

Grand Haven Master Association, Inc.

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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)

January 22, 2021

2:00 p.m.

Call to Order

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

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 Meeting Minutes of the December 18, 2020 Board of Directors Meeting, the January 7, 2021 Annual Membership Meeting and the January 7, 2021 Organizational Board Meeting.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Annual Meeting & Election results were distributed via e-blast, and appreciated everyone participation and cooperation in hold that meeting using a hybrid format due to COVID-19 restrictions. Mr. Railsback indicated the other major SSMG topics/focuses and efforts are on the Agenda and will discussed at that time.



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Finance report – Mr. Ed O’Brien

Mr. O’Brien reviewed the year to date and year-end budget variances and the percentages on each category for the December 2020 financials. Mr. O’Brien reported that each operation finished the year as anticipated and reported in previous months. Mr. Railsback and Mr. O’Brien will work together to identify any other reclassing of expenses or changes to the final drafts prior them being sent to the auditors.

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, with social distancing, at the Grand Living Realty Offices.

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 reported the PLM Performance Review meetings with the 2 PLM Vendors that will be serving the community moving forward is scheduled and will be reporting at next month’s meeting on how the meetings/dialogue went.

CC&R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. He provided other statistics relating to categories receiving the letters this period and noted trends in the Compliance efforts.

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

Mrs. Gallo reported on the Neighbor to Neighbor Program and its successful activities. Mrs. Gallo also reported on the recent edition of The Oak Tree that was produced and distributed.

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(s) and/or workshop(s). Dr. Carlton also reported that Mrs. Gallo graciously accepted the role of being the CDD Liaison and will be reporting on CDD happenings for this Committee Report at future GHMA Board Meetings.



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

Mr. Railsback reported that the new VMS Owner Portal is live and now active for all users. SSMG will be working through and resolving any issues with the VMS support team. There was discussion regarding the Work Order module in this new version of the Owner Portal and its functionality. SSMG will continue to work with the VMS developers to address the limited function of this module at this time.

Unfinished Business

1. **River Club Painting Project – Final Update – Mr. Mike Frichol/SSMG**

Mr. Frichol, Mr. Leach and Mr. Railsback reported that the River Club Painting has been completed. All open punch items have been resolved and final payment was remitted.

2. **River Club Diseased Holly Trees – Updated Cost Quote – Mr. Mike Frichol/SSMG**

Mr. Frichol and Mr. Leach presented an updated quote from Corey Enterprises, which will regarding the diseased Palatka Holly tree removal. The quote addressed all items discussed and requested at last month Board Meeting.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Vic Natiello, with all in favor, the Board Approved moving forward with Corey Enterprises to remove the diseased Palatka Holly trees.

3. **Enhanced Sidewalk Inspection Program – Update – Dr. Robert Jay Carlton/SSMG**

Dr. Carlton updated the Board on the discussion and revisions to the Enhanced Sidewalk Inspection Program. Dr. Carlton and Mr. Railsback addressed questions relating to the specifics of the process. The Board again supported moving forward with the enhanced inspection process. There was discussion regarding providing or making available a list of vendors who may be able to perform the sidewalk maintenance/repair work.

New Business

1. **Enforcement of Entrance Way Doors Standards – Dr. Robert Jay Carlton**

Dr. Carlton apprised the Board of a possible position and/or future action the Association will need to take regarding Entrance Way Doors that are being installed without MADC Approval, or in conflict with MADC Approval, as well as the resulting fine relating to the non-compliance subject of concern. There was lengthy Board discussion regarding previous and future circumstances, along with conceptual outcomes of both the Board's current action or alternative future actions that may be necessary.

2. **2021 Insurance Coverage and Premiums – SSMG**

Mr. Railsback included the Proposed 2021 GHMA Insurance Program and Premiums for their consideration. As always, the agent that serves the GHMA provided previous years comparisons and/or adjustments. There were also optional coverages for the Board to consider. The Board requested SSMG provide additional clarification to the optional coverages for their consideration at the next Board meeting.



On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved binding the 2021 Insurance Program Coverages as presented.

3. Fining Guidelines – Legal Opinion – Dr. Robert Jay Carlton

Dr. Carlton referenced an inclusion in the Board Packet from the Association Legal Counsel regarding the Fine Process, levels of fines, pursuit of collecting those fines and necessary action, by the Board to cure/resolve the non-compliance instance at that property.

4. GHMA Meeting Format – Discussion – Dr. Robert Jay Carlton

Dr. Carlton queried the Board regarding their thoughts of using Zoom, and its video feature of seeing the participants on camera, as the format for the Board meetings in response to some property owners' requests. Each Board Member shared their input and the Board unanimously agreed to continue to use the teleconference format which delivers the original intent of minimizing distractions and providing clear audio of the Board dialogue.

Non-Compliance Issues Needing Board Review

There were no properties with non-compliance issues needing Board Review at this time.

Director's Requests

Mr. Frichol mentioned it is time to start this year's process for scheduling the River Club Roof Replacement. The River Club roof replacement budget calls for 3 x 4-unit buildings to be replaced in 2021. Proposed details will be provided for the Board to consider at the February Board meeting.

Dr. Carlton indicated there was another impending mediation scheduled for January 28, 2021. Dr. Carlton indicated that he may be asked to review a settlement that is contemplated and wanted to inform the Board.

On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved supporting Dr. Carlton in reviewing/accepting a contemplated mediation outcome.

Adjournment

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 4:31 p.m.

