

Grand Haven Master Association, Inc.

Post Office Box 354785 | Palm Coast, Florida 32135

www.grandhavenmhoa.com

Dr. Robert Jay Carlton, President
Mr. Vic Natiello, Vice President
Mr. David I. Alfin, Treasurer

Mr. Jim Gallo, Director
Mr. Peter Capozzi, Director
Mr. Troy Railsback, Secretary, Ex-officio

Board of Directors Meeting Agenda

March 18, 2016

2:00 p.m.

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: Mr. David Alfin, Dr. Robert Jay Carlton, Mr. Peter Capozzi, Mr. Jim Gallo & Mr. Vic Natiello

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

Audience Comments (Three minute Rule, Non Agenda Items)

There were no audience comments at this time.

President's Comments

Dr. Carlton commended the audience for taking the time and providing feed back at the Board Meetings.

Approval of Minutes

On Motion by Mr. Natiello, seconded by Dr. Carlton, the Board Approved, with Mr. Gallo voting against, with all the other Board members voting in favor of the Meeting Minutes of the Board of Directors of February 19, 2016 to change the word "elect" to "select" and under the heading of CC&R in the last sentence to add the wording "who falls under the 2008 GHMA Board Policy".

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Board packets contained information on the schedule for March compliance inspections. There was a discussion about unapproved open house signs. Mr. Railsback reported that the Board packets contained an email from the City of Palm Coast stating there were no hazardous trees on 9 Eastlake Drive. Mr. Railsback stated that the E-Blast sent out in January requesting email address generated close to 100 responses from residents. There was a discussion about contractors starting work before 7:00 A.M. There was a lengthy discussion about the new fine procedure for non-compliance issues.



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PHONE: 386-446-6333 | FAX: 386-446-1830 | www.ssmgroupinc.com

On Motion by Dr. Carlton, seconded by Mr. Alfin, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 to all of the Commencement of Construction properties numbered 1 to 8.

There was a lengthy discussion on the topic of Commencement to Construction.
There was a lengthy discussion on the topic of the levying of non-compliance fines.

On Motion by Mr. Alfin, seconded by Dr. Carlton, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 9.

On Motion by Mr. Alfin, seconded by Mr. Natiello, with all in favor, the Board Approved a Amendment to the motion by adding the language of “on the Non-Compliance Needing Board Review list of March 18, 2016.”

On Motion by Mr. Alfin, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 9 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Gallo, seconded by Mr. Alfin, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 10 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved to renotice property number 11 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 12 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Alfin, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 13 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Dr. Carlton, seconded by Mr. Capozzi, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 14 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 15 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Alfin, seconded by Dr. Carlton, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 16 on the Non-Compliance Needing Board Review list of March 18, 2016.



On Motion by Dr. Carlton, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 17 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Alfin, seconded by Mr. Gallo, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 18 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 19 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Capozzi, seconded by Mr. Alfin, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 20 on the Non-Compliance Needing Board Review list of March 18, 2016.

On Motion by Mr. Alfin, seconded by Mr. Capozzi, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$1,000.00 on property number 21 on the Non-Compliance Needing Board Review list of March 18, 2016.

Finance report – Mr. David I. Alfin

Mr. Alfin reported that the Board packets contained information on the budget which is in good standings. Mr. Alfin reported that the Board packets contained information on the Audit letter. There was a lengthy discussion on this topic.

On Motion by Mr. Alfin, seconded by Mr. Gallo, with all in favor, the Board Approved to except the Audit as presented.

Mr. Alfin requested SSMG to help with the quarterly financial report to present for the next Board Meeting.

Problematic Properties – Dr. Robert Jay Carlton/Mr. David I. Alfin

Dr. Carlton reported that the Board packets contained the amount collected this month was \$1,100.00 and \$4,523.00 collected year to date. Dr. Carlton reported that in September of 2013 monies owed to the Grand Haven Master Association was \$370,000.00 and this year it is down to \$95,844.00. Dr. Carlton reported that the Board packets contained the encumbrance summary form. This form will help for properties that the Grand Haven Master Association are looking to take or need to take to foreclosure. Dr. Carlton reported that the Board has reviewed the proposals for the selection of a company for the collection program; Wright Casey was selected to represent the Grand Haven Master Association.

Architectural Design Committee (ADC) Liaison – Mr. Vic Natiello

Mr. Natiello reported that the NC ADC and The M ADC Committees are running well. Mr. Natiello stated that there are more post-installation recently in the community. Mr. Natiello asked how we make it clear that there is an ADC process in Grand Haven. There was a lengthy discussion on this topic.



