

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

Post Office Box 354785 | Palm Coast, Florida 32135

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

Dr. Robert Jay Carlton, President  
Mr. Vic Natiello, Vice President  
Mr. David I. Alfin, Treasurer

Mr. Jim Gallo, Director  
Mr. Peter Capozzi, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting Minutes**

**November 18, 2016**

2:00 p.m.

### **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:** Mr. David Alfin, Dr. Robert Jay Carlton, Mr. Jim Gallo & Mr. Vic Natiello

**Member Not Present:** Mr. Peter Capozzi

**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**

### **Audience Comments (Three minute Rule, Non Agenda Items)**

Mr. Sabol spoke about the PLM Budget for River Walk.

### **President's Comments**

Dr. Carlton had no comments at this time.

### **Approval of Minutes**

**On Motion by Dr. Carlton, seconded by Mr. Alfin, the Board Approved the Meeting Minutes of October 21, 2016 Board of Directors Meeting with the additional language for ADC protocol to be confirmed via email.**

### **Committee Reports**

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

Mr. Railsback reported that your Board packet contains the 3<sup>rd</sup> quarter of 2016 Non-Compliance summary report. Mr. Railsback stated that the 1<sup>st</sup> Board Notice was mailed out. The 2<sup>nd</sup> notice will be mailed out after November 30<sup>th</sup>. Coupon books have been ordered and should be delivered by the first week of December.

#### **Finance report – Mr. David Alfin**

Mr. Alfin reported the financials will be presented at the next Board Meeting.



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

Dr. Carlton reported that your Board packet contains the report on the amount collected this period \$1,450.00 year to date collected was \$39,444.30 a current account balance of \$103,014.96.

Mr. Railsback explained the process for the demand for rent on problematic properties.

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

Mr. Natiello spoke about the NC ADC/M ADC is running fine. Mr. Natiello spoke about the calculation for trees where there is a storm water easement on the property. Mr. Natiello confirmed that the residents are being notified that the submittal has been received and of the meeting date that the submittal will be heard by the M ADC.

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

Mr. Gallo reported that the PLM contract does not cover debris cleanup after a storm. Mr. Gallo discussed the PLM invoices from the storm debris clean up. There was a lengthy discussion on this topic. Mr. Gallo was given notice of a supervisor change with the PLM Vendor Bright View. The inspection for the month of November was detailed and lengthier than a regular month inspection.

### **CC & R Compliance Liaison – Mr. Peter Capozzi**

Mr. Capozzi was not present. Mr. Gallo stated that Mr. Capozzi did meet with a resident on a point of concern about her property.

### **Communications/Oak Tree Liaison – Mr. David Alfin**

Mr. Alfin reported that the Oak Tree was delivered on time. Mr. Alfin has reached out to the Grand Haven Women's Club about the possibilities of the organization taking over the administrative position for the Neighbor to Neighbor Program. Mr. Alfin reported that Grand Haven is averaging 1 new resident every 2.5 days with a total of 134 new residents so far this year.

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

Mr. Railsback reported that your Board packet contains the October Fine Committee meeting results. The newest committee member did attend that meeting. Mr. Railsback stated the Ethics Policy was signed and explained to the newest member of the Fine Committee.

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

Dr. Carlton reported that the CDD spent a great deal of time on the storm cleanup and operations. The CDD allocated money in the amount of \$500,000.00 for a disaster fund. The CDD spent approximately \$400,000.00 of which some will be reimbursed by FEMA and/or the Insurance Company. There was a concern from the CDD about the dumping of yard debris onto CDD property. Dr. Carlton stated that the CDD should be commended on the clean up from the storm. A notice went out about the tennis courts being open this Tuesday. There is still some work to be done on courts 5, 6 and 7. The lights on the tennis courts will be installed at a later date. In response to the storm the CDD is exploring the feasibility and the cost of establishing an on air communication. A sub-committee has been developed and will provide the CDD with their information and their findings. Allied Universal Security proposal has been approved for the front gate for security. The CDD is reviewing the proposal on high tech ways to reduce the back up at the front gate. There was a discussion of a new district engineering firm. Dr. Davidson was re-elected to the CDD Board as the Public /Communication liaison. There was an ongoing discussion about the enhancement of communication with the residents.



