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WORKSHOP REPORT

Grand Haven Development District

Meeting Date Feb. 24, 2009 Start 10:00am End 2:35pm**ATTENDEES:**

P. Chiodo	S. Halley
D. Cross	C. Trautwein
S. Davidson	B. Kloptosky

BUSINESS ITEMS CONSIDERED:**1) PRESENTATION BY GOVERNMENTAL MANAGEMENT SERVICES**

Mr. James Perry and Mr. Dave deNagy presented an overview of GMS capabilities. Board Members received a handout of written answers to questions previously submitted by the Board. A verbal question/answer session was conducted.

STATUS:

The Board will continue interviews with other Firms ^{District Management} ~~for the District Mgr. position~~ at future workshops as planned.

2) COMMUNICATIONS TO RESIDENTS

Deborah Laury (resident) submitted a proposal for a one-page newsletter on a monthly basis.

STATUS:

Supv. Chiodo will work with District Mgr. on a format to be presented to the Board for consideration at the March 19th CDD Meeting.

3) FINANCIAL INFORMATION PROVIDED TO RESIDENTS

Glenn Laury (resident) had requested financial reports on behalf of residents on a monthly basis to compare expenditures versus budget.

STATUS:

The three page monthly report entitled "Statement of Revenues and Expenditures - General Fund" can be provided residents via the CDD Website by the District Mgr. The Board will consider approval for release of this report at the March 19th CDD Meeting.

4) DISTRICT INSURANCE COVERAGE/LIMITS

The District currently has \$2 Million General Liability Coverage. Board questions if this is adequate coverage under current conditions.

STATUS:

Supv. Chiodo will contact District Mgr to obtain quotes for additional coverage levels.

5) CAFE EQUIPMENT

Mr. McGaffney (Amenity Mgr) requested approval to purchase cafe equipment, (estimated costs: A) walk-in cooler \$5,500; B) removal and installation of cooler \$3400; C) freezer \$6,000; D) warming cabinet \$4,200).

STATUS:

Board will consider approval of expenditures at March 19th CDD Meeting.

6) NON-RESIDENT USERS OF AMENITY FACILITIES

Board discussed need for Amenity Staff to maintain records of paid daily guests and over night guests to avoid future liability questions. Practice is now in place.

STATUS:

Amenity Mgr requested to present recommended procedures for "random checks" of passes at March 19th CDD Meeting.

7) BID POLICIES AND FRAME WORK

Board will continue current bid policy for Capital Projects. A) any project above \$1000 will require a minimum of 2 bids; B) any project above \$5000 will be reviewed with Board prior to purchase/implementation. Board considered establishing a policy for O & M Expenditures. Discussion will continue after FOM (B.K.) makes his recommendations.

STATUS:

Board requests the District Mgr. issue an "Operations Policy Book" as a consolidated quick reference guide for dollar limits and approval limits.

- Supervisors Chiodo and Trautwein departed meeting. Meeting continued with a quorum present.

8) SOLAR PANELS AND POOL DISCS

Supv. Davidson presented information from pool disc users that indicate many negative comments (discs blow away). Good use of a disc would be only in a spa.

STATUS:

FOM (B.K.) will investigate possible use of a chemical added to the water that reportedly retains heat. Supv. Cross requested solar company representative to attend next workshop on March 24th with answers to open questions.

9) AD-HOC FACT FINDING APPLICATIONS

Applications from 6 residents were accepted (Karl Grunewald /James & Suzanne Gibson / Tom Noonan / Frank Benham / Warren Purdy)

STATUS:

Board requests District Mgr send out an e-blast requesting resident volunteers with an Insurance background. This Ad-Hoc group will investigate specific issues, (A) Worker's Compensation Rates; B) Liability Limits).

10) LONG RANGE CAPITAL PLAN

Board discussed need for an indepth five-year Capital Plan. Developing a ten-year plan is considered unrealistic.

STATUS:

The Board needs a "target recruitment" of volunteers with Road Paving and Landscaping backgrounds to serve as Ad-Hoc Group Members to document our Capital needs over the next five years.

