

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. Jim Gallo, Treasurer

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

Board of Directors Meeting Agenda

January 19, 2018

2:00 p.m.

Call to Order

The meeting was called to order by Dr. Robert Carlton at 2:01 p.m.

Roll Call—Establish a Quorum

Members Present: Dr. Robert Jay Carlton, Mr. Jim Gallo, Mr. Vic Natiello, Mr. Mike Frichol & 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. Kaplan questioned who is responsible for the maintenance of the mailboxes.

Mr. Reisman spoke about the PLM contract for the Crossings Village.

Mr. Hedges questioned the status of the boxwood replacements project in the Riverwalk Village.

The PLM liaison stated that this would be addressed in the agenda under Unfinished Business.

President's Comments

Dr. Carlton welcomed everyone to the first Board meeting of the New Year. Dr. Carlton welcomed and introduced the newest Board member Mr. Mike Frichol.

Approval of Minutes

On Motion by Dr. Carlton, seconded by Mr. O'Brien with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the December 15, 2017.

On Motion by Mr. Natiello, seconded by Mr. O'Brien with all in favor, the Board Approved the grammatical change to the Annual and Organizational Meeting Minutes of the Board of Directors of the January 11, 2018.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that all the Board members received their packets. Mr. Railsback stated that in your Board packet contain the compliance report for the 4th quarter. Dr. Carlton requested for



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Mr. Railsback to be firmer in addressing sidewalk deflections. There was a lengthy discussion on this topic.

Finance report – Mr. Jim Gallo

Mr. Gallo stated that the balance sheet was reviewed and finances are in good standings. Mr. Gallo stated that a Treasury review meeting will be required before the next month's Board meeting.

Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC.

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

Mr. O'Brien reported that in the year 2017 there were some changes to the committees. There were two new NCADC committee members, two new members for the MADC and two new ADC inspectors. Mr. O'Brien gave facts and numbers on the NCADC. In the year 2107 there was 20 new homes completed. Mr. O'Brien gave facts and numbers on the MADC. In the year 2107 there were 624 submittal requests. The two most requested were tree removals and landscape improvements.

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

Mr. Gallo reported that this month's inspections were done. Mr. Gallo did state that with the weather being so cold the inspections were not as detailed. Mr. Railsback stated that there are one or two more things to be completed by the PLM vendor in Riverwalk before the new vendor begins.

CC & R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. Mr. Natiello spoke about contractors not taking the yard waste with them or stating they will come back and don't. Mr. Natiello stated residents need to check the City of Palm Coast website for the pickup schedule when there is a Monday Holiday.

Communications/Oak Tree Liaison – Mr. Mike Frichol

Mr. Frichol stated that he spoke with Mr. Capozzi and Nancy Carlton about the Oak Tree Newsletter. Mr. Frichol will be meeting with Ms. Sparks to discuss the Neighbor to Neighbor Program. Mr. Frichol stated that the website needs to post the newer versions of the Oak Tree. The Oak Tree should be delivered around February 15th.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that January 2108 Fine Committee outcomes have been provided in the Board Packets for the Board's review/confirmation. There was a lengthy discussion on two of the fine items.

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

Due to other Board business, Dr. Carlton was unable to attend the CDD meeting. The January CDD workshop was cancelled. Dr. Carlton asked Mr. Gallo to attend the meeting in his place. Mr. Gallo summarized the topics discussed at the CDD meeting.

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

Mr. Railsback reported that moving forward the action item list will be replaced with a work order format.



Unfinished Business

1. Riverwalk Shrub Replacement program - Update – Mr. Jim Gallo

Mr. Gallo reported on the meeting with the new PLM Vendor, Costa Verde about the removal of the Boxwoods and the replacement with Holly Shillings. There was a lengthy discussion on this topic. Mr. Hedges questioned if all boxwoods were to be removed on his property. Mr. Leach answered “yes”, all the diseased Boxwoods are to be removed. The Board decided to delay removal and replacement of the shrubs until further into the Spring.

2. Automated External Defibrillator – Crossings Pool - Update – Mr. Jim Gallo

Mr. Gallo stated that he would like to have the defibrillator installed by the end of February. Mr. Gallo stated that there will be two classes held on the usage of the defibrillator, one for the Board and SSMG and one for the community. The defibrillator will be stored in an alarmed cabinet by the Crossings Pool.

3. Open House Signs – Initiation of MOU with Declarant - Dr. Robert Jay Carlton

Dr. Carlton stated that the Board entered an agreement with the Declarant requiring open house signs on resale homes in Grand Haven. As of January 1, 2018 there are to be no more open house signs allowed on resale homes in Grand Haven. Open House Signs will be allowed two events a year. It is anticipated that these events will include the Spring and Fall Parade of Homes.

New Business

1. ADC Revision Committee - Composition – Mr. Ed O’Brien

Mr. O’Brien stated that four people will be on the ADC Standards review committee. The committee will be reviewing in the month of February.

2. MADC Vacancy – Discussion - Mr. Ed O’Brien

Mr. Railsback stated in your Board packets is the copy of the E-Blast that will be going out to residents letting them know of the open position for the MADC committee.

3. Insurance Renewal for 2018 – Discussion - Mr. Troy Railsback (SSMG)

Mr. Railsback explained the circumstances surrounding the need to go to a different insurance company for the new policy. There was a lengthy discussion on this topic.

On Motion by Mr. Natiello, seconded by Mr. O’Brien, with all in favor, the Board Approved to bind the insurance coverage with Assured Partners.

4. Documentation of Volunteer Hours by Board Members- Dr. Robert Jay Carlton **Dr. Carlton proposed to the Board that the committee members keep track of their volunteer hours in the community in servicing the Board.**

5. Non-Compliance Issues Needing Board Review



A Motion was made by Mr. O'Brien to levy a penalty in accordance with the previously established fine matrix of \$100.00 on property # 1 did not carry due to a lack of a second.

On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 on property # 1.

A Motion was made by Mr. O'Brien to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 2 did not carry due to a lack of a second.

On Motion by Mr. Gallo, 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 # 2.

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

On Motion by Dr. Carlton, 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. 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 # 7.

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 # 8.

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 # 9.

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 # 10.



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 # 11.

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 # 12.

On Motion by Mr. O'Brien, seconded by Mr. Gallo, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 13.

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 # 14.

Director's Requests

Mr. Natiello asked about the new format for the action item list. Mr. Natiello requested that the Pledge of Allegiance be added to the Annual/Organizational Meeting. Mr. Natiello asked if the clean copies of the documents had been done.

Mr. Gallo requested that in next year's November issue of the Oak Tree residents need to follow the City of Palm Coast guidelines for Christmas tree disposal or put it out with the yard waste. Mr. Gallo requested that parking be considered as a self correcting violation.

Dr. Carlton needs a recommendation for the method to clean the bulkheads.

Adjournment

On Motion by Mr. Natiello, seconded by Mr. O'Brien with all in favor, the meeting was adjourned at 4:42 p.m.

