

***Grand Haven Master Association, Inc.***  
**Board of Directors Meeting**  
**March 20, 2008**

**Call to Order:**

The meeting was called to order at 2:15 p.m.

**Members Present:** Rob Sedelmyer, Patricia Driscoll, Marc Dwyer, Ray Smith

**Members Absent:** Kenny O'Connor

**Others Present:** Fred Annon, Jr., Troy Railsback – Southern States Management Group, Inc.  
Members' sign-in sheet is located in Association Meeting File

A quorum was established.

**Approval of Minutes – February 21, 2008**

**ON MOTION BY Marc Dwyer, seconded by Ray Smith, with all in favor, the Board approved the minutes of the February 21, 2008 Board Meeting minutes as written.**

**Committee Reports**

**Community Manager – Troy Railsback**

Property Management was asked to add information on the status of collections to the CC&R Enforcement Report. There was discussion regarding the frequency of property inspections. Bank of America has issued approximately \$300 in credits associated with bank fee charges on the Grand Haven Master Association accounts.

**ON MOTION BY Ray Smith, seconded by Rob Sedelmyer, with all in favor, the Board approved obtaining an estimate from the Association's attorney for the cost to review ADC Guidelines.**

**Finance Report – Pat Driscoll**

Mrs. Driscoll reported on Association finances. Ms. Driscoll recommended to the Board that an annual Audit be performed on the Association books. Mr. Smith requested that the Board be given an Aged Receivables report at the next Board Meeting.

**Communications – Ray Smith**

Mr. Smith reported the next newsletter will be mailed at the end of the month.

**By-Laws Review – Marc Dwyer**

Mr. Dwyer reported the Board is in substantial compliance with the By-Laws and Florida Statutes Chapter 720.

**Action Item List Review – Rob Sedelmyer**

A new format was introduced for the Committee Reports. Troy Railsback reviewed recommendations for rental policy administration. Mr. Sedelmyer expressed concern that the Association would be unable to track leases for tenants who are given a gate entry pass by the owner, without registering with the CDD. Mr. Annon noted owners are ultimately responsible for maintenance of the property, regardless of any agreement the owner has with their tenant. Mr. Sedelmyer asked for an outline of the rental policy procedure. Meeting packet material was relabeled as requested by the Board. Mr. Railsback reviewed the Riverview CC&R's and found no build out time limit.

Mr. Smith reported Whitehall Construction has fired all of their employees, closed their doors and ceased business. They have not yet filed for bankruptcy. The bank holding the mortgage has been asked to inspect the property. The bank will be seeking a builder to complete the project so they do not have to write off too much of their investment. Dumpsters and the concrete mixer have been removed from the property. City Code Enforcement is working on

removing the storage building, and working with the county sheriff to dispose of the abandoned truck on the property.

A decision regarding options for collection versus foreclosure on the Tillman property will be placed on the agenda for the next meeting to allow time to determine whether the property is homesteaded. Mr. Railsback and Mrs. O'Connor are working on a response to the Kazio lawn assessment letter.

Mr. Smith met with the ADC to review the policy for enforcement of lake bank maintenance. Management is developing a chart of requirements for lake bank maintenance requirements listed in the CC& R's of various villages. Developing a uniform policy will not be possible because CC& R requirements are not consistent. Management was directed to enforce the provisions for lake bank maintenance, as outlined in the CC& R's of each village. The Florida Fertilization Task Force published recommendations in January to be reviewed by the Florida Legislature. The recommendations may be enacted by the county after which, the recommendations could be integrated into ADC Guidelines.

Mr. Smith reviewed a draft schedule of time lines for build out, after the build out time has expired. Mr. Sedelmyer noted that the rules should not discourage investment in the Grand Haven community. Regarding a policy for installation of permanent walkways on Front Street lots in violation of the CC&R's, Management said owners will be notified that the ADC has no record of prior approval for installation of a permanent walkway on their lots, and that alteration of the property without ADC approval is a violation of the CC&R's. If owners cannot produce proof of ADC approval, they will be required to apply for permission from the ADC after the fact. Mr. Smith, Mr. Dwyer and Ms. O'Connor are working on CC&R project definition.