11) CREEKSIDE POOL HEATING

Board clarified that pool was never closed except for Graeme Baker Act drain repairs. Pool is not being heated during 4 winter months so a \$6,000 savings can be realized.

STATUS:

Pool will remain open, but unheated until the end of March. Spa is heated and open. Amenity Mgr is requested to keep pool utilization records from now until further notice.

12) CREEKSIDE DISPLAY CASE

Board discussed purchase of a Display Case/Cabinet (est. \$700) to be located in space along wall near entrance to CDD Office.

STATUS:

Board will consider approval of expenditure at March 19th CDD Meeting. Mr. Merlo should be thanked for his alternate shelving suggestion.

13) ENERGY SAVINGS PLAN

Supervisor Halley suggested developing a list of opportunities to save energy.

STATUS:

Examples (A) motion detectors to shut off lights in restrooms; B) replace 60 watt bulbs with 9 watt bulbs in Grand Haven Room; C) put locks on programable thermostats so levels are reduced at nights; D) install weather stripping on doors; E) solar panel heating

14) AUDIENCE COMMENTS

Board considered permitting audience comments during significant business items in a manner similar to the City of Palm Coast meetings.

STATUS:

The following proposed procedure will be considered at the next CDD Workshop on March 24th with plans to implement at the April CDD Meeting:

Business Item (significant)

- Staff Presentation
- Board Questions
- Public comments (3 minute rule)
- Board Discussion
- Board Action

15) BOS MEETING AGENDA REORDER

Board discussed a reorder of agenda items in an attempt to shorten the length of meetings. The Board/FOM Action Response Report, the FOM Report and the District Mgr Action Response Report can be eliminated and made a part of a FOM Report and a District Mgr Report under the "Staff Reports" agenda item.

STATUS:

Supervisor Davidson will present a reordered agenda proposal at the March 24th Workshop with plans to implement a revised agenda order at the April CDD Meeting.

- * A Motion by Supv. Cross to adjourn the meeting was seconded by Supv. Davidson at 2:35pm.

Report issued by: Dennis Cross Date: 2/26/09



ASSISTANT SECRETARY



CHAIRMAN

Exhibit A

*Overview of
Governmental Management Services*

Governmental Management Services, LLC

Serving Florida's New Communities

Company Information

Governmental Management Services ("GMS") is a family of limited liability companies that were established for the purpose of providing special district management services to community development districts (CDD). With encouragement from CDD industry professionals and the development community, GMS was created in 2005 to provide an alternative to the existing district management companies. Governmental Management Services currently has offices in Jacksonville, St. Augustine, Orlando, Ft. Lauderdale, Tallahassee and Knoxville, Tennessee. The current staff of GMS is listed under the personnel section of the perspective. The staff that would be providing services is generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. As stated under the personnel section, most of the staff at GMS are very well known and respected by people involved with Community Development Districts. The majority of the staff has worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers and Boards of Supervisors across the State of Florida. They have been providing management, financial and administrative reporting services to over 100 Special Taxing Districts and Homeowners Associations during their careers.

The goal of GMS is to provide the most efficient, effective and comprehensive management services for Community Development Districts throughout Florida. Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently and professionally.

Staffing

Northeast Florida

Management Team

Darrin Mossing – Mr. Mossing will be providing oversight for the management, accounting and administrative services provided by Governmental Management Services. Mr. Mossing graduated from Ohio University in June, 1988 with an Accounting Degree and began working as an accountant for Indian Trace Community Development District on September 1, 1988. Responsibilities included accounts payable, payroll, utility

billing, processing construction requisitions, and conducting the annual audit. As the Community Development District management business grew, so did the responsibilities of Mr. Mossing. Eventually, he supervised 10 administrative and accounting personnel, providing management services for 15 Special Taxing Districts and was responsible for the accounting and financial reporting for over 100 Special Taxing Districts and Homeowner Associations prior to leaving Severn Trent Environmental Services, Inc. ("STES, Inc.") in March, 2003. In February, 2004, Mr. Mossing returned to STES, Inc. at their request, to provide management services to their various clients on the east coast of Florida from Port St. Lucie to Jacksonville until November, 2004.

