

Grand Haven Master Association, Inc.

Post Office Box 354785 | Palm Coast, Florida 32135

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

July 20, 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, Mr. Brad Scott & 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)

There were no audience comments at this time.

President's Comments

Dr. Carlton stated that there is a lot of additional volunteer time spent outside of the regular monthly Board Meeting. Dr. Carlton requested that the Board Members keep track of their volunteer hours. It was reported that in the past six months, the members of the Board spent 862 hours on volunteer hours related to Board Activities.

Approval of Minutes

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the June 22, 2018.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Board packets included standard reports. Mr. Railsback stated that the website has been updated per the Board request. Mr. Railsback stated that in your Board packets are the Annual Meeting and Elections Timelines. The second quarter compliance reports are in the Board packet.



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Finance report – Mr. Brad Scott

Mr. Scott reported that the Board packets included a summary of the budget review for the year 2018. Mr. Scott stated that the financials are in line with the budget.

Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolution activities of the PPC. SSMG provided the attorney with a list of eighteen properties that did not respond to the 45 day notice of intent to lien letters. The attorney will file liens on those eighteen properties. One rental property was turned over for demand for rent. Three properties are in various stages of foreclosure. The attorney will be following those properties to protect the interest of the association at the time of foreclosure. The existing long term flag violation with a fine previously imposed will be turned over to the attorney for further legal action.

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

Mr. O'Brien reported that the NCADC and MADC committees had 71 requests this month which was down from 92 requests in the month of June. Mr. O'Brien reported that the ADC is moving along smoothly.

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

Mr. Frichol reported that PLM inspections were done this week on Wednesday and Thursday. Mr. Frichol stated overall things are looking good. There were 9 new work orders for the Crossings Village of which 6 were for sod. The PLM vendor is aware and will be replacing sod when possible. There were 7 properties that have turned off their irrigation system. The exterior painting of the Crossings pool bath house will begin when weather permits. Mr. Railsback stated that an E-Blast will go out to notify the residents of the pool closing for the exterior painting. Mr. Frichol, Mr. Railsback, Mr. Leach and Mr. Scott will be meeting with the roof company to discuss details and options for the roofs in the River Club. They will bring back the information to the Board in August. There was a lighting strike that hit the roof of one of the town homes. The roofing vendor came out the next day to do a temporary repair of the damage. The vendor was given approval to proceed. Mr. Beebe was brought in to evaluate the drainage problem by Building #2 in the River Club and will be providing a proposal to the Board. Some driveways are in need of repair, SSMG is getting quotes. The PLM Vendor in the River Club suggested changing some of the landscaping to add some color.

CC & R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated the yard waste violations were down this month. Mr. Natiello reported that the unimproved lot violations were up, hopefully more owners will sign up for the mow program. Mr. Natiello stated it is the season for mold/mildew on the sidewalks. Mr. Natiello stated there are a few issues with the Lake banks.

Communications/Oak Tree Liaison – Mr. Brad Scott

This is a quarterly report and will be on the agenda in the month of September.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)



Mr. Railsback stated that July Fine Committee Outcomes have been provided in the Board Packet for the Board's review/confirmation.

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

Dr. Carlton stated that there was a CDD meeting yesterday. Dr. Carlton reported that the CDD meeting had many items to discuss. The CDD approved new play equipment at the Village Center. Mrs. Leister gave a presentation on trees and the spartina on CDD property. The CDD did not approve funding for the trimming and maintenance of the spartina on the pond banks at the River Club. Lakes #5 and #14 will have aerators installed. A preliminary elevation drawing for the stucco project at the Village Center was approved. The generator at the Village Center is fully functional. The discussion about the drainage issues on lake #40 in Wild Oaks will be continued at the next meeting. There was an approval for the reroofing of the Front Street gazebo and the Main Gate Guard House.

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

Mr. Railsback reported that the Board packets included the completion of the CC&R s to the website.

Unfinished Business

1. Fall Bash- Discussion- Dr. Robert Jay Carlton

Dr. Carlton stated that the Board agreed to have another Fall Bash. This will be for residents only and no guests will be allowed. The menu will remain the same as the Fall Bash in 2016. Residents will have to register for the Fall Bash because seating will be limited. Mrs. Carlton is researching a take home gift for the residents that attend. The Fall Bash will be held on Saturday, October 27th from 4:00 to 7:00 at the Village Center. SSMG employees will be present at the Fall Bash for meet and greet.

2. Board Resolutions Process- Mr. Vic Natiello

Mr. Natiello stated that a recent discussion as to whether there would be Board resolutions that turn out to be an enforcement issue. The best way to write the Board resolutions even if it is an ADC Standard should go to the attorney to write the resolutions. Mr. Natiello stated that not everything the Board does has to go to the attorney such as things that don't impact an enforcement action. Mr. Natiello also stated that any Board Resolution concerning a change to the ADC Standards always include a statement mandating that it be included in the next revision to the Standards. He gave an example where there was such an item missed in the 2018 ADC Standards. The statement gave the Board the authority to later revise the Standards by including the missed resolution without technically re-opening the entire Standards review process.

