

**MINUTES OF MEETING
GRIFFIN LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Griffin Lakes Community Development District was held Thursday, February 11, 2021 at 12:30 p.m. at the Villas at Harbor Isles HOA Offices, located at 2317 Clipper Place, Fort Lauderdale, Florida.

Present and constituting a quorum were:

Teresa West	Chairperson
Linda Armstrong	Vice Chairperson
Benny Barak	Assistant Secretary
Madeline DiComo	Assistant Secretary
Danielle Christie	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
Vanessa Steinerts	District Counsel
Robert Koncar	General Manager, Inframark (Via Phone)
Gabe Mena	Assistant District Manager, Inframark
Harry Goldberg	HOA Manager
Nancy Lange	Special District Services, Inc.
Members of the Public	

*Following is a summary of the discussions and actions taken at the February 11, 2021
Griffin Lakes Community Development District's Board of Supervisors Meeting.*

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Cassel called the meeting to order, and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Hearing no comments from the public, the next order of business followed.

THIRD ORDER OF BUSINESS

District Manager's Report

A. Discussion of RFP for Management Services

- Ms. Steinerts contacted other firms. Proposals from Governmental Management Services and Special District Services, Inc. were included in the agenda package.
- Ms. Armstrong met with Mr. Koncar, and was given an updated proposal from Inframark. The Board will take this under consideration.
- The Board would like the representatives to attend the next meeting and give a presentation.
- Mr. Cassel explained the standard process for selecting a new management company.
- Ms. Steinerts indicated the Board should, via motion, determine which firm should come back and make a presentation.

On MOTION by Ms. Armstrong, seconded by Ms. Christie, with all in favor, representatives from Inframark, Governmental Management Services and Special District Services, Inc. shall attend the next Board meeting and make presentations regarding their firms for District Management Services.

- Ms. Steinerts indicated a representative from GMS viewed the property.
- Ms. West presented a document for the Board to execute giving Inframark a 60-day Notice of Cancellation of Services. The new management firm would have to take over management of the District by April 12, 2021.
- Ms. Steinerts indicated a motion to vote on this letter is necessary.
- Mr. Barak suggested management on a monthly basis.
- Mr. Cassel advised the District to maintain services with Inframark until a new company is chosen.
- Mr. Cassel assured the Board all budget documents would be sent to the new management company.
- The Board requested that the Website be updated to include Ms. Christie.
- Mr. Cassel advised having District Counsel prepare the documents associated with termination.

On MOTION by Ms. Armstrong, seconded by Ms. Christie, with all in favor, District Counsel was authorized to prepare a Termination of Services letter for District Management Services for consideration at the next meeting.

- If the Board decides to remain with Inframark, the contract will continue, unless new services are added.
 - Mr. Mena discussed his background.
 - Ms. Christie will be given a CDD email address, along with instructions to log on.
- B. Discussion of RFP for Legal Services**
- Three proposals were sent to the Board.
 - Legal services are under an engagement as opposed to a contract.

On MOTION by Mr. Barak, seconded by Ms. Armstrong, with all in favor, District legal services will be addressed at the April Board meeting, at which time representatives from all three legal firms will make a presentation.

- C. Discussion of Changes in Perimeter Landscaping and Fountains**
- The Board previously discussed having day-to-day responsibility transferred to the HOA, with the CDD funding these items, based on the budget.
 - Ms. Armstrong requested a meeting between the HOA and CDD regarding the budget on an annual basis.
 - The fountains would be included, along with perimeter landscaping.
 - Mr. Cassel explained the process of invoices in this scenario.
 - If the HOA fails to perform in an appropriate manner, the CDD may take back the responsibility.
 - The only reason the District has anything to do with the perimeter landscaping is the fact that in 2009, the HOA was having difficulty with collections. The CDD took over this landscaping as a guarantee to be paid.
 - Technically, the CDD's maintenance personnel do not have to get permission to enter the lake in order to repair the fountain.
 - This issue has never been resolved.

- Mr. Barak believes this item should be delayed until the Board selects a new management company.
- This item was tabled to the March meeting.
- D. E-Verify Memorandum of Understanding**
- This item was addressed at the last meeting.

FOURTH ORDER OF BUSINESS

Attorney’s Report

There being no report, the next order of business followed.

FIFTH ORDER OF BUSINESS

Supervisor Requests

Hearing no requests from Supervisors, the next order of business followed.

SIXTH ORDER OF BUSINESS

Approval of December 2020 Financial Report and Check Register

Mr. Cassel presented the Financial Report and Check Register as of December 31, 2020, a copy of which was included in the agenda package.

- Ms. DiComo discussed two Inframark invoices. One of them was for one-time annual assessment costs. Mr. Cassel provided an explanation. This is an accounting function.
- One of the Supervisors who is no longer part of the District was paid, but the payment was reversed.
- Ms. Christie will submit all necessary documentation to ensure she is paid for all meetings she attended.
- Ms. DiComo will fill out a Form 1, which will be sent to her from staff.
- Mr. Cassel will check on Ms. DiComo’s payment.
- Mulching should only be done twice per year. Mr. Cassel will check 2019 and 2020, and report back to the Board.
- Ms. DiComo asked for a stapled copy of the agenda package.
- Copies are sent via U.S. Mail.

On MOTION by Ms. Armstrong, seconded by Ms. West, with all in favor, the December 2020 Financial Report and Check Register were approved.

SEVENTH ORDER OF BUSINESS

Approval of the Minutes of the January 14, 2021 Meeting

Mr. Cassel stated each Board member received a copy of the Minutes of the January 14, 2021 Meeting, and requested any additions, corrections or deletions.

On MOTION by Mr. Barak, seconded by Ms. Christie, with all in favor, the Minutes of the January 14, 2021 Meeting were approved.

EIGHTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Ms. West, seconded by Ms. Christie, with all in favor, the meeting was adjourned at approximately 1:30 p.m.



Kenneth Cassel
Secretary



Teresa West
Chairperson