

# ***Grand Haven Master Association, Inc.***

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[www.grandhavenmhoa.com](http://www.grandhavenmhoa.com)

Dr. Robert Carlton, President  
Mr. Murray Salkovitz, Vice President  
Mr. Gerald Kagan, Treasurer

Mrs. Terri Langan, Director  
Mr. Vic Natiello, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting – November 22, 2013**

### **Call to Order**

The meeting was called to order by Dr. Carlton at 2:02 p.m.

### **Roll Call—Establish a Quorum**

**Members Present:** Dr. Robert Carlton, Mrs. Langan, Mr. Kagan, Mr. Natiello & Mr. Salkovitz

**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**

### **Approval of Minutes**

**On Motion By Mr. Natiello, seconded by Mr. Salkovitz, with all in favor, the Board approved the Meeting Minutes from the October 11, 2013 Board of Directors Meeting.**

### **Committee Reports**

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

Mr. Railsback communicated that the coupons and the First Notice of Annual Election have been mailed to residents. Foreclosed and abandoned properties have received landscape maintenance and have been power washed. Mr. Railsback obtained a price from a contractor which includes maintenance of the lake bank for foreclosed/abandoned properties. Mr. Salkovitz inquired as to trespassing issues on these properties, and requested an opinion from the Attorney on this matter. Dr. Carlton noted that the Attorney has not raised any red flags regarding this issue.

#### **Finance report – Mr. Kagan**

Mr. Kagan reported that the Board's operating income will be about \$40,000 in the positive. There has been \$76,000 levied in fines to date this year. Additionally, he reported that the ADC expenses are being offset this year as a result of the new construction fees. The excess of funds spent by the GHMA has been in legal fees. Mr. Kagan reported on the potential amount of excess cash, and informed the Board that PLM, Crossings, and River Club are within budget.

#### **Communications/Oak Tree Liaison – Mrs. Langan**

Mrs. Langan informed Board members that Mrs. Stauffer is considering resigning from her duties associated with the Oak Tree. Mrs. Stauffer will take some time to consider her resignation, and Mrs. Langan will keep the Board informed as to her decision. The deadline for the next edition of the Oak Tree will be postponed until Mrs. Stauffer makes her decision. Mrs. Langan addressed a correction e-blast that will be sent to residents in order to clarify misinformation in the last edition of the Oak Tree. The Neighbor to Neighbor is averaging ten visits per month. There have been 63 visits to date. Mr. Natiello inquired about the GH CDD Directory.



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

Dr. Carlton reported that roughly \$7,300 has been collected this period, and \$49,000 has been collected year to date. Mr. Railsback responded to a question from Mrs. Langan as to the future of liens for delinquent properties, as well as foreclosures. There was discussion regarding a renter that is legally challenging the status of his lease which became an issue after the property he is leasing changed ownership.

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

Mr. Natiello reported that there are currently two ADC inspectors currently in the field. There was discussion pertaining to revision of ADC applications after inspection. Mr. Natiello suggested that minor changes/alterations be considered without the applicant having to go before the ADC again. He advocated for the MADC to annotate in the property file anything said verbally at a meeting that would help the inspector have clear direction/instructions. Mr. Natiello discussed the high volume of tree removal applications. Mr. Salkovitz inquired as to Brandy's absence from the ADC meeting.

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

Discussed in the PLM Survey section

### **C. C. & R. Compliance Liaison – Mr. Salkovitz**

To be discussed in a later section

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

Mr. Railsback reported that there was not a Fine Committee meeting in October, as there were no properties in need of review. There was a Fine Committee Meeting held in November and those results will be reported at the December meeting.

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

Dr. Carlton reported that the CDD is experiencing some issues with barking dogs disrupting special events. Tow away zone signs will be installed at both the Village Center and Creekside Amenities Center parking lots. There was a revision of the Best Management Practices for the CDD detention bank planting, which was approved by the CDD and GHMA Board of Directors. The Sailfish Drive storm water drain issue has been put on hold due to contractor availability. The CDD is almost finished wrapping up the ownership of the pier adjacent to the Golf Club. Pier renovations will begin after ownership is assumed. Dr. Davidson reported that the re-registration process is nearly complete, with most of the unregistered residents being lot owners.

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

Mr. Railsback reported that he is going to obtain legal correspondence regarding slip and fall on private property. The language related to sidewalk maintenance previously used was provided to Mr. Salkovitz to prepare for the e-blast. Mr. Railsback spoke to a Sheriff's representative who informed him that individual property owners who are parking in the driveways of foreclosed/abandoned properties must be reported by the owner of the property for action to be taken.