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

Mr. Railsback reported that your Board packet contains the list of closed out action items from October 21st Board Meeting. The article on landscape tips will be in the spring edition of The Oak Tree. The Post Office needs to be contacted in regards to the placement of the mailboxes in North Park Estates. The web documents with working notes or unofficial watermarks will be switched out.

### **Unfinished Business**

#### **1. Tree Replacement River Club – Mr. Jim Gallo**

Mr. Gallo reported that your Board packet contains information about the pricing on the tree replacement. The packet also contains the tree count and the tree requirement for the properties in the River Club. The recommendation from Mr. Gallo, Mr. Railsback and Mr. Leach is that the street trees should be replaced. There was a lengthy discussion about the type of the replacement tree.

**On Motion by Mr. Gallo, seconded by Mr. Alfin, with all in favor, the Board Approved that the deceased East Palatka Holly Trees be removed and replaced with a 45 gallon Live Oak Trees and the chemical “Shortstop tree growth regulator (TGR)” be applied to the tree.**

Mr. Gallo spoke about the yard trees that need to be replaced. There was a lengthy discussion on this topic.

**On Motion by Mr. Gallo, seconded by Mr. Natiello, with all in favor, the Board Approved the yard trees be moved and/or replaced with a 45 gallon Live Oak Tree to be planted within the 15 foot street tree zone and the chemical Shortstop be applied to the tree.**

Mr. Railsback stated that your Board packet contains information on the trees that were damaged by Hurricane Matthew. There was a lengthy discussion on this topic. The Board requested that Ms. Leister look at the 4 leaning trees which are # 1, 2, 3 and 9 and give her recommendation. Mr. Railsback stated that your packet contains information about the six trees left.

**On Motion by Mr. Natiello, seconded by Dr. Carlton, with all in favor, the Board Approved property owners on the list #4, 5 and 6 are street trees and need to be replaced, #7 is a Palm Tree and the property owner needs to submit to the ADC and will have to replaced the tree to meet the required tree count, #8 & 10 the property owners need to submit to the ADC for removal, no tree replacement is required.**

#### **2. PLM Survey Results – Mr. Jim Gallo/Mr. Troy Railsback (SSMG)**

Mr. Gallo reported that your Board packet contains information on the PLM Survey Summary. Mr. Railsback explained the PLM Survey Summary. Mr. Gallo spoke about the percentages from the PLM Survey Summary. There was a lengthy discussion on this topic.



### **3. PLM Program Review – Riverwalk –Mr. Jim Gallo**

Mr. Gallo reported that your Board packet contains information on the review for the village of River walk. Mr. Gallo discussed a plan of action to help the PLM Vendor improve the quality of work or be put on 30 day notice. A process report will be given to the Board about the direction the PLM Vendor is heading. There was a lengthy discussion on this topic. Mr. Railsback explained the PLM Assessment Breakdown for each budget year since 2009 for River walk.

#### **New Business**

##### **1. Selection of New M ADC Member- Dr. Robert Jay Carlton**

Dr. Carlton reported that your Board packet contains information about the three candidates for the opening on the M ADC Committee.

**On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board Approved Mr. Michael Frichol to be appointed to the opening on the M ADC Committee.**

##### **2. Crossings Tree Replacement – Mr. Vic Natiello**

Mr. Natiello spoke about the Crossing having a different set of ADC Standards prior to 2009. Mr. Natiello stated that if a property owner is above and/or current on the tree count, tree replacement would not be required. If a property owner is requesting and/or lost a tree in the hurricane and fall below the tree count, the property owner would be required to replace a tree to keep with the current tree count. Dr. Carlton suggested and the Board agreed that SSMG will tabulated a current tree count for every property in the Crossing

##### **3. Moving Forward After Hurricane Matthew - Dr. Robert Jay Carlton**

Dr. Carlton stated on the excellent job on the clean up after Hurricane Matthew. Dr. Carlton stated that the pile of yard debris can't be larger than a 4 X 4 pile. SSMG will identify the properties that are still in need of a large storm debris pick up. Those properties will be dealt with on an individual basic.

##### **4. Non- Compliance Needing Board Review - Mr. Troy Railsback (SSMG)**

Mr. Railsback stated there are no non-compliance items to be reviewed.

#### **Director's Requests**

There were no Director's Requests at this time.

#### **Adjournment**

**On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the meeting was adjourned at 5:18 p.m.**

