

# *Grand Haven Master Association, Inc.*

Post Office Box 354785 | Palm Coast, Florida 32135

[www.grandhavenmhoa.com](http://www.grandhavenmhoa.com)

Dr. Robert Jay Carlton, President  
Mr. Vic Natiello, Vice President  
Mr. David I. Alfin, Treasurer

Mr. Jim Gallo, Director  
Mr. Peter Capozzi, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting Minutes December 16, 2016**

2:00 p.m.

### **Call to Order**

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

### **Roll Call—Establish a Quorum**

**Members Present:** Mr. David Alfin, Dr. Robert Jay Carlton, Mr. Peter Capozzi, Mr. Jim Gallo & Mr. Vic Natiello

**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)**

Ms. Mason spoke about her disappointment in the PLM Vendor in her village.

Mr. Petukhov spoke about the dead grass on his property.

Both Properties are located in the Crossings Village

### **President's Comments**

Dr. Carlton stated that this was the last Board Meeting of 2016. Dr. Carlton commended the Board Members for their attendance and their commitment. Dr. Carlton stated he was appreciative of the loyal residents who come to the Board Meetings on a regular basis. Dr. Carlton stated on behalf of the Board he wished everyone a Merry Christmas and a Happy and Healthy New Year.

### **Approval of Minutes**

**On Motion by Mr. Alfin, seconded by Mr. Natiello, the Board approved the Meeting Minutes of the Board of Directors Meeting of November 18, 2016 with the changes that were marked with the red line.**

### **Committee Reports**

#### **Community Manager – Mr. Troy Railsback (SSMG)**

Mr. Railsback reported that the Board packets contained the information of the Board Meeting dates for 2017 with the criteria of the meetings being held on the next to the last Friday every month.

Also, included were the Fine Committee Meeting dates for 2017 with the criteria of the meetings being held on the third Wednesday of the month and NCADC and MADC meeting dates for 2017 with the criteria of the meetings being held on the first and third Wednesday of every month. All of those dates will be posted. All of the coupon books were mailed out to residents. If a resident is on auto-debit they will not receive a coupon book.



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The second notices for the Annual Meeting notices will be mailed out at the end of next week. Mr. Railsback stated that the Holiday Luncheon for the NCADC, MADC, Fine Committee, Inspectors and SSMG was very well received and much appreciated.

#### **Finance report – Mr. David Alfin**

Mr. Alfin stated that at the January Board Meeting Mr. Railsback and Mr. Alfin will have prepared a brief summary of the financial for the 2016 year.

#### **Problematic Properties – Dr. Robert Jay Carlton**

Dr. Carlton reported that the Board packets contained the report on the amount collected this period \$9,958.00; year to date \$49,402.30 and a current account balance of \$94,681.96. Dr. Carlton stated that there are 36 problematic properties; out of that 12 are on bulk collections with the attorney. There are 5 individual properties, 3 of which have a settlement agreement. There are 5 properties on demand for rent from SSMG with 1 property already on the payment plan. There are 18 more properties being followed up by SSMG.

#### **Architectural Design Committee (ADC) Liaison – Mr. Vic Natiello**

Mr. Natiello reported that the NCADC and MADC are running smoothly. Mr. Natiello stated since Hurricane Matthew there are a lot of tree stumps still visible. Mr. Natiello feels this should be addressed in the Architectural Design Standard letters. So, if a tree is removed from a flower bed the stump needs to be covered with the approved ground cover. If a tree is removed from the yard, then the stump needs to be ground down below grade level and covered with grass.

#### **Private Lawn Maintenance (PLM) Liaison – Mr. Jim Gallo**

Mr. Gallo reported that the PLM inspections were completed today. Mr. Gallo stated that there are 535 properties on the PLM Program. The monthly inspections are done with the PLM Liaison, SSMG and the PLM Vendor. The guides to the inspections are general appearance of the village and the completion of the work orders. PLM Vendors have a two week deadline to complete the work orders. The PLM Vendor's checks can and have been withheld until the work orders are completed.

#### **CC & R Compliance Liaison – Mr. Peter Capozzi**

Mr. Capozzi stated Mr. Leach is doing a wonderful job on compliance issues. Mr. Capozzi stated that sidewalks repairs are 26% of the non-compliance report. Mr. Gallo stated that there are still a lot of tree stumps visible. Mr. Railsback stated that SSMG has started a list of storm damaged trees that have been removed without M ADC approval.

#### **Communications/Oak Tree Liaison – Mr. David Alfin**

Mr. Alfin reported that in the audience was the editor of the Oak Tree. Mr. Alfin expressed his appreciation for all of Mrs. Carlton's hard work and effort that she has provided. Mr. Alfin stated that in your packet is a draft of the proposal from the Grand Haven Women's Club to administer "The Neighbor to Neighbor Program". The Neighbor to Neighbor Program welcomed 146 new residents in the last 342 days, averaging 1 new resident every 2.4 days.

**On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board approved the proposal as present by The Grand Haven Women's Club.**



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

Mr. Railsback reported that in your packet contains the November Fine Committee meeting results. Mr. Railsback stated that one property was removed from the Fine Committee Meeting because the property owner resolved the non-compliance issue. Mr. Railsback stated that another property was removed because it was not properly notified, the property will be re-notified correctly.

