

Grand Haven Master Association, Inc.

Post Office Box 354785 | Palm Coast, Florida 32135

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 – March 21, 2014

Call to Order

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

Roll Call—Establish a Quorum

Members Present: Dr. Robert Carlton, Mrs. Terri Langan, Mr. Vic Natiello & Mr. Murray Salkovitz

Member Not Present: Mr. Jerry Kagan

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- The minutes will not be adopted. The packet of set of minutes presented to the Board Members were not acceptable as presented and will be edited for Board Members approval

Committee Reports

Community Manager – Mr. Railsback (SSMG)

Mr. Railsback communicated that he spoke with the sale agent handling the Unfinished Condominiums. Allegedly the condominium owners, company named Lavaya LLC., Development Company from Jacksonville, had an asset that fell through in November 2013 that was to fund the construction project. The estimate start date has been moved to June or July of 2014. Mr. Railsback discussed that the 2014 annual assessment were still outstanding and needed to be paid. The amount due is 48 units times \$ 120.00 each, or \$5,760.00. Mrs. Langan requested that the construction date be conveyed to the resident through the Oak Tree. Dr. Carlton confirmed it would be included in the Oak Tree.

Finance report – Mr. Kagan

Mr. Kagan was absent. No new business to be discussed at this meeting.

Communications/Oak Tree Liaison – Mrs. Langan

Mrs. Langan informed Board members that Mrs. Carlton is moving forward as the new editor of the Oak Tree. Mrs. Carlton is contacting people past and present who would like to place articles or advertise. The deadline for the next edition of the Oak Tree will be April 15th, 2014. Neighbor to neighbor hit the 100 mark as of today, but report only shows 92. Rentals continue to be a high a percentage.



2 CAMINO DEL MAR | PALM COAST, FL 32137
PHONE: 386-446-6333 | FAX: 386-446-1830 | www.ssmgroupinc.com

Problematic Properties – Dr. Carlton

Dr. Carlton reported that roughly \$7,000 has been collected this period, and \$70,000 has been collected year to date. Problematic Properties Committee (PPC) is taking a hard look at problematic properties. There are 17 properties with an attorney, 7 in foreclosures and 4 are on payment plans. Liens will be filed on 34 properties that have been previously given 45-Day Intent to Lien notices, and same will be done for all properties with unpaid balance as part of the uniform collection process. Some of those unpaid amounts are \$120.00 annual assessment balances only. Mr. Natiello asked the total number of properties with any unpaid balance? Mr. Railsback stated around 200 out of 1,901 or roughly 10%. Statements of balances were just mailed out giving the residents a chance to pay. The next notification is the 45-Day Intent to Lien notice giving property owners 45 days to pay. In June 2014 the lien(s) will be filed, if the balance is not paid. Dr. Carlton stated this is the first time doing this on such small amounts due, but should be easier for it to be collected. Mr. Natiello would like any feedback on calls regarding why they had not paid previously. Mr. Railsback did state feedback is will be noted and available for the Board to utilize in the future. As per the direction of the Board all the information was incorporated into the November 2013 newsletter. Mr. Salkovitz suggested including dates wherever possible in the PPC report.

Architectural Design Committee (ADC) Liaison – Mr. Natiello

Mr. Natiello reported he was happy with the ADC's ability to resolve and get through recent agendas. The report through VMS was helpful for people reviewing the properties, not only what had happen previously, but which was approved or denied. Future uniform letters through VMS will start with the first and third paragraphs having the same language so no one will have different verbiage. This will eliminate concerns that one letter may be a harsher and/or softer tone. The change will be in the middle of the letter, and specific to the submittal, which will be processed through the VMS system. There was a question as to whether Neighbor to neighbor liaisons should be reminding new residents that is deed restriction community. Mr. Natiello agrees with Mrs. Langan this is not the appropriate time to have the conversation with people when they themselves maybe not be familiar with CC&Rs. There was discussion whether property owners only are signing ADC forms. Comments made were that the property owner needs to sign the ADC forms not the contractor or a tenant or a friend. This could eliminate any problems for homeowners saying they did not ask for this work. The direction of the Board is to change the ADC form. to require the property owner's signature. If there is an agent or contractor that is acting on the behalf of the property owner they need to have an approval letter, an e-mail or fax stating what they given the responsible for the work at that property address.

