



GRAND HAVEN

Advanced Meeting Package

Regular Meeting

*Thursday
February 15, 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

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, February 15, 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. We look forward to seeing you at the meeting.

Sincerely,

David McInnes

David McInnes
District Manager



Community Development District

Meeting Date: Thursday, February 15, 2024 Ways to Follow Meeting: Zoom – Listen Only
Time: 9:00 AM Call-in Number: +1 (929) 205-6099
Location: Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137 Meeting ID: 705 571 4830#
Zoom Link: [Zoom Link](#)

Revised Agenda

- I. Call to Order/ Roll Call**
- II. Pledge of Allegiance**
- III. Audience Comments** – (limited to 3 minutes per individual for non-agenda items)
- IV. Presentation of Proof of Publication(s)** [Exhibit 1](#)
- V. Staff Reports**
 - A. District Engineer: David Sowell
 - 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 – 5mins. Allotted [Exhibit 4](#)
 - 3. Discussion of Updated Cost of Croquet Court Conversion to Parking Lot/Review of Area Around Village Center for Possible Amenity Expansion – 10mins. Allotted
 - D. District Counsel: Scott Clark – 20mins. Allotted [Exhibit 5](#)
 - E. District Manager: David McInnes
 - 1. Meeting Matrix – 3mins. Allotted [Exhibit 6](#)
 - 2. Action Item Report – 5mins. Allotted [Exhibit 7](#)
 - 3. Incident Report Regarding Resident – 10mins. Allotted
- VI. Consent Agenda Items – 2mins. Allotted**
 - A. **Consideration for Acceptance – The January 2024 Unaudited Financial Report** [Exhibit 8](#)
 - B. **Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held January 4, 2024** [Exhibit 9](#)
- VII. Business Items**
 - A. **Presentation & Consideration of Hog Fact Finding Group Memo/Agreement – 5mins. Allotted** [Exhibit 10](#)

VIII. Discussion Topics

- A. Ponds & Pond Banks – 45mins. Allotted
- B. Safety & Security Objectives – 15mins. Allotted
- C. Update on Negotiations with Tennis Instructor – continued – 5mins. Allotted
- D. Identification Checking Process for Amenities – 10mins. Allotted
- E. FY 2025 Draft Budget – continued – 5mins. Allotted
 - 1. Operations & Maintenance
 - 2. Capital Projects
- F. Update on Communications Fact-Finding Group – 10mins. Allotted

[Exhibit 11](#)

[Exhibit 12](#)

[Exhibit 13](#)

IX. Supervisors' Requests – 15mins. Allotted

X. Action Items Summary – 5mins. Allotted

XI. Meeting Matrix Summary – 5mins. Allotted

XII. Adjournment

EXHIBIT 1

**GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF BOARD OF SUPERVISORS MEETING AND
NOTICE OF AUDIT COMMITTEE MEETING**

The Audit Review Committee for the Grand Haven Community Development District (“District”) will hold an audit review committee meeting on February 15, 2024, at 9:00 a.m., and located at Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137. At the meeting, the Audit Review Committee will review, discuss, and establish the minimum qualifications and evaluation criteria that the District will use to solicit audit services. The audit committee meeting will be held in conjunction with the regular meeting of the District’s Board of Supervisors, which regular meeting will be held at the same date, time, and location as the audit review committee meeting.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. A copy of the agendas for the meetings may be obtained from the District Manager, at the office of Vesta District Services, located at 250 International Parkway Suite 208, Lake Mary, FL 32746. The meetings may be continued to a date, time, and place to be specified on the record at the meetings.

There may be occasions when one or more Supervisors will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or Staff Member can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Any person requiring special accommodation to participate in these meetings is asked to advise the District Office at (321) 263-0132 X-193, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

A person who decides to appeal any action taken at the meetings is advised that this same person will need a record of the proceedings 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 such appeal is to be based.

David McInnes
District Manager

February 8, 2024

24-00038F

EXHIBIT 2



Monthly Amenity Update

Date of report 2/7/2024

*Submitted by: **John Lucansky***

Amenities Update:

- **January Recap:**
 - We've seen an increase of amenity usage in January, including Tennis, Pickleball, Croquet, and Bocce. Specialty classes such as Zumba, Yoga, Move to Music, and all open times for cards also have had a definite increase.
 - The specials events (Trivia, Bingo, and Karaoke) were all well attended.
 - We expect this trend to continue until May when the snowbirds return home.

Tennis Instructor:

- Met with Brian Counts to discuss other options instead of Director of tennis.
 - He said he would be willing to do Pay to Play event with a list of details/events to be determined.
 - The Tennis Committee has asked to meet and discuss this.
 - Hopefully I will have their input by the next CDD meeting.

Tennis Courts:

- Clay has been added as needed due to the excessive rain we received.
- Weve had questions about the frequency of rolling the courts. Courts are only to be rolled once a month, making sure you don't over compact the clay.

Tiki Hut:

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

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
 - January -120 orders

Bocce:

- ***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.
 - 4 high top tables have been purchased for bocce courts. These tables will also be used for Grand Haven Room parties.

Amenities 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.

EXHIBIT 3

**GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2023/2024 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
02/07/2024**

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		\$2,566		In progress.	
3	Firewise Projects	\$49,593		\$8,200		In progress.	
4	Light Pole & Fixture - Replacement	\$30,874				Streetlights ordered. Expected delivery March 2024.	
5	Pond Bank Erosion Issues	\$30,000				3 locations identified for repair. Contract being drafted.	
6	Flat Roof - Village Center (VC)	\$30,006				Proposal received. Contract being drafted.	
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 presented at 1/18/24 meeting.	
10	Café, Renovation Allowance - (VC)	\$301,636				Contractor bids to be received by 3/12/24.	
11	Lake Aerator (Annual)	\$37,918		\$10,360		Pond 2 in progress. Ponds 6, 9, and 20 to be scheduled.	
12	Landscape Enhancements (Annual)	\$56,275		\$21,645		In progress.	
13	Mailbox Replacement	\$16,882		\$13,492		Mailboxes delivered 2/7/24 Installation to be scheduled.	
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	Totals:	\$885,901	-\$11,967	\$160,390	\$33,180		

EXHIBIT 4



Operations Manager's Report – For The February 15th, 2024, Board Meeting

(This Report Was Submitted For The Agenda On 02/07/2023)

○ **MAILBOX REPLACEMENTS**

- The next round of mailbox replacements will be on Flamingo Court and Tanglewood Court.
- Mailboxes have been delivered.
- Installation by staff will be coordinated with the post office and scheduled.

○ **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.

○ **POND BANK EROSION ISSUES**

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

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

GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

○ CAFÉ RENOVATION PROJECT

- The architect gave a presentation to the Board at the July 20th 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.
- The Board approved the design drawings that were presented and authorized staff to move forward with the bidding process.

GRAND HAVEN

COMMUNITY DEVELOPMENT DISTRICT

○ POND AERATOR PROPOSALS

- Aerator installations were approved for ponds 2, 6, 9 and 20.
- The installation of the solar aerator on Pond 2 is in progress.
- The boring and electrical installation have been completed for Pond 9 and the equipment has been ordered.
- The equipment has been ordered for Pond 20.
- The contract is being executed for Pond 6.

○ LIGHT POLE AND FIXTURE REPLACEMENTS

- The streetlights for replacement in this fiscal year have been identified and ordered.
- The estimated delivery is March 2024.
- Streetlights will be installed by staff.

EXHIBIT 5

GRAND HAVEN MEETING ATTORNEY REPORT LIST (2/15/24)

1. Condominium Destruction Letter

The condominium building owner received the District's demand letter and responded with the attached, denying knowledge of the event. Further investigation is being conducted.

