

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

Post Office Box 354785 | Palm Coast, Florida 32135

[www.grandhavenmhoa.com](http://www.grandhavenmhoa.com)

Dr. Robert Jay Carlton, President  
Mr. Vic Natiello, Vice President  
Mr. Jim Gallo, Treasurer

Mr. Peter Capozzi, Director  
Mr. Ed O'Brien, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting Agenda**

**August 18, 2017**

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:** Dr. Robert Jay Carlton, Mr. Peter Capozzi, Mr. Jim Gallo, Mr. Vic Natiello & Mr. Ed O'Brien

**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. Murray spoke about the landscaping and the way the survey is done in his village.

Mr. Sabol spoke about how the PLM vendor is selected and where the PLM Vendor is parking their trucks.

Mr. Hedges spoke about the PLM vendors cost vs. value of services provided.

### **President's Comments**

Dr. Carlton requested that the Board move item #5 under Unfinished Business to #2. Dr. Carlton acknowledged the retirement of Mr. Tom Byrne (Chairperson of the MADC). On behalf of the Board Dr. Carlton thanked Mr. Byrne for his time and dedication to the NCADC and the MADC committees which he served on for 11 years.

### **Approval of Minutes**

On Motion by Mr. Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the July 21, 2017 as presented with the revision change.

### **Committee Reports**

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

Mr. Railsback reported that the packets included standard reports and most topics for discussion are Agenda Items or will be addressed by Board Liaison. Mr. Railsback stated that the article in the recent Oak Tree outlined the upcoming compliance issues that will be addressed by SSMG such as, Street Tree Canopies, Mold and Mildew and Lake Bank Maintenance.



2 CAMINO DEL MAR | PALM COAST, FL 32137  
PHONE: 386-446-6333 | FAX: 386-446-1830 | [www.ssmgroupinc.com](http://www.ssmgroupinc.com)

### **Finance report – Mr. Jim Gallo**

Mr. Gallo reported on the ongoing financial activities of the GHMA. Mr. Gallo reviewed the first six months of financials and stated the financial activities are healthy and in good standing. Mr. Railsback stated that SSMG will be providing a Treasury Management Review to Mr. Gallo.

### **Problematic Properties – Dr. Robert Jay Carlton**

Dr. Carlton reported on the ongoing collection and resolution activities of the PPC.

### **Architectural Design Committee (ADC) Liaison – Mr. Ed O'Brien**

Mr. O'Brien reported on the ADC submittal activity. Mr. O'Brien stated since Mr. Byrne has retired Mrs. Denise Gallo will move into the Chairperson position of the MADC committee.

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

Mr. Gallo reported that this month's inspections were done in the beginning of August. Mr. Gallo reported on the PLM activities and ongoing topics issues with the PLM vendors. There is a scheduled meeting /review for the Riverwalk Village regarding ongoing issues.

### **CC & R Compliance Liaison – Mr. Vic Natiello**

Mr. Natiello reported on the compliance efforts. Mr. Natiello again reminded property owners to notify SSMG as well as the City and Waste Pro in regards to yard waste issues.

### **Communications/Oak Tree Liaison – Mr. Pete Capozzi**

Mr. Capozzi reported on the Neighbor to Neighbor program and Oak Tree articles. Dr. Carlton suggested reading the article in the Oak Tree about the plans and construction planned for Colbert Lane.

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

Mr. Railsback stated that August 2017 Fine Committee Outcomes have been provided in the Board Packet for the Board's review/confirmation. There was a lengthy discussion on the topic of yard waste pick up.

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

Dr. Carlton summarized the topics discussed at the CDD meeting.

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

Mr. Railsback reported that the Board packets contained the list of action items.

### **Unfinished Business**

#### **1. SSMG Contract Draft – Discussion- Dr. Robert Carlton**

Dr. Carlton reported that SSMG agreed to include the yard waste inspection language for the weekend and/or after hour quarterly inspection as requested. Dr. Carlton will execute the contract on behalf of the GHMA.