Ms. Driscoll said she was still researching a financial reserves policy for budgeting. Ms. Driscoll recommended joining the Community Association Institution, and thinking it would be a great resource in researching the right level of reserves for the community.

Mr. Sedelmyer reported the owner did not appear at the March 7 mediation regarding 20 Grandview Drive, and the judge ruled in the Association's favor.

Ms. Driscoll reviewed her discussion with Property Management regarding ADC mailbox purchase and Grand Haven storage unit.

Mr. Sedelmyer asked that PLM Review be added to future meeting agendas. The current PLM budget reflects \$19,000 in pre-paid assessments and \$10,000 in delinquent assessments. Mr. Sedelmyer asked Management to research whether late fees for non-payment of assessments can be increased and to e-mail the answer to the Board.

**ON MOTION BY Ray Smith, seconded by Rob Sedelmyer, with all in favor, the Board approved adoption of the suggested build out policy for resale lots which have exceeded the original build out limits with a timeframe: (i) no later than 90 days after date of sale new owner is required to contact ADC; (ii) no later than 180 days after date of sale new owner is required to submit plans to ADC; (iii) no later than 240 days after date of sale new owner is required to have slab poured; (iv) no later than 320 days after date of sale new owner is required to have house under roof; and (v) no later than 560 days after date of sale new owner is required to have Certificate of Occupancy. Failure to meet any of these deadlines will result in a violation of the build out requirements and result in an immediate fine.**

### **Old Business**

#### **Bluffs walkway**

Mr. Railsback reported he contacted CDD staff as well as Landmar, and they have acknowledged responsibility for the walkway.

#### **Refund of Bank Fees**

This item was discussed in Committee Reports.

#### **24 Sailfish Drive—Payment plan of \$75.00**

There was discussion regarding an owner's request to pay \$75 per month, instead of a lump sum, to pay a fine levied for CC&R violations. At a previous meeting, the Board agreed to take the case back from the attorney and to allow the owner to pay \$75 per month with the stipulation that if a payment is missed, the entire amount will be due and payable.

**ON MOTION BY Rob Sedelmyer, seconded by Pat Driscoll, with all in favor, the Board voted to negate the motion regarding 24 Sailfish Drive made at the February Board Meeting to accept the \$75 payment plan and instead to go back to the original agreement of \$150 per month.**

#### **13 Sailfish Circle -- Fine**

There was discussion regarding a fine levied for failure to communicate with the Association within the legal time frame regarding a violation at 13 Sailfish Circle. The violation has been corrected.

**ON MOTION BY Rob Sedelmyer, seconded by Pat Driscoll, with all in favor, the Board voted to obviate the violation levied on 13 Sailfish Drive.**

#### **New Business**

##### **PLM Policy for Bids**

There was discussion regarding the PLM policy for landscape maintenance bids.

**ON MOTION BY Rob Sedelmyer, seconded by Ray Smith, with all in favor, the Board approved the Master Association, utilizing the Advisory Council, survey all PLM residents regarding PLM services required to be purchased for the next contact period which begins on 1/1/2009. Further, the updated resident requirements, subject to reasonable upper limit ceilings imposed by the Master Association, shall be made a part of the community documents through the established procedure for document change.**

#### **Mature Bonds**

There was discussion regarding establishing a Finance Committee.

#### **Legal Correspondence**

##### **13 Players Circle – Fine**

The owner did not obtain ADC approval to repaint their residence and the repainted area does not match the rest of the house. The owners contend they repainted the house using the same, previously approved paint color. The matter was tabled to allow time to obtain further information.

#### **Property Owner Correspondence**

##### **70 River Trail Drive – Fine**

This item was tabled.

##### **19 Players Circle -- Fine**

This item was tabled.

#### **Audience Comments**

Board members responded to owners concerns and comments regarding vacant lot maintenance next door to 29 North Waterview Drive, Advisory Council spreadsheets, and the implementation of Advisory Council's feedback.

#### **Adjournment**

**ON MOTION BY Pat Driscoll, seconded by Ray Smith, with all in favor, the meeting was adjourned.**