

# ***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 – May 23, 2014**

### **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 Carlton, Mr. Vic Natiello, Mr. Murray Salkovitz & Mr. Jerry Kagan.

**Member Not Present:** Mrs. Terri Langan

**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 of the Board of Directors Meeting of April 25, 2014.

### **Committee Reports**

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

Mr. Railsback corresponded with the Board Members about receiving their log-in credentials to access VMS through SSMG website. SSMG will be notifying all Grand Haven property owners of this feature in the very near future. A training video will be provided on the website. Mr. Natiello suggested adding a quick tab on the Grand Haven website for the SSMG website.

#### **Finance Report – Mr. Kagan**

Mr. Kagan reported that the GHMA is performing well to date and is reasonably within budget.

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

Mrs. Langan was not present at the Board Meeting. The Neighbor-to-Neighbor Program will be discussed at the next Board Meeting.

#### **Committee Liaison-Dr. Carlton**

##### **Problematic Properties**

Dr. Carlton reported year to date over \$83,000.00 was collected. Dr. Carlton believes this is due to the philosophy of the Board in pursuing property owners that are delinquent and the aggressive approach from SSMG in following through with pursuit of those accounts. The Board is moving in the right direction regarding collections. The mediation that was discussed at the previous meeting is scheduled for June 16<sup>th</sup>. A title search was done on unimproved lots, at this time four lots will be turned over to legal counsel. In the future other unimproved lots will be pursued legally. Mr. Natiello inquired about the status 71 Southlake Drive. Mr. Railsback stated he would provide a



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report regarding the incurred cost/rent collected to the Board. Dr. Carlton would like an opinion from the attorney on the options on the property at 71 Southlake Drive as it relates to the bank's foreclosure action.

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

Mr. Natiello reported that the ADC committee is running well on its own. Mr. Natiello also reported that the inspectors are pleased to see inspections with discrepancies are returned to the ADC for corrective action or as-built approval as appropriate. There are a few builders with issues that Mr. Natiello will speak about later under New Business. Mr. Salkovitz more information on the ADC reports showing is a submittal was approved or denied. There was a lengthy discussion about the post-installations and re-submittals to the ADC meetings.

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

Mr. Kagan reported there has not been too many complaints. There are still some complaints about the lawn service cutting off sprinkler heads but, those problems are being addressed. Mr. Noble, an audience member, suggested that the lawn service companies should carry repair kits or spare parts to be able to fix the problem on the spot. Mr. Noble also feels that the lawn service should be informed if a homeowner has a special request. It was suggested that PLM property owner contact SSMG office regarding any issues/complaints so that the Work Order process can track and resolve all open items.

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

Mr. Salkovitz has received phone calls that new property owners are not getting the CC& R's. Mr. Salkovitz would like to propose an email blast advising property owners they can find the CC&R on the websites. Mr. Natiello stated you need both your own village and the Master. Dr. Carlton suggested putting a letter in the welcome packet to property owners to let them know where to find the CC&R's. The discussion was how to you get this information to renters. Mr. Railsback stated that the rental forms have their initials on the top that states they understand they are subject to the CC&R's. Mr. Natiello stated he felt that rocks around street trees needed to be highlighted again. Mr. Natiello suggestion was to send a reminder or e-blast to notify property owners about this concern prior to sending Subject of Concern letters. The Board Members would like to see an article about this information in the next edition of The Oak Tree.

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

Mr. Railsback provided a report regarding the April Fine Committee results.

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

Dr. Carlton reported that there is still an ongoing issue with limited parking at Creekside Amenities Center. The CDD is continuing to explore their options. The lake bank planting issues on Osprey has been tabled till next CDD meeting. The tow away signs have been approved and should be up soon. The new sound system for the Grand Haven Room will be installed. The CDD approved the site for the pickle ball courts at the Village Center. The CDD approved the refurbishing of the croquet courts at Creekside Amenities Center.



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

Mr. Railsback reported that all action items were resolved at the last meeting.