Private Lawn Maintenance (PLM) Liaison – Mr. Kagan

Mr. Kagan was absent. No new business to be discussed at this meeting.

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

There seems to be a lot of turnover in the community of new owners or renters. The GHMA and the CDD should combine a meeting so people would understand the functions of each group. Mr. Natiello questioned what the CDD tells them at the time of registration. How long does it take them to get the paperwork? Dr. Carlton said that it has been in the newsletter half dozen times and also has been posted. Dr. Davidson stated that the CDD is not providing anything in writing He stated he could provide a one page letter to be given out at that time of registration. Mrs. Langan stated if she was notified of any new people stating no one has talked to them about the CC&R's she would



visit the new resident to explain. Dr. Carlton stated we will follow up would be neighbor to neighbor or the website.

Fine Committee Liaison – Mr. Railsback (SSMG)

Mr. Railsback reported that it was a healthy Fine Committee Meeting on Wednesday. There was not report from February because the meeting did not occur.

Community Development District (CDD) Liaison – Dr. Carlton

Dr. Carlton reported that he joined Dr. Davidson at the CDD meeting and it was a good event. They covered information about the Wildlife Mitigation Projects and they are doing a wonderful job. The CDD discussed the repairs on the pump house and resolving financial responsibility. There is a problem with parking at the Creekside Amenities Center due to numbers of events. They are encouraging people to share a ride. Dr. Carlton stated that Dr. Davidson was looking into a community guide instead of a book. New directories will be coming in the future. Request was put in by the Pickle Ball Members for a court that would be available to them. They are looking in to getting quotes and the different locations available. The CDD discussed refurbishing the bocce and coquet courts. Mr. Natiello stated that Mr. Cullis was at the meeting asking two things. One was on easement by the new development that was not Mr. Natiello concern. His concern is with Tract K by 9th green. When he looked into how much they paid the CDD and have not paid us. My understanding was that we cannot charge them because the Tract K has not yet been platted. Mr. Cullis stated that he was going to the City to plat Tract K. When the Track is platted we can put it on the roll to get paid? Mr. Cullis also has the ability to change the unit count back from 4 to 6. Mr. Cullis admitted that he would follow the River Club CC&R's. Dr. Carlton stated that with the commitment to build there should not be a problem. Mr. Railsback stated that when the GHMA gets the recorded document platting the unit they will be able to bill the units for Annual Assessment in the future and/or any pro-rated fee for the 2014 annual assessment. A question posed was can Mr. Cullis build single family homes? Mr. Railsback stated he was not an attorney. He may be limited to a fee simple town home type product similar to the River Club. Mr. Natiello stated he does not have enough room for 6 properties looking at this previously they were attached single wall homes. A question was posed are the River Club and Condominiums separate association? Mr. Railsback stated that the GHMA has the covenant responsibilities Related to the River Club. The Condominiums have their own board, budget and documents, as they are under Florida Statute Chapter 718. There was discussion related to access through the Condominiums parking lot for the Tract K properties. There was a question regarding Mr. Cullis taking away 2 temporary spaces and using the parking area for access, will the Tract K units be paying for maintenance into the access road for the wear and tear as they will be using it as entrance or exit. Mr. Railsback stated it is not road it is a parking lot, but a cost share agreement between Tract K and the Condominiums would probably solve any issues. Dr. Carlton stated the NC ADC will be reviewing and providing approval for the Tract K units.

Action Item Review List – Mr. Railsback (SSMG)

Mr. Railsback was requested to work with the Treasurer who at the time is out of town. The topic was about parking additional funds in a money market fund. The billing of the advertisers for the Oak Tree was reported and collected all except for about \$50.00.



Unfinished Business-Mr. Railsback (SSMG)

71 Southlake Drive – Status Update

71 Southlake Drive is the property that we are attempting to rent. Property has been carpeted, interior painted and a refrigerator was delivered and installed. The HVA/C unit was serviced and filters changed. There was a showing, but no signed lease yet. The cost for the lawn service is around \$90.00 and the pool service around \$85.00.

