultural consultant	10,584	800	2,400	(8,184)	22.68%
Landscape repairs & replacement	22,050	20,348	39,548	17,498	179.35%
Landscape maintenance - contract services	696,000	-	106,423	(589,577)	15.29%
Landscape maintenance - croquet	61,196	58,211	68,211	7,015	111.46%
Tree maintenance - Oak tree pruning	39,690	-	9,600	(30,090)	24.19%
Optional flower rotation	25,000	-	-	(25,000)	0.00%
Irrigation repairs & maintenance	42,000	4,161	5,481	(36,519)	13.05%
Roads & bridges repairs	16,538	-	-	(16,538)	0.00%
Streetlight maintenance	5,000	-	3,476	(1,524)	69.52%
Vehicle repairs & maintenance	10,000	-	13,503	3,503	135.03%
Office supplies - field operations	15,435	840	5,350	(10,085)	34.66%
Holiday Lights	9,923	253	3,409	(6,514)	34.36%
CERT operations	500	-	-	(500)	0.00%
Community maintenance	145,000	16,735	29,381	(115,619)	20.26%
Storm clean-up	28,665	-	-	(28,665)	0.00%
<b>Total Field Operations</b>	<b>1,220,285</b>	<b>106,388</b>	<b>302,548</b>	<b>(917,737)</b>	<b>24.79%</b>

#### Staff Support

Payroll	700,000	50,265	171,407	(528,593)	24.49%
Merit pay/bonus	45,000	-	20,201	(24,799)	44.89%
Payroll taxes	50,000	4,791	14,828	(35,172)	29.66%
Health insurance	128,260	9,950	29,324	(98,936)	22.86%
Insurance - workers' compensation	30,000	-	10,561	(19,439)	35.20%
Payroll services	6,250	320	969	(5,281)	15.51%
Mileage reimbursement	10,000	519	1,914	(8,086)	19.14%
<b>Total Staff Support</b>	<b>969,510</b>	<b>65,844</b>	<b>249,206</b>	<b>(720,304)</b>	<b>25.70%</b>

#### Amenity Operations

Amenity management	628,887	55,387	166,160	(462,727)	26.42%
A/C maintenance & service	4,300	49	2,381	(1,919)	55.37%
Fitness equipment service	8,269	380	805	(7,464)	9.74%
Music licensing	4,000	-	1,861	(2,139)	46.53%
Pool/spa permits	965	-	-	(965)	0.00%
Pool chemicals	25,440	-	5,301	(20,139)	20.84%
Pest control	4,300	145	745	(3,555)	17.33%
Amenity maintenance	150,000	7,301	28,994	(121,006)	19.33%
Special events	11,025	2,351	4,614	(6,411)	41.85%
<b>Total Amenity Operations</b>	<b>837,186</b>	<b>65,613</b>	<b>210,861</b>	<b>(626,325)</b>	<b>25.19%</b>

#### Security

Gate access control staffing	225,323	16,060	56,018	(169,305)	24.86%
Additional guards	8,820	-	-	(8,820)	0.00%
Guardhouse facility maintenance	25,000	3,495	4,204	(20,796)	16.82%
Gate communication devices	23,153	2,253	2,253	(20,901)	9.73%
Gate operating supplies	35,000	2,810	5,375	(29,625)	15.36%
Fire & security system	5,843	1,113	2,311	(3,532)	39.55%
<b>Total Security</b>	<b><u>323,139</u></b>	<b><u>25,730</u></b>	<b><u>70,160</u></b>	<b><u>(252,979)</u></b>	<b><u>21.71%</u></b>
<b>Total Expenditures</b>	<b><u>\$ 4,182,613</u></b>	<b><u>\$ 296,042</u></b>	<b><u>\$ 1,136,943</u></b>	<b><u>\$ (3,045,670)</u></b>	<b><u>27.18%</u></b>
<b>Excess of Revenues Over (Under) Expenditures</b>			\$ 2,437,259		
<b>Other Financing Sources (Uses)</b>					
Transfer In			-		
Transfer Out			-		
<b>Total Other Financing Sources (Uses)</b>			<b><u>\$ -</u></b>		
Fund Balance - Beginning			2,446,796		
<b>Fund Balance - Ending</b>			<b><u>\$ 4,884,054</u></b>		

**Grand Haven CDD**  
**Special Revenue Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the period from October 1, 2023 through December 31, 2023**

	<u>Adopted Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Variance +/(-)</u>	<u>% of Budget</u>
<b>Revenues:</b>					
Assessments Levied (Net)	\$ 882,524	\$ 612,763	\$ 779,024	\$ (103,500)	88.27%
Interest	-	-	-	-	
<b>Total Revenues</b>	<u><u>\$ 882,524</u></u>	<u><u>\$ 612,763</u></u>	<u><u>\$ 779,024</u></u>	<u><u>\$ (103,500)</u></u>	<u><u>88.27%</u></u>
<b>Expenditures:</b>					
Capital Improvement Plan (CIP)	867,183	40,879	104,814	(762,369)	12.09%
<b>Total Expenditures</b>	<u><u>\$ 867,183</u></u>	<u><u>\$ 40,879</u></u>	<u><u>\$ 104,814</u></u>	<u><u>\$ (762,369)</u></u>	<u><u>12.09%</u></u>
<b>Excess of Revenues Over (Under) Expenditures</b>			\$ 674,210		
<b>Other Financing Sources (Uses)</b>					
Transfer In			-		
Transfer Out			-		
<b>Total Other Financing Sources (Uses)</b>			<u>\$ -</u>		
Fund Balance - Beginning			1,619,244		
<b>Fund Balance - Ending</b>			<u><u>\$ 2,293,454</u></u>		

# EXHIBIT 10

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development  
5 District was held on Thursday, November 2, 2023 at 9:00 a.m. in the Grand Haven Room, at the Grand  
6 Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McInnes called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi	Board Supervisor, Vice Chairman
12 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
13 Nancy Crouch	Board Supervisor, Assistant Secretary

14  
15 Also present were:

16 David McInnes	District Manager, Vesta District Services
17 Lea Stokes	Vesta Property Services
18 Barry Jeskewich	Vesta District Services
19 Scott Clark <i>(joined in progress)</i>	District Counsel, Clark & Albaugh, LLP
20 Barry Kloptosky	CDD Operations Manager
21 Vanessa Stepniak	CDD Office Manager
22 John Lucansky	Amenity Manager
23 Louise Leister	Arborist
24 Steve Brazen	Seat #4 Candidate
25 Richard Davis	Seat #4 Candidate
26 Michael Debitetto	Seat #4 Candidate
27 Joseph Pietropaolo	Seat #4 Candidate

28  
29 *The following is a summary of the discussions and actions taken at the November 2, 2023 Grand Haven*  
30 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*  
31 *request.*

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

33 The Pledge of Allegiance was recited.

34 Prior to opening the floor to audience comments, the Board, Ms. Leister, and multiple members of  
35 the audience who were former Board members recognized and thanked Mr. Clark and Mr.  
36 Kloptosky for 15 years of service to the Grand Haven community.

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

39 An audience member noted that members of the community had been concerned about the nature  
40 of discussions for an additional line of credit, and suggested linking discussions to the District’s  
41 financials to help illustrate that the CDD was actually in good financial health. The audience  
42 member additionally asked about how the CDD received assessments, noting differences between  
43 the timing of how some residents paid taxes, and Mr. Foley clarified that the funds came in annually  
44 and that the District was not in financial trouble.

45 An audience member requested for the Board to seriously consider pickleball expansions for the  
46 financials moving forward, commenting on the sport's growth data throughout the country and  
47 local demand for playing facilities.

48 An audience member commented negatively on pond maintenance work, suggesting that messy  
49 material in the ponds needed to be manually scooped out with nets prior to proceeding with any  
50 treatments.

51 An audience member expressed concerns about the current state of parking lot capacity, and  
52 worried that expansions to courts for various sports would worsen the existing problems. The  
53 audience member urged the Board to expand parking.

54 **FOURTH ORDER OF BUSINESS – Consideration of Plaque In Memory of a Resident**

55 A resident spoke to request that the Board install a plaque in the Grand Haven room in memory  
56 and commemoration of Lewis Beilman. The resident explained that Mr. Beilman had created and  
57 led a long-running and ongoing exercise class for the community called Move To Music, held in  
58 that Grand Haven room, and noted his steadfast work with Amy Beilman in support of a national  
59 organization for throat and neck cancer victims, including the creation of a local support group at  
60 Advent Hospital. The resident noted that her group had sent Mr. Foley a draft of requested text for  
61 the plaque, reading:

62 “In loving memory of Lewis Beilman, our Music Man, from your MTM family.”

63 The resident suggested that the plaque could also include some music notes on the design, and that  
64 the plaque could be placed by the media center where Mr. Beilman always stood when leading  
65 class.

66 Mr. Foley made a motion, seconded by Dr. Merrill, to approve the commemorative plaque in  
67 substantial form.

68 During discussion of the motion, Mr. Polizzi suggested that a more structured process for  
69 commemorating residents and their contributions may be necessary, recalling that this process had  
70 already taken place previously with a commemorative plaque out on the tennis court.

71 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved  
72 the commemorative plaque, as presented in substantial form, and for a more structured process for  
73 commemorations to be put in place, for the Grand Haven Community Development District.

74 **FIFTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

75 **SIXTH ORDER OF BUSINESS – New Supervisor Appointment**

76 A. Acceptance of Resignation

77 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board accepted  
78 the resignation of Supervisor Flanagan, for the Grand Haven Community Development District.

79 B. Seat 4

80 Mr. McInnes explained the requirements and expectations for the individual being appointed to fill  
81 the vacancy in Seat 4 of the Board of Supervisors. Mr. McInnes advised that candidates needed to  
82 be a registered voter in Flagler County, a US citizen, and a resident within the boundaries of the  
83 Grand Haven Community Development District. Mr. McInnes added that the appointee was  
84 required to file financial disclosure within 30 days of selection, and annually thereafter as required  
85 under state law as part of the Commission on Ethics under penalty of fines.

86



87 C. Candidates

88 1. Exhibit 2: Benedick, Julianna

89 Mr. McInnes stated that Ms. Benedick had withdrawn her application.

90 2. Exhibit 3: Brazen, Steve

91 3. Exhibit 4: Davis, Richard

92 4. Exhibit 5: Debitetto, Michael

93 5. Exhibit 6: Kalteux, Jeff

94 Mr. Kalteux was not present.

95 6. Exhibit 7: Pietropalolo, Joseph

96 Each candidate gave an overview of their respective backgrounds, experience, and/or philosophies  
97 regarding serving on a resident Board, and fielded questions from the current Supervisors.

98 Mr. McInnes asked each of the Supervisors whether they had a choice of candidate to nominate.

99 Ms. Crouch nominated Mr. Debitetto.

100 Mr. Foley nominated Mr. Brazen.

101 Following discussion, the Board came to a consensus to appoint Mr. Debitetto to Seat #4.

102 On a MOTION by Ms. Crouch, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved  
103 the appointment of Mr. Debitetto to Seat #4 of the Board of Supervisors for the Grand Haven Community  
104 Development District.

105 D. Exhibit 8: Oath of Office

106 Mr. Debitetto was administered the Oath of Office.

107 E. Acceptance or Waiver of Compensation

108 Mr. Debitetto opted to accept compensation.

109 F. Exhibit 9: New Supervisor Information Sheet

110 G. Exhibit 10: Form 1

111 H. Exhibit 11: Review of Sunshine Law & Supervisor Duties

112 Mr. Clark explained the expected supervisory duties and the specific restrictions on permitted  
113 communications under Sunshine Law. Mr. McInnes added that a designated email would be set up  
114 for District correspondence, noting that communicating through that specific email would facilitate  
115 necessary records retention measures.

116 I. Exhibit 12: Consideration & Adoption of **Resolution 2024-02**, Removing & Appointing Assistant  
117 Secretary

118 On a MOTION by Ms. Crouch, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adopted  
119 **Resolution 2024-02**, Removing & Appointing Assistant Secretary, for the Grand Haven Community  
120 Development District.