James A. Perry, C.P.A. – Mr. Perry is the managing director for GMS in the Northeast Florida Region. In this position he will be responsible for providing service to our clients in Northeast Florida. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration in Accounting and from the executive development program of the University of Pennsylvania-Wharton. Mr. Perry has extensive experience with Community Development Districts, local government, utilities, development and construction. Mr. Perry has served in senior financial positions with Fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida.

Jim Oliver – Mr. Oliver provides district management services for GMS clients in the Northeast Florida region. Jim has a Bachelor of Science Degree in Accounting from the State University of New York. He also has a Masters Degree in Business Administration from Touro University. After 22 years of active duty service with the United States Army and Florida National Guard, Jim recently retired as a Lieutenant Colonel. He has gained broad experience in governmental liaison work at the local, state and federal levels with experience in utility acquisitions, valuations, and negotiations.

Dave deNagy – Mr. deNagy provides district management services for GMS clients in the Northeast Florida region. Dave has a Bachelor of Science Degree in Accounting and a Master Degree in Business Administration from Widener University. Dave has over 20 years of accounting and management experience in both private and public sectors. His most recent experience has been with JEA as a budget/financial analyst.

Accounting and Financial Reporting

Sheryl Fulks – Ms. Fulks provides assessment roll and accounting/financial reporting services to GMS clients in the Northeast Florida Region. Sheryl has Bachelor's of Science Degree in Business Administration with a major in Accounting from the University of Tennessee Knoxville. Sheryl also has a completed a substantial amount of coursework toward a Civil and Engineering Degree. Sheryl has extensive experience in auditing, accounting and management in both the private and public sectors.

Ariel Lovera – Mr. Lovera provides accounting and financial reporting services to the various Governmental Management Services clients. Ariel has a Bachelor's Degree in Accounting from the University of Puerto Rico and Masters Degree in Business Administration from Stetson University. For the past five years he has been providing accounting and financial reporting services for over 15 Special Taxing Districts and Property Owners Associations in the State of Florida.

Bernadette Peregrino - Ms. Peregrino provides accounting and financial reporting services to GMS clients in the Northeast Florida Region. Bernadette has a Bachelor's degree in Accounting from the University of North. Bernadette has several years of experience with public accounting and banking.

Administrative

Sarah Clark – Ms. Clark provides administrative support services for Governmental Management Services. Sarah previously worked for Severn Trent Environmental Services, Inc. on over 15 Districts.

Sharon Harper – Ms. Harper provides office administrative services exclusively to clients served in the Northeast Florida Region. Sharon has a diverse business background with strong organizational and administrative skills.

Amanda Rentsch – Ms. Rentsch provides administrative support services for clients served in Northeast Florida Region. Amanda worked previously with Mr. Mossing providing administrative assistance while he was District Manager for approximately 30 separate CDDs. She has an Associates Degree from Kent State University in Arts & Science and will graduate this spring with an Associates Degree in Business Management from Roane State Community College.

Operations

Rich Whetsel – Mr. Whetsel is the Operations Manager for Governmental Management Services overseeing various maintenance contracts for the Brandy Creek, Bartram Springs, Capital Region, Double Branch, Heritage Park, Middle Village, Wynnfield Lakes and Sampson Creek Community Development Districts. These services include weekly site inspections of the project, overseeing landscape and lake maintenance contracts and various other responsibilities as required by the project.

Central Florida – Orlando

George Flint – Mr. Flint provides district management services for GMS clients in the Central and Northeast Florida Regions. Mr. Flint graduated from Princeton University with a Bachelor Degree in Politics/Economics and from Florida State University with a Masters in Public Administration. George has an extensive background in Government and the private sector having served as an Assistant County Administrator, Management Consultant and Manager of Strategic Planning. Accounting services for Central Florida are provided by Ariel Lovera who is included in the write-up of the Northeast region.