2. RFP for Waterside Café

At the Board's request, Mick Richmond and I worked to expedite the completion and publication of the RFP for the café renovation. The attached publication notice contains the schedule for consideration. Also attached is the proposed evaluation criteria, which match that used for the Village Center Envelope project.

3. Potential Amenity Rule Amendments

Attached are some draft language concepts in response to the Board's discussions at the January meeting.

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. We received the attached letter from the attorney for the owner. The letter misstates the history of the matter. After a further discussion with the attorney, the lot owner has agreed to forward the signed agreement and reimbursement check.

Attachment for Section 1

Michael D. Chiumento
Michael D. Chiumento III
William J. Bosch
Vincent L. Sullivan
Diane A. Vidal
Kareen Movsesyan
Jared T. Trent
Sydney L. Nix
Andrew C. Grant
Eric R. Sloan, *of-counsel*
Thomas R. Pycraft, *of-counsel*

Michael D. Chiumento III
Managing Partner
Michael3@legalteamforlife.com



CHIUMENTO LAW

REPLY TO:
145 City Place, Suite 301
Palm Coast, FL 32164
Tel. (386) 445-8900
Fax: (386) 445-6702

2 Camino Del Mar
Palm Coast, FL 32137

By Appointment Only:
57 W. Granada Blvd.
Ormond Beach, FL 32174

January 24, 2024

Scott D. Clark, Esq.
Clark & Albaugh
1800 Town Plaza Court
Winter Springs, FL 32708

RE: Zander Development Group, LLC / Grand Haven Community Development
District ("CDD")

Dear Scott:

I am in receipt of your December 13, 2023, letter to my client, Zander Development Group, LLC. I have met with my client to discuss the matter. As of now, my client has no record of any action that it took to "cut and remove limbs and materials from the oak tree and cleared certain plantings on the District Property." In addition, we are not even sure where it allegedly took place.

In that light, my client cannot be responsive to your letter. I look forward to working with the CDD.

Should have any additional information you would like to provide, I will share it with my client.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "MDC", written over the typed name.

Michael D. Chiumento III

cc: Todd Buch

Attachment for Section 3

reported to the local authorities and may subject the offender to use of the trespass remedies provided for in these rules.

Swimming is also prohibited in any of the lake/retention areas. Please use the pools at the Amenity Facilities for swimming. The District has a “**CATCH AND RELEASE**” policy for all fish caught in the lake/retention areas. You **must** return all fish caught to the same body of water in which they were caught. These bodies of waters are only intended for catch and release, as they are mostly retention ponds and manmade lakes. The purpose of these bodies of water is to help facilitate the District’s natural water system for runoff and overflow. The catch and release policy does not apply to the Fishing Piers located on saltwater bodies.

Persons violating the Fishing Policy may be subject to restrictions or suspension from further fishing on the lake/retention ponds in the manner set forth in the section entitled “Expulsion from Premises; Suspension and Termination of Privileges.”

TRASH TO TREASURES COMMUNITY YARD SALE

The Amenity Director is authorized to hold a Community Wide “Trash to Treasures” Sale (Garage Sale) on District common property no more than twice per year. The sale cannot be advertised outside Grand Haven and is intended only for Grand Haven Residents.

EXPULSION FROM PREMISES; SUSPENSION AND TERMINATION OF PRIVILEGES

Relating to the Health, Safety and Welfare of the Patrons and Damage to Amenity Facilities:

Notwithstanding anything contained herein, the Amenity Facilities Staff may, at any time, remove any Patron, House Guests and Daily Guests from the premises and/or restrict or suspend any Patron’s, House Guest’s and Daily Guest’s privileges to use any or all of the Amenity Facilities (the procedures for which are outlined below), when such action is necessary to:

1. Protect the health, safety and welfare of other Patrons, House Guests and Daily Guests.
2. Protect the health, safety and welfare of District Employees, District Contractors and Amenity Facilities Staff.
3. Protect the Amenity Facilities from damage.
4. Protect the District’s Food & Beverage Operator’s ability to comply with all local, state and federal guidelines.

Expulsion from Premises:

Expulsion of a Patron, House Guests and Daily Guests from District premises shall be at the discretion of the District’s Operations Manager, District Manager, Amenity Facilities Staff, or the Board of Supervisors, resulting from:

1. Hostile behavior that is a threat, or is likely to be perceived as a threat, to other Patrons/ House Guests and Daily Guests, District Employees, District Contractors, Amenity Facilities Staff, and/or District property. Such hostile behavior shall include, but not be limited to excessive argumentative behavior, violence or threats of violence or making statements which by their very utterance inflict injury or tend to incite an immediate breach of the peace, that is, words that are likely to provoke a violent reaction or behavior deemed by the Chairman of the Board of Supervisors, or his or her designee, in his or her sole discretion, to 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.
2. Behavior that, if left unchecked by Staff, could either jeopardize the Food & Beverage Operator's Food & Beverage license(s) or otherwise affect its lawful operation of the District's Food & Beverage facilities.
3. Commission or threat of the commission of a criminal act occurring on District premises.
4. Failure to comply with these Rules after being directed by the Amenity Facilities Staff or District Employees to do so.
5. Knowing and willful misrepresentation of himself or herself, through conduct or verbal or written notice, as using a Service Animal and being qualified to use a Service Animal or as a trainer of a Service Animal.

Such physical expulsion from the premises shall be undertaken only by local Sheriff's deputies and not District or Amenity Facilities Staff, or a member of the Board of Supervisors. For these purposes, District's Operations Manager, District Manager, and the on-duty members of the Amenity Facilities Staff are hereby delegated the authority to execute a trespass notice adequate to cause the Sheriff's Department to expel the offending person. Upon issuance of a trespass notice, a copy shall be promptly transmitted to the District Manager. At the Board of Supervisors meeting next following issuance of the trespass notice, the Board shall discuss the notice and determine whether to ratify, extend or cancel the notice, and the Board shall follow the procedures set forth below in that regard.

Restriction or Suspension of District Privileges:

The authority to restrict or suspend any Patron's, House Guest's and Daily Guest's privileges to use any or all of the Amenity Facilities is formally granted by the Board of Supervisors to the District Operations Manager, District Manager, and/or the Amenity Manager. Such action may be initiated by the District Manager, District Operations Manager, or Amenity Manager, with its final determination made by the Board of Supervisors at the next Board of Supervisors meeting (or as soon as practical). For more details, see "District Suspension and Termination Process" outlined below.

Relating to District Polices and Fees for All Amenity Facilities:

A Patron's, House Guest's and Daily Guest's privileges at any or all Amenity Facilities may be subject to various lengths of suspension or termination for up to one (1) calendar year by the

Board of Supervisors, and a Patron, House Guest and Daily Guest may also be required to pay restitution for any property damage, if a he or she:

1. Fails to abide by the District Policies and Fees for All Amenity Facilities established and approved by the Board of Supervisors.
2. Submits false information on the application for an Access Card or House Guest and Daily Guest pass, on the Property Owner or Registered Renter authorization forms, or on any other documents utilized by the District in connection the use of the Amenity Facilities.
3. Permits unauthorized use of an Access Card or House Guest and Daily Guest pass.
4. Violates applicable law or ordinance.
5. Treats District Employees or District Contractors or the personnel or employees of the Amenity Facilities Staff, or Patrons and Guests, in a hostile, unreasonable, or abusive manner. Such treatment includes but is not limited to verbal and/or written communication.
6. Engages in conduct that is improper or likely to endanger the welfare, or safety of the District or Amenity Manager's staff, or Patrons and Guests.
7. Damages or destroys District property.
8. Compromises the integrity of security measures at any gated vehicle entry within the District. This activity shall include opening the gate for unauthorized vehicles, lifting the gate arm by hand, driving around the gate arms in motorcycles or other motorized vehicles or otherwise permitting vehicles to enter the District in a manner which is inconsistent with the District's gatehouse and GAD policies.
9. Fails, after notice, to comply with registration policies which may be adopted by the Board from time to time to identify those owners or registered renters who are authorized to use the Amenities.
10. Violates the District's Rules related to parking.
11. Knowing and willful misrepresentation of himself or herself, through conduct or verbal or written notice, as using a Service Animal and being qualified to use a Service Animal or as a trainer of a Service Animal.

