

# ***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. Brad Scott, Treasurer

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

## **Board of Directors Meeting Agenda**

**August 24, 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. Vic Natiello, and Mr. Brad Scott

**Member Not Present:** 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. Reisman spoke about the letter from the City of Palm Coast regarding his street tree.

Mr. Byrne spoke about the residential sidewalks with mold, displacement of the slabs and the patching of the sidewalks.

Mr. Dear spoke about the trimming of tree branches which turned out to be on CDD property.

### **President's Comments**

Dr. Carlton stated that he had no comments at this time.

### **Approval of Minutes**

**On Motion by Mr. Scott, seconded by Mr. Natiello, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the July 20, 2018.**

### **Committee Reports**

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

Mr. Railsback reported that the Board packets included standard reports.

#### **Finance report – Mr. Brad Scott**

Mr. Scott reported that the Board packets included the financial activities of the GHMA.



2 CAMINO DEL MAR | PALM COAST, FL 32137

PHONE: 386-446-6333 | FAX: 386-446-1830 | [www.ssmgroupinc.com](http://www.ssmgroupinc.com)

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

Dr. Carlton reported on the ongoing collection and resolution activities of the PPC. Dr. Carlton reported on the advanced collection/legal pursuit and bulk collection arrangements. Dr. Carlton reported that the attorney will be placing liens on 18 properties, 2 properties have demand for rent and 1 property is in mediation. Grand Haven may bid on an unimproved lot that is close to foreclosure. Dr Carlton reported on a property that had a pay off agreement with Grand Haven and has defaulted on the payment agreement. The attorney will start proceedings to foreclose on that property.

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

Mr. Natiello reported that he sat in for Mr. O'Brien. Mr. Natiello stated the ADC is moving along well. Mr. Natiello stated he was happy to see that resident attendance has increased at the ADC meetings.

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

Mr. Frichol reported that the PLM inspections were conducted last Wednesday. Mr. Frichol stated that it was a slow month for the PLM vendors. Mr. Frichol reported on each PLM village. In the Crossings new sod was put in but it has a gray leaf spot disease that the vendor is treating. The Crossings pool house roof and the repainting of the bath house has been completed. Heritage Oaks Village had two properties with dead Palm Trees. Lakeside Village had no issues. Linkside Village had one sod problem that was fixed. Pine Harbor Village lake is so high that the vendor can't mow or trim the lake bank. The Reserve Village had no issues. River Walk Village looks good just needs work on the lake bank when water level goes down. In the River Club the Board is getting quotes to fix some of the driveways and the roofs will be discussed later in the Board meeting. Village Oaks had no issues. Next month the Board will discuss the PLM surveys.

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

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated that the non compliance issues this month were mainly landscape, ADC items and mold/mildew. Mr. Natiello stated that SSMG has been requested to be on the lookout for mold/mildew on the sidewalks.

### **Communications/Oak Tree Liaison – Mr. Brad Scott**

Mr. Scott will report on The Oak Tree at next month Board meeting.

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

Mr. Railsback stated that the July Fine Committee did not meet due to a lack of quorum.

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

Dr. Carlton stated that there was a CDD meeting. Dr. Carlton stated that there were concerns about the maintenance and service for the tennis courts. The location for the turtle sculpture will be in front of the fountain at the Village Center. FEMA has approved the reimbursement of funds from Hurricane Matthew. Dr. Carlton stated that the CDD is looking into the security and safety at the bus stops. There was a lengthy discussion on the drainage issue in Wild Oaks. The CDD is not doing any changes at this time regarding the drainage. The CDD is proud that no residents have ever been flooded. There will be an ongoing discussion on this topic. There was a presentation from the security company. A representative of the Urban Forestry Division, City of Palm Coast,



inspected 5- 6 pine trees that were on CDD property. Following which, the CDD was ordered to cut down and remove the trees. Subsequently, the trees were cut down but not removed. When informed of this situation, the CDD Board agreed to review the authority of the City in regard to the actions that were taken by the Division of Urban Forestry.

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

Mr. Railsback reported that the Board packets included the list of action items that were discussed on the agenda items.

### **Unfinished Business**

#### **1. River Club – Maintenance & Expenditure issues - Mr. Mike Frichol**

##### **a. Drainage Problem – Building #2- Update**

Mr. Frichol reported that in the Board packets included 2 quotes concerning the drainage issue at the River Club. One quote was just for the installation and one quote was for the engineering, installation and supervision. Dr. Carlton requested to see a bid with a design for the next Board meeting. There was a lengthy discussion on this topic.

**On Motion by Dr. Carlton, seconded by Mr. Natiello, with all in favor, the Board Approved to have Michael Beebe provides the Board with a written proposal including drawings and a price quote.**

##### **b. Roof Replacement Plan – Update**

Mr. Frichol reported that the Board packets included 2 quotes for the roof replacement in the River Club. There was a lengthy discussion on this topic.

Mr. Natiello stated that it should be a stainless steel coil nails not galvanized nails.

##### **c. GHMA Responsibility for Maintenance vs. Casualty Damage Repair Costs**

Mr. Frichol stated that GHMA responsibilities are with maintenance and repairs not casualty damage. SSMG can arrange for the casualty damaged to be repaired but it is at the unit owners cost. Mr. Frichol suggested sending out an E Blast or a postcard to River Club owners stating they need their own Casualty Insurance Coverage. In the event of a casualty the owner is responsible per the River Club CC&R'S. SSMG will send a correspondence to the residents in the River Club regarding the homeowners' insurance responsibilities. There was a lengthy discussion on this topic.

