

Grand Haven Master Association, Inc.

Post Office Box 354785 | Palm Coast, Florida 32135

www.grandhavenmhoa.com

Dr. Robert Jay Carlton, President
Mr. Vic Natiello, Vice President
Mr. Ed O'Brien, Treasurer

Mr. Mike Frichol, Director
Mrs. Denise Gallo, Director
Mr. Troy Railsback, Secretary, Ex-officio

Board of Directors Meeting Minutes

April 26, 2019

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: Dr. Robert Jay Carlton, Mr. Mike Frichol, Mrs. Denise Gallo, Mr. Vic Natiello and Mr. Ed O'Brien

Others Present: Mr. Thomas Leach – 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)

Ms. Stachowitz spoke about wanting the Board to hold a special meeting to vote on the Drainage contract for the River Club.

President's Comments

Dr. Carlton wanted to extend his condolences on behalf of the Board of Directors on the passing of George Sparks. George Sparks is the husband of Joanne Sparks who is our captain for the Neighbor to Neighbor Program.

Approval of Minutes

On Motion by Mr. O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the March 22, 2019 with the minor change regarding the times for the gates at the Village Center to be closed.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)/Mr. Thomas Leach

Mr. Leach reported that the Board packets included quarterly compliance inspections. The leader in compliance issues was sidewalks, yard waste and then landscape.

Finance Report – Mr. Ed O'Brien

Mr. O'Brien reported that in the Board packets is the 2019 Year to Date Budget Comparison. Mr. O'Brien explained the year to date, budget, variance and the percentages on each category. Those categories that were discussed were the ADC, Crossings, GHMA, PLM, River Club and Consolidated Budget.



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Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. Dr. Robert Carlton stated that SSMG will be sending 57 properties a demand letter for payment, 24 properties for yard waste and 33 properties for other assorted violations. There were 11 property accounts that were brought current, 3 properties are in foreclosure and 2 properties are on a payment plans. The PPC is in the process of developing guidelines and procedures for delinquent account collections. There was a lengthy discussion on this topic.

Architectural Design Committee (ADC) Liaison – Mr. Ed O'Brien

Mr. O'Brien reported that there were 63 submittals in total for the month. The NCADC had 9 submittals with 9 approvals. The MADC had 54 submittals with 47 approvals and 7 denials. Mr. O'Brien reported that there will not be a NCADC meeting on May 1st.

Private Lawn Maintenance (PLM) Liaison – Mr. Mike Frichol

Mr. Frichol reviewed the PLM Work Order Summary included in the Board packets. Mr. Frichol reported that there was an inspection of all the PLM villages on April 10th. The PLM vendors are working on leaf clean up, checking on the irrigation systems and the bushes and tree trimming. Mr. Frichol gave an update on each PLM village.

CC & R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated that there were 67 non – compliance letters mailed to residents of which 5 were phone in's to SSMG. The leader in non-compliance issues was yard waste, sidewalks were way down in numbers and then was the replenishing of the mulch. There was 9 post-installations done.

Oak Tree & Neighbor to Neighbor Liaison – Quarterly Report- Mrs. Denise Gallo**

Oak Tree & Neighbor to Neighbor will be reported at the June Board Meeting.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)/Mr. Thomas Leach

Mr. Leach stated in the Board packets are the results for the April Fine Committee meeting. Mr. Leach reported all fines were accepted, but one. Dr. Carlton stated to the Board that the property owner (in question) gave him a check for the fine amount before the Board meeting. Mr. Natiello gave some background on the Declarant and the NCADC. Mr. Natiello stated that the Board appointed members of the NCADC need to stay within the ADC Standard., not Fine committees. There was a lengthy discussion on this topic. Mr. Leach stated that the owner gave SSMG the addresses where the front doors did not conform to the ADC Standard. All these properties received an approval through the NCADC not MADC.

On Motion by Mr. Mike Frichol, seconded by Mr. Ed O'Brien, with Mr. Vic Natiello voting against, the Board Approved to accept the \$500.00 check and closeout the non-compliance item.

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

Dr. Carlton summarized the topics discussed at the CDD meeting. Dr. Robert Carlton stated that the CDD is very busy. Some of the topics discussed were the Community Information Guide book, CDD staffing issues. Mr. Foley has been appointed to review and write the topics for the Oak Tree.