121 J. Exhibit 13: Presentation of Code of Conduct

122 The Code of Conduct was presented to the Board, and all Supervisors signed.

123 *(The Board recessed the meeting at 10:35 a.m., and reconvened at 10:45 a.m.)*

124 **SEVENTH ORDER OF BUSINESS – Presentations**

125 A. Overview of the Process of Selecting Instructors for Amenity Programs

126 B. Exhibit 14: Discussion of Tennis Instruction

127 Mr. Foley summarized the situation with the new additional tennis instructor who had been  
128 providing instruction for a fee paid for by residents taking the classes. Mr. Foley noted that his  
129 initial reaction was to question this, having recalled that Board approval was a required element to  
130 bring in a new instructor, but then Mr. Clark had found that Vesta did possess the authority to bring  
131 in another instructor. Mr. Clark also commented that he felt the language of the rule (Clause #16  
132 on page 22 of the amenity rules) had been poorly crafted, and advised on interpretations and  
133 ambiguities caused by the phrasing. Mr. Clark suggested that the language be cleaned up, noting  
134 that the Board had an opportunity to do so with this topic of discussion. In response to Supervisor  
135 questions, Mr. Clark stated that he had no strong specific recommendation to the Board as to what  
136 to do in terms of its level of approval, beyond establishing a complete process in terms of having a  
137 written understanding with the individuals providing instruction. Mr. Lucansky provided additional  
138 background on initial communications he had had with the tennis instructor to the Board.

139 Mr. Polizzi asked about time commitments and expectations for Brian Counts, the original tennis  
140 instructor. Mr. Lucansky stated that Mr. Counts' time slots and number of lessons would not  
141 change. In response to comments about having a contract in writing, Dr. Merrill stated that she had  
142 a copy that she could supply to Mr. Lucansky.

143 Dr. Merrill argued that Clause 16 of the amenity rules in place currently had a clear interpretation  
144 that there's only one tennis pro, noting that there was language indicating that no other professional  
145 for-profit tennis instructor would be allowed on District courts. Dr. Merrill expressed concerns  
146 about having gone through the process with the additional instructor incorrectly and that actions  
147 that had already been taken needed to be reeled back in, as she felt that this was causing confusion  
148 and possible conflict. Dr. Merrill added that the existing contract with Mr. Counts was an important  
149 piece of context for Mr. Lucansky to have.

150 Mr. Foley discussed with Dr. Merrill whether or not the contract involved a facet of exclusivity and  
151 commented on Mr. Clark's memo regarding the rules of language. Mr. Foley additionally expressed  
152 agreement with comments that Mr. Lucansky made regarding having additional instruction  
153 available to provide an option for residents who would otherwise be going outside the community  
154 for classes. Following additional discussion, Mr. Foley suggested that the Board needed to come to  
155 an agreement as to what direction to give to Vesta. Mr. Foley commented positively on Mr.  
156 Lucansky's role in hiring facilitators throughout the community but stressed the importance of  
157 exercising good judgment in hiring any additional tennis instructors so as to be respectful of what  
158 Mr. Counts's current role and duties are as a long-standing instructor. Mr. Lucansky clarified that  
159 he had full faith and respect for what Mr. Counts does as a respected instructor for the community,  
160 and that it was never his intention to do anything that may appear as though he was replacing Mr.  
161 Counts.

162 The Board opened the floor to any audience comments.

163 A resident reported on instances where she, her children, and her children's friends had suffered an  
164 invasion of privacy as part of the debate between Mr. Counts and the new instructor Bill. The  
165 resident explained that the lessons she scheduled with Mr. Counts were paid for by the hour and  
166 not by head count, and had understood it to be permissible to have her children's friends, who were  
167 overnight guests, join in with her children's lessons. The resident stated that an individual had  
168 approached the parent of the overnight guest to confirm that they were not a resident, and had  
169 reported the circumstances of this lesson to a member of the Board for the alleged purpose of  
170 arguing in favor of Bill's lessons. The resident additionally expressed strong concerns about a  
171 subsequent incident where these children had been covertly watched by another individual during

172 their lesson, as part of an apparent attempt to work out where she lived. The resident requested for  
173 the rules to be amended to allow overnight guests to play, and urged for the invasive behaviors to  
174 stop.

175 A resident spoke on behalf of a member of a tennis advisory group, who had expressed concerns  
176 that the CDD had never discussed the matter with the advisory group to bring the matter to the  
177 wider community. The resident noted that she had observed a heated debate between tennis players  
178 regarding who they felt was the better tennis pro, and worried about the animosity that was being  
179 created by the situation. The resident also recalled comments from members of the Palm Coast  
180 Tennis Center which had concerns about how Mr. Counts was being treated by Grand Haven  
181 throughout this situation. The resident commented that her interpretation of Rule 16 was that they  
182 should only have a single tennis pro, and stated that she hoped the Board would make the right  
183 decision moving forward to dispel any further animosity.

184 A resident spoke in favor of having a single non-resident coach at the facilities. The resident  
185 expressed concerns about the sustainability of scaling liability and facility use considerations up  
186 with an increasing number of coaches.

187 An audience member suggested that it could be feasible to have multiple tennis pros, but additional  
188 tennis pros needed to be under the directorship of the senior pro and not independently operating  
189 as the situation currently was in Grand Haven, as this was causing turmoil and tension. The  
190 audience member provided a copy of the code of ethics of the Professional Tennis Registry and  
191 suggested that these obligations had been violated.

192 An audience member indicated that the Board was not supposed to get into operational issues, as  
193 this was management's responsibility, but clear rules needed to be set for them to follow. The  
194 audience member acknowledged that other clubs typically had a top tennis pro who other tennis  
195 pros reported to, or just one single tennis pro, and that this depended on demand.

196 There were no additional audience comments.

197 The Board discussed the direction to give to Vesta, with comments being made suggesting that this  
198 could be a model to apply to structures for instruction with other amenity programs. The Board  
199 discussed additional language with Mr. Clark regarding accommodations for guests accompanied  
200 by residents, subject to availability with prioritization for residents. Further comments were made  
201 regarding a hierarchy structure and expanding duties for the tennis pro role, with appropriate  
202 reimbursement. Dr. Merrill stressed that she believed that if multiple tennis pros were working the  
203 facilities, there needed to be language in place to support a structural hierarchy, but added that  
204 establishing a head tennis pro would be difficult without clear reimbursement for the instructor  
205 stepping up.

206 A motion was made to accept District Counsel's proposed language for tennis instruction, as  
207 presented.

208 On a MOTION by Mr. Debitetto, SECONDED by Mr. Foley, with Mr. Debitetto, Mr. Foley, and Mr.  
209 Polizzi voting "AYE", and Dr. Merrill and Ms. Crouch voting "NAY", the Board accepted the District  
210 Counsel's proposed language for tennis instruction, for the Grand Haven Community Development District.

211 Following the motion, Mr. Clark acknowledged that a majority of the Board wished to direct Mr.  
212 Lucansky to discuss with Mr. Counts and come back to the Board with further insight and possibly  
213 a more developed concept for an amendment to the existing contract to increase Mr. Counts's role.

214 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved  
215 recessing the regular meeting for the purpose of conducting the Public Hearing on Amending the Amenity  
216 Rules, for the Grand Haven Community Development District.

217 *(The Board recessed the regular meeting at 12:45 p.m.)*

218 **EIGHTH ORDER OF BUSINESS – Public Hearing – Amending Amenity Rules**

219 A. Open the Public Hearing

220 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved  
221 opening the Public Hearing on Amending the Amenity Rules, for the Grand Haven Community  
222 Development District.

223 B. Exhibit 15: Presentation of Amended Amenity Rules

224 Mr. Clark presented the redlined version of the amenity rules to the Board. Mr. Clark advised that  
225 the amended rules included an expansion of the definition of people protected by the rules, to be  
226 inclusive of District contractors. Mr. Clark explained that amendments to the expulsion and  
227 suspension process had expanded the rules to include actions of a violent nature as well as threats  
228 and verbal provocations.

229 C. Public Comments

230 Mr. McInnes noted that a comment card had been submitted by a resident regarding guest fees, but  
231 stated that the resident was not in attendance. Mr. McInnes advised that the guest fees were not  
232 among the amenity rules being amended at this public hearing.

233 A comment was heard indicating that the third bullet point on the Grand Haven Recreation Facility  
234 Reservation Policy on page 20 no longer applied as they did not have the Village Center court that  
235 was mentioned.

236 There were no additional public comments.

237 D. Close the Public Hearing

238 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved  
239 closing the Public Hearing on Amending the Amenity Rules, for the Grand Haven Community  
240 Development District.

241 *(The Board reconvened the regular meeting at 12:53 p.m.)*

242 E. Exhibit 16: Consideration & Adoption of **Resolution 2024-03**, Amending Amenity Rules

243 On a MOTION by Mr. Polizzi, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adopted  
244 **Resolution 2024-03**, Amending Amenity Rules, for the Grand Haven Community Development District.

245 **NINTH ORDER OF BUSINESS – Staff Reports**

246 A. District Engineer: David Sowell

247 The District Engineer was not present.

248 B. Amenity Manager: John Lucansky

249 Mr. Lucansky did not provide a report.

250 C. Operations Manager: Barry Kloptosky

251 1. Exhibit 17: Presentation of Capital Project Plan Tracker

252 Ms. Stepniak presented on behalf of Mr. Kloptosky, and noted that as this was early in the  
253 fiscal year, many of the planned capital projects being tracked were still seeking proposals.  
254 In response to Supervisor questions about the status of the café's automatic door, Ms.  
255 Stepniak stated that the architect of the café renovation had recommended waiting until the

256 renovation to install it, in order to avoid a double-charge related to a redesign. Discussion  
257 ensued among members of the Board regarding possibly getting a proposal to address all  
258 of the bathroom doors.

259 2. Exhibit 18: Monthly Report

260 Mr. Polizzi suggested for future reports to include documentation as to what the Board had  
261 previously agreed to.

262 D. Exhibit 19: District Counsel: Scott Clark

263 Mr. Clark expressed appreciation and gratitude to the Board for the recognition, and stated that he  
264 was thankful for the opportunity to work for this District.

265 E. District Manager: David McInnes

266 1. Exhibit 20: Meeting Matrix

267 2. Exhibit 21: Action Item Report

268 Mr. McInnes presented the meeting matrix and action item report, noting that discussions  
269 on the prioritizations relevant to the meeting matrix would be held under Exhibit 28.

270 3. Incident Report(s) Involving Resident(s)

271 Mr. McInnes provided a summary of an incident. The Board, following discussion, agreed  
272 with sending a strongly worded letter with regards to appropriate behavior to the resident.

273 **TENTH ORDER OF BUSINESS – Business Items**

274 A. Exhibit 22: Consideration & Adoption of **Resolution 2024-04**, Amending FY23 Budget

275 Mr. McInnes stated that the actual expenses had exceeded the actual revenue, primarily due to  
276 hurricane expenses that had been incurred. Mr. McInnes suggested that reimbursement from FEMA  
277 could be forthcoming, but not within the fiscal year of the budget being amended in this resolution.  
278 Discussion ensued regarding transparent documentation of expenditures being available to  
279 inquiring residents.

280 On a MOTION by Mr. Polizzi, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adopted  
281 **Resolution 2024-04**, Amending FY23 Budget, for the Grand Haven Community Development District.

282 B. Exhibit 23: Consideration & Adoption of **Resolution 2024-05**, 2024 General Election Notice

283 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adopted  
284 **Resolution 2024-05**, approving the 2024 General Election Notice, in substantial form, to allow for  
285 corrections to a reference to Seat #4, for the Grand Haven Community Development District.

286 C. Consideration of Solitude Lake Management Aeration Installation Proposals

287 1. Exhibit 24: Pond 9

288 Ms. Stepniak explained that this was a smaller pond located behind the townhomes with  
289 consistent algae issues, and provided precise costs for the aerator equipment and a cost  
290 estimate for installing the electrical. Comments were made in support for having an  
291 expanded range to cover possible electrical costs with a higher approved not-to-exceed  
292 amount.

293 On a MOTION by Mr. Foley, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board approved  
294 the Solitude Lake Management Aeration Installation Proposal for Pond 9, in an amount not to exceed  
295 \$12,000.00, for the Grand Haven Community Development District.

