

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 (via Teleconference)

July 24, 2020

2:00 p.m.

Call to Order

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

Roll Call—Establish a Quorum

Members Present (via Teleconference): Dr. Robert Jay Carlton, Mr. Mike Frichol, Mrs. Denise Gallo, Mr. Vic Natiello and Mr. Ed O'Brien

Others Present: Mr. Troy Railsback & Mr. Thomas Leach – Southern States Management Group

A quorum was established.

Members' who joined the teleconference available in Association Meeting File.

Pledge of Allegiance

Audience Comments (Three-minute Rule, Non-Agenda Items)

There were no Audience Comments.

President's Comments

Dr. Carlton thanked the Board and Members participating in the teleconference meeting due to COVID-19 circumstances and State mandated Stay at Home/Social Distancing orders. Dr. Carlton reviewed teleconference meeting protocols and procedures.

Approval of Minutes

On Motion by Mr. Vic Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved the Amended Meeting Minutes of the June 19, 2020 Board of Directors Meeting.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback updated the Board with SSMG protocols and operations and how SSMG is continuing to serve the GHMA. Mr. Railsback reported and the Board reviewed the 2nd Quarter Compliance Summary included in the Board Packet. Mr. Railsback indicated the other major SSMG topics/focuses and efforts are on the Agenda and will discussed at that time.

Finance report – Mr. Ed O'Brien

Mr. O'Brien reviewed the year to date budget variances and the percentages on each category for the June 2020 financials. Mr. O'Brien indicated that each operation is tracking very similarly as is has over the past few months. The ADC and Crossings accounts are on very close to Budget. PLM



2 CAMINO DEL MAR | PALM COAST, FL 32137
PHONE: 386-446-6333 | FAX: 386-446-1830 | www.ssmgroupinc.com

continued to show variances from previous periods for a few properties with Bad Debt write-offs. The GHMA had variances from legal opinion expenses as well as the Unimproved Lot Maintenance Program having a lower number of properties signed up at this time. The River Club is still under budget because there were minimum charges this period for general maintenance, irrigation and landscape repair.

Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. Dr. Carlton again stated that Grand Haven is down to a limited amount of PPC properties.

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

Mr. O'Brien reported on the activities of the recent meetings of the MADC with its meetings being held via teleconference, and the NCADC with its meetings being held using both teleconference and in person review, in that a few NCADC Members meet and social distance at the Grand Living Offices.

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

Mr. Frichol reported on the PLM activities. Mr. Frichol stated that he did his PLM inspections individually from his car on a separate day, as did Thomas Leach from SSMG. Mr. Leach sent detailed inspection outputs, along with direction and/or corrective actions to the PLM vendors. Mr. Frichol discussed conditions and activity summaries with respect to Work Orders emailed and correspondence/follow-up on in an effort to resolve open items.

CC&R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. Mr. Natiello noted that there was an amount of compliance instances more reflective of an average monthly amount. He reported on the 2nd Quarter Compliance Summary findings as well.

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

Mrs. Gallo had no formal report for this meeting, but did note the upcoming Oak Tree, which had a publication deadline of July 15 and due to be delivered in August 2020. August issue has gone up to 13 quarter page ads and publication is back to 16 pages from the down in size of the last issue.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that the Fine Committee met via teleconference and noted the Fine Committee meeting results were provided in the Board Packet for their review.

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

Dr. Carlton summarized the topics discussed at the previous months CDD meeting.

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

Mr. Railsback reported that the new VMS Owner Portal testing for the Work Order Module and other updates is underway. The VMS development team indicated it will hopefully be live for use in the coming 2 -3 months. SSMG is continuing to review/consider alternative solutions for Owner Portal software that integrates with VMS.



Unfinished Business

1. **River Club Roofing and Painting Projects – Updates – Mr. Mike Frichol/SSMG**
Mr. Frichol and Mr. Leach reported that the roof replacement finishing up today and/or Monday and would complete final review and inspections upon completion.

The Board will reconsider the painting project at a later date due to the contractor's necessity to access units to paint front doors and use access through the inside of unit to paint second story screened in lanai walls.

SSMG reported that Building exterior cleaning will be scheduled to take place next month. Also, exterior repairs/sealing cracks that would have taken place as part of the painting scope will be completed now by the painting vendor.

2. **Vista Par Condominium Project – Status – Dr. Robert Jay Carlton**
Dr. Carlton reported on recent correspondence/inquiry from an Association Member that the Board received related to the current conditions and status of the Vista Par Condominiums and what can be done to encourage/force the project to be completed expeditiously. Dr. Carlton referenced the opinion included in the Board Packet from the Association's Legal Counsel with respect to the limited ability of the Association as defined by the Master Declaration. The Board agreed to continue monitoring the status of the project and will continue to report on it at appropriate intervals.

