

Grand Haven Master Association, Inc.

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

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 September 22, 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 all in favor, the Board Approved the Meeting Minutes of the August 18, 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.

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 August 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 again reported that River Club has significant variances to budget, that are being tracked, audited and/or incorporated into the Proposed 2024 Budget methodology.



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Mr. O'Brien reported that he worked with SSMG to produce the 2024 Preliminary Budget(s), that will be discussed later in the meeting.

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 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**

Mrs. Gallo reported on the progress and outcomes of both the Neighbor-to-Neighbor program and Oak Tree Newsletter.

The Board applauded the efforts and significant positive impact of both programs to the community.

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.

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.



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Unfinished Business

1. Sidewalk Inspection Program – Update – Mr. Troy Railsback (SSMG)

Mr. Railsback discussed the recent Quarterly Sidewalk Inspection that he performed. Mr. Railsback indicated that his inspection was performed and included provided photo(s) of the sidewalk maintenance items of concern to assist owners in identifying specific maintenance needs without having to schedule an appoint with SSMG for them to point it out. Mr. Railsback reported that the photo(s) was well received and minimized questions and/or site visits for clarification. Other findings and trends were reviewed/discussed.

2. PLM Committee – Update – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)

Mr. Frichol, Dr. Carlton and SSMG presented and reviewed with the Board the PLM Bidding Committee’s review process, findings and recommendations for which Vendor could service which Village. There was lengthy discussion and questions were addressed regarding vendor performance, costs and potential impacts to monthly assessments for those Villages.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O’Brien, with all in favor, the Board Approved the implementing the PLM Committee recommendations for which vendor(s) should service which PLM Village and for the costs for those vendors be incorporated into the 2024 Proposed Budget for the appropriate Villages.

3. PLM Survey – Review of Results – 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.

4. River Club Landscaping Project – Status Report – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)

Mr. Frichol and SSMG discussed the previously presented landscape replacement and/or restoration proposal for the River Club. The Board discussed terms and items to incorporate into an update and requested it be resubmitted for the October Board meeting.

New Business

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

Mr. O’Brien discussed the process of developing the Proposed 2024 Budget(s). Mr. O’Brien went through each section of the Proposed 2024 Budgets for the Master Association, PLM Villages, River Club Village and Crossings Village. There was Board input and dialogue along the way and Mr. O’Brien and Mr. Railsback provided insight and clarification where appropriate. The Board supported mailing the Proposed Budget(s) to the Membership and have them considered for adoption at the October GHMA Board Meeting.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O’Brien, with all in favor, the Board Approved mailing the Proposed 2024 Budget(s).



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2. Inclusion of Ray Smith on our Board of Director's Plaque – Mr. Vic Natiello

Mr. Natiello conveyed that, although the Board and most community members already knew, Mr. Ray Smith passed away earlier this month. It was discussed that Mr. Smith served on the GHMA Board, as well as the GH CDD, and the Board should continue to honor those Association Members that served on the GHMA Board by including Mr. Smith's name on the GHMA Board of Director's Memorial Plaque.

On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved the inclusion of Mr. Ray Smith on the Board of Director's Memorial Plaque.

3. Fine Committee Opening(s) – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that a Fine Committee vacancy is available. The Board requested to announce the opening using the E-Blast notification process and attempt to fill the opening(s) as part of the October 2023 GHMA Board meeting.

4. Resolution Prohibiting Wells as per Declarations – Dr. Robert Jay Carlton

Dr. Carlton presented the process outlined by the GHMA attorney for addressing prohibiting wells in certain Villages where in a few instances wells have been approved in conflict with the Villages CC&R. The process involves adopting a Resolution indicating no future wells will be allowed in these Villages even though a few were errantly approved previously. There was discussion confirming which Villages this applied to and rights of those property owners who previously were given permission in those Villages for wells.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien with all in favor, the Board Approved the adopting the Resolution and notifying those Villages.

Non-Compliance Issues Requiring Board Review

On Motion by Dr. Robert Jay Carlton, 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. Mike Frichol, with Mr. Mike Frichol and Mr. Vic Natiello in favor, and Dr. Robert Jay Carlton, Mrs. Denise Gallo and Mr. Ed O'Brien not in favor, the motion was Denied to levy a penalty of \$50.00 on property # 3. No penalty will be levied.

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 # 4.



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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 # 5.

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 # 6.

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 # 7.

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 # 8.

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 # 9.

Director's Requests

There were none at this time. Mr. Frichol pointed out that the FAQ section of the GHMA website and the FAQ page in the N2N packet have different profiles describing the Grand Haven Master Association. A proposed standard profile drafted by Dr. Carlton was reviewed and adopted by the Board.

Adjournment

On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the meeting was adjourned at 5:45 p.m.