There was a lengthy discussion on this topic.

3. Flag Resolution- Dr. Robert Jay Carlton

Dr. Carlton stated that in your Board packet there is a copy of the flag resolution that the attorney will file a formal resolution. Dr. Carlton stated that #1 & #2 on page 2 summarize the Flag resolution.



On Motion by Mr. O'Brien, seconded by Mr. Scott, with all in favor, the Board Approved to adopt the following Flag Resolution. Rule: #1. Except as permitted by Sections 720.304(2)(a) & (b), no flags are permitted to be displayed on any Lot, Unit, Common Area, or on any personal property, improvement or structure located upon any Lot, Unit, or Common Area. #2. The flag of the United States with thirteen alternating red and white horizontal stripes, and 50 stars, white in a blue field is the only flag allowed. Any other variation of a flag purporting to be the flag of the United States is not permissible.

4. VMS Program - Mr. Ed O'Brien

Mr. O'Brien spoke about the update that was done to the VMS system earlier this year. Mr. O'Brien reported that not all of the committee members can get into the system since the updating. There was a lengthy discussion on this topic.

New Business

1. Proposed Budget- Mr. Brad Scott

Mr. Scott stated that the analysis of the roofs which would include the timing and cost could affect the budget. Mr. Railsback stated that they have to identify and assess the associations' responsibilities for the replacement value and useful life of the roofs. Mr. Railsback stated that the focus will be on getting quotes from the vendors for budgeting cost on the roofs, driveways and entry walkways, painting and the front fences in the River Club. Mr. Railsback stated to Mr. Frichol that the proposals for 2019 are from the PLM vendor. All that would be left would be the Crossings Pool. This information will be reviewed at the next Board meeting. There was a lengthy discussion on this topic.

2. Front Door Replacement- Board Review of MADC Decision- Mr. Ed O'Brien

Mr. O'Brien provided the Board Members with paperwork on the front door replacement. The MADC approved the replacement of the front door as an "as built" however, this decision was found to be inconsistent with the ADC Standards. The homeowners were notified and advised that the request Mr. O'Brien stated that the first request for the front door replacement was denied by the MADC because a single door is required to have sidelights. The inspection of the front door replacement shows that the door was installed even though it was denied on the first request. The homeowners reapplied to the MADC for an as built and they were granted an approval. Mr. O'Brien stated that the MADC has deviated from the standards in the past. However, a deviation should be declared only when there is a compelling reason and/or extremely unique situation. Mr. Natiello explained the difference between the NCADC and MADC Committee. Dr. Carlton stated the Board is there to make sure that the MADC follows the ADC Standards. There was a lengthy discussion on this topic. Mrs. Wilkinson spoke to the Board about the installation of the front door.

On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved that the front door be denied and overturn the decision of the MADC Committee and to discuss the current standard of installing a sidelight. Dr. Carlton wanted the motion amended because the Board is not there to give recommendations. Mr. O'Brien amended his motion.



On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved to overturn the approval decision made by the MADC Committee on the front door.

3. Flag Resolutions- Procedures Regarding Non- Compliance - Dr. Robert Jay Carlton
Dr. Carlton stated that even though the title is “flag resolutions” this is also for items in a state of non-compliance. Dr. Carlton stated that there are two options available to the **Board**. The first involves the imposing of a fine up to \$1,000.00 for any single violation. The second option would be to initiate a law suit designed to have the property owner court ordered to comply with the governing documents. Dr. Carlton stated that there is a standing fine on a flag violation for four years. Dr. Carlton wanted the Board to know the options that are available. Dr. Carlton asked the Board was ready to move forward with the flag violation. There was a lengthy discussion. Dr. Carlton asked the Board if they all in agreement to pursue both avenues for the flag violation. Board members agreed to move forward.

4. Fine Committee Member Replacement – Timeline- Mr. Vic Natiello
Mr. Natiello stated that months ago the Board passed a resolution about no individual actively serving on the Grand Haven Master Association Board of Directors may serve concurrently on the: MADC, NCADC, ADC Inspector and the Fine Committee members. The exception is two members of the MADC may serve on the NCADC committee. The second Tuesday after the election starts the new position on the CDD for Mr. Kevin Foley. Mr. Natiello requested that an E- Blast go out to residents in September for the open position for the Fine Committee Member.

5. Non-Compliance Issues Needing Board Review

On Motion by Mr. O'Brien, seconded by Mr. Scott, 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 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. Natiello, seconded by Mr. O'Brien, 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.

No levy of a penalty on property # 5 due to incorrect information.

Director's Requests

There were no Director's requests at this time.



Adjournment

On Motion by Mr. Natiello, seconded by Mr. Frichol, with all in favor, the meeting was adjourned at 4:11 p.m.



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