### **Unfinished Business**

#### **Management Company Selection Criteria – Discussion - Dr. Carlton**

Dr. Carlton stated that he sent out memo to the Board Members in May about the list of criteria for the selection of the management company. The question was posed, did anyone have anything to add, change or make a comment? Mr. Salkovitz requested to know the length of time the companies have been in business. Dr. Carlton will be sending out a list of potential questions as a guideline if the Board Members would like to use that as a starting point. Further questions can be asked at the time of the presentation.

#### **Management Company Selection – Meeting Procedures – Dr. Carlton**

Dr. Carlton reported that at the June Board meeting the Board Members will have had the proposals for two weeks to review from the four solicited management companies. The Board will vote at the June meeting to select two companies to present at the July 11 workshop. At the July Board meeting a selection of the management company will be made by the Board Members. Dr. Carlton stated there will be a voting system by ranking for selection purposes. Mr. Hopkins asked if the July Workshop meeting would be posted. Dr. Carlton responded yes.

#### **Crossing Palatka Holly Tree Replacement – Status - Mr. Railsback (SSMG)**

Mr. Railsback stated the original number of Palatka Holly Trees to be installed was reduced to thirteen. The other twelve trees will be monitored and will be reevaluated at a later date. The warranty on the trees from Corey Enterprise is one year.

#### **Remaining Lake Bank Violations- Discussion - Mr. Railsback (SSMG)**

Mr. Railsback presented the results of the lake bank violation efforts and noted there are two categories, with the notes for each property indicating each circumstance. Mr. Railsback confirmed that the Board wished to continue their previous direction to send notice indicating legal action as recourse.

**On Motion By Mr. Kagan, seconded by Mr. Natiello, with all in favor, the Board approved to take legal action.**

### **New Business**

#### **PLM Program - Contract Recommendations, PLM Committee - Mr. Kagan**

Mr. Kagan stated that the wording in the proposed PLM contracts needs to be updated to incorporate policy updates/changes.. The first is in the grounds section and the second is the trees section. There was a lengthy discussion about the potential impact of contract language/scope changes related to large tree trimming. A survey question was suggested. Dr. Carlton stated that the upcoming survey should incorporate a question such as: “Should the GHMA Board consider incorporating palm tree trimming, thinning out of large trees and/or pruning large trees in the future PLM contracts, potentially increasing the monthly PLM fee by \$20.00 or more?” The Board agreed



### **ADC Inspectors Applicants - Discussion/Selection - Mr. Natiello**

Mr. Natiello stated there was a good response for the position for ADC inspector. There are five potential applicants. Mr. Natiello wants as one of the requirements that the inspector be a full-time resident. Mr. Natiello has two issues of concern the first is to verify that the inspector is only there to do what the ADC committee has approved. The second would be that the two hour a month time frame is only after they are fully trained. Mr. Natiello would like to have a minimum of two inspectors but ideally three. Dr. Carlton suggested speaking or meeting with the new applicants.

### **ADC Tree Policy- Draft Review - Mr. Natiello**

Mr. Natiello stated that several draft version of a policy were provided. The most recent draft policy states the property owner is to obtain permission from the M ADC committee. M ADC Committee reserves the right to refuse the findings from an arborist. There was a lengthy discussion about the MADC revisions of the standards on the tree removal policy.

**On Motion By Dr. Carlton, seconded by Mr. Natiello, the Board discussed a motion, to approve the policy with the elimination of the asterisk and explanation of the asterisk paragraph at the bottom. A Motion by Mr. Kagan, seconded by Mr. Natiello, with all in favor, the Board to amend the original motion to change the wording from “must” to the word “may.” The Board then voted on the amended motion, with all in favor.**

### **Adjournment**

On Motion by Mr. Natiello, seconded by Mr. Salkovitz, with all in favor, the meeting was adjourned at 3:55 p.m.

### **Audience Comments**

1. Pat Maloney stated she would like a work order in about the sod around the Palatka Holley trees.
2. Bob Hopkins wanted to say Thank You to SSMG. Bob Hopkins had questions about the tree removal policy. Dr. Carlton stated the ADC has the authority to deviate from the ADC standards if there is a compelling reason to do so.