**2. PLM Specification(s) & Bidding Committee Recommendation – Discussion – Mr. Jim Gallo**

Mr. Gallo reported that the PLM Specification(s) & Bidding Committee met to review the 2017 Survey results and the PLM contractors bid submittals. The PLM committee recommended to the Board that only 1 PLM Village contract to be changed. The PLM Committee recommends that Riverwalk Village be awarded to Costa Verde Landscaper. There was a lengthy discussion on this topic. Mr. Reisman from the Crossings questioned the wording in the contract about the maintaining of the large trees and what percentage price increase would there be? Dr. Carlton stated that Corey was on Board with the large tree maintenance and there would be no percentage increase in the first year, the second year would be 2% and the third year no increase.

**On Motion by Mr. Gallo, seconded by Mr. Capozzi, with all in favor, the Board Approved to accept the recommendations of the PLM Committee.**

**3. Shrub Replacement Program – Riverwalk - Mr. Troy Railsback (SSMG)**

Mr. Railsback reported that the Board packets contained a copy of the summary about the removal and replacement of shrubs in Riverwalk. There was a lengthy discussion on this topic. Dr. Carlton recommended that the PLM Committee meet and bring a proposal for the Board to review.

**4. GHMA Resident Event – Mr. Vic Natiello**

Mr. Natiello inquired if SSMG would like to participate with the Grand Haven Master Association in hosting a resident event. Dr. Carlton spoke with Mr. Annon about the event. There was a lengthy discussion on this topic.

**5. Board Goals – Discussion- Dr. Robert Carlton**

Dr. Carlton reported that the Board packets contained a copy of the GHMA Board of Directors goals and objectives.

**On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the Board Approved to adopt the GHMA Board of Directors goals and objectives.**

Dr. Carlton requested that the goal and objectives be posted on the website.

**New Business**

**1. MADC Position Opening – Mr. Ed O'Brien**

Mr. O'Brien stated that with the retirement of Mr. Byrne there are openings for the NCADC and the MADC. Mr. O'Brien requested that SSMG send out an E-Blast announcing the opening for the MADC Committee. The Board will review the applications at the next Board meeting.

**2. NCADC Position Opening – Mr. Ed O'Brien**

Mr. O'Brien stated that there are two people from the MADC that would be interested in the NCADC opening. Mrs. Denise Gallo spoke to the board about her qualifications for the position then Mr. Michael Frichol spoke about his qualifications.



On Motion by Mr. Natiello, seconded by Mr. O'Brien, with Mr. Gallo recusing, the Board Approved to appoint Mrs. Denise Gallo to the NCADC position.

### 3. Non-Compliance issues Needing Board Review

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 1.

On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 2.

On Motion by Mr. O'Brien, seconded by Dr. Carlton, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 3.

On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 4.

On Motion by Mr. O'Brien, seconded by Mr. Capozzi, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 5.

On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 6.

On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 7.

On Motion by Mr. O'Brien, seconded by Mr. Capozzi, with Dr. Carlton, Mr. Gallo in favor and Mr. Natiello opposing, the Board Approved to not levy a penalty in accordance with the previously established fine matrix on property #8.

On Motion by Mr. O'Brien, seconded by Mr. Capozzi, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 9.

On Motion by Mr. O'Brien, seconded by Mr. Capozzi, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 10.



**On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 11.**

**On Motion by Mr. O'Brien, seconded by Mr. Capozzi, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 12.**

**On Motion by Mr. Natiello, seconded by Dr. Carlton, with all in favor, the Board Approved to not levy a penalty in accordance with the previously established fine matrix on property # 13.**

**On Motion by Mr. O'Brien, seconded by Mr. Capozzi, motion was rescinded, to levy a penalty in accordance with the previously established fine matrix of \$100.00 on property #14.**

**On Motion by Mr. O'Brien, seconded by Dr. Carlton, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 on property # 14.**

**On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 on property # 15.**

**On Motion by Mr. Gallo, 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 # 16.**

**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 # 17.**

#### **Director's Requests**

Mr. Natiello complimented the audience for staying for the entire Board Meeting.

#### **Adjournment**

On Motion by Mr. Natiello, seconded by Dr. Robert Carlton, with all in favor, the meeting was adjourned at 4:51 p.m.