## **Unfinished Business**

### **Report of Mediation re: Commercial Vehicles – Dr. Carlton**

Dr. Carlton updated the Board regarding the mediation process for commercial vehicle parking. Mr. Railsback noted that the vehicle has not been parked at the property since the mediation, and the monetary penalty was collected.

### **Sidewalk Repairs – GHMA Maintained Properties – Dr. Carlton**

Dr. Carlton noted that when the GHMA assumes maintenance responsibilities of foreclosed/abandoned properties they also assume the liability in connection with that. There was discussion as to the scope of maintenance, and Board members agreed that sidewalks should be included in this scope. Mr. Railsback responded to questions regarding invoicing for maintenance of these properties.

**On Motion By Dr. Carlton, seconded by Mrs. Langan, with all in favor, the Board voted to maintain sidewalks of those foreclosed/abandoned properties that the Board is maintaining.**

**On Motion By Mr. Natiello, seconded by Mrs. Langan, with all in favor, the Board voted to amend the previous motion to include maintenance of any known liability on Board maintained foreclosed/abandoned properties that is brought to the Board's attention.**

There was discussion regarding the maintenance of lake banks on foreclosed/abandoned properties, and the Board decided to continue their policy of excluding maintenance of lake banks at this time.

## **New Business**

### **PLM Survey Results – Mr. Kagan**

There was between a 30% - 40 % return rate for the PLM survey in most villages. The Crossings had a return rate of almost 50%. Mr. Kagan reviewed the responses received from Crossings residents pertaining to Holly trees. There was discussion regarding the lack of consistency in the trimming of the Holly trees. Mr. Railsback responded to Board member concerns related to tree condition. Mrs. Maloney requested that the Board send Louise Leister to the Crossings to evaluate the trees. Mr. Railsback informed Board members of his communications with Corey and open work orders regarding tree condition.

**On Motion By Mr. Kagan, seconded by Mr. Salkovitz, with all in favor, the Board voted to hire Louise Leister to inspect the Holly trees in the Crossings and report her recommendation on possible solutions to the Board at the December 20, 2013 Board of Directors Meeting.**

Mr. Kagan continued his report on the resident feedback obtained from the 2013 PLM Survey. Mr. Railsback clarified contractor responsibilities in terms of repairing/replacing damage caused by contractor negligence. Mr. Natiello noted that the PLM survey responses were down roughly 20% in comparison to 2012. Dr. Carlton summarized the survey results and indicated that the majority of PLM owners are satisfied with their level of service.



### **71 Southlake Drive – Refurbishing Proposal – Mr. Railsback/SSMG**

Mr. Railsback informed Board members as to the scope of maintenance needed. The property needs to be deep cleaned, including carpets and tile, remove mildew from screen and replace missing sections, pressure wash every element of the exterior hard surface, including roof, and a landscape clean-up will be necessary. There was discussion regarding replacement of the refrigerator, stove, washer/dryer and other appliances.

**On Motion By Mr. Salkovitz, seconded by Mrs. Langan, with all in favor, the Board voted to approve the necessary expenditures to rehab 71 Southlake Drive, with the cost not to exceed \$6,000.00.**

### **Enforcement of Build-out Requirements – Mr. Salkovitz**

There was a discussion related the build-out covenant enforcement process, and number of unimproved lots within the community.

### **Holiday Lunch – MADC and Fine Committee – Mr. Salkovitz**

**On Motion By Mr. Salkovitz, seconded by Mr. Kagan, the Board discussed continuing the historical activity and hosting a combined luncheon for members of both the Fine Committee and the MADC in appreciation for their service to the community.**

**On Motion By Mr. Natiello, seconded by Mr. Salkovitz, with all in favor, the Board voted to amend the previous motion to include this item on the BOD meeting agenda each November.**

### **SSMG – Procedures re: Phone Calls from Residents – Mr. Salkovitz**

Mr. Salkovitz inquired about the procedures regarding incoming resident phone calls. Mr. Railsback clarified SSMG phone call procedures.

**On Motion By Mr. Salkovitz, seconded by Mrs. Langan, with all in favor, the Board voted to update the voicemail message for the GHMA mailbox to direct residents to an alternative point of contact in case of an emergency.**

### **Adjournment**

**On Motion by Mr. Natiello, the meeting was adjourned at 4:20 p.m.**

### **Audience Comments**

There was a Thank You to the Board for their efforts and thorough review of agenda items. There was a question regarding Louise Leister's process of evaluation for tree inspection. An owner expressed concern with street tree roots, and suggested that an impact study be completed to identify the long range potential impact for residents and the CDD.

