

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

Post Office Box 354785 | Palm Coast, Florida 32135

[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 – September 20, 2013**

### **Call to Order**

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

### **Pledge of Allegiance**

### **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

### **Approval of Minutes**

**On Motion By Mrs. Langan, seconded by Mr. Natiello, with all in favor, the Board approved the Meeting Minutes from the August 23, 2013 Board of Directors Meeting.**

### **Committee Reports**

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

Mr. Railsback mentioned an e-mail he received from Mrs. Diehl pertaining to a Wild Oaks property. Dr. Carlton informed the Board that this was a CDD issue.

#### **Finance report – Mr. Kagan**

Mr. Kagan's ongoing review and oversight of the financials demonstrates the GHMA is operating within budget. He also communicated some of the logic is utilized in developing the Proposed 2014 Budget.

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

The deadline for Oak Tree submittals is October 25<sup>th</sup>. Mrs. Langan requested that there be information in the next edition regarding the Proposed 2014 Budget and upcoming elections.

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

Dr. Carlton reported that the GHMA obtained \$5,149 in collections this period, and almost \$30,500 year to date. Mr. Railsback responded to Mrs. Langan's question regarding collections from a short sale property. An e-blast was sent from the CDD to GHMA residents about telephone book distribution. Dr. Carlton mentioned that there were some negative responses from residents who were concerned with solicitation. Due to limited frequency of distribution, and lack of alternative methods for residents to receive phone books, the Board decided to take no action in regards to prohibiting distribution.



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

Mr. Natiello reported that at ADC meetings numerous residents have asked for variations to the ADC standards. He explained the updated procedure for ADC submittals, which will coordinate with revised form letters pertaining to approval or denial. Additionally, he discussed submittals that are duly submitted by two neighbors, where the architectural revisions will encompass two neighboring properties. There was discussion regarding voting by absentee ballot. Mr. Natiello discussed Appendix Q, which references the standards for North Park Estates. Board members had a conversation on topic of clear cutting lots, and maintaining required tree counts.

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

The PLM survey will be mailed out in October/November time frame. There was discussion regarding 2014 PLM contract renewal, and possible changes in the scope of services offered.

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

Mr. Railsback responded to concerns pertaining to real estate signs and yard waste debris.

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

August & September Fine Committee results were included in Board member packets.

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

Dr. Carlton reported that the CDD passed their 2014 Budget, and currently have a number of projects underway or beginning soon. The CDD, in conjunction with the Amenities Company, are working together in order to bring 4H Clubs into the community for teen residents.

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

The Attorney is reviewing information pertaining to refundable deposits. Mr. Railsback reported that the property on Pelican Court recently transferred ownership, and will most likely be sent to the Attorney for collection efforts.

### **Unfinished Business**

#### **ADC Vacancy – Dr. Carlton**

There are two vacancies on the ADC and seven residents have submitted information indicating their interest in serving on the Committee. Mrs. Kaveney, Mr. Lo Monaco, Mr. O'Brien, and Mr. Pearson, introduced themselves to Board and audience members. Mr. Salkovitz asked if those not selected for the ADC position would be interested in becoming an inspector. Additionally, interested candidates were asked about their availability to serve.

**On Motion By Dr. Carlton, seconded by Mr. Salkovitz, with all in favor, the Board voted to appoint Mr. O'Brien and Mr. Lo Monaco as the newest ADC members. With Dr. Carlton voting for Mr. O'Brien and Mr. Jebbia, Mr. Kagan voting for Mrs. Kaveney and Mr. Lo Monaco, Mr. Salkovitz voting for Mr. O'Brien and Mr. Lo Monaco, Mrs. Langan voting for Mr. O'Brien and Mr. Lo Monaco, and Mr. Natiello voting for Mr. O'Brien and Mr. Lo Monaco.**



### **“Subject of Concern” Language in Letters – Mrs. Langan**

Mr. Langan presented Board members with revised letters of non-compliance. Mr. Railsback responded to Board member questions regarding resident response data and timely manner of compliance. There was discussion pertaining to the language of non-compliance letters. Mrs. Langan advocated for softer language to be used. Mrs. Langan and Mr. Natiello will collaborate in an effort to create a revised letter.