### **Community Development District (CDD) Liaison – Dr. Robert Jay Carlton**

Dr. Carlton reported that the CDD and Blue Ribbon Pools had a lengthy discussion regarding the past and future repair work on the Creekside Amenities Pool and the Village Center Pool. There was a discussion about the stucco replacement at the Village Center. Dr. Davidson, the CDD chairperson and Dr. Carlton agreed to formulate a plan with recommendations on future storm debris removal. The CDD has approved the contract for a new district engineering firm. The CDD has started the lengthy paperwork for the reimbursement of funds from FEMA for the storm debris clean up. The CDD approved the reimbursement to private vendors that participated in the storm debris clean up.

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

Mr. Railsback reported that the Board packets contained the list of closed out action item. There are two open action items that will be completed by the end of the year.

### **Unfinished Business**

#### **1. Tree Replacement Update – River Club – Mr. Jim Gallo/Mr. Troy Railsback (SSMG)**

Mr. Gallo reported that the tree replacements for the River Club have been delivered. Mr. Gallo spoke about the chemical “Shortstop” which is a tree growth regulator which will be applied to the newly planted trees. Mr. Gallo spoke about the damage and the expense from the Wild Hogs in Phase 1 and 2. The PLM vendor recommended to apply a chemical called “Wild Hog Scram”. The cost to apply the chemical would be approximately \$1,200.00 for Phase 1. There was a lengthy discussion on this topic. The Board could not justify the expense of the chemical at this time. Mr. Railsback stated that SSMG can provide the name and phone number of the animal trapper to any resident looking for his service. Mr. Railsback stated that the River Club property owners were asked to sign the Exhibit #4 and the submittals will be the on MADC Agenda for this month.

#### **2. PLM Program update – Mr. Jim Gallo/Mr. Troy Railsback (SSMG)**

Mr. Gallo reported to the Board that the PLM Vendor in the Riverwalk Village is still having some landscape issues but it is improving. In the next couple of weeks the PLM Vendor will still be monitored. This will be a review about the PLM Vendor at the next Board Meeting.

#### **3. Trees at the Crossings – Standards –Mr. Natiello**

Mr. Natiello reported that the Board packet contains the position statement about the Crossing Village Tree Count. The Crossing Village had a different set of ADC Standards dependent homeowner’s association and ADC prior to 2009. Mr. Natiello stated that if a property owner is above and/or current on the tree count, tree replacement would not be required. If a property owner is requesting and/or lost a tree in the hurricane and falls below the tree count, the property owner would be required to replace a tree to keep with the current tree count. Also, during that period, the Crossings ADC Guidelines were not identical to those of the GHMA. Thus, some properties do not meet current ADC Standards



with regard to tree count. Mr. Natiello suggested Board position should be that if a property owners' "as built" tree count is above that in the current ADC Standards and they are requesting to remove a tree from hurricane damage or any other reason, tree replacement would not be required. Any other request to remove a tree will require a replacement for the property to remain at the "as built" tree count and also, if applicable, not fall below that of the current ADC Standards. Dr. Carlton suggested and the Board agreed that SSMG will tabulate a current tree count for every property in the Crossing Village so the ADC will have an "as built" tree count at each property. This document will be in place until it is put into the ADC Standards at the next Standards Review.

**On Motion by Dr. Carlton, seconded by Mr. Alfin, with all in favor, the Board approved to adopt the position statement until it is included into the ADC Standards.**

## **New Business**

### **1. Projection System for the GHMA Meetings - Mr. Vic Natiello**

Mr. Natiello reported that the Board packet contains information on a projection system for the GHMA Meetings. Such a system will permit property owners attending our meetings to get a better insight about what the Board is discussing. This will improve the transparency of the Board to its constituents and perhaps eliminate some questions from the audience during the meeting. It might also alleviate the apprehension some property owners may have about the duties of GHMA Board and/or its committees and increase the turnout we have for volunteer positions within the Association. Clearly, not all portions of the packet should be publicly displayed. Any material concerning CC&R compliance will have to be scrubbed from identifying features, or perhaps eliminated from presentation, so that we do not appear to publicly accuse a property owner before they have had an opportunity to explain their circumstances to the Fine Committee or Board as the case may be. Also, some items like the PPC report may have to be scrubbed from identifying features before being publicly displayed. There was a lengthy discussion on this topic. Dr. Carlton suggested that SSMG do more research on the topic and come back with SSMG recommendations.

### **2. Fines Levied by the Board – Procedural Guidelines – Dr. Robert Jay Carlton**

Dr. Carlton reported that the Board packet contains procedural guidelines that had been recommended by counsel, regarding fines imposed by the Board. Fines for the same category of violation may be imposed in differing amounts if the extent or degree of the violations varies from one property to another. For example, if the violation is for maintenance (dead sod), the amount of the fine may vary depending upon the extent of the dead sod. A fine of \$250.00 for dead sod within a limited area between the sidewalk and street might be considered appropriate whereas a fine of \$500.00 or more for a totally dead lawn would be justified assuming that a similar criteria were applied in all such situations. In order to accurately and equitably make such decisions, it is incumbent upon the Community Manager to provide adequate information to the Board, such as photographs or narratives which include sufficient visual and descriptive data to enable the Board members to make such determinations. There was a lengthy discussion.

### **3. Non-Compliance Needing Board Review – Mr. Troy Railsback (SSMG)**

Mr. Railsback reported that there were no non-compliance items at this time for the Board to review.

## **Director's Requests**



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Mr. Natiello wanted the minutes to reflect that this was the fastest Board Meeting ever.  
Dr. Carlton wanted to “Thank” SSMG for all that they do for the community.

**Adjournment**

**On Motion by Mr. Alfin, seconded by Mr. Natiello, with all in favor, the meeting was adjourned at 3:44 p.m.**



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