

# ***Grand Haven Master Association, Inc.***

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[www.grandhavenmhoa.com](http://www.grandhavenmhoa.com)

Dr. Robert Carlton, President  
Mr. Murray Salkovitz, Vice President  
Mr. Gerald Kagan, Treasurer

Mrs. Terri Langan, Director  
Mr. Vic Natiello, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting – April 25, 2014**

### **Call to Order**

The meeting was called to order by Dr. Robert Carlton at 2:00 p.m.

### **Roll Call—Establish a Quorum**

**Members Present:** Dr. Robert Carlton, Mrs. Terri Langan, Mr. Vic Natiello, Mr. Murray Salkovitz & Mr. Jerry Kagan

**Others Present:** Mr. Troy Railsback – Southern States Management Group

A quorum was established.

Members' sign-in sheet located in Association Meeting File

### **Pledge of Allegiance**

### **Approval of Minutes**

**On Motion By Mrs. Langan, seconded by Mr. Natiello, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the February 21, 2104 and March 21, 2014 meetings.**

### **Committee Reports**

#### **Community Manager – Mr. Railsback (SSMG)**

Mr. Railsback reported he mailed a letter to all the Board Members about the log-in ability to access their VMS account through the SSMG website.. SSMG will be notifying all Grand Haven property owners of this feature in the very near future. Mr. Salkovitz expressed concern about the Declarant rights with respect to an unimproved lot on Heron Court that will be starting construction. Mr. Railsback identified that the Declarant still owns one lot within the community, and the Master Declaration indicates that the Declarant rights remain until the last lot is sold plus three years. Delinquent Assessment notifications have been mailed out along with 45 day notice of intent to lien, where appropriate.

#### **Finance report – Mr. Kagan**

Mr. Kagan reported his concern about the new home construction final inspections. Mr. Kagan would like to add a step where the property owner is contacted to review the inside of the property. Mr. Railsback explained the process for refundable deposit money being released. Dr. Carlton reported the deposit money is for the exterior completion only. Dr. Carlton questioned what initiates the final inspection process and how long does the process take. Mr. Railsback reported the person with the deposit on file typically will call and request the final inspection. Once the inspection occurs and all variances are resolved, the check would then be released. This process could be as quick as two weeks. The builders have been advised to call within a 30 day time frame of completion.



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### **Communications/Oak Tree Liaison – Mrs. Langan**

Mrs. Langan informed Board members deadline for next issue will be July 15th. Neighbor to Neighbor Program visited 98 homes with 12 pending and one third of them being rentals. It was reported that one of the ADC inspectors has resigned. A request for an e-blast is needed to seek another ADC inspector.

**On Motion By Mr. Salkovitz, seconded by Mr. Natiello, with all in favor, the Board approved the e-blast to seek additional inspector.**

### **Problematic Properties – Dr. Carlton**

Dr. Carlton reported about the collection summary there seems to be fewer foreclosures. Mr. Railsback explained the process of intent to lien notices. It was discussed that 71 Southlake Drive was rented for \$2,000.00 per month. The renter will be building a new home in Grand Haven, so they hopefully will continue to rent the property beyond the initial 7 month term during their design and build process

### **Architectural Design Committee (ADC) Liaison – Mr. Natiello**

Mr. Natiello reported he was glad see the positive results in backing the inspectors for the new builds. There was discussion related to SSMG personnel at the ADC meetings. Mr. Railsback reported that Kyle Redding was an SSMG intern gaining valuable experience that Grand Haven has to offer. Michele Logan has been diligently learning and facilitating all ADC related responsibilities and would be attending the ADC meetings as the ADC Secretary in the near future. Mr. Natiello reported he will be working together with SSMG to further formalize the ADC letter content and writing process. Mr. Railsback reported the use of the VMS system for the ADC agendas has been well received by the ADC Committee members.

### **Private Lawn Maintenance (PLM) Liaison – Mr. Kagan**

Mr. Kagan reported the PLM contract review process is about to begin. Mr. Railsback reported the trouble Corey Enterprises was having in getting the 45 gallon Palatka Holly trees. The alternative is to plant 30 gallon Palatka Holley trees instead. Mr. Kagan will compose a letter to residents explaining the replacement of the Palatka Holly trees.

**On Motion By Dr. Carlton, seconded by Mr. Salkovitz, with all in favor, the Board approved the replacement of the Palatka Holly trees can be 30 gallons.**

### **C. C. & R. Compliance Liaison – Mr. Salkovitz**

Mr. Salkovitz stated he had nothing to report.

### **Fine Committee Liaison – Mr. Railsback (SSMG)**

Mr. Railsback reported that the Fine Committee received the March 2014 results. April 2014 results will be received in the next packet. Mr. Salkovitz questioned how many people attended the last meeting? Mr. Railsback responded there were a total of four. Dr. Carlton asked the reason for the rescinding of the fines on the two unimproved lots. Mr. Railsback reported they met the protocol previously established which was to sign up for the unimproved lot maintenance program for the remainder of the year the fine was levied as well as the subsequent year, and provide reason for not resolving non-compliance initially.