Consent to Video or Audio Recording:

In order to protect the safety of the District, the Amenity Facilities and their guests and occupants, and to otherwise assist in the administration of these rules, the District may elect, from time to time, to install and operate various forms of video and audio monitoring devices within or upon the District's property. By use of the Amenity Facilities or other District property, each user consents to the recording and storage of video images or audio recordings by electronic means. The District shall have the right to disregard incident reports which are not filed within thirty (30) days of the occurrence of an injury or alleged violation of these Rules,

because the delay impairs the ability of the District to review and verify the incident through these electronic means.

District Suspension and Termination Process:

In response to any violation of the rules, regulations, policies and procedures specified herein, including, but not limited to, those set forth in the preceding paragraph, the District shall follow the process outlined below with regard to suspension or termination of a Patron's, House Guests and Daily Guests privileges to use the amenity facilities:

1. Automatic Suspension Without Notice:

A. The District Manager, Amenity Manager, Operations Manager, Office Manager 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, disruption of the operation and activities of the Amenities, 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.

B. The District Manager, Amenity Manager, Operations Manager, Office Manager or their designee has the ability to immediately remove any person from one or all Amenities or issue a suspension for 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.

± C. Any suspension imposed pursuant to this ~~provision~~ Sections 1A or 1B above shall be ratified by the District's Board of Supervisors at its next regular meeting, and the person who has been suspended shall have the rights set forth below under the section titled, "Notification and Right to Hearing."

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.) 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 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 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 2 shall not at any time serve to reduce any suspensions or terminations pursuant to Paragraph 1, above or Paragraphs 4 and 5, below, which may have been imposed prior to the expiration of any offenses.”

~~2. 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 one or more unexpired existing Notices ~~of 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 for each

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

A written report shall be provided by the Amenity Manager or the District Operations Manager to the District Manager, and a final decision relating to the final term of suspension of privileges shall be made by the Board of Supervisors either within ~~one (1) month~~ 60 days of the incident or by the next Board of Supervisors meeting, whichever comes first.

4. Third Offense – In the event that a violation of the rules regulations and procedures set forth herein occurs during the effective term of two or more unexpired existing Notices of Offense Automatic suspension of all Amenity Facilities privileges for a minimum of ~~ninety-one hundred-eighty (90/180)~~ days, with confirmation sent to the resident by certified mail. At the next Board of Supervisors meeting, a written account of all previous offenses shall be submitted by the Amenity Manager, Operations Manager or District Manager and shall be reviewed by the Board of Supervisors, with possible suspension of privileges beyond one hundred-eighty (180) ~~ninety (90)~~ days, including possible termination of the Patron's, House Guest's and Daily Guest's privileges for one (1) or ~~more~~ years/year or such longer term as may be determined by the Board of Supervisors.

Note 1: Should a Patron, House Guest and Daily Guest ignore or otherwise violate his or her suspension of privileges by such behavior as continuing to attempt to use the Amenity Facilities, Staff has the authority to call the Sheriff's deputy to report a trespass upon the District's premises.

Note 2: Adherence to the above procedures for suspension and/or termination of district-use privileges has no bearing whatsoever on whether a Patron, House Guest and Daily Guest may be physically removed from District premises, as described previously.

Note 3: Amenity Access cards will be confiscated or deactivated upon suspension and/or termination of privileges, with notification to the Operations Manager and Amenity Manager.

Notification and Right to Hearing.

Upon the taking of action by the Board of Supervisors regarding the suspension or expulsion of a person from the use of the Amenity Facilities, the District Manager shall provide notice, by certified mail, of the Board's determination, at the most recent address provided by such person in the District's records. Within fifteen (15) days from receipt of such notice, the person having been suspended or expelled (the "Affected Person") may request in writing, sent by certified mail to the District Offices, that the Board of Supervisors conduct a hearing regarding the suspension or expulsion. The right to a hearing, the requirement of written notice and the address to which such notice is to be sent, shall be clearly set forth in the District Manager's notice.

If the Affected Person requests a hearing, the Board of Supervisors shall set a date and time, not later than forty-five (45) days after the written request, and shall conduct a hearing regarding its

decision to suspend or expel the person from the amenity facilities. The District Manager shall give written notice, by certified mail, of the date and time of the hearing. At such hearing:

The Affected Person shall have the right:

- to counsel of his/her own choice;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct; and
- to a fair and impartial decision based on substantial evidence.

The District shall keep a record of the proceedings by tape recording or court reporter, at its option. However, if anyone chooses to appeal any decision of the Board with respect to any matter considered at the hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based.

The conduct of the hearing shall proceed generally in accordance with the Florida Rules of Civil Procedure and Florida Evidence Code, except that the formality of the proceedings shall not be as great as that of a court proceeding. The introduction of hearsay evidence shall not be objectionable.

At the conclusion of the hearing, the District's Board of Supervisors shall, by majority vote, determine whether to uphold or modify its prior action. The Board's actions shall be read into the record at the hearing and shall include findings of fact supporting the action.

If the Affected Person wishes to appeal the determination of the Board of Supervisors, he/she may file a petition for writ of certiorari as authorized in the manner prescribed by the state appellate rules in the circuit court of the county, to review the decision of the Board of Supervisors. The court shall not conduct a trial de novo. The proceedings before the Board of Supervisors, including the testimony of witnesses, and any exhibits, photographs or other documents filed before them, shall be subject to review by the circuit court of the county. The petition together with the transcript of the testimony of the witnesses, as record of the proceedings, shall be filed in the circuit court within thirty (30) days after the pronouncement of the ruling by the Board of Supervisors to which such petition is addressed.

Attachment for Section 4

Michael D. Chiumento
Michael D. Chiumento III
William J. Bosch
Vincent L. Sullivan
Diane A. Vidal
Kareen Movsesyan
Jared T. Trent
Sydney L. Nix
Andrew C. Grant
Eric R. Sloan, *of-counsel*
Thomas R. Pycraft, *of-counsel*

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CHIUMENTO LAW

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By Appointment Only:
57 W. Granada Blvd.
Ormond Beach, FL 32174

February 5, 2024

Via E-Mail Only

Grand Haven CDD
ATTN: David McInnes
250 International Parkway, Suite 208
Lake Mary, FL 32746
E-Mail: dmcinnes@vestapropertyservices.com

Grand Haven CDD
ATTN: Scott Clark, Esq.
1800 Town Plaza Court
Winter Springs, FL 32708
E-Mail: sclark@winterparklawyers.com

Re: Request for Waiver of Payment of Attorney's Fees

Dear Grand Haven Board of Supervisors,

My name is Vincent Sullivan and this Firm and I have the pleasure of representing the owners of 66 River Trail Drive, Palm Coast, FL 32137 – Mr. Edward Pekarsky and Ms. Alina Pekarsky in connection with an application for an amended easement over and across a parcel of property owned by the Grand Haven Community Development District.

Originally, the request for an amended easement agreement was made by the owners of 64 River Trail Drive. This request was made by the owners of 64 River Trail Drive as the CDD would not approve the application for the installation and/or repair of the existing walkway and replacement of a dock without an amended easement agreement. To that end, the owners of 64 River Trail and I worked with District counsel. Ultimately, the owner's of 64 River Trail requested that I cease work on the project.

