

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)

March 19, 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 was a brief discussion with a property owner who submitted questions to the Board regarding enforcement protocols in general, as well as specific to a neighboring property, all of which were going to be addressed in a conference call with Mr. Railsback and the property owner next week.

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 Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the Meeting Minutes of the February 19, 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.



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PHONE: 386-446-6333 | FAX: 386-446-1830 | www.ssmgroupinc.com

Finance report – Mr. Ed O’Brien

Mr. O’Brien reviewed the year-to-date budget variances and the percentages on each category from the February 2021 financials. Mr. O’Brien reported that it is early in the year to really identify any significant trends or concerns, but noted that each operation is tracking close to budget at this time.

Mr. O’Brien also reported that he and Mr. Railsback and Dr. Carlton responded and fulfilled an inquiry by a Property Owner to review previous years GHMA Audits. Mr. Railsback and Mr. O’Brien responded to questions presented after the Property Owners review. Mr. Railsback also had a conference call with the Property Owner to further discuss items of concern and requests for a Financial Statement be presented slightly differently. Mr. O’Brien indicated that at this time there no plan, nor did he feel it was necessary, to have the Auditor adjust Financial Statements.

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.

Mr. O’Brien also noted that the Standards Revision review is almost complete and on pace for the Board to consider/adopt at its April Board Meeting and have a proposed implementation date of May1, 2021. The 14-day advance notice will be sent to property owners regarding this Agenda Item.

It was also reported by Mr. O’Brien that the new inspector completed his training and is ready to be signed off on.

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.

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 – 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 Action Items other than the ongoing roll-out and update of the new VMS Owner Portal. Mr. Frichol requested some assistance in navigating the Work Order reporting function of the new VMS Owner Portal, which Mr. Railsback agreed to assist him with.

Unfinished Business

1. Entranceway Door “Reset” – Letter & Resolution – Dr. Robert Jay Carlton

Dr. Carlton presented the related documents for codifying the Board ability to address future Entranceway Door compliance issue(s), as supported by the Board at the previous Board Meeting. There was discussion and clarification on enforcement specifics and notification procedures.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O’Brien, with all in favor, the Board Approved moving forward with adopting the Resolution and moving forward with notifying the Property Owners.

2. River Club Diseased Holly Tree Removal – Update & Discussion – Mr. Mike Frichol/SSMG

Mr. Frichol, Mr. Railsback and Mr. Leach reported that the MADC raised multiple questions related to their upcoming review of the removal of the Holly Trees specifically as it relates to tree counts and/or whether the trees are considered street trees. Mr. Railsback stated that it may be prudent to consider the River Club townhomes overall tree count and/or front yard trees differently than how the ADC Standard are applied to Single Family homes. This is evident in the fact that the River Club townhomes have four units combined as one large structure on a smaller lot with minimal front yard area, large driveways and no sidewalks. There was lengthy discussion by each Board Member for additional clarification and suggested input to establish review criteria.

On Motion by Dr. Robert Jay Carlton, seconded by Mrs. Denise Gallo, the Board considered moving forward with reassuring the MADC to review the River Club Holly Tree removal using combined parcel(s) tree count for the units that make up a building and not considering the Holly Trees as street trees. There was additional discussion that produced an amended motion...

On motion by Dr. Robert Jay Carlton, seconded by Denise Gallo, with all in favor, the Board amended the original motion to have Mr. Ed O’Brien develop criteria or a standard that can be used during the MADC’s review for these submittals and ultimately be included as an ADC Standard and/or Appendix as part of the MADC Standards revision that is currently in process.



The Board then considered and Approved the amended motion with all in Favor.

3. River Club Roof Replacement 2021 – Plan Update – Mr. Mike Frichol/SSMG

Mr. Leach and Mr. Frichol reported that Buildings 4, 8 & 15 are scheduled to have their roofs replaced starting April 5, 2021. Notices have been distributed to River Club owners.

4. Enhanced Sidewalk Inspection Program – Update – SSMG

Mr. Railsback reported on the activities related to address the 200+ letters that were sent to property owners regarding sidewalk maintenance, and that the SSMG has been diligent in fielding calls/emails, questions and fulfilling requests for Mr. Railsback to meet at their property to walk through the specific sidewalk panel deflections that were noticed.

New Business

1. 2021 Crossing Pool Opening – Discussion – Mr. Mike Frichol/SSMG

Mr. Railsback indicated that Crossing Pool furniture is still locked up and not on the pool deck for use. He referenced pictures of the current signage at the Crossing Pool that was in the Board Packet, and detailed the current Janitorial frequency. Dr. Carlton framed the discussion and indicated that the Board should work toward having the Crossings Pool furniture back on the deck for use and asked for input and/or feedback to support or not support doing so. Dr. Carlton also suggested language be added to one of the signs regarding wiping down the pool furniture before and after a resident uses it. There was discussion and input amongst each Board Member.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Vic Natiello, with all in favor, the Board Approved putting the pool furniture back in use starting April 1, 2021 and adding the proposed language to the sign.

2. Short Term Rental Legislation – Dr. Robert Jay Carlton

Dr. Carlton references a packet inclusion regarding the Short Term Rental Legislation and ongoing dynamics and history of it in Flagler County/Palm Coast area. The Board discussed and agreed to continue to monitor it and endeavor efforts when appropriate to eliminate its impact on Grand Haven if necessary and possible.

3. Enhanced Sidewalk Inspection Program – Concept – Dr. Robert Jay Carlton

Dr. Carlton referenced an inclusion in the Board Packet identifying a protocol provided by SSMG to better facilitate the sidewalk deflection inspection review within the community. There was discussion by the Board on details of the protocol and the Board was very supportive of the concept. Dr. Carlton and SSMG will further develop the protocol and present at next month's meeting.

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. 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 # 3.

On Motion by 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 # 4.

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 # 5.

Director's Requests

Dr. Carlton indicated there was no settlement at the recent mediation. There are efforts to set a trial date, however these are ongoing negotiations and likely a settlement will be reach prior to a trial. Dr. C. will keep the Board informed.

Dr. Carlton revisited a comment made by Mr. Ed O'Brien during the Finance report and a property owners' inquiry/request to have the GHMA auditor make adjustments and/or restate certain Audit Financial Statement. Dr. Carlton would like to confirm that there is not a Board thought or consensus to make the requested adjustment. The Board agreed to continue to rely on its established relationship with its Auditor and the Financial Statement as presented.

Adjournment

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 3:49 p.m.