296 2. Exhibit 25: Pond 2

297 Ms. Stepniak explained that this proposal was for a replacement of the solar area, and that  
298 there were no electrical costs associated.

299 On a MOTION by Ms. Crouch, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved  
300 the Solitude Lake Management Aeration Installation Proposal for Pond 2, for the Grand Haven Community  
301 Development District.

302 Following the motion, Mr. McInnes asked for direction from the Board whether these items within  
303 the Operations Manager's purview should continue to be brought before the Board even if they  
304 were within the scope of the budget, or if the Operations Manager should go ahead with the work.  
305 The Board expressed support for going ahead with the work, with comments being made in favor  
306 of approved contracts being presented as part of the operations team's updates for informational  
307 purposes.

308 D. Consideration of Propane Proposal Options

309 Ms. Stepniak noted that there had been some consistent issues with the current propane supplier's  
310 non-local customer service and delivery delays. Staff comments were heard noting the need to  
311 remove the existing proprietary propane tanks from the property, which may cause damage to  
312 landscaping on the south side which would need to be repaired.

313 1. Exhibit 26: Suburban Propane

314 Ms. Stepniak noted that Suburban Propane's proposal would remove the existing propane  
315 tanks at no cost.

316 2. Exhibit 27: Total Comfort

317 On a MOTION by Ms. Crouch, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved  
318 the Suburban Propane proposal, for the Grand Haven Community Development District.

319 **ELEVENTH ORDER OF BUSINESS – Discussion Items**

320 A. Exhibit 28: Priorities for the Remainder of FY2024

321 The Board went through the list of priorities and discussed plans with the Café. Mr. Kloptosky  
322 recalled that the Board had previously asked for pricing to help inform their decision on whether  
323 or not to expand the Café. Additional discussion ensued regarding parking expansion, recalling a  
324 previous comment from an audience member about multiple concurrent events resulting in parking  
325 lot overflow. Supervisor suggestions were heard for the Amenity Manager to look into spreading  
326 out event schedules. Discussion ensued regarding amenity expansion and call box/gate issue topics.

327 Following discussion, the Board listed the four top priorities as hog management, ponds  
328 management, amenity expansion, and gate access.

329 **TWELFTH ORDER OF BUSINESS – Supervisors' Requests**

330 Mr. Debitetto thanked the Board and the community for their trust and confidence in his  
331 appointment to Seat 4.

332 Ms. Crouch provided an update on communications with the planning department with the City of  
333 Palm Coast, stating that their potential dates of January 11, January 18, and February 1 had been

334 forwarded to Mr. Lucansky to verify meeting room availability. Mr. Clark advised that Board  
335 members could attend these community presentations, but should not discuss Board business.

336 Mr. Polizzi expressed some concerns about possible gaps in communications with the residents of  
337 the community, and stressed the importance of taking care with how communications go out in a  
338 helpful manner.

339 Mr. Foley stated that he had gotten in touch with a point of contact at the University of Florida,  
340 who planned on performing a site visit with him. Mr. Foley additionally provided a summary of  
341 recent discussions with the lender for the line of credit.

342 **THIRTEENTH ORDER OF BUSINESS – Action Item Summary**

343 Mr. McInnes provided a summary of action items.

- 344 • The Operations Manager will obtain proposals for installing handicap access buttons for two  
345 bathrooms at the Village Center and two bathrooms at the CAC.

346 **FOURTEENTH ORDER OF BUSINESS – Meeting Matrix Summary**

347 Mr. McInnes provided a summary of meeting matrix items, noting that he would be adding a  
348 discussion on the process for selecting recipients for names on dedication plaques, as well as  
349 establishing priorities for the fiscal year at the December meeting.

350 **FIFTEENTH ORDER OF BUSINESS – Next Meeting Quorum Check: December 7, 9:00 AM**

351 All Board members present stated that they planned on attending the next meeting on December 7  
352 in person, which would constitute a quorum.

353 **SIXTEENTH ORDER OF BUSINESS – Adjournment**

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

356 On a MOTION by Mr. Polizzi, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adjourned  
357 the meeting, at 2:15 p.m., for the Grand Haven Community Development District.

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

361 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
362 **meeting held on January 18, 2024.**

363  
364  
365  
366

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

367 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman

# EXHIBIT 11



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, December 7, 2023 at 9:00 a.m. in the Grand Haven Room, at the Grand  
6 Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McInnes called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi	Board Supervisor, Vice Chairman
12 Michael Debitetto	Board Supervisor, Assistant Secretary
13 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
14 Nancy Crouch	Board Supervisor, Assistant Secretary

15  
16 Also, present were:

17 David McInnes	District Manager, Vesta District Services
18 Lea Stokes ( <i>via phone</i> )	Vesta Property Services
19 Scott Clark	District Counsel
20 Barry Kloptosky	CDD Operations Manager
21 John Lucansky	Amenity Manager

22  
23 *The following is a summary of the discussions and actions taken at the December 7, 2023 Grand Haven*  
24 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*  
25 *request.*

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

27 The Pledge of Allegiance was recited.

28 Prior to proceeding with opening the floor to Audience Comments, Mr. Polizzi noted that it was  
29 the anniversary of the attack on the American naval base at Pearl Harbor, and spoke in  
30 remembrance of the people who had lost their lives. Mr. Polizzi additionally noted that the date  
31 also marked the beginning of Hanukkah, the Festival of Lights, and wished everyone a happy  
32 holiday season.

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

35 An audience member recalled that he had previously made some comments requesting lighting at  
36 the croquet courts, and distributed example pictures to the Board for further clarification.

37 Prior to proceeding with additional audience comments, Mr. McInnes noted that an event was  
38 scheduled after the CDD Board meeting, and stated that the Board could make a motion to set a  
39 hard stop for the meeting at 1:00 p.m.

40 On a MOTION by Ms. Crouch, SECONDED by Mr. Debitetto, WITH ALL IN FAVOR, the Board 41 approved setting a hard stop to the meeting at 1:00 p.m. for the Grand Haven Community Development 42 District.
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43 Following the motion, the Board reopened the floor to audience comments.

44 An audience member commented on the fast growth of pickleball as a sport and requested for  
45 additional pickleball courts to accommodate the rising number of players.

46 An audience member commented on aeration in a pond and questioned how ponds were designated  
47 for aeration measures. Mr. Kloptosky recalled that the Board had previously authorized a study  
48 with the University of Florida regarding pond health, and that the CDD's current pond contractor  
49 checked oxygen levels regularly to determine whether subsurface bubblers may be needed.

50 An audience member expressed concerns about Wild Oaks vehicle speed and the danger that this  
51 posed to pedestrians. The audience member suggested setting up a three-corner stop to break the  
52 speed of traffic. Mr. Polizzi added that pedestrian crosswalks on the main circular street in Wild  
53 Oaks did not have any street signs to indicate their locations to drivers, unlike other areas in the  
54 community. The Board concurred with speeding traffic being a problem.

55 An audience member expressed support for previous comments in favor of more pickleball courts,  
56 and requested for authorization from the Board for an eblast to go out in relation to establishing a  
57 pickleball community list.

58 An audience member indicated that the palmettos near his property in Marsh Crossing had been  
59 maintained less and less, and that while he had been pruning the palmettos extending into his  
60 property over the past couple of years, they were becoming a hindrance to his landscaper. Ms.  
61 Leister stated that the area was scheduled for a winter spray, adding that residents were permitted  
62 to do trimmings if they encroached onto their private property.

63 **FOURTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

64 **FIFTH ORDER OF BUSINESS – Staff Reports**

65 A. District Engineer: David Sowell

66 The District Engineer was not present.

67 B. Exhibit 2: Amenity Manager: John Lucansky

68 Mr. Lucansky stated that windscreens for pickleball and tennis had gone in, and that the tiki hut  
69 was now closed for the holiday season. The Board and Mr. Lucansky discussed parking and  
70 possible adjustments to the schedule to alleviate parking lot congestion. Suggestions were heard  
71 for the Amenity Manager to provide some form of scorecard to provide some insights as to the  
72 specific times in the events schedule that may lead to bottlenecks, as well as times which saw little  
73 use, to aid in decision-making for amenity prioritization.

74 C. Operations Manager: Barry Kloptosky

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

76 Mr. Polizzi commented that some items needed to be reclassified to 2024, such as the Front  
77 Street repair.

78 2. Exhibit 4: Monthly Report

79 Mr. Kloptosky stated that the hog hunter access agreement was provided in the meeting  
80 agenda. Mr. Kloptosky provided an overview of preliminary costs from the contractor and  
81 possible difficulties related to automatic door opener installations. The Board and Mr.  
82 Kloptosky discussed costs and practicality based on how the door would actually be able  
83 to open, and Mr. Kloptosky added that the Café renovation drawings from the architect  
84 would be finished for presentation at the January regular meeting.

85 Mr. Kloptosky and Ms. Leister provided a summary of an issue with tree and landscape  
86 damage on CDD-owned property behind the clubhouse near a condo unit close to the  
87 waterway. Mr. Kloptosky stated that a representative had contacted the office numerous

88 times to request to cut or trim a large oak tree and landscape on the CDD property to allow  
89 for the condos to have a more appealing and marketable view of the waterway, but the  
90 CDD had refused due to existing rules and regulations concerning the intracoastal property.  
91 Ms. Leister stated that the tree had subsequently been cut in a manner which would take  
92 years of maintenance and pruning to restore, estimating a cost of over \$20,000 for the tree,  
93 in addition to the \$10,000 landscape project that had been ripped out. Ms. Leister  
94 recommended that the CDD take some form of action against what had occurred. Mr. Clark  
95 advised in favor of taking an aggressive approach, suggesting for a strong letter to be issued  
96 and a restoration program to be entered, assessing the party that had caused the damage.

97 On a MOTION by Mr. Debitetto, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board  
98 approved directing District Counsel to pursue the matter of encroachment and destruction to the CDD area  
99 tree and landscape, aggressively and with full force, for the Grand Haven Community Development  
100 District.

101 Following the motion, suggestions were heard to get the watershed management company  
102 and St. Johns involved with the incident, due to the existing restrictions related to working  
103 in the area. Mr. Clark stated that he would be coordinating with the arborist to work out  
104 any possible issues with permissions.

105 D. Exhibit 5: District Counsel: Scott Clark

106 No questions or comments were heard on District Counsel's report.

107 E. District Manager: David McInnes

108 1. Exhibit 6: Meeting Matrix

109 In response to Supervisor questions, Mr. McInnes explained that the Board had previously  
110 requested for the hog issue to be brought back by Mr. Kloptosky for an update after 2-3  
111 months.

112 2. Exhibit 7: Action Item Report

113 Mr. McInnes presented the action item report, and explained that the RFP for security guard  
114 services would not be proceeding.

115 3. Incident Report(s) Involving Resident(s)

116 Mr. McInnes provided a summary of an incident. The Board, following discussion, agreed  
117 with directing the District Manager to send a letter to the resident.

118 **SIXTH ORDER OF BUSINESS – Consent Agenda Items**

119 A. Exhibit 8: Consideration for Acceptance – The October 2023 Unaudited Financial Report

120 B. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Workshop  
121 Meeting Held October 5, 2023

122 C. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular  
123 Meeting Held October 19, 2023

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

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129 **SEVENTH ORDER OF BUSINESS – Business Items**

130 A. Exhibit 11: Consideration & Adoption of **Resolution 2024-06**, Appointing Assistant Treasurer

131 Mr. McInnes stated that the previous Resolution which removed Mr. McGaffney from the Assistant  
132 Treasurer position had mistakenly failed to include the subsequent appointment of Ms. Alexander  
133 as an Assistant Treasurer. Mr. McInnes stated that this Resolution would add Ms. Alexander, and  
134 also add Mr. Smith as another individual permitted to provide signatures when needed.

135 On a MOTION by Mr. Debitetto, SECONDED by Ms. Crouch, with Mr. Debitetto, Ms. Crouch, Mr. Foley,  
136 and Dr. Merrill voting “AYE”, and Mr. Polizzi voting “NAY”, the Board adopted **Resolution 2024-06**,  
137 Appointing Assistant Treasurer, for the Grand Haven Community Development District.