### **Community Development District (CDD) Liaison – Dr. Carlton**

Dr. Carlton reported the CDD is in process of reviewing the Landscape contracts for the common areas. A presentation was given on the unfinished condominiums near the Golf Club House. Construction will resume during the summer. Two buildings will be completed initially and the other two buildings will put on hold. They are hoping to open sales offices in the fall. There is no completion date at this time. Mr. Natiello questioned will they have a separate Association like the Riverview Condominiums? Mr. Railsback stated they would have to have their own Condominium Association because condominiums are regulated by a separate FL Statute. They would still be subject to Master Association and Master Declaration. There was a discussion about which ADC committee would review any submittals for the new condominiums. Dr. Carlton stated that the new condominiums would be reviewed through the New Construction ADC as of now. Two new eclipse machines were approved for purchase for Creekside workout room. There continues to be a concern about parking for the Creekside and Village Center. They are looking at different areas to increase parking. The upcoming Oak Tree will communicate that they are in the process of putting up tow away zone signs. The CDD approved the expenditure for an engineer to give an opinion about the lake bank and/or littoral shelf erosion in Osprey Lakes. The purpose is to know if the lake is still performing its function. Guidelines for the upcoming election dates for qualifying will be published at later date.

### **Action Item Review List – Mr. Railsback (SSMG)**

1. Since Mr. Kagan was out of town Mr. Railsback will connect with Mr. Kagan about the placement of surplus/reserve funds in a money market and/or interest bearing account.
2. Dr. Carlton was provided with all the information that Mr. Railsback has at this time. The name of the New Condominiums has been identified as Vista Par.
3. There were some updates made on the PPC reports and the ADC application form was updated.

### **Unfinished Business-Dr. Carlton**

1. **Board Member Input - Management Contract**-The management contract review resulted in two items: 1 - incorporate language to contract for one full time property manager and one full time administrative assistant; and 2- possibility of afterhours compliance tours. Dr. Carlton would like the Board members input. The Board concurred on the manager and assistant language change. There was a lengthy discussion regarding the contract language and scope for afterhours compliance tours. Mr. Railsback suggested that having bidders supply a price for additional services for afterhours compliance tours. This would be language and pricing to be included in a contract and used on an as needed basis.
2. **Board Recommendation – Management Selection Process** -Dr. Carlton reported that at the last Board Meeting the Board agreed to reduce the solicitation of proposals from the initial group of five management companies to three management companies, and subsequently reduce to two management companies to present at the workshop. Only four management companies responded. Mr. Salkovitz expressed concern about reducing the group of four to three at this point. There was a lengthy discussion about reducing the numbers of management companies and some Board members felt that with only marketing information provided they would have concern about doing that at this time. Dr. Carlton stated he would send out request for proposals to all four management companies with a



return deadline of June 9th. The Board members at the June 2014 meeting will reduce the number to two management companies to present at the workshop.

3. **PLM Contract Committee**-Dr. Carlton recommended that the PLM Contract Committee be Mr. Kagan, Mr. Railsback and Dr. Carlton to review and recommend any update and/or changes to the contract.
4. **Lake Bank Enforcement – Status & Timelines** -Mr. Railsback stated that the Board packet included a current compliance report about the lake bank subject of concern letters that were sent out last year. At the March 2014 Board meeting he reported there were still 19 properties unresolved. The current compliance report shows 15 that are still open, with only 5 that have not replied with an intent to comply. Those properties that had not replied include 1 in Rivers Edge, 1 in Hidden Lake and 3 in Osprey Lakes. The next step will be a legal action notice mailed after May 1, 2014, to residents who have still not responded. This letter would be in lieu of sending them to the fine committee.

#### **New Business- Dr. Carlton**

1. **Upcoming Mediation**- Dr. Carlton reported that a property being pursued legally has responded to the statutory obligation of mediation. He requested the Board Members to sign off for Dr. Carlton and Mr. Railsback to do the mediation. There are four fines, one was for the \$1,000.00 for a lake bank plantings, second was for 2 separate fines for parking a commercial vehicle on street and the other operating a business out of the property. Mr. Kagan discussed the cost of legal fees to mediate and consider the cost invested when identifying an amount to accept in mediation. The Board members had a lengthy discussion and agreeing of the GHMA should accept no less than \$6,000.00 if they want to settle.

**On Motion By Mr. Natiello, seconded by Mr. Salkovitz, with all in favor, the Board approved the GHMA should accept no less than \$6,000.00 if they want to settle.**

2. **Storm Water Gutters – Responsibilities of Property Owners**- Dr. Carlton discussed that the CDD accepted responsibility of functional issues with the storm water gutters, and indicated property owners are responsible for the ascetics of the storm water gutters on and/or directly in front of their property. This would include keeping it clean of debris and/or pressure washing.

#### **Adjournment**

On Motion by Mr. Natiello, seconded by Mr. Kagan, with all in favor, the meeting was adjourned at 4:02 p.m.

#### **Audience Comments**

Mr. Hopkins questioned the Board about hiring people to do the inspections. Is there any reason why a Board member can't do the CC&R compliance inspections? It was explained that the Board members are not allowed under the FL Statute. Dr. Carlton stated that it would be a contractual responsibility of the management company.

