



Memorandum

To: Board of Supervisors

From: District Management

Date: October 1, 2025

RE: HB7013 – Special Districts Performance Measures and Standards

This final report is submitted in compliance with recent legislative requirements established by the Florida Legislature during its 2024 session to enhance accountability and transparency for all special districts.

District Management had identified the following focus areas with statutorily compliant goals for the Fiscal Year 2025:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

In addition, a standardized annual reporting form was created to serve both the goal-setting and yearly reporting statutory requirements.

The goals, objectives, performance measures, and standards discussed herein represent the adopted framework by the Board of Supervisors to maintain compliance with House Bill 7013 and demonstrate the District's ongoing commitment to transparency and public accountability.

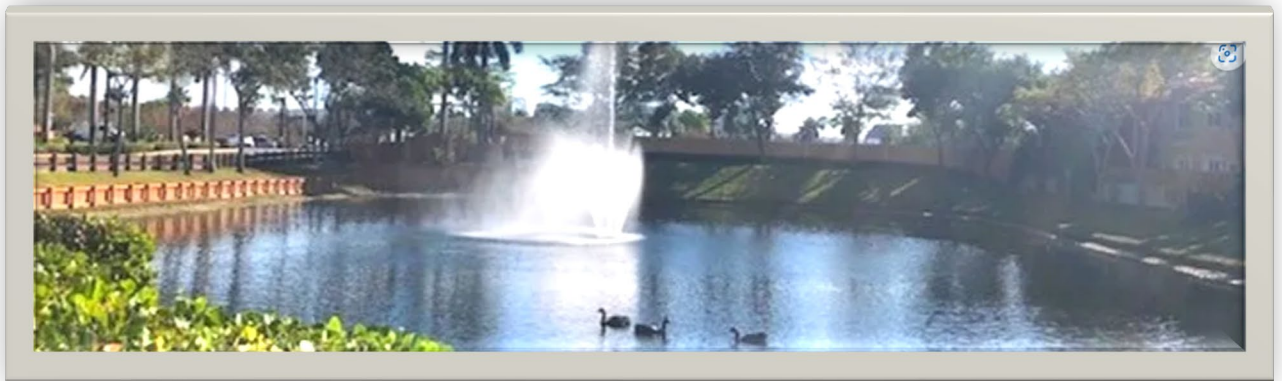
This report details the accomplishments for the Fiscal Year 2025, confirming that all goals and objectives were met, outlines the performance measures and standards employed, and provides summaries of significant projects such as the Lake Restoration efforts and the District Engineer's yearly infrastructure condition assessment.

District Management recommends this report be accepted as the official and final Annual Report required under Florida Statutes Section 189.0694 and related provisions.

Juliana Duque
District Manager
GMS-SF

GRIFFIN LAKES COMMUNITY DEVELOPMENT
DISTRICT
2024-2025 REPORT – PERFORMANCE MEASURES
AND STANDARDS

Exhibit A:
Goals, Objectives, and Annual Reporting Form



Juliana Duque
District Manager
GMS-SF

Griffin Lakes Community Development District

Performance Measures & Standards – Annual Report

Reporting Period: October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

The District satisfied statutory requirements by holding regular Board meetings as scheduled, despite some cancellations, with more than three meetings conducted during the Fiscal Year.

Meeting Dates:

October 10, 2024 – Cancelled

November 14, 2024 – Held

December 12, 2024 – Cancelled

January 9, 2025 – Held

Revised Schedule (First Thursday of each month, 9:00 AM, Villas at Harbor Isles HOA Offices):

February 6, 2025 – Cancelled

March 6, 2025 – Held

April 3, 2025 – Held

May 1, 2025 – Held

June 5, 2025 – Held

July 3, 2025 – Cancelled

August 7, 2025 – Held

September 4, 2025 – Cancelled

Result: Standard achieved.

Goal 1.2: Notice of Meetings Compliance

All meetings were properly noticed on the District website and via local newspaper, in compliance with Florida Statutes.

Result: Standard achieved.