138 Following the motion, Mr. Polizzi explained that he opposed the motion out of personal confusion  
139 as to why this number of signatories was needed.

140 B. Exhibit 12: Consideration & Adoption of **Resolution 2024-07**, Designating Signatories

141 Mr. McInnes explained that the Chair and Vice Chair being designated signatories was a measure  
142 to prevent possible gaps in signing items whenever a change in District Management companies  
143 occurred.

144 On a MOTION by Mr. Debitetto, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adopted  
145 **Resolution 2024-07**, Designating Signatories, for the Grand Haven Community Development District.

146 C. Exhibit 13: Consideration of Amended Easement Agreement for Dock at 66 River Trail Dr.

147 Mr. Clark provided a summary of the issue, noting that he had recommended against approval about  
148 a year ago when the matter had come up previously, due to some concerns about creating liability.  
149 Mr. Clark explained that the individuals had returned after having worked with the Water  
150 Management District, and that he had provided some items for inclusion in the amended easement  
151 agreement, including clarification that the other party was responsible for the condition for the dock  
152 and boardwalk.

153 Mr. Debitetto made a motion, seconded by Ms. Crouch, to approve entering into the amended  
154 easement agreement for the dock.

155 During discussion of the motion, comments were made regarding identification and documentation  
156 as to what was currently in the area, with the District Counsel referring to a survey.

157 The Board opened the floor to audience comments.

158 An audience member asked whether the developer had the authority to build another new dock, or  
159 connect two wooden docks without having the walkway over the easement. Mr. Clark and the  
160 audience members discussed jurisdiction for areas over water.

161 An audience member commented on previous developments in the intercoastal, and recommended  
162 that the Board keep this in consideration with the agreement.

163 Dr. Merrill asked about legal fees incurred for the account of the dock owner, and Mr. McInnes  
164 suggested that the motion could be restated to include them.

165 On a MOTION by Mr. Debitetto, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board  
166 approved authorizing the Chair to enter into a legal agreement with respect to the easement, conditional on  
167 the inclusion of legal fees incurred, for the Grand Haven Community Development District.

168 *(The Board recessed the meeting at 11:12 a.m. and reconvened at 11:27 a.m.)*

169 **EIGHTH ORDER OF BUSINESS – Discussion Items**

170 A. Project on Oak Tree Management with IFAS

171 Mr. Foley asked the Board to consider allowing the arborist to put together the report on oak tree  
172 management that the University of Florida would have done. Mr. Foley suggested that this report  
173 could include a description of the current situation, what the future could look like years down the  
174 line, and alternative things that management could implement. Comments were heard in favor of  
175 implementing this as an educational opportunity for community members. In response to  
176 Supervisor questions, Mr. Foley stated that it was likely that Ms. Leister would need to involve the  
177 HOA, and Ms. Leister spoke on a previous tree seminar and other arborist connections from whom  
178 educational opportunities may be sourced.

179 B. Hog Management Policies

180 Prior to Supervisor Comments, the Board opened the floor to audience comments.

181 An audience member expressed concerns about hog activity, noting significant damage on  
182 Northside by the main gate over the previous year, and movement to the south side in 2023. The  
183 audience member asked what was being done and what the plan moving forward would be to further  
184 address the problems.

185 An audience member stated that in addition to the costly damage to landscaping, the hog activity  
186 posed a health and safety concern. The audience member stated that dog owners were fearful of  
187 walking their dogs while the issue persisted.

188 An audience member expressed interest in what results for current measures had been thus far. The  
189 audience member additionally noted that the hogs appeared to dislike the golf course, and asked  
190 whether the golf course was implementing any different measures to mitigate hog activity. Another  
191 audience member commented that the golf course had been uncooperative when she had attempted  
192 to inquire about their hog mitigating measures.

193 1. Exhibit 14: Supervisor Comments

194 Mr. Polizzi noted that the problem had three components through which action could be  
195 taken, between the CDD, the residents, and the government (at the county and city level).

196 Mr. Foley discussed governance of trappers via agreement, involving desired levels of  
197 licensing and insurance, adding that a conversation about compensation to trappers would  
198 likely be needed. Additional comments were made regarding cooperating with Flagler  
199 County Natural Resources, as well as working with the HOA in maintaining property  
200 conditions.

201 Ms. Crouch, Dr. Merrill, and Mr. Debitetto discussed and commented in support of fencing  
202 as a long-term solution. Discussion between Supervisors and Mr. Kloptosky ensued  
203 regarding estimates for linear footage for installing fencing, with Mr. Kloptosky suggesting  
204 that the CDD cooperate with the county due to the varying ownership of property  
205 throughout the area. Mr. Clark advised that perimeter fencing could be funded under the  
206 CDD's security powers, as an item with a public purpose, though noted comments about  
207 the need to enter into easement agreements on private property.

208 The Board came to a consensus to send out a request for Flagler County, for them to request  
209 funding for fencing or a wall from the state funding level.

210 Additional discussion ensued regarding attending a city council meeting or a county board  
211 meeting to speak on the hog issue. Mr. Clark advised that if Supervisors went as a group,  
212 public notice would need to be provided.

213 Following further discussion on fencing around the community, Mr. Foley asked the Board  
214 if they were in agreement to direct the Operations Manager to work out and provide an  
215 estimate of the linear feet and costs associated with installing fencing around Wild Oaks,  
216 the Crossings, and areas around this part of Village Center. Mr. Kloptosky stated that he  
217 would likely be able to provide the linear footage, but noted possible difficulties in  
218 determining a cost estimate.

219 2. Exhibit 15: License Agreement Template

220 Mr. Clark advised that this agreement was similar to other licensing agreements, though  
221 noted that there was language related to the CDD purchasing feed for trappers to use, as  
222 well as an additional fee associated with removal of hogs over 50 pounds to be paid by the  
223 CDD.

224 On a MOTION by Ms. Crouch, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved  
225 the license agreement in substantial form, with the Chair, Operations Manager, and District Counsel able  
226 to negotiate, if necessary, for the Grand Haven Community Development District.

227 Following the motion, Board members discussed coordinating with the County and other groups  
228 with experience in addressing hog issues, in order to get more information on and establish practical  
229 day-to-day guidelines. Mr. Foley commented on reprioritizing items for discussion, noting the  
230 effects of the discussion on walls as well as the need to maintain the amenity discussion at high  
231 priority.

232 Mr. McInnes then indicated that the time was 1:00 p.m., and per a previous motion, the Board  
233 would be adjourning the meeting.

234 C. Exhibit 16: FY 2024 Priorities

235 This item was not discussed.

236 D. FY 2024 Meeting/ Workshop Topics Scheduling

237 This item was not discussed.

238 E. Updates on Pending Projects

239 1. Communications – Dr. Merrill

240 2. County Commission Meetings Regarding Hogs – Supervisor Crouch

241 3. Line of Credit – Chair Foley

242 No updates on pending projects were discussed.

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

244 No Supervisors’ requests were discussed.

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

246 The action items were as follows:

- 247 • The Operations Manager will check the aerator in Pond #20.
- 248 • The Operations Manager will determine the amount of linear feet needed for fencing around the  
249 community.
- 250 • The District Manager will distribute information from Brian Counts regarding the Tennis Pro  
251 position.

- 252       • The District Manager will check on the status of establishing a permanent solution for vendor  
253       authentication.
- 254       • Supervisor Crouch will draft a letter to Flagler County to request that they work with the State for  
255       grant funding for fencing/wall. Supervisor Crouch will send this letter to the District Manager for  
256       distribution to the Board.
- 257       • Supervisor Crouch will look into getting the CDD on a County Commission meeting agenda to  
258       discuss the hog issue in the community.

259       **ELEVENTH ORDER OF BUSINESS – Meeting Matrix Summary**

260       **TWELFTH ORDER OF BUSINESS – Adjournment**

261       The Board adjourned the meeting at 1:00 p.m. for the Grand Haven Community Development District.

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

265       **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
266       **meeting held on January 18, 2024.**

267  
268

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

269   **Title:**    **Secretary**    **Assistant Secretary**

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

# EXHIBIT 12



**SERVICES CONTRACT**

CUSTOMER NAME: **Grand Haven CDD (0528980)**

SUBMITTED TO: **Vanessa Stepniak, Office Manager - [vstepniak@ghcdd.com](mailto:vstepniak@ghcdd.com)**

CONTRACT DATE: October 17, 2023

SUBMITTED BY: David Cottrell, North Florida Business Development Consultant

SERVICES: Installation of One (1) New Vertex Aeration system in Pond 6 at Grand Haven CDD in Palm Coast, Florida 32137.

This agreement (the "Agreement") is made as of the date indicated above, and is by and between SOLitude Lake Management, LLC ("Solitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

1. The Services. SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:
2. PAYMENT TERMS. The total fee for services is **\$17,04000**. **The price is valid for 60 days from the contract date.** The Customer shall pay 50% of this service fee upon execution of this Agreement. The balance (remaining 50% of fee) will be invoiced to Customer by SOLitude following completion of the Services.

For any work completed or materials in storage on the customer's behalf at the end of each month, the company will invoice and the customer will be responsible for paying the percent of the total work completed as of that date, less any previous deposit paid. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, customer will be invoiced and responsible for paying said additional taxes in addition to the fee above. Customer agrees to pay all invoices within thirty (30) days of invoice date. The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Company shall be reimbursed by the Customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on the Company by the Customer that are not covered specifically by the written specifications of this contract.

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



3. TERM AND EXPIRATION. This Agreement is for a one-time service as described in the attached Schedule A. Any additional services will be provided only upon additional terms as agreed to by the parties in writing.
4. DISCLAIMER. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.

Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the SOLitude, unless there is willful negligence on the part of SOLitude.

While SOLitude Lake Management LLC makes every effort to thoroughly inspect the site before providing this contract proposal or beginning any work, it is possible, without fault or negligence, that unforeseen circumstances may arise, or that hidden conditions on the site might be found in the course of the performance of the contract work, which would result in additional time or material costs that exceed this contract pricing. Should this occur, the customer will be notified of these unforeseen circumstances or conditions and be responsible for the costs associated with remedying. By signing this agreement, the customer acknowledges that they have informed SOLitude Lake Management® of all known and relevant current site conditions that would be reasonable to expect could affect our ability to successfully complete the contract work.

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5. INSURANCE AND LIMITATION OF LIABILITY. Solitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.
6. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.
7. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.
8. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.
9. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.
10. NOTICE. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.
11. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.
12. FUEL/TRANSPORTATION SURCHARGE. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

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13. E-Verify. Solitude Lake Management LLC utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

**ACCEPTED AND APPROVED:**

**SOLITUDE LAKE MANAGEMENT, LLC.**

**Grand Haven CDD (0528980)**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Remit All Payments to:**

**Customer's Address for Notice Purposes:**

**1320 Brookwood Drive Suite H  
Little Rock AR 72202**

\_\_\_\_\_

**Please Mail All Contracts to:**

**2844 Crusader Circle, Suite 450  
Virginia Beach, VA 23453**

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**SCHEDULE A - SERVICES**  
**AERATION SYSTEM INSTALLATION**

Aeration System Install: Pond 6

1. Company will install the following submersed air diffused aeration system:

**Vertex HighFlow Air 7 Aeration System**

Includes:     **Two (2) ¾ HP Compressors (230V)\***  
                          Pressure Relief Valve  
                          Pressure Gauge  
                          Air Filter / Muffler Assembly  
                          GFCI protection breaker  
                          Lockable / Weatherproof / Sound Reducing Cabinet  
**Large Sound Kit Sub Assembly**  
                          Cabinet mounting pad  
                          Two (2) 290 CFM Cabinet Exhaust Fans  
**Seven (7) Air Station Bottom Diffusers**  
                          (Dual Membrane / Self Cleaning)  
                          Check Valves  
                          Adjustable air distribution manifold  
**5,025 ft.** underwater self-weighted air delivery tubing  
                          (0.58" ID / 1.25" OD)  
                          All labor and parts necessary for proper installation\*\*

2. Air Diffusers will be evenly placed throughout the lake in the deepest areas possible to provide for uniform coverage and to maximize the benefits of aeration on the lake.

