

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

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

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

## **Board of Directors Meeting Agenda**

**May 20, 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)**

Mr. Bart Kaplin, 13 Crosslink Court, discussed problems with homes and lawns in his Village that affect neighborhood curb appeal. Mr. Railsback reviewed the policies regarding home maintenance and advised Mr. Kaplin to send a letter regarding his concerns and said they will be addressed where needed.

Another audience member said he would hold his question regarding kickplates until the Board discussed the agenda item on the subject.

Tom Anastasio, 14 Crosstie Court, asked for clarification on the PLM evaluation process. Board Members and Mr. Railsback reviewed the PLM survey and evaluation process. At Mr. Anastasio's request, the Board agreed to consider his request to change the evaluation process.

Debbie Deal, 46 Scarlet Oak, reviewed issues regarding the owner's attempts to build and sell a home on their property within Association construction deadlines and stated the owners received no notification of the a fine levied on the property. In light of her unique circumstances, she asked the Board to consider rescinding the fine and releasing funds held in escrow to allow sale of the residence. Mr. Railsback reviewed the lengthy legal process for owner notification of fines. The Board agreed to consider Mrs. Deal's request during the Community Manager's Report.



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## **President's Comments**

Dr. Carlton advised the June Board of Directors Meeting may have to be held at the Village Center as the Creekside parking lot resurfacing may not be completed in time to hold the meeting at the Creekside Amenity Center. An additional agenda item regarding mailbox standards for Wild Oaks and North Park Estates will be discussed as item 3 under Unfinished Business. Mr. Railsback said notice of the June meeting location has already been posted in the community and the website.

## **Approval of Minutes**

**On Motion by Mr. Alfin, seconded by Mr. Natiello, with all in favor, the Board Approved the Meeting Minutes of the April 22, 2016 Board of Directors Meeting with the following corrections. Under Fine Committee, item #4, the heading "Property #2" should be deleted. the phrase "meet with the ADC" should be changed to "meet with the MADC Chair and Vice-Chair".**

## **Committee Reports**

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

Mr. Railsback advised the Board packets contains a letter from the attorney of an owner disputing a monetary penalty. Mr. Railsback asked how the Association wants to direct its attorney to respond to the matter. The PPC Committee feels the claims made by the owner are not necessarily valid, and that the Board and its representatives acted as they should have. The PPC recommends directing the attorney to move ahead with collecting the penalties and pursuing compliance.

**On Motion by Dr. Carlton, seconded by Mr. Alfin, with all in favor, the Board Approved moving forward and responding to attorney's letter claiming fine levied against his client were invalid, and pursuing collection and resolution of the covenant violations.**

There was discussion regarding the April 2016 Fine Committee Results. Mr. Railsback advised the reasons for Fine Committee decisions will be added to future reports. The Board discussed the request by the Former owner of 46 Scarlet Oak Circle to withdraw the monetary penalty levied and release the funds held in escrow. Mr. Railsback advised the owner was duly noticed and to date none of the fine letters has been returned to the Association.

**On Motion by Dr. Carlton, seconded by Mr. Alfin, with Mr. Alfin, Mr. Capozzi, and Mr. Gallo in favor and Mr. Natiello and Dr. Carlton opposed, the Board Approved rescinding the fine levied on 46 Scarlet Oak Circle due to new information presented by the former owner. There was a motion to amend to original motion, after which the amended motion was withdrawn. The motion passed 3 to 2.**

The owner of 60 Riverbend Drive sent an email for review explaining his intention to build on the unimproved lot, which was reviewed at the May Fine Committee. The Fine Committee rejected the \$1,000 penalty based on that correspondence.

**On Motion by Mr. Natiello, seconded by Mr. Capozzi, with all in favor, the Board Approved asking the Fine Committee to reconsider its decision to levy a monetary penalty against the owner of 60 Riverbend Drive.**



There was discussion regarding the April Fine Committee Results, several fines were rejected because the owner(s) complied.

#### **Finance report – Mr. Alfin**

Mr. Alfin reported he and Mr. Railsback researched options for reinvesting \$800,000 in maturing reserve account Certificates of Deposit. There is about \$500,000 in River Club reserves and \$300,000 in Master Association reserves. The River Club reserves are for painting building exteriors, maintenance of sidewalks, and roof replacement. The committee recommends placing roof reserves in 1-year ladder CDs and investing the rest in 6 month CDs. Mr. Alfin presented a draft of a new report analyzing trends in various expense and revenue accounts and asked for comments on the report format. Mr. Railsback responded to a question about account 51450.

**On Motion by Mr. Alfin, seconded by Mr. Gallo, with all in favor, the Board Approved investing reserve funds as detailed in the Finance Committee research report.**

#### **Problematic Properties – Dr. Carlton/Mr. Alfin**

Dr. Carlton reported the Board packets contained Collection Report. The Association is still working on reducing the number of past due assessments. He reviewed the status of funds collected from approximately 40 collections letters recently sent by legal counsel to delinquent owners. Mr. Railsback reviewed late fees and finance charges, and will look into making sure they are applied where appropriate.