3. **Open House/Estate Sales – Discussion/Clarification – Mrs. Denise Gallo**
In response to multiple inquiries, Mrs. Gallo requested clarification and confirmation regarding the protocol for Open House and/or Estate Sales. Mr. Railsback referenced the Board Resolution regarding these topics. Mr. Railsback indicated by appointment Estate Sales inside a home have occurred and staging/limiting traffic to and from the property, with no signage, can be accomplished without violating the CC&Rs and/or Board Resolution.

4. **Crossings Pool Re-Opening – Status and Expense Update – SSMG**
Mr. Railsback reported that the Crossings Pool was re-opened in accordance with the parameters established at the June 2020 Board Meeting. Mr. Railsback indicated there were Association Members inquiring about the use of pool furniture. After the Board discussion, an Association Member presented a request to have the furniture unlocked and put out for use. The Board agreed to maintain their original position and terms for opening the Crossings Pool, which included removing the pool furniture from the deck.

5. **PLM Contracts and Bid Status – Update & Timelines – Mr. Mike Frichol/SSMG**
Mr. Railsback reported that the Mandatory PLM Pre-Bid Conference was held and bidders had a deadline of July 31, 2020 to submit their bid. Mr. Railsback also reported that the PLM Survey was distributed and results are due back no later than August 4, 2020. The PLM Bidding Committee will review/discuss and provide results/recommendations at the upcoming August and/or September Board meetings.



Mr. Frichol reported that he participated in the Mandatory Pre-Bid Conference and was pleased with the experience as well as the participation of the vendors, and looks forward to reviewing the bids submitted and the survey results.

New Business

1. Maintenance Responsibility – Cluster Mailboxes – Dr. Robert Jay Carlton

Dr. Carlton conveyed to the Board that there is a maintenance responsibility of the initially installed cluster mailboxes that exist throughout the Grand Haven Community. Dr. Carlton referenced supporting documentation in the Board Packet that identified that the mailbox surrounds are on Grand Haven CDD property, and inherently have been and will be maintained by the Grand Haven CDD. Issuing of keys and replacement of locks has been historically processed by the US Post Office. The GHMA Master Declaration does not have language that indicates/obligates the GHMA to have any responsibility of the mailbox clusters and/or locks. Dr. Carlton encouraged the Board to consider and/or define who is responsible to replace the metal mailbox clusters as well as the ongoing maintenance responsibility because the US Post Office indicated that neither were their responsibility. Dr. Carlton indicated it was probably appropriate to approach the Grand Haven CDD District Office representative to work through the Grand Haven CDD taking on all responsibilities related to the Mailbox Clusters, surrounds and maintenance issues. There was Board Discussion regarding the identified topic and following the discussion there was Association Member input provided referencing key maintenance and lock maintenance.

A Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, was made to have Dr. Carlton approach Mr. Barry Kloptosky of the Grand Haven CDD to have the Grand Haven CDD take on all responsibilities related to the Mailbox Clusters, surrounds and maintenance issues. This original motion was amended...

On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved to Amend the original motion to have Dr. Carlton work with the CDD District Office representative Howard McGaffney, not Barry Kloptosky the Grand Haven CDD Operation Manager.

The Amended original motion, with all in favor, was Approved by the Board.

2. Responsibilities of Contractors – Adjacent Properties – Mr. Vic Natiello

Mr. Natiello expressed concerns with contractors, particularly for larger projects not using adjacent properties, CDD property or roadways as staging and/or storage areas during projects. Some particular recent instances provided circumstances where an adjacent property was used to accomplish the project, as well as CDD property and the roadway was used to store items related to the project. A particular vendor, who was new to working in Grand Haven, was responsible for this activity. SSMG will contact the vendor and clearly identify these circumstances and hopefully fully remedy it from happening again.

3. Comprehensive Sidewalk Evaluation – Dr. Robert Jay Carlton



2 CAMINO DEL MAR | PALM COAST, FL 32137
PHONE: 386-446-6333 | FAX: 386-446-1830 | www.ssmgroupinc.com

Dr. Carlton presented the concept of having a third-party vendor periodically evaluate and report on sidewalk deflection instances on Association Members private property sidewalks, as a more thorough and consistent solution to identify sidewalk deflections and property owner maintenance responsibility. Mr. Railsback provided information from a vendor who will possibly be able to accomplish this. Mr. Railsback will meet with the vendor and have them provide a quote for consideration at a future Board Meeting.

4. 180 Day Approval – Mr. Ed O’Brien

Mr. O’Brien discussed whether the Board would like to consider shortening the 180-day approval time frame to address lingering open projects. Mr. Natiello expressed his concern with homeowner taking an extended/unnecessary period of time to complete a project once they start. The Board agreed to continue with the current process at this time.

Non-Compliance Issues Needing Board Review

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 # 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 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 #3.

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 # 4.

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 # 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. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$100.00 on property # 7.



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 # 8.

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 \$500.00 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 \$750.00 on property # 10.

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 \$500.00 on property # 11.

Director's Requests

There were no directors request provided.

Adjournment

On Motion by Mr. Vic Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the meeting was adjourned at 4:58 p.m.