*\*For this single-phase unit customer must provide suitable 230V power source with appropriate breaker or disconnect for electrical connection by the edge of the pond, next to the site where the compressor cabinet is to be placed. SOLitude Lake Management® is not responsible for electrical permits or inspections that might be required if new electrical service is ordered. Permits and inspections are the sole responsibility of the customer and the customer's electrician who is responsible for providing the necessary electrical service as described above.*

*\*\*The cost for installation is based on the assumption that power is available within 30 feet of the pond, and that no obstacles exist between the power source and the pond (i.e., concrete/asphalt walkways, retaining walls, utilities, landscaped areas, trees).*

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Warranty:

1. Company warrants that all installation work will be done in a safe and professional manner.
2. Manufacturer warrants system for three (3) years from the date of installation against any defects in materials and workmanship.
3. Manufacturer warrants Air Station Membrane Diffusers for five (5) years from the date of installation against any defects in materials and workmanship.
4. Company warrants all labor and parts necessary for installation of the aeration system for a period of one (1) year from the date of installation.
5. The manufacturer's warranty and the SÖLitude Lake Management® warranty will be voided if:
  - a. Any person not specifically authorized by the manufacturer and by SÖLitude Lake Management® performs any service, repair, or other work to the aeration system during the warranty period.
  - b. The aeration system is used in any manner inconsistent with its intended use or in any manner that is not in accordance with the manufacturer's instructions.

General Qualifications:

1. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.

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# Your Custom Vertex Aeration System Design Specifications

Lake Solutions Ver. 17 May 2016

Customer Name:	SOLitude Lake Management
Contact Name:	David Cottrell
Site Name/Number:	Grand Haven Pond 6
Date:	November 29, 2023
Vertex Biologist:	Sue Pinagel

---

Surface Acres:	5.40
Perimeter Feet:	3,132
Slope Ratio Relative to 1	3.0
Average Center Depth:	8.0
Average Depth	6.7
Circulation Constraint Percentage	0.0
Total Acre Feet	36.3
Lake Volume (Gallons)	11,827,430
Monthly Influent Volume (Gallons)	0
Total Volume Requiring Aeration (Gallons)	11,827,430
GPM Per AirStation	1,791
Gallons Pumped / Day	18,056,909
System Working Pressure (PSI)	10.4
Air Delivery Per AirStation at Depth(CFM)	1.5
Number of SW CoActive AirStations Specified:	7
Complete Turnovers / Day	1.53

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## Terminology

Surface Acres:	Total Surface Acres of Entire Water Body
Perimeter Feet:	Distance in Feet Along The Shoreline Around the Water Body
Bottom Slope Ratio :	Distance in Feet From Shoreline For Each Foot Increase in Depth
Average Center Depth:	Average of Depth Readings in Deepest Areas
Average Depth	Average Depth of Entire Lake in Feet
Circulation Constraint %	Reduced Circulation Due to Narrow Lake Areas, Islands, Etc.
Total Acre Feet:	An Acre Foot Equals One Acre One Foot Deep
Lake Volume :	Volume of The Entire Water Body Expressed in U.S. Gallons
Influent Volume:	Water Flowing into Lake that Requires Additional Aeration Capacity
GPM:	Gallons of Water Pumped Per Minute
Gallons Pumped / Day:	Total Gallons of Water Pumped by All AirStations Per Day
PSI	Pounds Per Square Inch
CFM	Cubic Feet Per Minute
# SW AirStations:	Recommended Number of AirStations For Proper Aeration
Turnovers / Day:	Number of Times Per Day the Entire Volume of The Water Body is Pumped From the Lake Bottom to The Lake's Surface

## Vertex Water Features

2100 NW 33rd Street, Pompano Beach, Florida 33069

Tel:800-432-4302 / Fax:954-977-7877

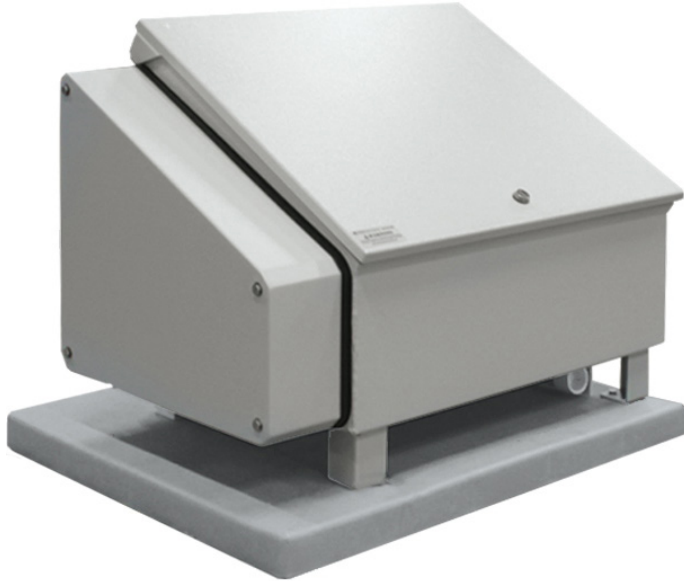
[www.vertexwaterfeatures.com](http://www.vertexwaterfeatures.com)

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Vertex diffused aeration systems are super-efficient, affordable and safe. The rising force of millions of bubbles transports bottom water to the surface, allowing oxygen to be absorbed and circulating the entire water column.



Options: Sound kits, Shallow Water AirStations and VBS remote valve boxes

### BENEFITS TO THE LAKE

- ◆ High pumping rate easily penetrates stratification layers
- ◆ Promotes beneficial bacteria growth
- ◆ Prevents low oxygen fish kills
- ◆ Reduces nutrient levels and associated algae growth
- ◆ Oxidizes/reduces bottom muck
- ◆ Expands oxygenated habitat for improved fisheries
- ◆ Reduces aquatic midge and mosquito insect hatches
- ◆ Eliminates foul odors from undesirable dissolved gases

#### 1 1/2 HP SYSTEMS

NAME	AIRSTATIONS
HF 4 XL2	4
HF 5 XL2	5
HF 6 XL2	6
HF 7 XL2	7

#### 1 1/2 HP SYSTEMS

NAME	AIRSTATIONS
HF 3 XL4	3
HF 4 XL4	4
HF 5 XL4	5
HF 3 XL5	3
HF 4 XL5	4

### SUPER-DUTY BROOKWOOD™ COMPRESSOR

#### 3-year Vertex warranty

(excluding wearable parts: air filters and compressor maintenance kits)



- ◆ UL, 115v or 230v, 4 Cycle, 11.2 CFM
- ◆ Built for continuous 24/7 operation
- ◆ Upgraded rotors, stators, valve plates, bearings and capacitors
- ◆ Vertex SafeStart™ Technology for auto restart under maximum rated pressure without motor damage
- ◆ Thermal overload protection
- ◆ Oil-free, and require no lubrication
- ◆ 2-3 year extended duty cycle between scheduled maintenance

### LARGE QUIETAIR™ CABINET

#### Limited lifetime warranty against rust

- ◆ Powder coated aluminum for a durable attractive finish
- ◆ Equipped with a stamped ventilation grill
- ◆ High capacity 140 CFM fan
- ◆ Class "A" GFCI Protection on compressor and fan circuits
- ◆ Quick disconnect switch included
- ◆ Easy access design with cam lock
- ◆ Easy plug-in connection to waterside electrical service
- ◆ Heavy duty, light weight mounting pad included
- ◆ Optional muffler box and additional insulation

©Vertex Aquatic Solutions. We reserve the right to improve/change our designs/specifications without notice or obligation.

Getting the right system requires knowing the acreage, depth, shape and slope and location of power source.

**Contact Vertex or your local Vertex Dealer for free design recommendations.**



## BOTTOMLINE™ SUPPLY TUBING

### 15-year Vertex warranty

- ◆ Available in 50', 100', 250' and 500' spools
- ◆ Self-weighted for easy installation
- ◆ Flexible PVC composite direct burial and submersible tubing
- ◆ Use with standard PVC solvent weld cement and insert fittings
- ◆ High wall thickness for durability and protection from punctures
- ◆ Remains flexible in cold temperatures.
- ◆ Over-sized I.D. for high flow



More than 60,000 diffuser disks installed without a single reported clogged or blown-out membrane. Each produces up to 3000 fine micron bubbles – the majority 500 to 1000 microns.



## AIRSTATION DISKS

### 5-year "No Questions" warranty

- ◆ 9" diameter, flexible membrane diffuser discs
- ◆ Self-cleaning, low maintenance
- ◆ EPDM compound with 100% rebound memory
- ◆ Flexible, long-wearing and clog resistant even in the dirtiest waterbodies
- ◆ "Delta" surface pattern increases active surface area
- ◆ Highly efficient even during low and moderate air flows
- ◆ Larger, stronger diffuser ring improves membrane retention
- ◆ StableTrak™ technology increases lift velocity

## SELF-SINKING AIRSTATION: XL1, XL2, XL2SW

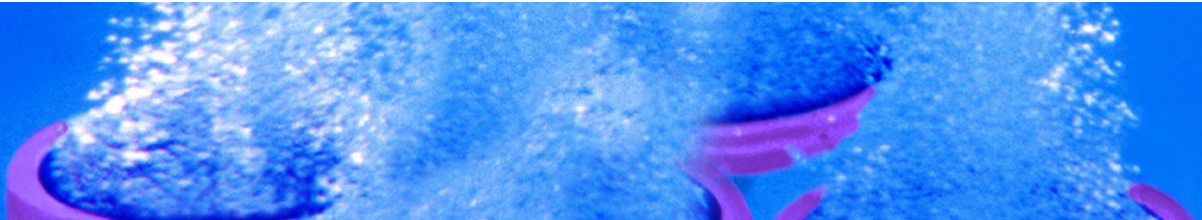
### 5-year "No Questions" warranty

- ◆ Made of powder-coated stainless steel
- ◆ Designed to prevent settling into soft bottom sediments.
- ◆ Adjustable diffuser risers accommodate any site requirements

## STANDARD AIRSTATION: XL4, XL5

### 5-year "No Questions" warranty

- ◆ Vacuum-formed HDPE base, spot-welded for unit integrity
- ◆ Hollow chamber design for the addition of gravel ballast
- ◆ Lipped design prevents settling into soft bottom sediments.



# EXHIBIT 13

# 360 RECREATION

FROM  
**Jennifer Garcia**  
**Powered By Play**  
 9986 Eagle Creek Center Blvd  
 Orlando, FL 32832  
[360recreation.com/](http://360recreation.com/)  
 PHONE  
 888-360-Park ( 7275 )

FOR  
**Grand Haven CDD**  
 TO  
 Daniela Teixeira  
 EMAIL  
[office@ghcdd.com](mailto:office@ghcdd.com)  
 ADDRESS  
 2N Village Parkway  
 Palm Coast  
 FL 32137  
 PHONE  
 386-447-1888  
 COPY TO  
 Vanessa Stepniak

QUOTE NUMBER  
 652  
 DATE  
 October 25, 2023  
 VALID UNTIL  
 February 8, 2024

## GRAND HAVEN - PLAYGROUND

### Custom Club House Playground CLICK IMAGES FOR AN ENLARGED VIEW.

Custom Club House Playground with Eagle Image Panel



[Final Grand Haven Images](#)

19,710.00  
 x 1  
 19,710.00

**Outdoor Musical Instruments**

Musical Mushrooms - Set of Two



5,360.84  
 x 1  
 5,360.84  
 Not selected

**Playground Borders**

Timbers to Contain Playground Mulch

39.75  
 x 27  
 1,073.25  
 Not selected



<input type="checkbox"/> <b>ADA Ramp</b> Full ADA Ramp	678.57 x 1 678.57 Not selected
<b>Equipment Installation</b> Playground Equipment Installation	7,687.50 x 1 7,687.50
<b>FREIGHT</b> Shipping	2,888.89 x 1 2,888.89
	Options selected 0 of 3 Subtotal 30,286.39 <b>Total including tax \$30,286.39</b>

**NOTES**

Prices are valid for 30 days. After 30 days, prices are subject to change without notice. Sales tax will be charged unless a copy of a valid Sales tax exemption certificate is presented with the order. Site work, building permits, engineered drawings, etc. are not included unless noted. If Underground utilities locate services are needed, it is the customer's responsibility by utilizing Sunshine 811 ( free ) or a private independent locating firm. Any additional work requested that isn't covered in the original brief will be quoted separately and added to the original invoice.

