

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

Board of Directors Meeting Agenda

June 17, 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. Tom Byrne, 20 Lakeside Drive, advised the unimproved lots on the West side of Marlin Drive need to be mowed. One of the properties is on the Non Compliance list today for Board review to levy a penalty. Mr. Railsback will follow up on the condition of the other lots.

President's Comments

Dr. Carlton said he gotten a lot of positive feedback from owners regarding the direction of the Board welcomed members.

Approval of Minutes

On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board Approved the minutes of the May 20, 2016 Board of Directors Meeting.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported on the status of payments stipulated in the contract with the owner who purchased a property on Hidden Lake Way from the Association, along with the status on maintenance repairs. Some homeowners are complaining that the house needs to be painted and shields need to be added to a spotlight on the house. There was discussion regarding installing two fans at the Crossings pool. There was a question whether any further notification/correspondence regarding a potential insurance claim for a trip and fall on Chinier Street has been received.



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On Motion by Mr. Gallo, seconded by Mr. Natiello, with all in favor, the Board Approved using reserve funds purchasing two ceiling fans at the Crossings pool at a cost of \$750.

Finance report – Mr. David I. Alfin

Mr. Alfin reported all accounts are within regular variances year to date. A chart created to assist in analyzing trends in the budget will be included in next month's Financial Report. There was discussion regarding variances in the Trend Analysis Report. Discussion of the variances will be included on the agenda for the July 2016 Board Meeting.

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

Dr. Carlton reviewed the status of collection of delinquent member assessment payments for properties listed in the Problematic Properties report. Discussion on the report ensued.

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

Mr. Natiello reported that a deviation issue at the M ADC best handled by discussion between by Mr. Natiello, Dr. Carlton and the Chairman of the ADC at their next meeting. Mr. Railsback will begin posting notification of meeting cancellations on the community bulletin boards. Mr. Natiello asked to defer discussion of mailbox placement until the Board reviews sidewalk policies. There was discussion regarding an owner's request for removal and replacement of a street tree.

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

Mr. Gallo stated that the committee met with vendors who agreed rain is needed to supplement irrigation. He reviewed how owner responses to the PLM Survey are calculated and determined calculating "no responses" from owners in the "satisfied with service category" did not significantly change the overall survey results when "no responses" are excluded from the results. There was discussion regarding the matter.

CC & R Compliance Liaison – Mr. Peter Capozzi

Mr. Capozzi received a letter stating the owner of a property on North Park Circle has no intention of complying with corrective action required on his property. The letter was not mailed, but given to a Board Member by a third party and was not signed. There was discussion regarding whether complaints on an unsigned letter should be addressed. Mr. Railsback said issues in the letter has been investigated during community inspections. There was discussion regarding the frequency of property inspections. The number of requests for sidewalk repairs has gone down this month. The reason for the drop in requests may become more obvious when the Quarterly Compliance report comes out next month.

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

Mr. Alfin reported that the Oak Tree has been distributed. Owners are encouraged to submit articles for the next issue, and the Board will also encourage the CDD to contribute articles for the next newsletter. This month, there are 67 new residents including owners and renters. This extrapolates to 1 new resident every 2 1/2 days

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback advised that the Board packets contain results of the May Fine Committee Meeting.



The property for which the Fine Committee recommended rescinding the penalty was given the opportunity under the historical policy to sign up for unimproved lot maintenance for two years in lieu of paying the fine and they agreed to do so. The report was accepted by the Board.

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

Dr. Carlton reported CDD is still actively addressing water intrusion at the Village Center. Creekside parking lot repaving is essentially completed except for approval by the City of Palm Coast. New security cameras will be installed in the parking lot. The Board will probably be able to hold the July Board Meeting at the Creekside Amenity Center. Residents will be notified that feeding alligators is against the law and could result in punitive action or fines.

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

Mr. Railsback reported all items on the list will be addressed. Mr. Railsback will be out of the office for a week in mid to late July due to the birth of a new baby. Mr. Fred Annon will likely attend the July Board Meeting (if necessary) as SSMG’s representative.

Unfinished Business

1. Kick Plate Policy – Review – Dr. Robert Jay Carlton

Dr. Carlton reviewed the proposed new Kick Plate Policy. There was extensive discussion on the matter. Mr. Natiello advised the proposed policy is different from the ADC standards on kick plates and recommended changes to the proposed policy. Mr. Railsback will report on the cost of recording and mailing new policies and rule revisions and the number of previous policies and rules that have been recorded.

On Motion by Dr. Carlton, seconded by Mr. Capozzi, with all in favor, the Board approved the policy governing kick plates as written.

2. Wild Oaks Mailbox Policy - Mr. Vic Natiello

Mr. Natiello reviewed the proposed Wild Oaks Mailbox policy.

On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board accepted the Wild Oaks Mailbox policy as written.