### **71 Southlake Drive – Board Options – Dr. Carlton**

Board members discussed three options for this property, including allowing the mortgage holder to foreclose, rent the property, or to sell the property. Mr. Railsback responded to Board member questions pertaining to the tenant currently living in the home. Mr. Natiello confirmed that once the property is rightfully rented the Association will assume maintenance responsibilities.

**On Motion By Mr. Natiello, seconded by Mr. Kagan, with all in favor, the Board voted to refurbish the property and rent it, with Southern States Management Group as the Leasing Agent.**

### **20 River Park Drive North – Request for Mediation – Dr. Carlton**

Dr. Carlton updated the Board regarding the request for mediation related to the commercial vehicle non-compliance issue.

**On Motion By Mr. Salkovitz, seconded by Mr. Natiello, with all in favor, the Board voted to proceed with the mediation process, with Dr. Carlton in attendance at the mediation in an effort to advocate the Board’s position that the vehicle should be prohibited from the community, and stipulate that if the vehicle remains on the property it must be covered at all times.**

### **6 North Village Drive – Judgment & Pending Sale – Dr. Carlton**

Dr. Carlton informed Board members that the Association has received an offer from the owner’s Attorney to pay the outstanding balance in four installments, beginning in September, 2013 and ending in December 2013.

**On Motion By Mr. Natiello, seconded by Mr. Salkovitz, with all in favor, the Board voted to waive late fees and administrative fee, contingent upon the owners rehabbing the property and adhering to the proposed payment schedule.**

### **Workshops for Residents – Update – Mrs. Langan**

Mrs. Langan updated the Board on the status of the ADC resident workshops.

### **New Business**

#### **2014 Budget Review and Recommendations – Mr. Kagan**

Mr. Railsback informed Board members that the Association is prepared to mail out proposed 2014 Budgets. The proposed Budget will remain the same as 2013, with the exception of Private Lawn Maintenance (PLM) fees, where some Village have a proposed decrease due to the prudent collection of delinquent accounts. Board members suggested including information supporting the current Annual Assessment with the proposed Budget mailing.



### **GHMA BOD – Candidate Process – Mr. Railsback**

There was discussion pertaining to the possibility of GHMA hosting a Candidate’s Night on January 23, 2014.

### **30 River Park Drive North – Water Damage Request – Mr. Railsback**

Mr. Railsback updated Board members on the status of the damaged roof and related water damage inside this unit.

**On Motion By Dr. Carlton, seconded by Mr. Natiello, with all in favor, the Board voted to reject the request for the Association to repair water damage inside the unit.**

### **Protocol for Meetings in Topic Areas Where There is a Designated Board Appointed Liaison – Mr. Natiello**

Mr. Natiello proposed adopting the following policy:

“No member of the GHMA Board shall participate in a meeting or extensive discussion with individuals, committees, or entities that work for or under the auspices of the GHMA and have a liaison assigned by the Board without coordinating with the Board appointed liaison to attend that meeting of discussion. This policy shall not limit Board members from contacting or conversing with individuals in the above status, provided that they are only seeking limited information or clarification, however, when policies, practices, or an extensive discussion of the role of those individuals or entities are anticipated, the Board appointed liaison shall be present”.

### **Adjournment**

The meeting was adjourned at 4:10 p.m.

### **Audience Comments**

Ms. Salkovitz asked a question regarding Crossings Village street trees. There was a question related to the Unimproved Lot Maintenance Program, and the procedure for those lots who have not signed up for the program and are in need of property/lake bank maintenance. Mr. Brown inquired about obtaining an ADC form, as well as CDD responsibilities.