The parties, by their signature below, agree that all material terms have been disclosed and rely upon the information contained in this document. Buyer agrees to pay one half (1/2) of the amount at the time of signing this Agreement. The remaining one half (1/2) shall be payable upon completion of the job. If the remaining balance is not paid in full within 30 days of completion, interest shall accrue at the rate of 1.5 % per month. If litigation is necessary to collect on this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs from the non-prevailing party.

**50% DEPOSIT REQUIRED TO INITIATE ORDER**



**Playgrounds**

**Grand Haven**

**Palm Coast, FL 32137**

**For: Jennifer Garcia**

**360 Recreation**



# Why Purchase Play Mart's Products?

## Green Industry Standards:

- **FREE of** BPA, PFAS, PFC, PCBs, Bisphenol A, DDTs, Phthalates, Pesticides, and Other Endocrine Disruptors. Safe for children of all ages
- **RSP** (Recycled Structural Plastic) is 90% recycled plastic by weight; 30% internal scrap; 30% post-industrial milk jugs and 30% Clorox bottles. (10% is structural and UV color)
- **Sustainable** Prevents millions of pounds per year of plastics from entering a landfill
- **ASTM Standards, ADA / ABA, CPSC guidelines** Our products and design layout meets or exceed CPSC guidelines and ASTM F1487 for ages 2 – 12 years standards and complies with all federal laws, including the ADA / ABA Accessibility Guidelines for Play Areas
- **LEED Credit Contributions** MR Credits 4.1, 4.2 (Recycled Content), MR Credits 5.1, 5.2 (Regional Materials), SS Credit 4.2 (Bicycle Racks), SS Credit 7.1 Heat Island Effect: Non-Roof
- **Made in the USA** With local Master Builders
- **Recyclable** Materials can be recycled and used again to make more playgrounds
- **Third-party Certifications** Since 2008, Play Mart's products are certified by the International Playground Equipment Manufacturers Association (IPEMA)
- **Woman-Owned Small Business** Play Mart's majority owner and CFO, Rebecca Beach, CPSI, has been in the commercial playground equipment industry since 1993. Her husband, Dennis Beach, CPSI, is company president and is a Registered Landscape Architect. He has been building playgrounds since 1981.



# Superb Product Characteristics:

## Play Mart Products

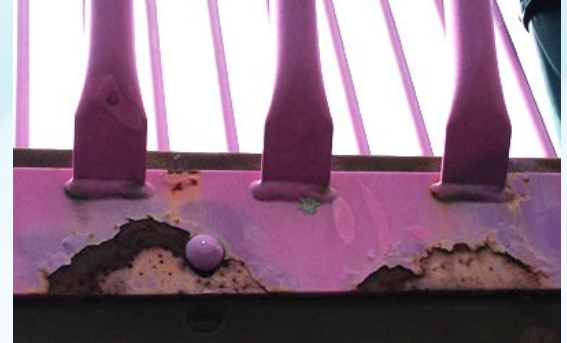
- Highly UV and fade resistant
- Graffiti resistant. Dirt, paint, and even scratches remove easily
- High quality metal components have stainless steel welds, electromagnetically “baked on” powder coating
- Wrinkle finish powder coating increases friction to reduce falls
- Will not rust, splinter, split or de-laminate
- Color throughout plastic – no fading or chipping
- Resistant to marine borers, termites, fungus, salt, and oils
- Textured walking surfaces for safety – SureStep™ Decks
- Additional stainless-steel reinforcement as needed
- Stainless steel, vandal-proof hardware
- Prefabricated components – easy installation
- Multiple quality assurance processes in place in our factory
- Customizable with modular components
- Modern color palette
- 10 Year Warranty on RSP Components & EcoColor Plastic Products
- 100% BPA, Phthalate, and “soft” PVC free





## Steel Competitors

- Rusts, producing sharp shear edges and points
- Corroding allows the paint to chip off, revealing raw steel
- May contain Endocrine Disruptors
- May not be made in the US
- Fades over time
- Walking surfaces can be slippery



## Wood Competitors

- Cracks and checks badly over time
- Develops dangerous splinters and unsightly gouges
- Fades drastically within a short time
- Requires extra maintenance
- May contain Endocrine Disruptors





# We Are Committed to Building Playgrounds That Last!

Focusing on this generation – and the next – we engineer our playground products to be low-impact to the environment, safe, and enduring with the use of reclaimed plastic and stainless steel.

## **By choosing a Play Mart playground you will:**

- Be doing your part to sustain the environment
- See lower replacement & maintenance costs
- Receive excellent customer service
- Satisfaction with knowing your playground equipment is safe for children to play for years
- Enjoy turnkey solution options with design, site prep, equipment, installation, and surfacing
- Have access to experienced playground design experts

## **We Are Recovering Yesterday's Plastic for Today's Play™!**



Modified Mini +  
Age: 5-12  
Surfacing: Wood Fiber  
Surfacing Depth: 12"  
24" In Ground  
RSP Color: Chocolate & Latte  
Color Scheme: Coffee Shop

# Grand Haven – Modified Clubhouse

Location of Site: Palm Coast, FL 32137

Sales Rep: Jennifer Garcia w/ 360 Recreation

Nature of Early Play™

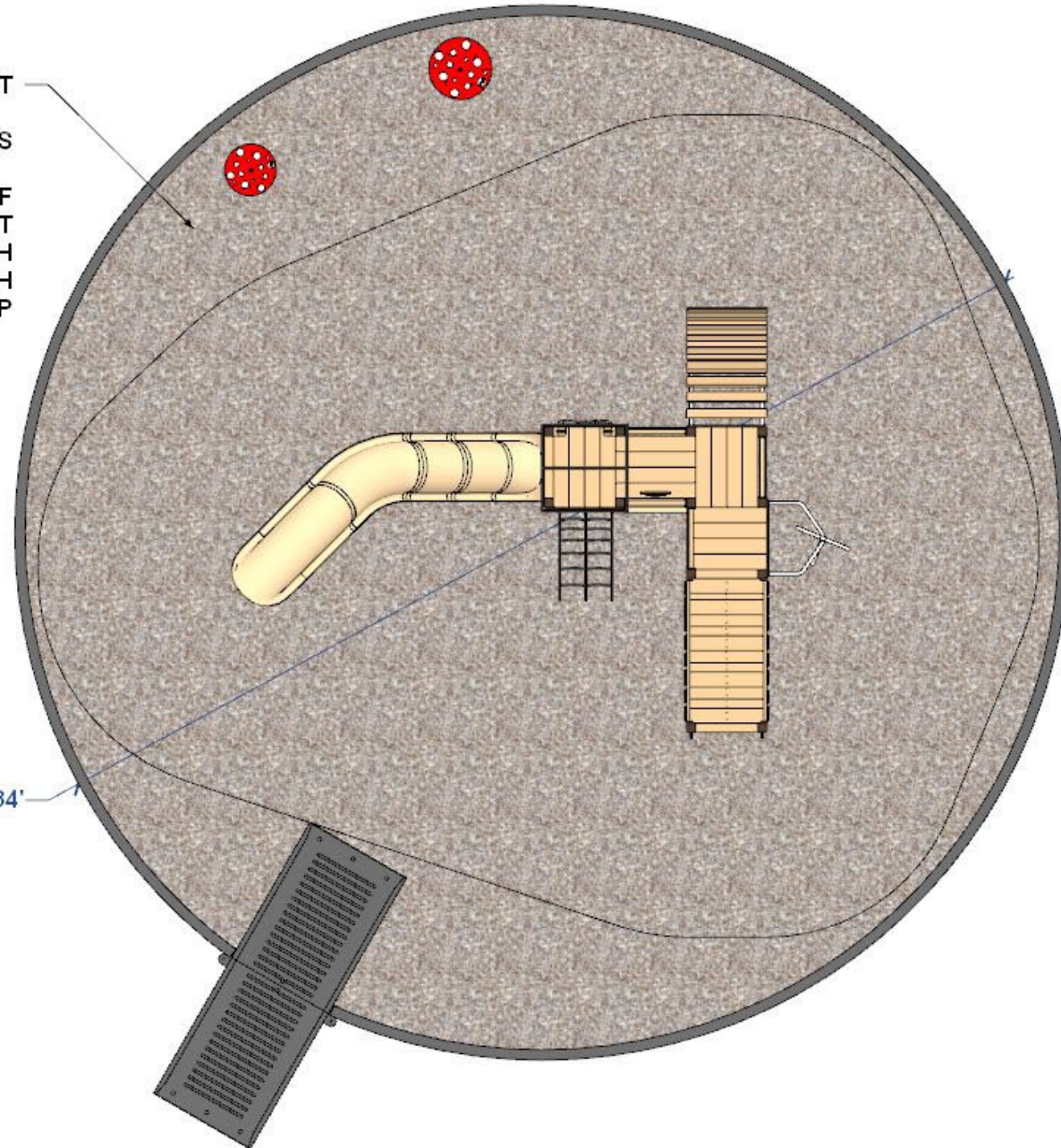
By: **Play Mart**  
Playgrounds

MODIFIED CLUBHOUSE PLAYSET

SMALL & MEDIUM MUSHROOMS

873 ft<sup>2</sup> EWF  
6' FALL HEIGHT  
9-12" DEPTH  
105' BORDER LENGTH  
FULL ADA RAMP

DIA 34'