Additional Support Staff Located in Southeast Florida

Rich Hans – Mr. Hans provides district management services for GMS clients in the Southeast Florida Region. Mr. Hans graduated from Rutgers University with a Bachelor Degree in Natural Resource Management and has a Masters of Science Degree from Virginia Tech University. Rich was hired by Severn Trent Environmental Services, Inc. in May 2000 to provide accounting and financial reporting services. Since then his responsibilities grew; he directly managed more than 30 Special Taxing Districts, acted as Special Assessment Administrator for over 50 Districts, supervised and trained district managers and assessment personnel, and obtained his Community Association Manager License. Rich has a reputation as being knowledgeable, friendly, dedicated and reliable.

Accounting and Financial Reporting

Patti Powers – Ms. Powers provides accounting and financial reporting for Governmental Management Services. She graduated from State University of New York in 1989 with a Bachelor of Science Degree in Accounting. She was hired by Mr.

Mossing in 1995 to provide accounting services to District clients. Ms. Powers excelled in her position as accountant being promoted to Senior District Accountant within the STES, Inc. organization and eventually filling the accounting and financial reporting responsibilities of Mr. Mossing when he departed in March, 2003. Ms. Powers left STES, Inc. and joined the GMS team. Patti has a tremendous reputation for providing outstanding service to CDD clients across the state of Florida.

Administrative

Jennifer McConnell – Ms. McConnell provides administrative support services for Governmental Management Services. Ms. McConnell attended New York Institute of Finance in New York City. She has been providing administrative services for Community Development Districts since May, 2002. Jennifer has a very good reputation with prior clients as being friendly, efficient and knowledgeable about Community Development Districts and the administrative services required.

References

<u>Name</u>	<u>Phone</u>	<u>Company / District</u>	<u>Business</u>
Doug Sealy	(407) 481-9182	Prager, Sealy & Company	Bond Underwriters
Richard Ray	(904) 992-9750	Nocatee Development Company	Developer
Tony Grau, Jr.	(561) 994-9299	Grau & Company	District Auditors
Aaron Olinski	(904) 291-2415	Double Branch CDD	CDD Chairman

Additional References from Community Development District Supervisors are available upon request.

Current Community Development District Client Listing Northeast Region

- **Aberdeen**
- **Aberdeen**
- **Amelia Concourse**
- **Amelia National**
- **Amelia Walk**
- **Antigua at St Augustine**
- **Beach**
- **Bartram Park**
- **Bartram Springs**
- **Brandy Creek**
- **Capital Region**
- **Cedar Pointe**
- **Double Branch**
- **Dunes**
- **Durbin Crossing**
- **Heritage Park**
- **Heron Isles**
- **Indigo**
- **Isles of Bartram**
- **Julington Creek**
- **Main Street**
- **Middle Village**
- **Moultrie Creek**

Current Community Development District Client Listing Northeast Region continued

- OTC
- Parker Road
- Pioneer
- Rivers Edge
- Ridgewood Trails
- Rolling Hills
- Sampson Creek
- Six Mile creek
- South Village
- Split Pine
- Sweetwater Creek
- Thomas Creek
- Tison's Landing
- Tolomato
- Tomoka
- Treaty Oaks
- Turnbull Creek
- Villages of Westport
- Wynnfield Lakes

Offices

14785 St. Augustine Road Suite 4, Jacksonville, Florida 32258 904-288-9130

475 West Town Center Place, Suite 111, St. Augustine, Florida 32092 904-940-5850

1909 Hillbrooke Trail, Suite 1, Tallahassee, Florida 32311

Exhibit B

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 2806 N. FIFTH STREET • UNIT 403 • ST AUGUSTINE, FL 32084

February 11, 2009

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 will be held on **Thursday, February 19, 2009 at 9:30 a.m.** in the Grand Haven Room, Grand Haven Village Center, 2000 Waterside Parkway, Palm Coast, Florida 32137. The following is the agenda for this meeting.

9:30 a.m.