The owner's of 66 River Trail then reached out to me and requested that I resume the work with District counsel so that the easement could be finalized and brought before the Board of Supervisors for approval.

Ultimately, the easement agreement came before the Board of Supervisors at the December 7, 2023 meeting. The easement agreement was ultimately approved, but, the Board conditioned the approval on the payment of the District's attorney's fees. The property owners were taken aback by the request as the District had requested that the owner's proceed through this process. During the negotiations, the District gained additional protections from liability from the landowners. District counsel and I negotiated language regarding insurance and indemnity to add to the amended easement agreement. The entire process was, as I understand it, requested by

District. From both property owner's perspectives, there was already an existing easement agreement in place with the District and the District requested that there be additional safeguards for the benefit of the District.

Based on the fact that the District is the one that requested the property owners incur additional private attorney's fees and surveyor costs, the property owners feel that it is disingenuous for the District to now request that the property owners reimburse the District's attorney's fees it incurred as a result of this amendment. As such, I write this letter to request that the District re-consider it's approval and remove the condition that the property owners of 64 and 66 River Trail be required to reimburse the District its attorney's fees in connection with this amended easement agreement. Alternatively, if the District is not willing to reconsider the reimbursement requirement, we would request that the District direct that all appropriate approvals for the repair and replacement of boardwalk and dock be issued without the need for an updated easement agreement. We would ask that this matter be brought up at the next regularly scheduled meeting of the Board of Supervisors.

If District has any questions about the foregoing, please do not hesitate to contact me or my office. I can be reached most easily at vsullivan@legalteamforlife.com.

Sincerely,



Vincent L. Sullivan, Esq.

Enclosure: As Noted
CC: File
Client

EXHIBIT 6

GRAND HAVEN MEETING AGENDA MATRIX

	<p>Regular Meeting: 2/15</p>	<p>Staff Reports</p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <ul style="list-style-type: none"> ○ Incident Report Regarding Resident <p>Consent Agenda Items</p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 1/4/2024 Workshop ○ 1/18/2024 Regular Meeting • Unaudited Financials (January 2024) <p>Business Items</p> <ul style="list-style-type: none"> • Hog Fact Finding Group Memo/Agreement <p>Discussions</p> <ul style="list-style-type: none"> • Ponds and Pond Bank • Safety and Security Objectives • Update on Negotiations with Tennis Instructor—continued • Identification Checking Process for Amenities • Updated cost of Croquet Court Conversion to Parking Lot/Review of Area Around Village Center for Possible Amenity Expansion • FY 2025 Budget—continued 	<ul style="list-style-type: none"> • Led by Louise Leister • Led by Vice Chair Polizzi • Led by John Lucansky • Led by John Lucansky
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GRAND HAVEN MEETING AGENDA MATRIX

March, 2024	Workshop: 3/7	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • Amenity Expansion (no more than 10 minutes per presentation) • FY 2025 Budget—continued 	<ul style="list-style-type: none"> • Line by Line review of O&M and Proposed Capital Projects
	Regular Meeting: 3/21	<p><i>Staff Reports</i></p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes <ul style="list-style-type: none"> ○ 2/1/2024 Workshop ○ 2/15/2024 Regular Meeting • Unaudited Financials (February 2024) <p><i>Business Items</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • FY 2025 Budget--continued 	

GRAND HAVEN MEETING AGENDA MATRIX

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

GRAND HAVEN MEETING AGENDA MATRIX

May, 2024	Workshop: 5/2	<p><i>Presentations</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • FY 2025 Budget--continued 	
	Regular Meeting: 5/16	<p><i>Staff Reports</i></p> <ul style="list-style-type: none"> • District Engineer • District Counsel • District Manager <p><i>Consent Agenda Items</i></p> <ul style="list-style-type: none"> • Meeting Minutes • 4/4/2024 Workshop • 4/18/2024 Regular Meeting • Unaudited Financials April 2024) <p><i>Business Items</i></p> <p><i>Discussions</i></p> <ul style="list-style-type: none"> • 10-Year Plan Presentation to Residents • FY 2025 Budget--continued 	

GRAND HAVEN MEETING AGENDA MATRIX

<i>Unscheduled Items</i>	<p><i>Future Workshop Issues:</i></p> <ul style="list-style-type: none"> • Spartina on Pond Banks/Pond Bank Issues • Call Box Upgrades due to Technological Changes • Framework for Sports Professional • Process for Plaques Honoring Residents • Handicapped Access (Doors) for Amenities • Oak Tree Management • Gate Access Technology • Safety and Security • Vesta Property Services participation in Café' <p><i>Future Meeting Issues:</i></p> <ul style="list-style-type: none"> • Revisions to Code of Conduct 	<ul style="list-style-type: none"> • Invite HOA to the workshop • John Lucansky to provide suggested framework • August workshop • April workshop? • Request by Dr. Merrill at 1/18/2024 Meeting
	SUBJECT	NOTES

GRAND HAVEN MEETING AGENDA MATRIX

Communications	<ul style="list-style-type: none"> • New website—Target is 8/2023: Underway • Chair to write annual report to residents at end of FY • “New Work in Progress” schedule on website: Underway • Regular communications with HOA: Ongoing • Build relationship with City and County: Ongoing • Ten year plan presentation: Paused • Include \$ amounts in E-Blasts if known (e.g. the cost of cleaning out drains for putting yard debris in it)
Safety and Security	<ul style="list-style-type: none"> • Improve visibility at intersections along Waterside (visibility of lines and hedge lines): Ongoing by OM • Plan for more perimeter fencing: Flagler County seeking funding alternatives. 10/5/2023 workshop added the matter of sound barrier walls; 1/4/2024 workshop: Barry provided rough estimate • Inspect roads and walkways: Ongoing by OM & DE • Work with county and HOA regarding hogs: Ongoing • Modifications of all gates—Will need OM input: Ongoing • Technology for gate access—Will need OM input; Ongoing <ul style="list-style-type: none"> • Eliminate tailgating at Gate • Gate options for sidewalks—10/5: Board decided not to take action at this time. • Cell phone gate access for visitors—Done • Cap on number of amenity cards issued • Wild Hog Issue
Café’ Renovations	<ul style="list-style-type: none"> • Design work for café contract signed (5/4/2023); Underway
Vesta’s Participation in Cafe	<ul style="list-style-type: none"> • Postpone until later (1/18/2024 Regular Meeting)
Staffing/Organization	<ul style="list-style-type: none"> • Done
Pond and Bank Plan	<ul style="list-style-type: none"> • 2/15/2024 Meeting
Tech Strategy	
Parking Lot	1/5/2023 Workshop: Remove from Long Term plan
Alternative Energy	
Ten Year Plan	5/16 meeting
What to do with Parcel K	
Parcel next to Golf Course	
Banking Oversight	Underway
Oak Tree Management	<ul style="list-style-type: none"> • August workshop (Louise)
Dog Park	<ul style="list-style-type: none"> • Minimal upgrades: (10/19/2023 Meeting)
Amenity Management Alternatives	<ul style="list-style-type: none"> • 1/4/2024 workshop decision: Do not pursue

GRAND HAVEN MEETING AGENDA MATRIX

Amenity Expansion	<ul style="list-style-type: none">• New sports?
Building Expansion	<ul style="list-style-type: none">• Additional Spacing needs

EXHIBIT 7

Date of Action Item	Action Item	Status
	DISTRICT MANGER SECTION	
9/1/2022	DM to work with web hosting company and look into alternatives with respect to issues raised during workshop. DM working with Dr. Merrill 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	2/5/2024: Video not available
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
1/18/2024	DM to send architect plans to the Board	Done
2/1/2024	DM to send Board emails that OM referred to during discussion on parking lots during 2/1 workshop	Done
2/1/2024	DM to send Board email reminder to send comments regarding FY 2025 budget	Done
2/1/2024	DM to distribute memo from OM regarding his conversation with DC regarding the use of staff to take out hogs and the use of crossbows to kill hogs	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	OPERATIONS MANAGER SECTION	