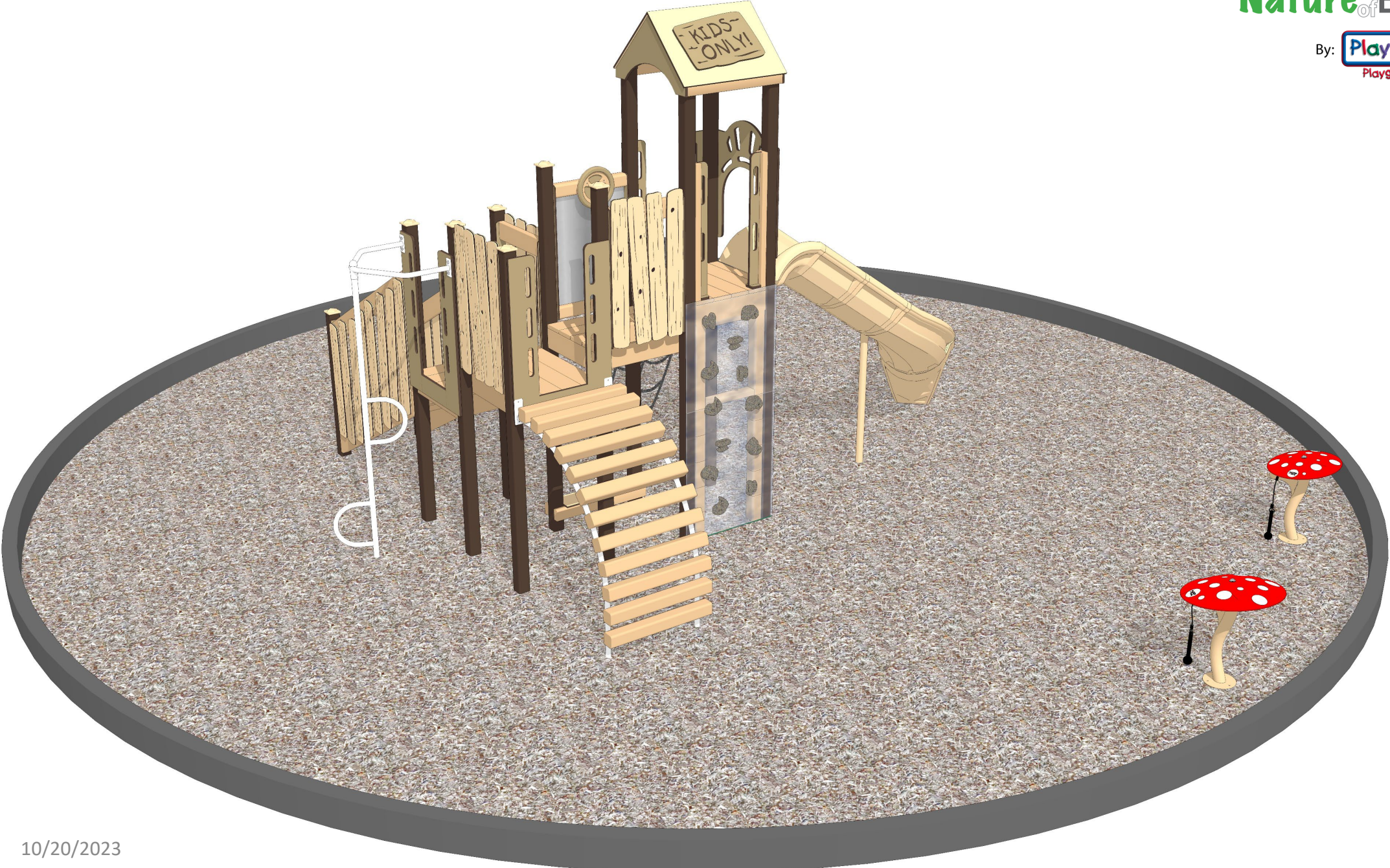


Grand Haven – Modified Clubhouse





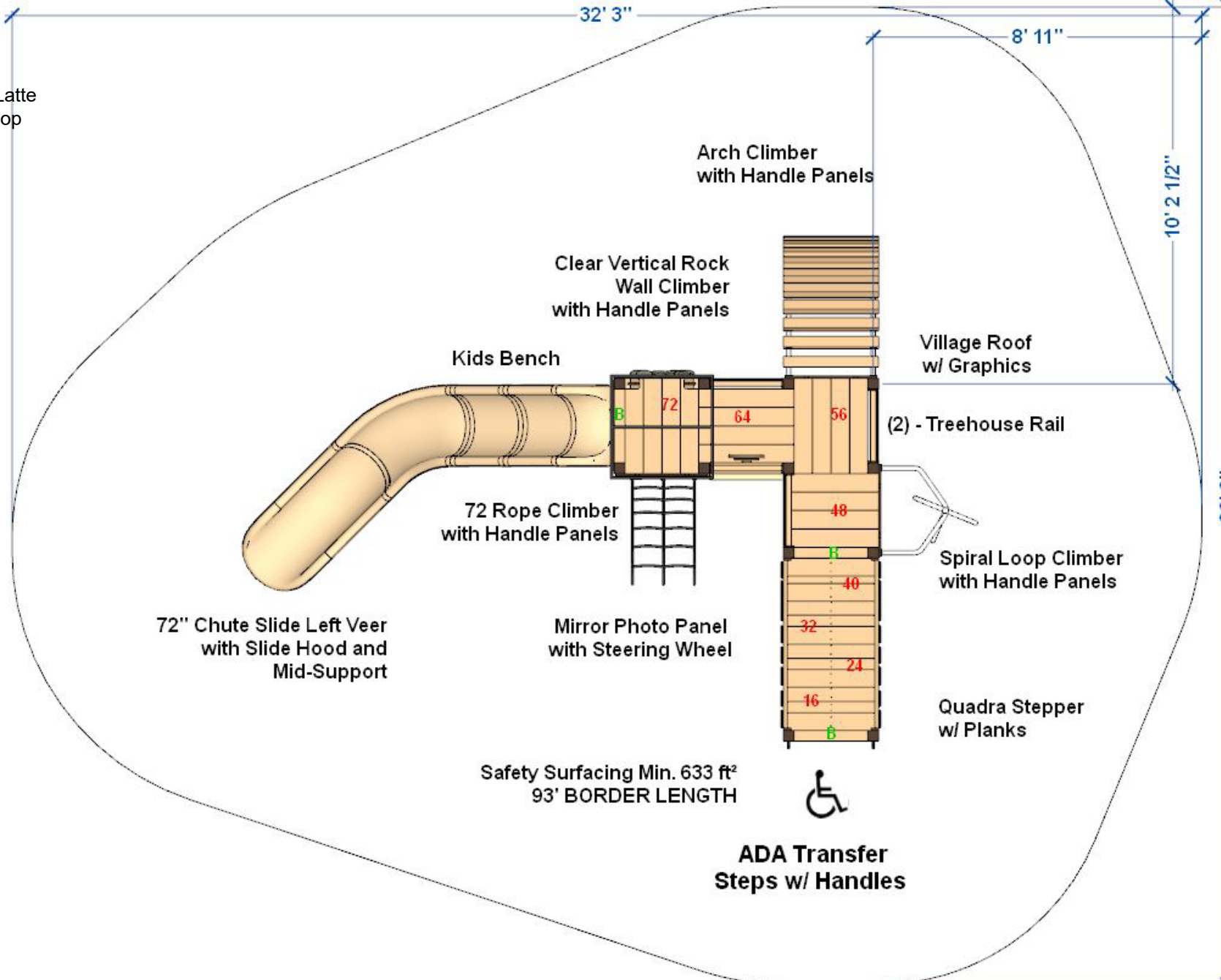
Grand Haven – Modified Clubhouse





Modified Mini +  
 Age: 5-12  
 Surfacing: Wood Fiber  
 Surfacing Depth: 12"  
 24" In Ground  
 RSP Color: Chocolate & Latte  
 Color Scheme: Coffee Shop

# Grand Haven – Modified Clubhouse



Grand Haven – Modified Clubhouse



Grand Haven – Modified Clubhouse





Grand Haven – Modified Clubhouse



# Grand Haven – Modified Clubhouse

Nature of Early Play™

By: **Play Mart**  
Playgrounds



# EXHIBIT 14

## RESOLUTION 2024-08

### **A RESOLUTION OF THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") AUTHORIZING PAYMENT OF REQUIRED ETHICS TRAINING FOR BOARD SUPERVISORS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024 AND SUBSEQUENT FISCAL YEARS.**

**WHEREAS**, the District is an Independent Special District subject to the requirements of Chapters 189 and 190 of the Florida Statutes. The District is governed, pursuant to Florida Statutes §190.006, by a Board of Supervisors (the "Board" and collectively, "Supervisors" and, individually, each a "Supervisor"); and

**WHEREAS**, Supervisors of the District are "Public Officers," as that term is defined in Chapter 112, Florida Statutes, and are subject to the provisions of Chapter 112 creating ethics requirements for Public Officers; and

**WHEREAS**, pursuant to Section 112.3142(2)(d), Florida Statutes, Supervisors are required, commencing January 1, 2024, to complete ethics training ("Ethics Training") during each calendar year which addresses, at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida; and

**WHEREAS**, the Ethics Training will require each Supervisor to enroll in and complete a course of instruction complying with the statutory requirements, which likely will involve a cost to the Supervisor; and

**WHEREAS**, the District desires to comply with the requirements of Section 112.3142(2)(d) and to provide for the payment or reimbursement of the costs of Ethic Training expended by the Supervisors;

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

#### **Section 1. Ethics Training**

Each Supervisor of the District shall comply annually with the requirements of Section 112.3142(2)(d), commencing with the calendar year 2024.

#### **Section 2. Cost of Training**

The District is authorized to provide for the cost of the Ethics Training by advancing enrollment costs thereof or by reimbursing Supervisors for the cost of such enrollment.

Alternatively, the District may implement a system of internal Ethics Training at Board meetings or Workshops, provided that such training is compliant with Section 112.3142(2)(d).

**Section 3. Effective Date**

This Resolution shall become effective as of the date of its adoption by the Board of Supervisors.

Introduced, considered favorably, and adopted this 18th day of January, 2024

ATTEST:

**BOARD OF SUPERVISORS OF THE  
GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

# EXHIBIT 15

	FY 2023 ACTUAL	FY 2024 ADOPTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024	10/1/2023-12/31/23	FY 2025 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025
<b>REVENUES</b>						
<b>Assessments Levied (net of allowable discounts):</b>						
Assessment Levy - General Fund	\$ 3,738,054	\$ 4,019,578	7.53%	\$ 3,548,167	\$ 4,321,316	7.51%
Assessment Levy - Infrastructure Reinvestment	\$ -	\$ -	0.00%	\$ -	\$ -	
Assessment Levy - Escalante Fund (Statement 2)	\$ -	\$ -	0.00%	\$ -	\$ -	
On Roll Excess Fees	\$ 23,081	\$ -	0.00%	\$ -	\$ -	
<b>Additional Revenues:</b>						
Fund Balance Forward	\$ -	\$ 108,535		\$ -	\$ 74,207	-31.63%
Reuse water	\$ 20,271	\$ 23,000	0.00%	\$ 4,955	\$ 23,000	0.00%
Gate & amenity guest	\$ 11,167	\$ 9,000	0.00%	\$ 2,172	\$ 9,000	0.00%
Tennis	\$ 1,275	\$ 500	-83.33%	\$ 131	\$ 500	0.00%
Room rentals & Rec. Center Use Fee	\$ 11,750	\$ 2,000	0.00%	\$ 400	\$ 2,000	0.00%
Interest - investments	\$ 32,422	\$ 20,000	0.00%	\$ 17,355	\$ 20,000	0.00%
Miscellaneous	\$ 1,625			\$ 1,022		
Amenity activity share		\$ -		\$ -	\$ -	
Insurance proceeds		\$ -		\$ -	\$ -	
Grant		\$ -		\$ -	\$ -	
Settlements		\$ -		\$ -	\$ -	
State reimbursement - Hurricane		\$ -		\$ -	\$ -	
<b>TOTAL REVENUES</b>	<b>\$ 3,839,645</b>	<b>\$ 4,182,613</b>	<b>10.21%</b>	<b>\$ 3,574,202</b>	<b>\$ 4,450,023</b>	<b>6.39%</b>

	FY 2023 ACTUAL	FY 2024 ADOPTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024	10/1/2023-12/31/23	FY 2025 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025
<b>EXPENDITURES</b>						
<b>ADMINISTRATIVE</b>						

Supervisors - regular meetings	\$ 8,800	\$ 12,000	0.00%	\$ 2,400	\$ 12,000	0.00%
Supervisor - workshops	\$ 7,600	\$ 9,000	0.00%	\$ 800	\$ 9,000	0.00%
District Management Services						
District management	\$ 42,924	\$ 41,508	3.00%	\$ 10,683	\$ 44,413	7.00%
Administrative	\$ 10,712	\$ 11,033	3.00%	\$ 2,758	\$ 11,806	7.00%
Accounting	\$ 22,119	\$ 22,783	3.00%	\$ 5,696	\$ 24,378	7.00%
Assessment roll preparation	\$ 9,734	\$ 10,026	3.00%	\$ 2,507	\$ 10,727	7.00%
Disclosure report	\$ -	\$ -		\$ -	\$ -	
Arbitrage rebate calculation	\$ -	\$ -		\$ -	\$ -	
Office supplies	\$ -	\$ 1,103	5.00%	\$ -	\$ 1,180	7.00%
Postage	\$ 5,909	\$ 3,308	5.00%	\$ -	\$ 3,539	7.00%
Trustee	\$ -	\$ -		\$ 502	\$ -	
Audit	\$ 6,800	\$ 4,950	2.06%	\$ -	\$ 5,297	7.00%
Legal - general counsel	\$ 118,423	\$ 106,605	3.50%	\$ 33,299	\$ 114,067	7.00%
Engineering	\$ 39,879	\$ 40,000	26.98%	\$ 5,839	\$ 42,800	7.00%
Engineering: Stormwater Analysis Report	\$ -	\$ -	-100.00%	\$ -	\$ 5,000	
Legal advertising	\$ 2,681	\$ 5,733	5.00%	\$ 435	\$ 6,134	7.00%
Bank fees	\$ 1,515	\$ 1,654	5.00%	\$ 515	\$ 1,770	7.00%
Dues & licenses	\$ 175	\$ 193	5.00%	\$ 175	\$ 206	7.00%
Property taxes	\$ 2,563	\$ 2,646	5.00%	\$ 2,496	\$ 2,831	7.00%
Tax collector	\$ -	\$ -		\$ -	\$ -	
Contingencies & Administrative-Other	\$ 3,329	\$ -		\$ -	\$ -	
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 283,163</b>	<b>\$ 272,540</b>	<b>3.96%</b>	<b>\$ 68,105</b>	<b>\$ 295,148</b>	<b>8.30%</b>