Dr. Robert Carlton stated that the CDD is looking into additional parking at the Village Center. The contract was approved for the work at the Village Center. Dr. Robert Carlton reported on the delays in refurbishing the Front Street Gazebo. The CDD is looking into the oxygen level in the Lakeside & the Reserve pond due to the problems with the Midge Flies and Algae. CDD stated that there is a need to replenish the disaster fund.

Action Item Review List – Mr. Troy Railsback (SSMG)/Mr. Thomas Leach

Mr. Leach stated that he had no update.

Unfinished Business

1. River Club Drainage Project -Update– Mr. Troy Railsback (SSMG) /Mr. Thomas Leach

Mr. Leach stated that in the Board packets is information regarding the River Club drainage plans. The next step is to distribute the finalized plans along with the additional information to the 5 contractors for their bids. Dr. Robert Carlton asked if that packet included the outfall to the pond. Mr. Thomas Leach stated the broken pipe as well as pond bank restoration will be included. Hopefully, at the next Board meeting they will be able to vote on the contractor for the drainage project. There was a lengthy discussion on this topic.

2. River Club Roof Replacement Project -Update– Mr. Troy Railsback (SSMG) /Mr. Thomas Leach

Mr. Thomas Leach stated that all the River Club roofs, buildings 11, 12 & 14 have been completed with a few issues to be addressed by the roofer. The roofer is working with a resident that had water intrusion during the project. There was a lengthy discussion on this topic.

3. HB 987 and HB 824- Discussion – Mr. Mike Frichol

Mr. Mike Frichol stated that both HB 987 and HB824 bills are still with committee. The deadline for legislature is May 3rd, 2019. There was a lengthy discussion on this topic.

4. MADC – Responsibilities and Procedures – Revised Documents – Mr. Ed O’Brien

Mr. Ed O’Brien stated that last month the Board received a mission statement for the MADC. The documents has been rename to Responsibilities and Procedures with no change to the content of the document.

5. Meeting Attendance Policy Resolution – Dr. Robert Jay Carlton

Dr. Robert Carlton stated that the Board has already approved the attendance policy and the attorney has provided the revision for review. Mr. Ed O’Brien asked for clarification on the number of missed meetings allowed before being asked to be relieved of their responsibilities. Dr. Carlton stated that anyone who is absent more twenty-five (25) percent of the scheduled meetings within a calendar year.



New Business

1. Ethics policy – Revised Draft - Dr. Robert Jay Carlton

Dr. Robert Carlton stated that Board packet included the draft revision to the Ethics Policy. There were two changes, the first was eliminating the bullet points and inserting letters and numbers. The second change is the paragraph that addresses the behavior and expressions of Board members and the members of Board committees. There was a lengthy discussion on this topic.

On Motion by Dr. Robert Carlton, seconded by Mr. Ed O'Brien, with Mr. Mike Frichol voting against, the Board Approved having the Ethic Policy format changed and the paragraph included and to have all Board and committee members to sign the revised Ethics Policy.

2. GHMA E- Blast List – Percentage of Participants and Accuracy of Information- Mr. Vic Natiello

Mr. Vic Natiello stated that he contacted residents about the latest email in regard to the short term lease, only to find out that not all residents receive the notification. Mr. Thomas Leach stated that out of 1,745 emails sent out, 60 were returned undeliverable. Mr. Thomas Leach stated that Ms. Michele Logan was contacting residents to get a current email address. Mr. Vic Natiello stated that he would like to see an article in the Oak Tree explaining why the email is important to the residents. Dr. Robert Carlton stated this will be in the next Oak Tree.

3. MADC Vacancy - Mr. Ed O'Brien

Mr. Ed O'Brien stated that a MADC committee member will be leaving. SSMG will send out an E-Blast on Monday notifying the residents of the opening for MADC.

Non-Compliance Issues Needing Board Review

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 1.

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 2.

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 3.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 4.



On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 5.

On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 6.

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 7.

On Motion by Mrs. Denise Gallo, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 8.

On Motion by Mr. Ed O'Brien, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 9.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 on property # 10.

On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 on property # 11.

Director's Requests

Mr. Mike Frichol stated that he will miss the next Board Meeting. Mr. Frichol stated that a street sign is being obstructed by a street tree. Mr. Ed O'Brien stated that there was no sign shown on the landscape plan. Mr. Vic Natiello stated that the NCADC members need to ask about any signage in their deliberations of any New Construction landscape plan. Dr. Robert Carlton will ask if the CDD would move the sign so it can be seen well.

Adjournment

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 4:21 p.m.