Private Lawn Maintenance (PLM) Liaison – Mr. Jim Gallo

Mr. Gallo stated that the monthly inspection was done. Mr. Gallo stated that SSMG will be providing advanced notice of specific issues that will be addressed in the PLM villages. Mr. Gallo reported that a property requested some of the trees around the Crossings Pool be removed to allow more sunlight in to the pool area. Mr. Gallo stated the trees are on CDD property and that the CDD office is looking into that request. Mr. Natiello requested that the residents be notified that there was a name change of a PLM vendor. Mr. Railsback stated there will be correspondence to the PLM Villages about the company name changes.

CC & R Compliance Liaison – Mr. Peter Capozzi

Mr. Capozzi asked for clarification on the amount of times of the inspections. Mr. Capozzi asked Mr. Railsback about the after hour inspections.

Communications/Oak Tree Liaison – Mr. David I. Alfin

Mr. Alfin reported that the Oak Tree was delivered. Mr. Alfin thanked Mr. Gallo for submitting an article for the next Oak Tree. Mr. Alfin reported there was a Neighborhood Watch meeting with a wonderful presentation. The deadline for articles for the Oak Tree is April 15th. Mr. Alfin reported that 60% of the community are residence and 40% are renters.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Board packets contained the outcome of the Fine Committee Meeting of March 16, 2106.

Community Development District (CDD) Liaison – Dr. Robert Jay Carlton

Dr. Carlton reported that the CDD is involved in a lot of different projects. The Deputy Sheriff survey stated that there has been no speeding on Marlin Drive. But, did state there is a heavy amount of traffic on the street and that the Sheriff Department would be monitoring the traffic. The CDD is still working on the usage of Tract K. The Village Center will be replacing approximately 12,000 square feet of stucco on the outside of the building which was damaged by water intrusion. The lights at the Bocce Courts were approved. The CDD is moving ahead with the additional parking at Creekside.

Action Item Review List – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Board packets contained action items. Mr. Railsback reported that an E-Blast will go out about the tree trimming in the Crossing being done in April. The repairs at 14 Crosstie Court were addressed. The storm water curbs and driveways at river Club were completed. The property at 14 Deerfield is still on the list because the sod has not been installed yet. The percentages to the ledger of the quarterly enforcement report will be done for the next Board meeting. The meeting with Mr. Alfin for the treasury report will be in the second week of April. Switching out the web documents will be done within the next week. The holiday information for the contractors work schedule was in your Board packets. The commencements to construct violations are in your Board packets.

Unfinished Business

1. Definition of Legal Holidays – Construction Activity – Mr. Jim Gallo

Mr. Gallo reported on the State and Federal official holidays. There was a lengthy discussion on this topic.



2. Board Action - Updates - Dr. Robert Jay Carlton

- a. Ryestone Sale – 5 Hidden Lake Way
Dr. Carlton stated that the sale of 5 Hidden Lake Way to Ryestone has been completed. Ryestone is getting bids for the refurbishing of the property. Mr. Railsback will check on the date for the first check to be paid. Mr. Railsback will cancel the insurance on the property.
- b. Resolution – Association Members Speaking at Meetings
Dr. Carlton stated the resolution regarding association members speaking at meetings has been revised and finalized. The lawyer advised Dr. Carlton that the document should be recorded for the protection of the Board.
- c. Negotiated Agreement – Street Tree Removal
Dr. Carlton stated the negotiation about the removal of the street tree has been finalized and signed. The ADC approved the replacement tree which is to be installed within 30 days of the ADC approval. The property owner has agreed to make installment payments on the fees to the Association.

New Business

1. Grand Haven Observer – Dr. Robert Jay Carlton

Dr. Carlton reported that the mini/micro edition of the Grand Haven Observer newspaper was rejected previously. The CDD also rejected the proposal. Dr. Carlton reported that the Board packets contained a format/summary of the Trails Observer for the Board to review. There was a very lengthy discussion on this topic.

On Motion by Mr. Gallo, seconded by Mr. Capozzi, the Board Approved, with Mr. Alfin voting against, with all the other Board members voting in favor, the Board declined to participate at this time in the Grand Haven Observer publication.

2. Residents Listing Business Addresses in Advertisements – Mr. Jim Gallo

Mr. Gallo requested this topic be put on the next month Board meeting.

Director's Requests

Mr. Natiello spoke about errantly sending compliance letters regarding yard waste placed on an unimproved lot to the lot owner, rather than the adjacent improved lot owner who likely placed it there.

Mr. Gallo spoke about getting information on the cell tower.

Dr. Robert Jay Carlton reminded the Board that in April is SSMG performance review.

Dr. Carlton stated that the non-compliance review would be moved to New Business.

Adjournment

On Motion by Mr. Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the meeting was adjourned at 5:50 p.m.