	FY 2023 ACTUAL	FY 2024 ADOPTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024	10/1/2023-12/31/23	FY 2025 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025
<b>INFORMATION AND TECHNOLOGY</b>						
IT support	\$ 33,542	\$ 30,244	8.00%	\$ 7,497	\$ 32,361	7.00%
Village Center and Creeside telephone & fax	\$ 6,860	\$ 7,423	8.00%	\$ 1,252	\$ 7,943	7.00%
Cable/internet-village center/creekside	\$ 16,110	\$ 13,500	31.44%	\$ 2,798	\$ 14,445	7.00%
Wi-Fi for gates	\$ -	\$ 5,396	5.00%	\$ -	\$ 5,773	7.00%
Landlines/hot spots for gates and cameras	\$ 27,697	\$ 29,106	5.00%	\$ 6,390	\$ 31,143	7.00%



Cell phones	\$ 5,885	\$ 8,028	5.00%	\$ 1,047	\$ 8,590	7.00%
Website hosting & development	\$ 2,079	\$ 1,670	5.00%	\$ 493	\$ 1,787	7.00%
ADA website compliance	\$ 220	\$ 232	5.00%	\$ 210	\$ 248	7.00%
Communications: e-blast	\$ 336	\$ 551	5.00%	\$ 104	\$ 590	7.00%
<b>TOTAL INFORMATION AND TECHNOLOGY</b>	<b>\$ 92,729</b>	<b>\$ 96,150</b>	<b>9.28%</b>	<b>\$ 19,791</b>	<b>\$ 102,881</b>	<b>7.00%</b>

	FY 2023 ACTUAL	FY 2024 ADOPTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024	10/1/2023-12/31/23	FY 2025 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025
<b>INSURANCE</b>						
Insurance: general liability & public officials	\$ 110,628	\$ 131,034	27.80%	\$ 150,395	\$ 140,206	7.00%
Insurance: property	\$ -	\$ -			\$ -	
Insurance: auto general liability	\$ -	\$ -			\$ -	
Flood insurance	\$ -	\$ -			\$ -	
<b>TOTAL INSURANCE</b>	<b>\$ 110,628</b>	<b>\$ 131,034</b>	<b>27.80%</b>	<b>\$ 150,395</b>	<b>\$ 140,206</b>	<b>7.00%</b>

	FY 2023 ACTUAL	FY 2024 ADOPTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024	10/1/2023-12/31/23	FY 2025 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025
<b>UTILITIES</b>						
Electric						
Electric services - #12316, 85596, 65378	\$ 8,126	\$ 6,399	7.00%	\$ 1,680	\$ 6,847	7.00%
Electric- Village Center - #18308	\$ 37,925	\$ 38,761	7.00%	\$ 6,844	\$ 41,474	7.00%
Electric - Creekside - #87064, 70333	\$ 27,204	\$ 26,456	7.00%	\$ 3,373	\$ 28,308	7.00%
Street lights	\$ 27,552	\$ 24,610	7.00%	\$ 7,034	\$ 26,333	7.00%
Propane - spas/café	\$ 30,473	\$ 44,762	5.00%	\$ 3,496	\$ 47,895	7.00%
Garbage - amenity facilities	\$ 14,188	\$ 16,758	5.00%	\$ 3,697	\$ 17,931	7.00%
Water/sewer						
Water services	\$ 144,518	\$ 135,000	11.80%	\$ 31,832	\$ 144,450	7.00%
Water - Village Center - #324043-44997	\$ 19,796	\$ 14,884	5.00%	\$ 4,117	\$ 15,926	7.00%
Water - Creekside - #324043-45080	\$ 8,434	\$ 8,048	5.00%	\$ 2,319	\$ 8,612	7.00%
Pump house shared facility	\$ 1,996	\$ 17,089	5.00%	\$ 1,485	\$ 18,285	7.00%
<b>TOTAL UTILITIES</b>	<b>\$ 320,212</b>	<b>\$ 332,765</b>	<b>8.26%</b>	<b>\$ 65,877</b>	<b>\$ 356,059</b>	<b>7.00%</b>

**FIELD OPERATIONS**

	FY 2023 ACTUAL	FY 2024 ADOPTED	PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024	10/1/2023-12/31/23	FY 2025 PROJECTED	PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025
Stormwater system						
Aquatic contract	\$ 54,093	\$ 60,000	11.09%	\$ 13,929	\$ 64,200	7.00%
Aquatic contract: lake watch	\$ 4,628	\$ 5,000	16.83%	\$ 795	\$ 5,350	7.00%
Aquatic contract: aeration maintenance	\$ 1,289	\$ 4,410	5.00%	\$ 1,042	\$ 4,719	7.00%
Lake bank spraying	\$ -	\$ 6,756	5.00%	\$ -	\$ 7,229	7.00%
Stormwater system repairs & maintenance	\$ -	\$ 16,538	5.00%	\$ -	\$ 17,695	7.00%
Property maintenance						
Horticultural consultant	\$ 9,600	\$ 10,584	5.00%	\$ 2,400	\$ 11,325	7.00%
Landscape enhancement	\$ -	\$ -		\$ -	\$ -	
Landscape repairs & replacement	\$ 42,858	\$ 22,050	5.00%	\$ 39,548	\$ 23,594	7.00%
Landscape maintenance contract services (FY 2025: First Year of Contract)	\$ 638,537	\$ 696,000	9.00%	\$ 106,423	\$ 697,155	0.17%
Landscape maintenance: croquet	\$ 54,128	\$ 61,196	1.99%	\$ 68,211	\$ 65,480	7.00%
Tree maintenance (Oak tree pruning)	\$ 44,800	\$ 39,690	8.00%	\$ 9,600	\$ 42,468	7.00%
Optional flower rotation	\$ -	\$ 25,000	19.05%	\$ -	\$ 26,750	7.00%
Irrigation repairs & replacement	\$ 33,749	\$ 42,000	5.00%	\$ 5,481	\$ 44,940	7.00%
Roads & bridges repairs	\$ 8,351	\$ 16,538	5.00%	\$ -	\$ 17,695	7.00%
Sidewalk repairs & replacement	\$ 1,063	\$ -		\$ -	\$ -	
Street light maintenance (including but not limited to Photocell, globe, and bulb replacement)	\$ 9,172	\$ 5,000	-68.25%	\$ 3,476	\$ 5,350	7.00%
Vehicle repairs & maintenance	\$ 15,505	\$ 10,000	90.48%	\$ 13,503	\$ 10,700	7.00%
Office supplies: field operations	\$ 14,240	\$ 15,435	5.00%	\$ 5,350	\$ 16,515	7.00%
Holiday lights	\$ 6,911	\$ 9,923	5.00%	\$ 3,409	\$ 10,617	7.00%
CERT operations	\$ 496	\$ 500	0.00%	\$ -	\$ 500	0.00%
Community maintenance	\$ 93,560	\$ 145,000	20.83%	\$ 29,381	\$ 155,150	7.00%
Storm clean-up/Hurricane Clean up	\$ 158,810	\$ 28,665	5.00%	\$ -	\$ 30,672	7.00%
Miscellaneous contingency	\$ 108	\$ -		\$ -	\$ -	

<b>TOTAL FIELD OPERATIONS</b>	<b>\$ 1,191,898</b>	<b>\$ 1,220,284</b>	<b>11.89%</b>	<b>\$ 302,548</b>	<b>\$ 1,258,103</b>	<b>3.10%</b>
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	<b>FY 2023 ACTUAL</b>	<b>FY 2024 ADOPTED</b>	<b>PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024</b>	<b>10/1/2023-12/31/23</b>	<b>FY 2025 PROJECTED</b>	<b>PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025</b>
<b>STAFF SUPPORT</b>						
Payroll	\$ 604,676	\$ 700,000	15.40%	\$ 171,407	\$ 749,000	7.00%
Merit pay/bonus	\$ 24,945	\$ 45,000	80.00%	\$ 20,201	\$ 45,000	0.00%
Payroll taxes	\$ 49,534	\$ 50,000	-38.75%	\$ 14,828	\$ 53,500	7.00%
Health insurance	\$ 98,413	\$ 128,260	10.00%	\$ 29,324	\$ 137,238	7.00%
Insurance: workers' compensation	\$ 12,214	\$ 30,000	0.00%	\$ 10,561	\$ 30,000	0.00%
Payroll services	\$ 4,238	\$ 6,250	0.00%	\$ 969	\$ 6,250	0.00%
Mileage reimbursement	\$ 9,300	\$ 10,000	-37.50%	\$ 1,914	\$ 8,000	-20.00%
Vehicle Allowance	\$ -	\$ -		\$ -	\$ -	
Additional Staffing	\$ -	\$ -		\$ -	\$ -	
<b>TOTAL STAFF SUPPORT</b>	<b>\$ 803,320</b>	<b>\$ 969,510</b>	<b>9.92%</b>	<b>\$ 249,204</b>	<b>\$ 1,028,988</b>	<b>6.13%</b>

	<b>FY 2023 ACTUAL</b>	<b>FY 2024 ADOPTED</b>	<b>PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024</b>	<b>10/1/2023-12/31/23</b>	<b>FY 2025 PROJECTED</b>	<b>PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025</b>
<b>AMENITY OPERATIONS</b>						
Amenity Management & Operations (Contract ends FY 2024)	\$ 632,226	\$ 628,887	3.00%	\$ 166,160	\$ 700,000	11.31%
A/C maintenance and service	\$ 19,984	\$ 4,300	5.00%	\$ 2,381	\$ 4,601	7.00%
Fitness equipment service	\$ 3,477	\$ 8,269	5.00%	\$ 805	\$ 8,848	7.00%
Music licensing	\$ 4,020	\$ 4,000	6.47%	\$ 1,861	\$ 4,280	7.00%
Pool/spa permits	\$ 877	\$ 965	5.00%	\$ -	\$ 1,032	7.00%
Pool chemicals	\$ 20,139	\$ 25,440	6.23%	\$ 5,301	\$ 27,221	7.00%
Pest control	\$ 2,489	\$ 4,300	5.00%	\$ 745	\$ 4,601	7.00%
Amenity maintenance	\$ 155,378	\$ 150,000	25.00%	\$ 28,994	\$ 160,500	7.00%
Special events	\$ 15,503	\$ 11,025	5.00%	\$ 4,614	\$ 11,797	7.00%
<b>TOTAL AMENITY</b>	<b>\$ 854,093</b>	<b>\$ 837,185</b>	<b>7.60%</b>	<b>\$ 210,861</b>	<b>\$ 922,879</b>	<b>10.24%</b>

	<b>FY 2023 ACTUAL</b>	<b>FY 2024 ADOPTED</b>	<b>PERCENTAGE CHANGE BETWEEN FY 2023 AND FY 2024</b>	<b>10/1/2023-12/31/23</b>	<b>FY 2025 PROJECTED</b>	<b>PERCENTAGE CHANGE BETWEEN FY 2024 AND FY 2025</b>
<b>SECURITY</b>						
Gate access control staffing (Year to Year contract)	\$ 207,408	\$ 225,323	5.00%	\$ 56,018	\$ 241,096	7.00%
Additional guards	\$ -	\$ 8,820	5.00%	\$ -	\$ 9,437	7.00%
Guardhouse facility maintenance	\$ 13,971	\$ 25,000	48.81%	\$ 4,204	\$ 26,750	7.00%
Gate communication devices	\$ 9,858	\$ 23,153	5.00%	\$ 2,253	\$ 24,773	7.00%
Gate operating supplies	\$ 12,339	\$ 35,000	108.33%	\$ 5,375	\$ 37,450	7.00%
Fire & security system	\$ 6,095	\$ 5,843	5.00%	\$ 2,311	\$ 6,252	7.00%
<b>TOTAL SECURITY</b>	<b>\$ 249,671</b>	<b>\$ 323,139</b>	<b>13.70%</b>	<b>\$ 70,161</b>	<b>\$ 345,759</b>	<b>7.00%</b>
<b>TOTAL O&amp;M EXPENDITURES</b>	<b>\$ 3,905,714</b>	<b>\$ 4,182,607</b>	<b>10.21%</b>	<b>\$ 1,136,942</b>	<b>\$ 4,450,023</b>	<b>6.39%</b>