6/2/2022	OM is to set up a FPL energy audit for all structures in community including pumphouse.	6/9/2023: To be scheduled
6/15/2023	OM to work with DM and DC to determine District responsibilities for Pond Banks	Underway
8/17/2023 & 11/2/2023	OM to provide proposals for handicap access of doors at Village Center bathrooms and the Creekside bathrooms.	Underway; 2/5/2024: Proposals received
10/5/2023	OM to send DM link of video on call boxes	2/5/2024: Video not available
12/7/2023	OM to check bubbler in Pond #20	2/5/2024: Proposal approved
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	Underway—Report given by OS at the 1/18/2024 Regular Board meeting & 2/1/2024 Workshop
1/4/2024	OM to assess areas in Grand Haven where pig brigs can be placed	Done
1/18/2024	OM to work with Amenity Manager in communications to groups regarding criteria Board will use when discussing amenities at the 3/7 workshop	Done
1/18/2024	OM to review entry to Wild Oaks for Bike Safety Matter (is this on County ROW)	Underway
2/1/2024	OM to obtain updated idea of cost of Croquet Court Parking Lot Conversion for 2/15 meeting	
2/1/2024	OM to conduct review of area around VC for possible amenity expansion for 2/15 meeting	
2/1/2024	OM to obtain proposal for surveying boundary for all of Grand Haven	

2/1/2024	OM to contact DC to determine if existing staff can be used to take out hogs and to see if the use of crossbows can be used within Grand Haven to kill hogs. Send DM a memo on outcome of the discussion for distribution to the Board.	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	DISTRICT ENGINEER SECTION	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	BOARD SECTION	
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
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	Done
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	DISTRICT COUNSEL SECTION	
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
January 31, 2024**

Grand Haven CDD
Balance Sheet
January 31, 2024

	General Fund	Special Revenue Fund	Total
Assets:			
BU - Operating	\$ 338,014	\$ 665,930	\$ 1,003,944
Truist - Operating	23,276	-	23,276
SBA 161601A	7,529	-	7,529
BU - Savings	5,979,606	-	5,979,606
On Roll Assessments Receivable	348,771	76,574	425,345
Accounts Receivable	-	-	-
Due From Other	-	1,636,276	1,636,276
Deposits	110	-	110
Prepaid Items	100	-	100
Total Assets	\$ 6,697,405	\$ 2,378,781	\$ 9,076,186
Liabilities:			
Accounts Payable	\$ 57,042	\$ 2,292	59,334
Due to Other	1,636,276	-	1,636,276
Deferred Revenue	348,771	76,574	425,345
Total Liabilities	2,042,089	78,866	2,120,955
Fund Balance:			
Non-Spendable:			
Prepaid & Deposits	210	-	210
Assigned:			
3 Months Working Capital	945,505	-	945,505
Disaster	750,000	-	750,000
Future Capital Improvements	-	-	-
Unassigned	2,959,601	2,299,915	5,259,516
Total Fund Balance	4,655,316	2,299,915	6,955,231
Total Liabilities & Fund Balance	\$ 6,697,405	\$ 2,378,781	\$ 9,076,186

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 January 31, 2024

	<u>Adopted Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Variance +/(-)</u>	<u>% of Budget</u>
Revenues:					
Assessments Levied (Net)	\$ 4,019,578	\$ 122,639	\$ 3,670,807	\$ (348,771)	91.32%
Fund Balance Forward	108,535	-	-	(108,535)	0.00%
Reuse Water	23,000	492	5,447	(17,553)	23.68%
Gate & Amenity Guest	9,000	714	2,886	(6,114)	32.06%
Tennis	500	24	155	(345)	30.94%
Room Rentals	2,000	300	700	(1,300)	35.00%
Interest	10,000	10,870	28,226	18,226	282.26%
Miscellaneous	10,000	88	1,110	(8,890)	11.10%
Total Revenues	<u>\$ 4,182,613</u>	<u>\$ 135,128</u>	<u>\$ 3,709,330</u>	<u>\$ (473,283)</u>	<u>88.68%</u>
Expenditures:					
Administrative					
Supervisors - regular meetings	12,000	800	3,200	(8,800)	26.67%
Supervisors - workshops	9,000	800	1,600	(7,400)	17.78%
District management	41,508	3,722	14,405	(27,103)	34.70%
Administrative	11,033	919	3,678	(7,355)	33.33%
Accounting	22,783	1,899	7,594	(15,189)	33.33%
Assessment roll preparation	10,026	836	3,342	(6,684)	33.33%
Office supplies	1,103	-	-	(1,103)	0.00%
Postage	3,308	-	640	(2,668)	19.36%
Audit	4,950	-	-	(4,950)	0.00%
Legal - general counsel	106,605	8,296	41,594	(65,011)	39.02%
Engineering	40,000	-	6,018	(33,982)	15.04%
Legal advertising	5,733	145	580	(5,153)	10.12%
Bank fees	1,654	170	685	(969)	41.42%
Dues & Licenses	193	-	175	(18)	90.67%
Property taxes	2,646	-	2,496	(150)	94.32%
Total Administrative	<u>272,542</u>	<u>17,586</u>	<u>86,007</u>	<u>(186,535)</u>	<u>31.56%</u>
Information & Technology					
IT support	30,244	2,499	9,996	(20,248)	33.05%
Village Center & Creekside telephone & fax	7,423	648	2,549	(4,874)	34.34%
Cable/internet - Village Center & Creekside	13,500	1,399	5,596	(7,904)	41.45%
Wi-fi for gates	5,396	-	-	(5,396)	0.00%
Landlines/hot spots for gates & cameras	29,106	2,744	9,240	(19,866)	31.75%
Cell phones	8,028	524	2,095	(5,933)	26.09%
Website - hosting & development	1,670	379	872	(799)	52.19%
ADA website compliance	232	-	210	(22)	90.52%
Communications - e-blast	551	-	156	(395)	28.31%
Total Information & Technology	<u>96,150</u>	<u>8,193</u>	<u>30,714</u>	<u>(65,436)</u>	<u>31.94%</u>
Insurance					
Insurance - general liability & public official	131,034	-	150,395	19,361	114.78%
Total Insurance	<u>131,034</u>	<u>-</u>	<u>150,395</u>	<u>19,361</u>	<u>114.78%</u>
Utilities					
Electric:					
Electric Services - #12316, 85596, 65378	6,399	555	2,494	(3,905)	38.98%

Electric - Village Center - #18308	38,761	3,510	13,559	(25,202)	34.98%
Electric - Creekside - #87064, 70333	26,456	2,257	7,491	(18,965)	28.31%
Streetlights ¹	24,610	2,416	9,709	(14,901)	39.45%
Propane - spas/café	44,762	5,651	13,277	(31,485)	29.66%
Garbage - amenity facilities	16,758	1,718	7,134	(9,624)	42.57%
Water/sewer:					
Water services ²	135,000	9,626	45,163	(89,837)	33.45%
Water - Village Center - #324043-44997	14,884	1,234	5,351	(9,533)	35.95%
Water - Creekside - #324043-45080	8,048	847	3,166	(4,882)	39.34%
Pump house - shared facility	17,089	(810)	675	(16,414)	3.95%
Total Utilities	332,767	27,005	108,020	(224,747)	32.46%

