

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

August 20, 2021

2:00 p.m.

Call to Order

The meeting was called to order by Dr. Robert Jay Carlton at 2:03 p.m.

Roll Call—Establish a Quorum

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

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)

There were no audience comments at this time.

President's Comments

Dr. Carlton thanked the Board and Members for their continued support and efforts during the COVID-19 circumstances and reiterated that it was nice to be back to in person meetings. Dr. Carlton updated the Board and Audience Members on the status and delay in receiving the podium, with a microphone, and hopes to have it resolved by the next Board meeting.

Approval of Minutes

On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the Board Approved the Meeting Minutes of the July 23, 2021 Board of Directors Meeting.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback updated the Board with general SSMG activities and accomplishments since the last Board Meeting. Mr. Railsback indicated the other major SSMG topics/focuses and efforts are on the Agenda and will be 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 from the July 2021 financials. Mr. O'Brien reported on each operation's details and noted that each operation is tracking close to budget at this time.



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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 NCADC and MADC meetings, both being held in person at the Creekside Amenities Center. Mr. O'Brien highlighted changes in use and layout of the room(s) to accommodate spacing while allowing for optimal opportunities for social distancing as the NCADC & MADC and Members participate in these meetings.

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

Mr. Frichol reported on the PLM activities. Mr. Frichol discussed conditions and activity summaries with respect to Work Orders and follow-up with vendors to resolve open items. Mr. Frichol also provided an update regarding the PLM Villages that transitioned from the Affordable Lawn & Landscape vendor to having Lawn Enforcement Agency provide the PLM services. Mr. Frichol also mentioned that the annual PLM survey will be mailed early September to residents in PLM villages.

CC&R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello, who was attending via a teleconference connection, prepared a report on the compliance efforts. His report also provided other statistics relating to categories receiving the letters this period and noted trends in the Compliance efforts. Mr. Railsback read this report to the Board as Mr. Natiello was unable to attend the meeting in person due to a personal matter.

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

Mrs. Gallo will report next at the September 2021 Board Meeting.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

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

Community Development District (CDD) Liaison – Mrs. Denise Gallo

Mrs. Gallo summarized the topics discussed at the previous months CDD meeting(s) and/or workshop(s).

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

Mr. Railsback reported that there were no open SSMG Action Items at this time.

Unfinished Business

There was no Unfinished Business addressed at this Board meeting.

New Business

1. MADC Vacany – Mr. Ed O'Brien

Mr. O'Brien reported that Mike Coyle has resigned from his position on the MADC. The Board expressed their appreciation for his commitment and efforts during his tenure as a MADC Member. The Board reviewed the templated E Blast that is typically sent to



announce the volunteer position opening. The Board provide feedback in further describing the time commitment and/or duties of a MADC Member. Mr. O'Brien will wordsmith those suggestions, provide them to SSMG, and SSMG will send the E Blast announcement in an effort the have the Board review potential candidates at its September 2021 Board Meeting.

2. Amendment to Crossing's Village Declaration – Update – Dr. Robert Jay Carlton

Dr. Carlton explained the timing and protocol related to the petition from Crossings presented to the Board. SSMG has almost completed validating the property ownership and signature information that was presented. The GHMA's counsel has begun to draft the appropriate steps, protocol and/or language/documents for the Board consideration at a future meeting.

3. Board Policy – Meeting Attendance Following COVID-19 Exposure – Dr. Robert Jay Carlton

Dr. Carlton reviewed a proposed Board Policy included in the Board Packets. There was Board discussion regarding the specifics, and Mr. Natiello suggested including ADC Inspectors as part of the identified GHMA Volunteers in the Policy needing to follow the protocol.

On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved the Policy with it including ADC Inspectors.

Non-Compliance Issues Needing Board Review

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 # 1.

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 \$500.00 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 \$500.00 on property # 3.

On 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 # 4.

On Motion by Mr. Ed O'Brien, 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 \$50.00 on property # 5.



On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with Dr. Robert Jay Carlton, Mr. Ed O'Brien, Mr. Mike Frichol and Mrs. Denise Gallo in favor, and Mr. Vic Natiello opposed, the Board Approved to not levy a penalty 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 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 # 8.

On 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 # 9.

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 # 10.

Director's Requests

Mr. Frichol reported that he is noticing some of the newly planted trees have limbs that are impacting traffic, mainly on the sidewalks, and would like to make sure SSMG reviews and addresses accordingly.

Mr. Frichol would like to request an E Blast be sent announcing/reminding the membership of the Meeting. E Blast should be sent once the Agenda I posted.

On Motion by Mr. Mike Frichol, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved sending that E Blast.

Dr. Carlton noted a concern that there is a tree company who has caused damages to property owner for improper pruning techniques, and suggests to the Board that the GHMA resend the E Blast encouraging property owners to exercise caution and engage in some due diligence when hiring a new vendor. The Board agreed and SSMG will send the E Blast.

Dr. Carlton brought to the Board a request by a property owner to send an E Blast to Property Owners with a summary of the Board Meeting activities. The Board discussed this concept and all agreed that this type of summary is not warranted at this time.

Adjournment

On Motion by Mr. Mike Frichol, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 3:22 p.m.

