

**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, August 9, 2018 at 12:30 p.m. in the City of Dania Beach, Department of Parks & Recreation; Frost Park Recreational Complex; 300 NE 2<sup>nd</sup> Street; Dania Beach, Florida 33004. Present and constituting a quorum were:

Linda Armstrong	Chairperson
Madeline DiComo	Vice Chairperson
Benny Barak	Assistant Secretary
Teresa West	Assistant Secretary
Peter Marocco	Assistant Secretary

Also present were:

George Miller	District Manager
Vanessa Steinerts	District Counsel

*The following is a summary of the discussions and actions taken at the August 9, 2018 Griffin Lakes Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

Mr. Miller called the meeting to order at 12:40 pm 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**

- Mr. Miller provided a report on the conditions of lakes. He was provided with an oral report from the Engineer with a written report to be provided shortly which he will send out to the Board upon receipt.
- There is one area in one of the lakes which they need to look at in the springtime, other than that, the engineer sees nothing else. Currently, there are no significant problems, but they do have some esthetic problems but these were designing problems not erosion problems. At this point, there is no need to spend any extra money on the lakes.

**A. Acceptance of Financial Audit Report, FY2017**

- Mr. Miller reviewed the audit report with the Board.

On MOTION by Ms. West, seconded by Mr. Barak with all in favor, the financial audit report for fiscal year 2017 was accepted.

**B. Discussion of Website Compliance**

- Mr. Miller stated there have been a number of lawsuits on CDDs and other public entities of late, there is a gentleman who has a vision impairment problem and is unable to access the materials on the website. He has an attorney who has proceeded to file a lawsuit. The insurance carrier for many of our Districts has already settled five of those lawsuits within the last recent months.
- We are taking steps to modify any and all CDD websites that we control and manage. We are in the process of hiring for each of our CDDs if they accept it, a consultant for a fee of \$199 a year who will help us to get into compliance and remain compliant.
- There are some legal requirements on how long a document has to be on the website. However, if it is on the website it has to conform with the ADA requirements. One of the things they are doing is removing minutes from the websites as it does not have to be on there. Since we maintain the records' a records request can be made if items are requested.
- Further discussion ensued regarding the website compliance.

On MOTION by Ms. West, seconded by Ms. DiComo with all in favor, authorizing payment for the website compliance process in the amount of \$200 a year was approved.

On MOTION by Ms. West, seconded by Ms. DiComo with all in favor, authorizing the District Manager to sign any contract necessary on behalf of the Griffin Lakes CDD for the website compliance was approved.

**C. Consideration of Resolution 2018-06 Statewide Mutual Aid Agreement**

- Mr. Miller explained resolution 2018-06 to the Board.
- This document allows for municipalities to share resources in the event of a major catastrophe or disaster. In theory, if the CDD had a situation where a huge auxiliary pump was needed to pump out one of the lakes, another member of the mutual aid can

be contacted to assist. The rates are set by FEMA and therefore, we will know precisely what we will be paying for the item.

- In Coral Springs, the Coral Springs Improvement District has interlocking agreements with the various cities around for some of the waste water situations and if their boats were damaged they can still get to do some work by using Tamarac's. If Griffin Lakes CDD decides to not participate in the Mutual Aid agreement, you will have to go out to the private market. District Management is recommending to all their Districts that they participate in this.

On MOTION by Ms. West, seconded by Mr. Marocco with Ms. West, Ms. Armstrong, Mr. Barak and Mr. Marocco voting Aye and Ms. DiComo voting Nay, resolution 2018-06 statewide mutual aid agreement was adopted.

**FOURTH ORDER OF BUSINESS**

**Discussion of Griffin Lakes Landscape Report**

- This item was discussed earlier in the meeting. However, the question was asked if everyone was happy with the landscape work done and the response was yes. Gilberto is now the individual responsible for work being done on the property and Stacy is no longer working on this account.
- Mr. Miller stated the amount the Board authorized for the work just completed was \$20,000 and \$19,840 was spent. In looking at the flower beds on Griffin, he would like to purchase one more pellet of sod which is roughly \$500 to \$600 and narrow down some of the areas.
- Ms. Armstrong asked if Mr. Miller can inform the Board within the next few days how much is left in the budget and he indicated that he will have this done.

On MOTION by Ms. DiComo seconded by Ms. West with all in favor, purchase of one more pellet of sod at an estimated cost of \$500 to \$600 and for Mr. Miller to confirm the balance of funds in budget to be used to improve some of the landscape along the inside of the west wall was approved.

**FIFTH ORDER OF BUSINESS**

**Attorney's Report**

- Vanessa Steinerts represented Ginger Wald at today's meeting as Ms. Wald had a conflict, but there were no reports for presentation.

**SIXTH ORDER OF BUSINESS**

**Supervisors' Request**

- Mr. Miller indicated he will provide the budget balance to the Board, as well as provide the information about the website compliance. He will also get the information regarding the contract regarding website compliance.
- Ms. Armstrong questioned replacing the missing signs around the lake. Mr. Miller indicated that he had already contracted for them and received them earlier this week and is currently awaiting the invoice.
- Discussion ensued regarding authorizing the District Manager to spend CDD funds and to set an amount per month as necessary to conduct District business. Mr. Miller indicated such expenditures are to be presented to the Board for ratification at a next scheduled meeting.
- Discussion ensued regarding the cost of the signs.

On MOTION by Mr. Marocco seconded by Ms. West with all in favor, payment for the purchase of signs to be installed around the lake in the amount not to exceed \$400 was approved.

- Mr. Miller informed the Board the months in which they do not meet, they will be receiving financials. He also informed them a new accountant is now responsible for their financials and he has spent some time with him. He indicated the format might be slightly different on those months as it will be providing the most pertinent information like check and invoices.
- Discussion ensued regarding email changes from GoDaddy to Outlook365. Board members expressed their inability to access their emails and Mr. Miller informed them that he will look into this. He also explained to the Board why the changes were made.

On MOTION by Ms. West seconded by Mr. Barak with all in favor, to authorize the District Manager to spend CDD funds in the amount of \$1,000 per item in the amount not to exceed \$5,000 per month subject to ratification at the next scheduled Board meeting was approved.

**SEVENTH ORDER OF BUSINESS**

**Audience Comment Period**

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

**EIGHTH ORDER OF BUSINESS**

**Approval of Financial Report, Check Register and Invoices as of June 30, 2018**

On MOTION by Mr. Barak seconded by Ms. West with all in favor, the financial report, check register and invoices as of June 30, 2018, were approved.

**NINTH ORDER OF BUSINESS**

**Approval of the Minutes of the June 14, 2018 Meeting**

On MOTION by Mr. Marocco seconded by Ms. West with all in favor, the minutes of the June 14, 2018 meeting were approved as presented.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

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Secretary/Assistant Secretary

  
Linda Armstrong, Chairperson