

# ***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. Ed O'Brien, Treasurer

Mr. Mike Frichol, Director  
Mrs. Denise Gallo, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting Minutes**

**February 15, 2019**

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, Mrs. Denise Gallo, Mr. Vic Natiello and 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. Robert Carlton had no comments at this time.

### **Approval of Minutes**

**On Motion by Mr. O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the January 18, 2019 with the minor/grammatical changes discussed at the meeting.**

### **Committee Reports**

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

Mr. Railsback reported that the Board packets included correspondence from a property owner relative to adjusting previously adopted Board Meeting Minutes. Dr. Robert Carlton stated that hearing a resident in the Committee reports is unique to this situation. Dr. Robert Carlton read the email from the attorney about including information in the Board minutes. The attorney stated "The Board decides what they want to include or not include in the Board Minutes, including any attachments thereto. The meeting minutes should accurately reflect what occurred at the meeting, but are not to be a verbatim transcript of what occurred. If the Board thinks the approved Board meeting minutes accurately reflect what occurred at the meeting, they are free to deny a request by a non-director member of the Association to change them." Mr. David Reisman requested that the Board minutes should be revised and includes more explanation on the information. Dr. Robert Carlton stated that the Board Minutes is to be an overview of the topics at the meeting.



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### **Finance report – Mr. Ed O’Brien**

Mr. Ed O’Brien stated that the Board packet included his initial 2018 Financial Analysis and Budget Review. Mr. Ed O’Brien explained the dollar amounts for the 2018 budget, year to date and the variance review on the report. Mr. O’Brien indicated he will be building on this analysis and working with SSMG in preparation for the upcoming budgeting process.

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

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. Dr. Robert Carlton stated that there are 70 property owners that have not paid their 2019 HOA assessment. Dr. Robert Carlton reported that 2 properties have been sent letters for demand for rent, 1 property owner is in mediation for a foreclosure property and 3 properties are in different stages of foreclosure.

### **Architectural Design Committee (ADC) Liaison – Mr. Ed O’Brien**

Mr. O’Brien reported that there were 63 submittals in total for the month. The NCADC had 10 approvals and 1 denial. The MADC had 48 approvals and 4 denials. Mr. O’Brien also provided a Summary Report for New Construction activities since 2015, as well as a 2017 versus 2018 Summary Report and Comparison by type of submittal for the Modification ADC.

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

Mr. Frichol reviewed the PLM Work Order Summary included in the Board packets.

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

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated that there were again 70+ compliance letters mailed to residents. Main noncompliance issues cited were mold/mildew, sidewalk displacement issues and architectural changes without prior approval.

### **Oak Tree & Neighbor to Neighbor Liaison – Quarterly Report\*\*- Mrs. Denise Gallo**

The Oak Tree & Neighbor to Neighbor will be on the March Board Meeting.

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

Mr. Railsback stated that there was not a quorum for the February Fine Committee meeting.

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

Dr. Carlton summarized the topics discussed at the CDD meeting.

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

Mr. Railsback stated that the website and portal will be ready for the ADC members and the Board members to use in March.

### **Unfinished Business**

#### **1. Drainage Project – River Club-Update– Mr. Troy Railsback (SSMG)**

Mr. Railsback stated that in your Board packets is the latest contract for the drainage project in the River Club. The language for the one year warranty has been included in the contract as requested by the Board. Drainage drawings will be available for the next Board meeting.



**2. PLM Survey Vendor Performance Reviews- Mr. Mike Frichol**

Mr. Frichol reported that the Board packet contained the information on the PLM Survey performance reviews. All the PLM vendors came with some improvements, procedural changes and one vendor came with a supervisorial change. Mr. Mike Frichol requested that communication from SSMG be given to the residents about the PLM Survey information being used by the PLM vendors. Mr. David Reisman asked if the vendors were altogether at the meeting. Mr. Mike Frichol stated that the vendors were spoken to individually.

**3. River Club Roof Replacement Project - Mr. Mike Frichol**

Mr. Mike Frichol stated that the River Club roof replacement is moving forward. The first buildings to have the replacement roofs are #11, 12 and 14 based on the history of repairs. When the work is to begin residents will be notified by SSMG. Each unit should take around a week to complete.

**4. PLM Reserve Refunds – Update - Dr. Robert Jay Carlton**

Dr. Carlton reported that the PLM Working Capital Refund checks have been processed, signed and mailed to the appropriate property owners.

**New Business**

**1. MADC New Member Selection – 2019 - Mr. Troy Railsback (SSMG)**

Mr. Railsback indicated that there were two property owners that submitted to be considered for the open position on the MADC. Mr. Railsback introduced each candidate and they each addressed the Board with a brief statement regarding their interest. A ballot was circulated for each Board member to vote for one of them.

**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to elect Mr. Ed Pakel to fill the vacancy on the MADC Committee.**

**2. Notification Procedures – CC&R Violations – Mrs. Denise Gallo**

Mrs. Gallo expressed suggestions/concerns regarding the CC&R notification procedure and/or the use of an email notification, but the FL Statute requirement obligates the Board to process in the manner they are being processed using the USPS mail at this point. SSMG will investigate the ability to use the VMS system to easily send an additional notification via email.

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

**On Motion by Dr. Robert Carlton, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to not levy a fine on property # 1.**

**On Motion by Mr. Ed O'Brien, seconded by Mr. Mike 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 # 2.**



**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic 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. Vic Natiello, seconded by Mr. Mike 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. Ed O'Brien, seconded by Mr. Vic 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. Ed O'Brien, seconded by Mr. Mike 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. Vic Natiello, seconded by Dr. Robert 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. Vic Natiello, seconded by Mr. Ed 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 # 8.**

**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic 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 # 9.**

**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic 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. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to not levy a fine on property # 11.**

**On Motion by Mr. Ed O'Brien, no second on property # 12.**

**On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved to not levy a fine on property # 12.**

**On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, 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. Vic Natiello, seconded by Mr. Ed O'Brien, 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 referenced Senate Bill regarding changes affecting rental restrictions and potential impacts locally.

**Adjournment**

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 4:02 p.m.