#### **2. Proposed Budget – Discussion - Mr. Brad Scott/ Mr. Troy Railsback (SSMG)**

Mr. Railsback reported that in the Board packets include a summary of the working capital. Mr. Railsback explained the working capital and the historical amount spent to the Board. Mr. Scott, Mr. Frichol, Mr. Railsback and Mr. Leach will bring the budget presentation to the Board next month. There was a lengthy discussion on this topic.

#### **3. Crossings Pool AED – Location in the Event of Severe Storm - Mr. Troy Railsback**

Mr. Railsback reported that in the Board packet includes 3 options for securing the AED device at the Crossings Pool in case of storm event. The questions to the Board are: 1. Do you want to remove the cabinet and the AED in the event of a storm? 2. Do you want to leave the cabinet and just remove the AED to secure it? 3. Do you want to leave both in



place in the event a resident or worker needs the AED during the storm or during storm clean up when EMS is either unable to respond or unable to respond quickly to medical emergencies such as cardiac arrest. Mr. Railsback explained where and how the device is attached to the wall. Mr. Natiello stated he would like to see if the device could be strengthened with more tapcons or strapped across the front of the box. The Board agreed that option 3 would be the best choice in event of a storm.

- 4. Board Resolution -Property Owner Notification Requirements - Dr. Robert Carlton**  
Dr. Carlton reported that in the Board packet is a copy of the Flag Resolution that has been adopted it was also recorded and put on the website as an official document. Dr. Carlton and Mr. Railsback requested legal opinion from counsel to make sure residents were being notified properly. Counsel stated in this case since it was including in the Oak Tree and posted on the website that would service as proper notification to residents. Dr. Carlton also inquired about any future resolutions made by the Board. Counsel advised the Board that if it is posted on the website and an E Blast is sent to the residents that a new resolution has been posted that would be concern proper notification to residents. Dr. Carlton stated that the email that goes out to residents should state that the Board has passed a new resolution can be found on the website.

## **New Business**

- 1. Sign Policy Review – Mr. Vic Natiello**

Mr. Natiello stated that there was a conflict between the statue 720.304.5A.6 and the sign resolution for Grand Haven. There was a lengthy discussion on this topic.

**On Motion by Mr. Natiello, seconded by Mr. Scott, with all in favor, the Board Approved to amend the resolution for the sign policy to read like statue 720.304.5A.6 and to remove any reference to 2 security signs and to include sign placement must be within 10 feet of any entrance to the home.**

**On Motion by Mr. Natiello, seconded by Mr. Scott, with all in favor, the Board Approved to amend the first motion to read in accordance with 720.304.5A.6 and as long as the sign doesn't exceed being any larger than 1 by 1 square feet.**

- 2. Community Managers – Update and Over View of Responsibilities - Dr. Robert Carlton/ Mr. Troy Railsback (SSMG)**

Dr. Carlton stated that all the Board members saw the flyer from SS Realtor Services and have some questions and concerns. Dr. Carlton wanted to clarify the roles and responsibilities of the community mangers. Mr. Railsback stated that they had an agreement with Coldwell Banker in running the rental department. The broker of record has since retired from Coldwell Banker and a Broker of record was needed. So, Mr. Railsback explained that his role in SS Realtor Services is in name only (Broker) and all the correspondences have Tracie Culver's name and information for contact. The Board members expressed their concerns with any other diversions that Mr. Railsback may have other than Grand Haven. Mr. Railsback stated this is not a new company it has been in play for 10 years and there have been no changes in his role in Grand Haven.



### 3. Non-Compliance Issues Needing Board Review

On Motion by Mr. Scott, 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 # 1.

On Motion by Mr. Scott, seconded by Mr. Natiello, with Dr. Carlton opposing, 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. Scott, 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 # 3.

On Motion by Mr. Scott, 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 # 4.

On Motion by Mr. Scott, 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 # 5.

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 # 6.

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 # 7

On Motion by Dr. Carlton, 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 # 8.

No levy of a penalty on property # 9.

On Motion was made by Mr. Natiello, to levy a penalty of \$250.00 on property # 10 the motion died due to a lack of a second.

On Motion by Mr. Scott, seconded by Mr. Frichol, with Dr. Carlton and Mr. Natiello opposing, the motion to levy of \$100.00 on property # 10 failed.



**On Motion by Mr. Natiello, seconded by Dr. Carlton, with Mr. Frichol and Mr. Scott opposing, the motion to levy of \$245.00 on property # 10 failed.**

**On Motion by Mr. Natiello, seconded by Dr. Carlton, with Mr. Frichol and Mr. Scott opposing, the motion to levy of \$245.00 on property # 10 failed.**

**On Motion by Mr. Natiello, seconded by Dr. Carlton, with Mr. Frichol and Mr. Scott opposing, the motion to levy of \$250.00 on property # 11 failed.**

**On Motion by Dr. Carlton, seconded by Mr. Natiello, with all in favor, the Board approved to levy a penalty in accordance with the previously established fine matrix of \$200.00 on property # 12.**

**On Motion by Mr. Natiello, seconded by Dr. Carlton, with all in favor, the Board approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 on property # 13.**

**On Motion by Mr. Scott, seconded by Mr. Natiello, with all in favor, the Board approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 on property # 14.**

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

Mr. Frichol questioned when the notification for The Fall Bash was going out. Dr. Carlton stated that there was an article in the Oak Tree and more would be done in an E Blast at a later date. Mr. Frichol questioned the update on the VMS. Mr. Railsback stated that the I T person is not ready yet. There was a lengthy discussion on this topic.

#### **Adjournment**

On Motion by Dr. Carlton, seconded by Mr. Natiello, with all in favor, the meeting was adjourned at 4:53 p.m.