Field Operations

Stormwater system:					
Aquatic contract	60,000	4,643	18,572	(41,428)	30.95%
Aquatic contract - lake watch	5,000	397	1,192	(3,808)	23.84%
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	1,600	4,000	(6,584)	37.79%
Landscape repairs & replacement	22,050	22,910	62,707	40,657	284.39%
Landscape maintenance - contract services	696,000	59,597	166,020	(529,980)	23.85%
Landscape maintenance - croquet	61,196	5,000	73,211	12,015	119.63%
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	846	6,327	(35,673)	15.06%
Roads & bridges repairs	16,538	-	-	(16,538)	0.00%
Streetlight maintenance	5,000	63	3,602	(1,398)	72.05%
Vehicle repairs & maintenance	10,000	617	14,120	4,120	141.20%
Office supplies - field operations	15,435	2,446	7,799	(7,636)	50.53%
Holiday Lights	9,923	492	4,664	(5,259)	47.01%
CERT operations	500	-	-	(500)	0.00%
Community maintenance	145,000	18,050	38,697	(106,303)	26.69%
Storm clean-up	28,665	-	-	(28,665)	0.00%
Total Field Operations	1,220,285	116,661	411,554	(808,731)	33.73%

Staff Support

Payroll	700,000	48,903	220,311	(479,689)	31.47%
Merit pay/bonus	45,000	-	20,201	(24,799)	44.89%
Payroll taxes	50,000	3,787	18,616	(31,384)	37.23%
Health insurance	128,260	10,444	39,768	(88,492)	31.01%
Insurance - workers' compensation	30,000	-	10,561	(19,439)	35.20%
Payroll services	6,250	487	1,615	(4,635)	25.84%
Mileage reimbursement	10,000	558	2,473	(7,527)	24.73%
Total Staff Support	969,510	64,181	313,545	(655,965)	32.34%

Amenity Operations

Amenity management	628,887	55,387	221,546	(407,341)	35.23%
A/C maintenance & service	4,300	560	2,941	(1,359)	68.40%
Fitness equipment service	8,269	-	805	(7,464)	9.74%
Music licensing	4,000	1,966	3,827	(173)	95.68%
Pool/spa permits	965	-	-	(965)	0.00%
Pool chemicals	25,440	3,775	9,075	(16,365)	35.67%
Pest control	4,300	180	925	(3,375)	21.52%
Amenity maintenance	150,000	13,736	46,068	(103,932)	30.71%
Special events	11,025	300	5,273	(5,752)	47.83%
Total Amenity Operations	837,186	75,903	290,461	(546,725)	34.69%

Security

Gate access control staffing	225,323	16,357	72,376	(152,948)	32.12%
Additional guards	8,820	-	-	(8,820)	0.00%
Guardhouse facility maintenance	25,000	550	5,264	(19,736)	21.06%
Gate communication devices	23,153	-	2,253	(20,901)	9.73%
Gate operating supplies	35,000	41	5,310	(29,690)	15.17%
Fire & security system	5,843	452	2,867	(2,976)	49.06%
Total Security	<u>323,139</u>	<u>17,400</u>	<u>88,068</u>	<u>(235,071)</u>	<u>27.25%</u>
Capital Improvements					
Light Pole & Fixture Replacement	-	10,500	20,336	20,336	0.00%
Concrete Replacement	-	966	1,710	1,710	0.00%
Total Capital Improvements	<u>-</u>	<u>11,466</u>	<u>22,046</u>	<u>22,046</u>	<u>0.00%</u>
Total Expenditures	<u>\$ 4,182,613</u>	<u>\$ 338,395</u>	<u>\$ 1,500,809</u>	<u>\$ (2,681,804)</u>	<u>35.88%</u>
Excess of Revenues Over (Under) Expenditures			\$ 2,208,520		
Other Financing Sources (Uses)					
Transfer In			-		
Transfer Out			-		
Total Other Financing Sources (Uses)			<u>\$ -</u>		
Fund Balance - Beginning			2,446,796		
Fund Balance - Ending			<u>\$ 4,655,316</u>		

Grand Haven CDD
Special Revenue Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2023 through January 31, 2024

	<u>Adopted Budget</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Variance +/(-) </u>	<u>% of Budget</u>
Revenues:					
Assessments Levied (Net)	\$ 882,524	\$ 26,926	\$ 805,950	\$ (76,574)	91.32%
Interest	-	-	-	-	
Total Revenues	<u><u>\$ 882,524</u></u>	<u><u>\$ 26,926</u></u>	<u><u>\$ 805,950</u></u>	<u><u>\$ (76,574)</u></u>	<u><u>91.32%</u></u>
Expenditures:					
Capital Improvement Plan (CIP)	867,183	19,108	125,280	(741,903)	14.45%
Total Expenditures	<u><u>\$ 867,183</u></u>	<u><u>\$ 19,108</u></u>	<u><u>\$ 125,280</u></u>	<u><u>\$ (741,903)</u></u>	<u><u>14.45%</u></u>
Excess of Revenues Over (Under) Expenditures			\$ 680,670		
Other Financing Sources (Uses)					
Transfer In			-		
Transfer Out			-		
Total Other Financing Sources (Uses)			<u><u>\$ -</u></u>		
Fund Balance - Beginning			1,619,244		
Fund Balance - Ending			<u><u>\$ 2,299,915</u></u>		

EXHIBIT 9

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, January 4, 2024 at 9:03 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

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

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

9 Present and constituting a quorum were:

10 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi (<i>via phone</i>)	Board Supervisor, Vice Chairman
12 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
13 Michael Flanagan	Board Supervisor, Assistant Secretary
14 Nancy Crouch	Board Supervisor, Assistant Secretary

15 Also present were:

16 David McInnes	District Manager, Vesta District Services
17 Barry Kloptosky	Operations Manager
18 Vanessa Stepniak	Operations Supervisor

19 *The following is a summary of the discussions and actions taken at the January 4, 2024 Grand Haven CDD*
20 *Board of Supervisors Workshop Meeting.*

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

22 The Pledge of Allegiance was recited.

23 **THIRD ORDER OF BUSINESS – Audience Comments – (limited up to 3 minutes per individual for**
24 *agenda items)*

25 An audience member inquired as to what concrete plans were in place moving forward to deal with
26 the wild hog issue in the community.

27 Another audience member commented on the need for strong leadership on the CDD’s part in
28 solving the hog issue with trappers, to mitigate any further damage to District property.

29 Prior to proceeding with the next order of business, Mr. McInnes informed the Board that a law
30 had been recently passed in the most recent legislative session where Supervisors now needed to
31 file Form 1 directly with the Florida Commission on Ethics rather than the local Supervisor of
32 Elections office.

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

34 **FIFTH ORDER OF BUSINESS – Discussion Items**

35 A. Escalante/Golf Course Issues

36 Dr. Merrill recalled that when Grand Haven had been developed, certain easement rights had been
37 given to the golf course Escalante and presented an overview of the easements and the broader
38 implications for the District. Dr. Merrill indicated that the ordinance called for areas to be
39 maintained by the CDD and opined that the District faced all the liability for areas which they saw
40 no benefits that she was aware of. Dr. Merrill suggested that an indemnification clause be obtained
41 from the golf course such that they were made the primary in the insurance, expressing concerns
42 about consequences of any injury that may occur in areas such as the smokehouse.

43 Mr. Debitetto stated that the golf course only needed to name the District as an additional named
44 insured on the current liability policy. Discussion ensued regarding areas where Escalante paid,
45 including water and paving, with suggestions being made to adjust this due to the District's
46 maintenance costs with little direct perceived benefit.

47 Dr. Merrill additionally indicated that the course had issues with its irrigation, and that erosion
48 issues and the general disrepair could eventually directly affect the community.