- 1. ✓ **CALL TO ORDER/ROLL CALL**
- 2. ✓ **BOARD/OPERATIONS MANAGER**
ACTION RESPONSE REPORT
- 3. ✓ **DISTRICT MANAGER**
ACTION RESPONSE REPORT
- 4. ✓ **DISTRICT COUNSEL'S REPORT**
- 5. ✓ **RESIDENT (AUDIENCE) COMMENTS/REQUESTS**
- 6. ✓ **GUEST EXPERTS/SPEAKERS**
- 7. ✓ **DISTRICT ENGINEER'S REPORT**
 - A. Engineer's Report..... Tab 1
 - B. P & S Paving Agreement..... Tab 2
- 8. ✓ **FIELD/OPERATIONS MANAGER'S REPORT**
 - A. Field/ Operations Manager's Report..... Tab 3
 - B. Proposals for Village Center Flat Roof Repair..... Tab 4
 - C. Tennis Court Re-lining Proposals (Courts 5, 6, & 7)..... Tab 5

10:30 a.m.

- 9. **BUSINESS ITEMS**
 - A. Discussion Regarding Board Supervisor Role and Responsibility Tab 6
 - B. Discussion Regarding Wild Oaks Litigation Fees Tab 7
 - C. Discussion Regarding Requisition Procedure Tab 8
 - D. Discussion Regarding Wild Oaks Eagle Nest.....

11:15 a.m.

- 10. **CONSENT AGENDA ITEMS/BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes from the Board of Supervisors' Meeting held on January 15, 2009..... Tab 9
 - B. Consideration of the Minutes from the Workshop Meeting held on January 27, 2009..... Tab 10
 - C. Consideration of Operation and Maintenance Expenditures for February 2009..... Tab 11
 - D. Consideration of Special Assessment Refunding Bonds, Series 2008, Requisitions #7..... Tab 12
 - E. Consideration of Special Assessment Bonds, Series 2004B, Requisitions #160-#164..... Tab 13

INCLUDED IN EBLAST 3 DAYS BEFORE MEETING

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614

February 20, 2009

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

WORKSHOP TENTATIVE AGENDA

Dear Board Members:

A Supervisors' Workshop for the Board of Supervisors of Grand Haven Community Development District will be held on **Tuesday, February 24th at 10:00 a.m.** in the Grand Haven Room, Grand Haven Village Center, 2000 Waterside Parkway, Palm Coast, Florida 32137. The following is the Tentative Agenda for this meeting.

1. CALL TO ORDER/ROLL CALL

2. BUSINESS ITEMS

- A. Presentation by Governmental Management Services
- B. Discussion regarding District Insurance Coverage & Limits
- C. Discussion regarding Bid Policies & Framework
- D. Discussion regarding Café Equipment
- E. Discussion regarding Financial Information Provided to Residents
- F. Discussion regarding Communication to Residents
- G. Discussion regarding Audience Comments
- H. Discussion regarding Amenity Facilities and Non-Resident Users
- I. Discussion regarding Creekside Pool Heating
- J. Discussion regarding Inventory List Process
- K. Discussion regarding Solar Panels & Pool Disks
- L. Discussion regarding Ad Hoc Fact Finding Group Applications
- M. Discussion regarding Long Range Capital Plans
- N. Discussion regarding Budget Cuts & Expenditures
- O. Discussion regarding Energy Savings Plan
- P. Discussion regarding Creekside Display Case

3. ADJOURNMENT

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (407) 472-2471.

Very truly yours,

Dave Berman
District Manager

INCLUDED
IN
E-MAIL
BEFORE
MTG.

Exhibit C

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
	5	6	7	8 BOS MTG BUS. ITEMS AGENDA SET (EMERG, HHS ONLY AD)	9	10
1	12 COLUMBUS DAY (OBSERVED) THANKSGIVING DAY (CANADA) EBLAST - BOS MTG REMINDER + BUS. ITEMS EXCEPT + LINK TO FULL AGENDA PACKAGE	13	14	15 9:30 AM CDD MEETING	16 NATIONAL BOSS DAY	17 SWEETEST DAY
8	19	20 BOS WORKSHOP AGENDA ESET (ADDITIONAL ITEMS NOT INCL. IN EBLAST)	21	22 EBLAST - BOS WORKSHOP REMINDER + BUS. ITEMS EXCEPT	23	24 UNITED NATIONS DAY
15	26	27 10 AM CDD WORKSHOP	28	29	30	31 HALLOWEEN