

# ***Grand Haven Master Association, Inc.***

785 W Granada Blvd., Suite 5 | Ormond Beach, FL 32174

[www.GrandHavenMHOA.com](http://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 18, 2023**

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

**Members Absent:** none

**Others Present:** Mr. Troy Railsback and Mr. Daniel Geisler – 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**

There were no President's Comments at this time.

### **Approval of Minutes**

**On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with Dr. Robert Jay Carlton, Mr. Vic Natiello, Mr. Ed O'Brien, Mrs. Denise Gallo in favor and Mr. Mike Frichol abstaining as he was absent from the July 21, 2023 Board Meeting, the Board Approved the Meeting Minutes of the July 21, 2023 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 discussed the opportunity of having each Board Member say yea/nay individually upon when calling for a vote on a motion made by the Board. The purpose of this change would be to have clarity on each Board Members vote. There was discussion amongst the Board Members regarding perceived advantages and/or disadvantages of facilitating recording votes this way.



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**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien with Dr. Robert Jay Carlton, Mr. Ed O'Brien, Mrs. Denise Gallo, Mr. Mike Frichol in favor and Mr. Vic Natiello opposed, the Board Approved the procedural change of calling and recording votes on Board actions.**

**Finance Report – Mr. Ed O'Brien**

Mr. O'Brien reviewed the year-to-date 2023 budget variances, and the percentages of each category from the July 2023 financials. Mr. O'Brien reported on each operation's details and noted that each operation is tracking very close to budget at this time and/or as previously discussed. Mr. O'Brien reported that River Club has gained some ground this past month on overall variances to budget.

Mr. O'Brien reported that he worked with SSMG to produce 2024 Preliminary Budget(s), that the Board will discuss later this month.

**Property Oversight Committee – Dr. Robert Jay Carlton**

Dr. Carlton reported on the ongoing collection and resolutions activities of the POC. The POC continues to endeavor to reach full compliance on the open compliance Subject(s) of Concern(s) and remaining account balances to be collected.

**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. Mr. O'Brien also reviewed report(s) tracking ADC Submittals and monitoring submittals through the inspection process through closure and full compliance.

**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 discussed ongoing concerns and efforts with LEA to address the deficiencies in the services they are providing and noted that improvements continue, however there still lacks a full and consistent Level of Service deliverable for an entire month in each Village.

**CC&R Compliance Liaison – Mr. Vic Natiello**

Mr. Natiello conveyed last month's compliance efforts along with other statistics relating to categories receiving the letters this period and noted trends.

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

There was no report at this time.

**Fine Committee Liaison – Mr. Troy Railsback (SSMG)**

Mr. Railsback stated that the Fine Committee meeting results were provided in the Board Packet for the Board's review.



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### **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 reviewed the status of the Action Items as reported in the packet, and SSMG & the Board identified those that had been completed and/or needed to stay on the report.

### **Unfinished Business**

#### **1. CDD Survey/Web Site Plan – Dr. Robert Jay Carlton**

There was lengthy discussion regarding the CDD Survey and whether SSMG and/or the GHMA Newsletter should be included in the CDD Survey.

**On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, the Board considered having referenced to SSMG and the GHMA Newsletter removed from the CDD Survey.**

There was additional lengthy discussion whether the GHMA should be mentioned at all in the CDD Survey.

**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved amending the original motion to have all references to SSMG and GHMA, including the Newsletter, removed from the CDD Survey.**

**The Board then considered the Approved Amended Original Motion, and with all in favor Approved having all references to SSMG and GHMA, including the Newsletter, removed from the CDD Survey.**

#### **2. PLM Survey – Update – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)**

Mr. Frichol and SSMG presented the Board with 2023 PLM Survey results. The Board discussed the trends/outputs from the Survey and identified noteworthy items to consider as part of the ongoing PLM Bidding and Vendor selection process.

#### **3. PLM Committee – Status Report/Vendor Bids – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)**

Mr. Frichol, Dr. Carlton and SSMG updated the Board on the preliminary review of the PLM Vendor Bids received. The Board discussed price increase constraints for each of the Villages as defined by each PLM Village CC&R. The PLM Bidding Committee will be meeting again and working diligently to identify Proposed PLM Vendors for each Village based on all relevant performance factors, preferred number of PLM Vendors and Budget constraints.

## New Business

### 1. 2024 Budget – Draft –Mr. Ed O’Brien/Mr. Troy Railsback (SSMG)

Mr. O’Brien and SSMG discussed the efforts, challenges and progress made in developing the Preliminary Draft 2024 Budget. Mr. O’Brien, Dr. Carlton and SSMG expect to have them finalized after one more meeting and look to present the Proposed Budget(s) to the Board at their September 2024 Board Meeting.

### 2. Construction/Landscaping Work Hours – Dr. Robert Jay Carlton

Dr. Carlton discussed with the Board the Construction/Landscaping Work hours identified in the ADC Standards as 7:00am – 6:00pm. The Board discussed and will work to have these hours consistent with the GH CDD Guard Gate post orders for vendor access into the Grand Haven Community.

### 3. Wells – CC&R Prohibitions – Mr. Ed O’Brien

Mr. O’Brien presented information regarding Villages with CC&R restriction for installing wells for irrigation. There was a recent MADC submittal to install a well in one of these Village and there was a question as to previously approved wells in that Village. Upon review of the few other properties in that Village that had approved wells along with input by the GHMA legal counsel, the Board supported processing and allowing the recently submitted well to be installed. The Board considered the processing and allowing the recently submitted well to be installed. The Board established a resolution stating that in the past, a limited number of wells have received MADC approval, despite the prohibitions in the Village Declarations. However, moving forward all well applications in The Reserve, The Crossings, Linkside and Fairways Edge will be denied. Counsel will be crafting both the Resolution and a letter that will be mailed to all owners in those Villages informing them of the action of the Board.

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O’Brien, with all in favor, the Board Approved the Resolution, the notification of the property owners involved and allowing for the Approval of the recently submitted well application.**

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O’Brien, with all in favor, the Board Approved allowing the recently submitted well to be Approved.**

#### Non-Compliance Issues Requiring 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 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 of \$50.00 on property # 2.**

**On Motion by Mr. Vic Natiello, seconded by Mr. Ed O’Brien, with all in favor, the Board Approved to levy a penalty of \$500.00 on property # 3.**



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**On Motion by Mr. Mike Frichol, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to levy a penalty 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 of \$500.00 on property # 5.**

**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to levy a penalty of \$500.00 on property # 6.**

**Property # 7 was removed from being reviewed as additional research is necessary prior to considering and making a decision.**

#### **Director's Requests**

Mr. Vic Natiello requested that in the Board Member information restricted area in VMS that the name and contact information related to the GHMA Committee Member(s) be posted.

Mr. Ed O'Brien reported that the ADC Forum scheduled for August was cancelled and postponed till November 2023 due to limited interest.

#### **Adjournment**

**On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the meeting was adjourned at 4:13 p.m.**