49 The Board recommended that Dr. Merrill work with District Counsel on the ongoing issues with
50 Escalante.

51 B. Exhibit 2: Topic Priorities for FY 2024 Workshops

52 The Board recommended for the amenity expansion topic to be moved to April. The Board
53 discussed how expansion would affect the parking situation. Mr. Kloptosky commented that the
54 expansion would increase the value of the overall café expansion project, and the Board opted to
55 hold discussion on the parking lot at the workshop following the meeting where they would discuss
56 the café expansion.

57 *(The Board recessed the meeting at 10:56 a.m. and reconvened at 11:10 a.m.)*

58 C. Fencing Cost Update – Barry Kloptosky

59 Mr. Kloptosky provided an overview of the perimeter lengths for Wild Oaks, the Crossings, and
60 Grand Haven East, noting that material costs alone could be upwards of millions of dollars. Mr.
61 Kloptosky additionally commented on surveying charges and additional costs to clear and trench
62 areas to properly install a fence that could deter hogs, as well as possible issues with property
63 ownership particularly east of Colbert Lane. Discussion ensued regarding fencing as a safety and
64 security item weighed against the practicality of purchasing and installing the fencing over several
65 years.

66 D. Communications – Dr. Merrill

67 Dr. Merrill presented the planned website layout, requesting that it not be shared until she emailed
68 the District Manager that it was ready for public view. Dr. Merrill discussed information that would
69 be provided on the website, including a highlighted summary of key differences between the CDD
70 and the Master Association, frequently asked questions, and specific subpages for clubs and groups.
71 Additional suggestions were heard for incorporating links to the Chair's meeting updates onto the
72 site.

73 E. County Commission Meetings Regarding Hogs – Supervisor Crouch

74 Ms. Crouch summarized her recent efforts in reaching out to County Commissioners, noting a letter
75 she had written and sent to them over the holidays that had also been distributed to the Board. Ms.
76 Crouch noted that a Commissioner, who was a Grand Haven resident and aware of the hog problem
77 as it specifically affected the CDD, had recently attended a Northeast Florida Regional Council
78 meeting, and that it appeared that several other counties throughout the state were also experiencing
79 hog issues. Ms. Crouch noted that the Commissioner had suggested that the issue be brought up as
80 a serious agenda topic for the County at a workshop meeting, and that she in turn had written a
81 request to the County for financial assistance with constructing substantial permanent walls to
82 encourage the hog population to move to other areas of the County.

83 The Board discussed intermediary measures that could be taken to combat the hog issue in the
84 meantime while discussions with the County level continued. In response to discussions about
85 possibly employing hunters with guns as opposed to trappers, Mr. Kloptosky strongly advised
86 against firearms being discharged within the gates. Mr. Kloptosky noted that he had been working

87 to solicit other trappers that could also come in and catch hogs, and comments were heard regarding
88 areas where pig brigs could be placed.

89 The Board expressed appreciation for Ms. Crouch's ongoing work with the County on the matter.

90 F. Line of Credit – Chair Foley

91 Mr. Foley stated that negotiations for a \$750,000 line of credit were still ongoing.

92 G. Initial Draft of FY 2025 Budget

93 Mr. McInnes advised that this was being provided for informational purposes and no decisions
94 were to be made at this meeting.

95 1. Exhibit 3: Two Page Overview

96 Mr. McInnes noted that the Board's previous policy was to have assessment increases not
97 exceed 7.5% over the previous year, and that expenses had been initially budgeted to
98 increase at no more than 7% to reflect this policy. Mr. McInnes noted that the insurance
99 policy and a possible one-year renewal of the current amenities contract would reflect a
100 larger increase. Supervisor comments were made suggesting that details on current
101 remaining term lengths of existing contracts could be provided for added context.

102 2. Exhibit 4: O&M Expenses

103 Mr. McInnes suggested that the current rates of expenditure would result in the fund
104 balance getting reduced to around a \$500,000 figure. Mr. McInnes clarified that it was
105 Board policy and not state law to try to maintain the balance above the \$500,000 threshold.

106 3. Exhibit 5: Capital Projects

107 H. Proposed Changes – Rules, Policies and Fees for All Amenity Facilities

108 Mr. Foley expressed concerns regarding all the offenses that had recently been occurring and
109 suggested that management may be restricted by current rules on what could be done to address
110 what he referred to as socially unacceptable behavior. Mr. Foley provided some example language
111 from another CDD's rules and policies on conduct for the Board's consideration. The Board and
112 Mr. McInnes discussed the process that the CDD had undertaken with regard to recent rules
113 violation incidents. Ms. Stepniak additionally provided some insight into staff discomfort following
114 incidents where a resident which exhibited abusive behavior towards them only received a warning
115 letter months after the initial report and noted that staff members might be discouraged to submit
116 reports due to a perception that they were not being heard or spoken to directly. Comments were
117 made advocating for a more efficient and streamlined process.

118 Prior to proceeding with the next order of business, Mr. Polizzi provided a summary from the
119 previous month's Master Association meeting, noting that following a regularly scheduled review,
120 some letters may be going out to residents that were in violation of sidewalk and/or lake bank
121 guidelines.

122 **SIXTH ORDER OF BUSINESS – Audience Comments – (limited up to 3 minutes per individual for**
123 **agenda items)**

124 No comments were heard from the audience.

125 **SEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: January 18, 9:00 AM**

126 All members of the Board stated that they would be able to attend the January 18 meeting in person,
127 which would constitute a quorum.

128

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

130 The action items were recorded as follows:

- 131 • District Counsel will send the Board an email regarding questions about amenity expansion and
132 ask for new questions to be sent back.
- 133 • The Operations Manager will seek out hunters and hog trappers that would be willing to meet the
134 obligations defined in the contract.
- 135 • The Operations Manager will assess areas in Grand Haven where pig brigs could be placed.

136 **NINTH ORDER OF BUSINESS – Adjournment**

137 The Board adjourned the meeting, at 1:48 p.m., for the Grand Haven Community Development
138 District.

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

142 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
143 **meeting held on February 15, 2024.**

144

Signature

Signature

Printed Name

Printed Name

145 **Title:** **Secretary** **Assistant Secretary**

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

EXHIBIT 10



Grand Haven Fact Finding Volunteer and Purpose Form

Start Date:

Length of commitment:

Number of Meetings:

Subject: FERAL HOG PROBLEM

Volunteer Information

FIRST NAME	LAST NAME
HOME ADDRESS	
MOBILE PHONE NUMBER	EMAIL ADDRESS

AREA OF EXPERTISE:



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

PROJECT PURPOSE: INVESTIGATION OF METHODS TO CONTROL FERAL HOG POPULATION

--

DETERMINE METHODS TO OBTAIN LOCAL/STATE PARTICIPATION AND FUNDING

REPORT TO BOARD ON FINDINGS.

