

Grand Haven Master Association, Inc.

Post Office Box 354785 | Palm Coast, Florida 32135

www.grandhavenhoa.com

Dr. Robert Jay Carlton, President
Mr. Vic Natiello, Vice President
Mr. Brad Scott, Treasurer

Mr. Mike Frichol, Director
Mr. Ed O'Brien, Director
Mr. Troy Railsback, Secretary, Ex-officio

Board of Directors Meeting Agenda

May 18, 2018

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: Dr. Robert Jay Carlton, Mr. Mike Frichol, Mr. Brad Scott, Mr. Vic Natiello & Mr. Ed O'Brien

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)

Mr. Dupree spoke about deed restriction enforcement.

Mr. Reisman spoke about the PLM vendor in the Crossings.

Mrs. Reisman spoke about property damage from the Live Oak Street trees.

President's Comments

Dr. Carlton wanted to "Welcome" the newly elected Board Member, Mr. Brad Scott.

Approval of Minutes

On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the April 20, 2018.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Board packets included standard reports and most topics for discussion are Agenda Items or will be addressed by Board Liaison.

Finance report – Mr. Brad Scott

Mr. Scott reported on the ongoing financial activities of the GHMA. Mr. Scott discussed a discrepancy in payment to SSMG in 2017. Dr. Carlton suggested that the HOA honor the mistake and pay the difference owed to SSMG. Dr. Carlton thanked Mr. Natiello for helping with the finance till Mr. Scott was elected.



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Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. Dr. Carlton stated that 11 properties were referred to the attorneys for filing of liens. Dr. Carlton stated that any property with an account balance over \$150.00 will receive a 45 day intent to lien notice. An unoccupied property was denied landscape cleanup by the Board because of legalities. Three attorneys' letters for demand for rent were mailed.

Architectural Design Committee (ADC) Liaison – Mr. Ed O'Brien

Mr. O'Brien reported on the ADC submittal activity. Mr. O'Brien stated this was the first month under the new ADC standards. Mr. O'Brien stated the name tags for the ADC inspectors came in and they will be distributed. Mr. Railsback stated that all the Board members received the new ADC Standards in their packets.

Private Lawn Maintenance (PLM) Liaison – Mr. Mike Frichol

Mr. Frichol reported on the PLM activities. Mr. Frichol stated that the monthly inspections were done in all the villages except the Crossings, where they did a drive through. The Crossings is on the schedule for next week. The Riverwalk shrub replacement program was completed and inspected. One owner in the village opted out of the shrub replacement program. Mr. Frichol discussed open and closed work orders. There was a lengthy discussion about the roofs at the River Club. All the PLM vendors were asked to clean up all the properties for the Memorial Day Holiday. The PLM vendors were sent an email about not blowing the leaves into the storm water drains.

CC & R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated that this was the smallest compliance report, mainly because Mr. Leach had been out due to an accident. Mr. Natiello questioned when the last after hour inspection was done? Mr. Railsback stated he would find out. Mr. Natiello stated that the next compliance tour will be focused on tree canopy and dead sod.

Oak Tree & Neighbor to Neighbor Liaison – Quarterly Report- Mr. Brad Scott**

Mr. Scott reports on this topic quarterly.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that there was no Fine Committee meeting for the month of May.

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

Dr. Carlton summarized the topics discussed at the CDD meeting. Dr. Carlton stated that there was a workshop and a CDD meeting. Some of the topics discussed were the Village Center work out rooms, ethics policies for CDD Board Members and the website update. Dr. Davidson presented a program on the Fire Wise Program. Dr. Carlton stated that Grand Haven received an award from the Florida Forest Service. There was a discussion about the Main Gate personnel. The attorney spoke about the FEMA reimbursements for both hurricanes. There will be a Hurricane information meeting in the Grand Haven Room on June 14th.



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

Mr. Railsback stated that everything from the last Board action item list is completed. The County will be providing Mr. Railsback with the proper documents that are needed for the website.

Unfinished Business

1. Amended Street Tree Trimming Policy – Dr. Robert Jay Carlton

Dr. Carlton stated that in your Board packet is a copy of the resolution regarding street tree trimming. Dr. Carlton stated the sentence that was added at April's Board meeting: Live Oak street trees should be allowed to mature naturally. Balling or creative design trimming of these trees is not allowed. This policy will be posted on the website.

2. Policy Statement – Board Members Serving on Multiple Boards and Committees- Mr. Vic Natiello

Mr. Natiello reported that in your Board packet is the old policy statement about members serving on multiple boards/committees. Mr. Natiello stated that he included the new policy in the Board packet which includes: GHMA Fine Committee and Declarant's New Construction Architectural Design Committee to the policy. There was a lengthy discussion on this topic.

On Motion by Mr. Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved to adopt the policy of the Board Members Serving on Multiple Boards and Committees with the one word changed from personnel to members.

3. Vista Par Condominium – Update and Discussion – Dr. Robert Jay Carlton

Dr. Carlton stated he wanted to bring the Board up to date on the communication with Vista Par. There was a return receipt from the registered mail dated April 5th. There has been no communication with the Board from the developer. Mr. O'Brien did state that they are paid on their taxes and assessments. There was a lengthy discussion on this topic.

New Business

1. Schedule Change ADC Meeting, July 3, 2018 – Mr. Ed O'Brien

Mr. O'Brien stated that there is a conflict with the availability of the room on that date. Mr. O'Brien requested to move the ADC meetings to Friday, July 6th.

2. Policy Statements- Removal of Non-Street Trees – Update - Mr. Vic Natiello

Mr. Natiello wanted to make the Board aware that the City doesn't not need to give a permit if the tree is under 5" inches in diameter. Mr. Natiello stated that if a homeowner comes to the ADC without a permit and SSMG has received an email from the city, the ADC should precede with the request. Mr. Railsback stated that SSMG gets an email list from the City.



3. Non-Compliance Issues Needing Board Review

On Motion by Mr. O'Brien, seconded by Mr. 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. O'Brien, seconded by Mr. 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. O'Brien, seconded by Dr. Carlton, 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 Mr. O'Brien, seconded by Mr. 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 # 4.

On Motion by Mr. Natiello, seconded by Mr. 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 # 5.

Director's Requests

Mr. Natiello stated that Mr. Frichol's phone number is missing from the Directors page on the website.

Mr. Natiello stated that he was unable to find the Packet under Reports on the website.

Mr. Scott questioned the Board if there was any other information on the finance reports that they would like to be added to the Board packet.

Dr. Carlton stated that at last month Board meeting that Mr. Natiello and Dr. Carlton would put together information on sidewalk vendors. Dr. Carlton stated that in your Board packet there is a sidewalk maintenance letter with two contractor's names and number who do this work in the community. Dr. Carlton stated this letter will be E-Blast to residents.

Adjournment

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the meeting was adjourned at 3:40 p.m.