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

Mr. Natiello reported the MADC reviewed a submittal regarding installation of a solar tube in a River Club roof and resolved an approval that required tree replacement, not just removal, regarding a street tree. The CDD's new policy regarding plantings on lake banks and easements will be more restrictive than the CDD's previous policy. Owners will now be required to sign a document acknowledging the CDD is not responsible for the cost of easement plantings which must be removed for CDD access to the lakes or drainage structures. There may be problems if owners do not get CDD approval prior to obtaining ADC approval.

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

Mr. Gallo reported outstanding work orders were discussed and resolved at the committee's monthly meeting with the three landscape vendors. A problems between owners and a vendors were also resolved. The management company is doing a good job of enforcing vendor contracts and the rules. The Crossings pool was inspected and deemed to be in good shape. There was discussion regarding a letter from the City of Palm Coast about yard waste disposal. Mr. Gallo noted city yard waste guidelines are very vague.

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

Mr. Capozzi advised if owners put yard waste out too soon before scheduled pick up days, it is a violation of the CC&Rs. Owners should cut yard waste so it fits in the waste disposal truck. He said Mr. Leach is going a great job.



### **Communications/Oak Tree Liaison – Mr. Alfin**

Mr. Alfin stated that the new edition of the Oak Tree newsletter has been distributed to owners. He asked owners to submit information for articles in upcoming issues. There was discussion about a report on the Neighbor to Neighbor Program. GHMA is gaining one new resident every 2.3 days.

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

Mr. Railsback stated results of the April 2016 Fine Committee are in the Board packet and the Board had no objections to the report.

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

Dr. Carlton reported the CDD has determined the best solutions for mitigating midge fly populations is stocking fish such as shell crackers in lakes in areas where there are the most problems. A health insurance plan for CDD employees was selected. The CDD has agreed to install a limited area of 6 foot high fencing and gate in the area bordering on Waterfront Park Road to deter problems created by teenagers running in and out from the park to Grand Haven. The City is considering installation of additional shrubs to act as a buffer for homes in the area. Discussion is ongoing regarding road resurfacing in Grand Haven and the 2017 Operating budget.

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

Mr. Railsback reported items 2 and 4 on the Action Item List were resolved. Compliance reference numbers, based on Board Review Agenda, have been added to the Compliance Item for each property, and the Board has responded to Mr. Brifman’s inquiry. There are a couple of items that are still being worked on.

### **Unfinished Business**

#### **1. Kick Plates in Screened Enclosures – Discussion – Dr. Carlton**

Dr. Carlton said the Board has conducted additional research on kick plates installed on existing screen enclosures which are prohibited by ADC standards. There is some question as to whether the rule applies to kick plates installed on an under roof exterior wall. In single builder villages such as the Crossings, developers were granted permission to install kick plates on all homes at the time of construction. There was lengthy discussion regarding how to address existing kick plates. Mr. Gallo agreed that a kick plate rule should be drafted for consideration by the Board. An owner asked the Board to consider an ADC reply in writing for each owner who may be granted approval based on the a rule, if approved.

#### **2. Enforcement Priorities of CC&R Violations – Discussion – Mr. Gallo**

Mr. Gallo said the new kick plate rule can be used as a “Best Practice” for other rules going forward.

#### **3. Mailbox Standards—Wild Oaks and North Park Estates**

Mr. Natiello reported on issues with non-conforming mailboxes and reviewed proposed new mailbox standards for Wild Oaks and North Park Estates. The standards will be reviewed by the MADC, NADC, and ADC. The Declarant, who does not wish to enforce mailbox standards, agreed to delegate mailbox standard enforcement to the ADC, and approved the proposed standards. Mr. Cullis did stipulate that the NADC be made aware of the new standards. Owners may choose bronze or black mailboxes and there is some latitude regarding mailbox lettering. If owners have



already installed a similar mailbox they will be allowed to keep it as an “as built” but must comply with the new standards when the existing mailbox is replaced. Mr. Natiello will put the policy in writing for review by the Board at its next Board Meeting.

### **New Business**

#### **1. Association Members Recognition Event – Discussion – Dr. Carlton**

Dr. Carlton reviewed plans for an Association Members Recognition event. In the SSMG performance review, the Board suggested SSMG try to become more visible or impacting in the community in a positive manner. Dr. Carlton suggested asking Mr. Annon whether SSMG would join the Association in sponsoring a meet and greet event a cost of \$5,000 - \$7,000 that would include food and wine, and possibly entertainment. There was discussion regarding the proposal. The GHMA’s half of funding would come from the Fine income accumulated from prior years.

### **Director’s Requests**

The Board approved a letter written by Mr. Carlton to the Garden Club respectfully declining to participate in a program with signage and tours recognizing owners with outstanding landscapes.

Mr. Gallo expressed thoughts on discussing and developing a simple Hurricane and Disaster Preparedness plan for use in responding to resident questions prior to and after a storm. There was lengthy discussion regarding the matter.

### **Adjournment**

On Motion by Mr. Alfin, seconded by Dr. Carlton, with all in favor, the meeting was adjourned at 4:49 p.m.