A CONSENSUS ON WHAT IN ADDITION TO THE ABOVE YOUR GROUP DETERMINES, SHOULD BE PART OF THIS WORK AND COMMUNICATED TO THE DISTRICT MANAGER, DAVID MCINNES. HE WILL DISTRIBUTE TO THE APPOINTED BOARD MEMBER TASKED WITH THE PROJECT. -

Board Member Leading Group

FIRST NAME	LAST NAME
NANCY	CROUCH
MOBILE PHONE NUMBER	EMAIL ADDRESS
	ncrouch@ghcdd.com

EXHIBIT 11

Grand Haven Pond Improvement Progress 2024

Ponds 13 & 14 (Egret)

- Create new landscape bed along pond #14. Install Spartina and Pine Straw
- Fill in holes on pond #13

Pond 6 (Montague)

- Create new landscape bed. Install Spartina and Pine Straw

Ponds 4 & 5 (Front Street)

- Install new trees here Hollies were removed
- Fill in open areas with Spartina, touch up Pine Straw in work area's

Ponds 3 & 24 (Marlin)

- Remove failing grasses
- Plant new Spartina, and install Pine Straw

Ponds 25 & 26 (Marlin)



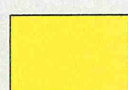


- Create new landscape beds
- Install Spartina and Pine Straw
- Boulders were installed on pond 26 by the dock but have since been removed for safety concerns with kids standing on them

Pond 33 (Willow Oak Way) Still in process, expected completion end of this week 2/9

- Remove unwanted vegetation
- Fill in washout areas
- Install Spartina and Pine Straw

Grand Haven Community Development District

Scope Of Work

-  Mowing / Detail
-  Ponds
-  Roundabouts
-  Annual Beds
-  Coquina Path

#33
In process

#25+#26
Complete

#3+#24
Complete

#4+#5
Complete

#6 Complete

#13+#14
Complete

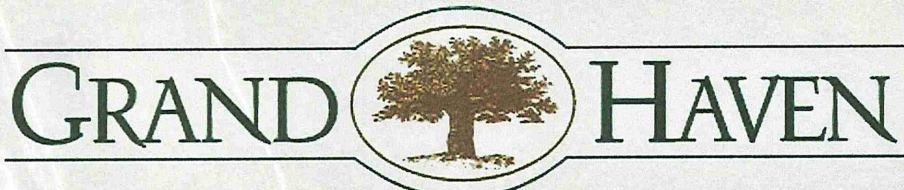


EXHIBIT 12

	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
REVENUES						
Assessments Levied (net of allowable discounts):						
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%	\$ -	\$ -	
Additional Revenues:						
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		\$ -		\$ -	\$ -	
TOTAL REVENUES	\$ 3,839,645	\$ 4,182,613	10.21%	\$ 3,574,202	\$ 4,450,023	6.39%

	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
EXPENDITURES						
ADMINISTRATIVE						

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	\$ -		\$ -	\$ -	
TOTAL ADMINISTRATIVE	\$ 283,163	\$ 272,540	3.96%	\$ 68,105	\$ 295,148	8.30%

	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
INFORMATION AND TECHNOLOGY						
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%
TOTAL INFORMATION AND TECHNOLOGY	\$ 92,729	\$ 96,150	9.28%	\$ 19,791	\$ 102,881	7.00%

	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
INSURANCE						
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	\$ -	\$ -			\$ -	
TOTAL INSURANCE	\$ 110,628	\$ 131,034	27.80%	\$ 150,395	\$ 140,206	7.00%

	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
UTILITIES						
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%
TOTAL UTILITIES	\$ 320,212	\$ 332,765	8.26%	\$ 65,877	\$ 356,059	7.00%

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	\$ -		\$ -	\$ -	

TOTAL FIELD OPERATIONS	\$ 1,191,898	\$ 1,220,284	11.89%	\$ 302,548	\$ 1,258,103	3.10%
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	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
STAFF SUPPORT						
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	\$ -	\$ -		\$ -	\$ -	
TOTAL STAFF SUPPORT	\$ 803,320	\$ 969,510	9.92%	\$ 249,204	\$ 1,028,988	6.13%

	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
AMENITY OPERATIONS						
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%
TOTAL AMENITY	\$ 854,093	\$ 837,185	7.60%	\$ 210,861	\$ 922,879	10.24%

	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
SECURITY						
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%
TOTAL SECURITY	\$ 249,671	\$ 323,139	13.70%	\$ 70,161	\$ 345,759	7.00%
TOTAL O&M EXPENDITURES	\$ 3,905,714	\$ 4,182,607	10.21%	\$ 1,136,942	\$ 4,450,023	6.39%

EXHIBIT 13

Grand HavenCDD - Capital Reserve Plan

Fiscal Year		2025	
Capital Project Costs			
Location	Item	Asset Description	Total
Annual - Access Control	1	Gate & Gate Operator - Replacement	\$12,763
Annual - Concrete, Curb and Gutter	2	Concrete Curb and Gutter Replacement	\$158,259
Annual - Concrete, Sidewalk Repair	3	Concrete Replacement	\$53,093
Annual - Firewise Projects	4	Firewise Projects	\$52,072
Annual - Road Repairs	5	Road Repairs	\$31,907
Annual - Security Camera System	6	Camera and DVR Replacement	\$11,487
Annual - Site Lighting	7	Light Pole & Fixture - Replacement (estimated 5 poles)	\$32,418
Annual--Pond Bank Reinforcement	468	Pond Bank Erosion Issues	\$38,198
Furniture, Fixtures & Equipment - Creekside Amenity Center	121	Furnishings/Decorating Allowance - Clubhouse ((CAC))	\$23,185
	122	Furniture, Outdoor, Composite Tbl/Chair - (CAC) Croquet	\$10,488
	126	Tiki Bar, Ice Machine - (CAC)	\$6,839
	127	Tiki Bar, Microwave - (CAC)	\$2,094
	130	Tiki Bar, Sink, Hand - (CAC)	\$674
Furniture, Fixtures & Equipment - Miscellaneous Electronics	8	Electronics, Office Technology Allowance - CDD Office	\$19,064
	131	Café, Computer Workstation, Point Of Sale - Cafe Bar (VC)	\$6,956
	132	Electronics, Office, Copy Machine - (VC)	\$3,952
Furniture, Fixtures & Equipment - Village Center	134	Cafe, Cooler, 3 Door Reach-In - Bar (VC)	\$0
Maintenance Equipment	97	Maint, Pressure Washer	\$8,115
	98	Maint, Utility Vehicle - Kawasaki Mule	\$17,389
	99	Maint, Vehicle, 2022 Ford-F150, 2WD (Additional Fleet Vehicle)	\$41,734
Mechanical and Electrical - Creekside Amenity Center	155	Drinking Fountain, Outdoor - Creekside Amenity Center	\$3,202
Misc Building Components - Creekside Amenity Center	101	Door, Metal Overhead - Tiki Bar (CAC)	\$7,935
	102	Finish, Tile Floor - Clubhouse (CAC) Patio	\$56,275
Misc Building Components - Village Center	157	Café, 2nd Part X Renovation Allowance - (VC)	\$376,764
Misc Site Improvements - Basketball Courts	104	Basketball Court Resurfacing, Asphalt Base - (CAC)	\$7,500
	105	Basketball Court Resurfacing, Asphalt Base - Wild Oaks	\$6,000
Misc Site Improvements - Croquet Courts	106	Croquet Court, Regrass Allowance - (CAC)	\$55,885
	161	Shelter Fabric, Recover - Croquet (CAC) Large Shelter	\$6,666
	162	Shelter Fabric, Recover - Croquet (CAC) Small Shelter (x4)	\$5,796
Misc Site Improvements - Irrigation, Landscaping, Lakes, Drainage	240	Lake Aerator (Annual)	\$39,056
Misc Site Improvements - Landscape Enhancements, Reinvestment	32	Landscape Enhancements-Annual Reinvestment	\$57,964
Misc Site Improvements - Monument & Entry Feature Refurbishment	164	Refurbishment Allowance - Monument and Mailbox	\$50,081
	166	Refurbishment Allowance - Monument Main Entry	\$11,593
	167	Refurbishment Allowance - Monument South Entry	\$11,593
Misc Site Improvements - Pool Area - Creekside Amenity Center	113	Pool Finish, Exposed Aggregate & Tile Trim	\$77,435
Misc Site Improvements - Signage	34	Street Signs and Poles, Replacement	\$10,000
Misc Site Improvements - Tennis Facility	35	Tennis Court Resurfacing, Clay - (VC) Courts 1-7	\$45,000
Paving	168	Roadway	\$231,855
Grand Total			\$1,591,285