3. GHMA Recognition Event – Update - Dr. Robert Jay Carlton

Dr. Carlton reported on plans and the budget for the GHMA Recognition Event which has been given the working title of “Fall Bash” and scheduled for October 22, 2016. He recommended spending an additional \$300 for a band. The Board approved the overall concept for the event. The Association’s monetary contribution toward the event will come from proceeds from non-compliance fines.

New Business

1. Sidewalk Policy – North Park Estates - Mr. Vic Natiello

Mr. Natiello reviewed the proposed North Park Estates Sidewalk Policy. Discussion of the matter ensued. He recommended that the ADC require mailboxes on adjacent lots be placed together. The management company was asked to determine whether the City would approve the mailbox recommendation.



On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board accepted the North Park Estates Sidewalk Policy which does not need to be recorded because as it will be changed at the next revision of the standards.

2. Fining Process – Clarification of Procedures - Dr. Robert Jay Carlton

Dr. Carlton discussed input from Association legal counsel regarding the new Fining Process. The section titled “Supplemental Procedures” addresses new procedures requiring the PPC to get a written statement from owners explaining new information not available when the penalty was originally. If the PPC determines the reason given is not compelling the matter would then be referred to the Board to determine whether the fine should be rescinded. In Supplemental Procedures, Mr. Gallo recommended amendments to Supplemental to the same language contained in FS Chapter 720. There was extensive discussion regarding the proposed change, and whether the procedures should be recorded.

Dr. Carlton moved to accept the document as written. There was no second to the motion.

On Motion by Mr. Natiello, seconded by Mr. Alfin, with all in favor, the Board agreed to accept the Fining Process, Supplemental Procedures, amending the first reference to the word “rescind” to the word “reject” and amending the following two references to the word “rescind” to the word “reconsider”.

3. Commencement to Construction Timelines – Resales - Mr. Vic Natiello

Mr. Natiello reviewed the Commencement to Construction Timelines – Resales policy. He recommended sending the new owners a letter about the 90-day deadline to contact the ADC regarding their intent to build on the property.

4. Settlement Offer – PPC Recommendation - Dr. Robert Jay Carlton

Dr. Carlton reported the Problematic Property Committee recommended presenting the proposed counter offer to the Settlement Agreement for a North Village Drive property requiring the owner to pay a total of \$12,000 in 4 payments of \$3,000 commencing July 1, 2016 and requiring the owner to correct all violations on the property within 60 days. There was discussion regarding the matter.

On Motion by Mr. Gallo, seconded by Mr. Alfin, with all in favor, the Board agreed to make a non-negotiable counter offer requiring the owner to pay a total of \$12,000 in 4 payments of \$3,000 paid every four months beginning July 5, 2016, and requiring the owner to bring the property in full compliance within 60 days.

5. Open Non-Compliance Items - Mr. Troy Railsback (SSMG)

Mr. Railsback reported on open non-compliance items.

There was discussion regarding the violation recommended for property #1.

On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved levying a \$1,000 penalty against the owners of property #1 on the Non-Compliance list.

There was discussion regarding the violation recommended for property #2.



On Motion by Dr. Carlton, seconded by Mr. Alfin, with all in favor, the Board Approved levying a \$1,000 penalty against the owners of property #2 on the Non-Compliance list.

There was discussion regarding the violation recommended for property #3.

On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved levying a \$1,000 penalty against the owners of property #3 on the Non-Compliance list.

There was discussion regarding the violation recommended for property #4.

On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved levying a \$1,000 penalty against the owners of property #4 on the Non-Compliance list.

There was discussion regarding the violation recommended for property #5.

On Motion by Mr. Gallo, seconded by Mr. Natiello, with Mr. Gallo, Mr. Natiello and Mr. Capozzi in favor, and Mr. Alfin and Dr. Carlton opposed, the Board Approved levying a \$1,000 penalty against the owners of property #5 on the Non-Compliance list.

There was discussion regarding the recommendation to levy a penalty against the owner of #6 on the Non-Compliance list for failure to maintain the lot.

On Motion by Dr. Carlton, seconded by Mr. Gallo the Board considered levying a \$1,000 penalty against the owners of property #6 on the Non-Compliance list. The motion was withdrawn due to the correct property owner not being properly noticed.

There was discussion regarding the violation recommended for property #7.

On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved levying a \$1,000 penalty against the owners of property #7 on the Non-Compliance list.

There was discussion regarding the violation recommended for property #8.

On Motion by Mr. Alfin, seconded by Mr. Gallo, with all in favor, the Board Approved levying a \$1,000 penalty against the owners of property #8 on the Non-Compliance list.

There was discussion regarding the violation recommended for property #9.

On Motion by Mr. Natiello, seconded by Mr. Capozzi, with all in favor, the Board Approved levying a \$1,000 penalty against the owners of property #9 on the Non-Compliance list.

Director's Requests

A Board Member requested placing a discussion regarding reappointing Fine Committee members on the agenda at next meeting. Mr. Natiello commended Southern States Management Group for their quick response to owner assistance requests.



Adjournment

On Motion by Mr. Alfin, seconded by Mr. Natiello, with all in favor, the meeting was adjourned at 5:38 p.m.



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