Lake Bank Planting and Enforcement Timelines

Mr. Railsback followed up with the lake banks that were not maintained and/or needed additional spartina. There are around 45 properties that had not install the spartina because they were in pause or holding pattern waiting outcome of Board discussion and response. Subsequent to the December 2013 letter to all 1,901 residents regarding the lake bank plantings, Mr. Railsback reported that there are approximately 20 properties who have not fully complied. There a few in each lake bank Village, however there was the largest group in Osprey Lakes. Mr. Railsback reported that there were approximately 125 properties in the entire community that received the initial correspondence. The follow-up correspondence will be going out late March 2014 early April 2014. Mrs. Langan expressed her concern if the Osprey residents should receive the letter because there is an ongoing discussion what would be the purpose. Dr. Carlton stated he is involved with that group and they are looking into alternative littoral shelf plantings, which may take a year to resolve. Dr. Carlton stated you cannot set those residents aside for a few residents in non-compliance. Osprey residents will be sent the follow-up correspondence. The erosion being discussed the Osprey Group is for erosion in the water, not on the lake bank. Dr. Carlton stated the CDD is concerned and is getting quotes. The residents are not losing the lake bank, the CDD is losing the littoral shelf. Mr. Salkovitz concern is if we move forward and the residents do comply, what will happen within a year from now if everything is dead because of an erosion problem, will they have replace spartina again? Dr. Carlton stated there are a limited number of properties that are having an erosion problem. If the spartina was planted correctly it could take up to 10 years for there to be another erosion problem. Dr. Carlton was speaking to Dr. Davidson in terms to provide an educational program with Louise Leister for residents on lake banks to educate them about the care of the spartina. There will always be some level of replacement. Mr. Natiello stated his view is not to wait on 20 people. Dr. Carlton stated that the Board would move forward with the enforcement process.

New Business

Review and Discussion of Current SSMG Contact- Dr. Carlton

Dr. Carlton has requested five management companies to submit information about their organizations. If anyone has additional companies they would like submitted please let him know. Dr. Carlton asked that each Board member review the SSMG contract provided in their packet and email him any functions that you would think should be adjusted and/or included the next management contract. These items will be reviewed at a subsequent Board meeting. Also included in the Board packet is a timeline so that the entire review and selection process can be completed prior to budget adoption. A July 11, 2014 Board Workshop will be held to have presentations from two of the initial group of five perspective bidders. Mrs. Langan though the idea of the workshop was good idea. The process ends in September 2014.

Timelines Regarding Property Management Contact- Dr. Carlton



Dr. Carlton stated that he sent out an e-mail to Board members about the two major contracts that are up for renewal that expire December 31st. One is the PLM contract and the second for the Management Company contract.

Timelines Regarding PLM Contract- Dr. Carlton

Dr. Carlton reported that this process will be slightly different from bidding the management process because SSMG will facilitate it as they have in the past, which worked out very well. A timeline has been provided in your packet. There will be a Committee of Mr. Kagan, another Board Member and Mr. Railsback to report and provide recommendations to the Board at different steps along the way. As always this is not a matter of taking the least expensive or lowest bid. Dr. Carlton asked Mr. Kagan to move up the timeline for the PLM survey from August 2014 to July 2014, so the information can be reported to the Board by the Committee earlier prior to selecting contractors. The process ends in September 2014, and the information will be incorporated into the Budget process.

Adjournment

On Motion by Mr. Salkovitz, seconded by Mrs. Langan, with all in favor, the meeting was adjourned at 3:20 p.m.

Audience Comments

1. Mr. Byrne stated as a footnote I live in a PLM. There are a lot of palm trees that are becoming an issue when trimming the skirts.
2. Mr. Byrne commented on the Neighborhood Watch Committee for changing the batteries in the smoke detectors. The last Village done was Creekside and Wild Oaks. Some people got missed for whatever reason. The committee sent out another e-mail for the last opportunity for the batteries. They got 82 requests. They can only do 25 to 30 a day one time a week. Mr. Byrne stated we are lucky to have the fire chief in our neighborhood. The Mayor is interested to see how the program is working. Mr. Salkovitz stated that they are sponsoring a lunch on April 14, 2014, for the Fire Department. Residents are invited to express their thanks to the Fire Department.