Goal 1.3: Access to Records Compliance

Monthly website reviews were performed, and minutes and public records remain current and available.

Result: Standard achieved.

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field/District Management Site Inspections

Management performed site inspections as specified in the District Management Services

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Agreement. Comprehensive field inspection reports were subsequently presented to the Board of Supervisors at publicly advertised meetings.

Result: Standard achieved.

Goal 2.2: District Engineer Inspections

The District Engineer completed the mandated annual infrastructure inspection and submitted a formal report. The District's public infrastructure, including lakes, drainage, access roads, and landscape buffers, is in generally good repair, working order, and condition as of the most recent inspection in June 2025 by Alvarez Engineers.

Phase I shoreline restoration was completed for Lakes 4 and 5, and portions of Lakes 1 and 2.

Moderate erosion was noted in Lakes 1, 2, and 3, with corrective work planned for 2026. The entire drainage system (inlets, manholes, pipes, outfalls) was fully cleaned in 2025. The proposed FY2025-2026 budget is deemed adequate for maintenance, repairs, and operations.

The District carries comprehensive insurance, including property, general liability, public officials coverage, and more, with sufficient budget for renewal.

Result: Standard achieved.

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

The proposed FY2025 budget was approved before June 15, and the final adopted before September 30, with both posted online.

Result: Standard achieved.

Goal 3.2: Financial Reports

The District website includes the latest annual audit, current budget, and financials as required.

Result: Standard achieved.

Goal 3.3: Annual Financial Audit

The annual independent audit, conducted by Grau & Associates, was completed, formally approved by the Board, published on the District's website, and submitted to the State of Florida

Result: Standard achieved.

4. Lake Restoration Project Update

Phase I Completion:

Bulkhead wood restoration and EcoFilter Tube (EFT®) installation in Lakes 4 & 5.

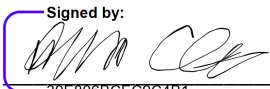
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Erosion repairs and restorative work in Lakes 1 & 2, plus change orders.
Ducks were humanely removed from Lakes 1 & 2 to protect restoration investments; Board stressed the HOA's need to budget for duck management to reduce resident feeding.

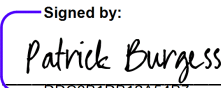
Bulkhead Replacement Analysis:
The Board considered the Prolock Sheet Piling System (60-year lifespan, recycled materials, low maintenance), but at an estimated cost exceeding \$800,000, this was deferred due to its high assessment impact. The Board opted to extend life through ongoing repairs and explore future budget options.

Phase II Plans:
An additional \$1,000 was approved for Fiscal Year 2026 for the next phase: lake bank restoration with GEO Tubes in Lakes 1, 2, and 3.
Work includes submerged tubes, stabilization, void filling, sand fill, and erosion mats. The community had not previously budgeted for lake restoration until now, though the problem worsens annually. The engineer recommends the Board continue this phased approach.

Overall Determination
The Griffin Lakes Community Development District met all Performance Measures and Standards for Fiscal Year 2024-2025. Required meetings, transparency efforts, infrastructure maintenance, and financial protocols were fulfilled. The CDD also progressed substantially on lake restoration, fully completed Phase I, and funded Phase II, with engineering oversight confirming system integrity and planned improvements.

Signed by: 
Chair/Vice Chair: _____
Print Name: Danielle Christie
Griffin Lakes Community Development District

Date: 2025-11-11

Signed by: 
District Manager: _____
Print Name: Patrick Burgess
Griffin Lakes Community Development District

Date: 2025-11-10

Juliana Duque
District Manager
GMS-SF

Certificate Of Completion

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Document Pages: 33

Signatures: 9

Envelope Originator:

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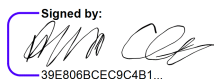
Danielle Christie

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Chair

Security Level: Email, Account Authentication
(None)

Signature

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Signature Adoption: Drawn on Device

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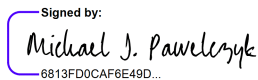
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Michael J. Pawelczyk

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(None)

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Electronic Record and Signature Disclosure:

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Patrick Burgess

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(None)

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

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