

**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, November 12, 2015 at 12:30 p.m. at the City of Dania Beach Department of Parks & Recreation; Frost Park Recreational Complex; 300 NE 2nd Street; Dania Beach, Florida 33004.

Present and constituting a quorum were:

Teresa West	Chairperson
Benny Barak	Assistant Secretary
Madeline DiComo	Assistant Secretary
Peter Marocco	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
Ginger Wald	District Counsel

The following is a summary of the discussions and actions taken at the November 12, 2015 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 on Agenda Items**

There being no public present, the next order of business followed.

THIRD ORDER OF BUSINESS **District Manager's Report**

A. September and October Reports from Aquatic Experts, Inc.

The reports are attached hereto and made part of the public record.

B. Discussion of Landscaping Contract

i. Landscape Installation

- Mr. Cassel requested a quote from Cutters Edge to place 30 plants on the west wall, along with a pallet of sod and some Cocoplums on Anglers Avenue.
- Mr. Cassel presented a Landscape Installation Service Agreement in the amount of \$890 for the Board’s review and approval; a copy of which is attached hereto and made part of the public record.

Upon further discussion,

On MOTION by Ms. DiComo seconded by Ms. West with all in favor, the Landscape Installation Service Agreement with Cutters Edge in the amount of \$890 was approved subject to multiple changes to the liability, payment terms and cancellation policies.

- Trimming on the wall was discussed.
- ii. Contract Renewal**
- Twelve firms were contacted, two of which showed up on the property to present bids, which were higher than Cutters Edge.
- Mr. Cassel suggested the Board extend the contract with Cutters Edge.
- Ms. Wald presented options for renewal:
 - Renew the contract for an additional year.
 - Approve a new contract for any given timeframe, which Cutters Edge would be agreeable to.

There being no further discussion,

On MOTION by Mr. Marocco seconded by Mr. Barak with all in favor, Renewal of the Landscape Maintenance Agreement with Cutters Edge dated February 22, 2012 for one additional year per the terms of the agreement was approved.

- Sprinkler repairs were discussed.
- C. Motion to Assign Fund Balance as of September 30, 2015**
- This motion assigns a fund balance for the first quarter operating reserves.

Upon further discussion,

On MOTION by Ms. DiComo seconded by Ms. West with all in favor, the motion to assign a fund balance as of September 30, 2015 was approved.

D. Discussion of Direct Billing Services by District Manager

- This is for a CDD estoppel in the amount of \$75, since there is bond debt.
- This does not affect the CDD budget.
- Severn Trent may charge individuals for requests for public records. The requestor will be direct billed.

There being no further discussion,

On MOTION by Mr. Marocco seconded by Mr. Barak with all in favor, direct billing services from Severn Trent Services for public records requests pursuant to the Florida Statute and estoppels in the amount of \$75 was approved.

- Mr. Cassel received reports back from Mr. Hanks regarding recertification of the drainage system. Sixty drainage structures need to be cleaned, 27 pipes need to be reset. Mr. Hanks is in the process of contacting the county to determine whether or not these are needed. These were last cleaned five years ago.

FOURTH ORDER OF BUSINESS

Attorney’s Report

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

FIFTH ORDER OF BUSINESS

Supervisors’ Requests

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

SIXTH ORDER OF BUSINESS

Audience Comment Period

There being no public present, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Approval of Financial Report and Check Register as of September 30, 2015

Mr. Cassel presented the Financial Reports and Check Registers as of September 30, 2015 for the Board’s review and approval; copies of which were included in the agenda package.

There being no comments or questions,

On MOTION by Ms. West seconded by Mr. Marocco with all in favor, the Financial Reports and Check Registers as of September 30, 2015 were approved.

EIGHTH ORDER OF BUSINESS

**Approval of the Minutes of the
September 10, 2015 Meeting**

Mr. Cassel stated each Board member received a copy of the Minutes of the September 10, 2015 Meeting and requested any additions, corrections or deletions.

There not being any,


On MOTION by Mr. Marocco seconded by Mr. Barak with all in favor, the Minutes of the September 10, 2015 Meeting were approved.

NINTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Ms. West seconded by Mr. Marocco with all in favor, the meeting was adjourned at approximately 1:32 p.m.



Kenneth Cassel
Secretary



Teresa West
Chairperson