

# *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**

**June 23, 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)**

Frank Benham of 9 North Waterview Drive commented to the Board regarding maintenance of unimproved lots and urged the Board to explore all option and remedies available.

Bart Kaplan of 13 Crosslink Court commented to and encouraged the Board to continue to enforce approval of exterior décor on properties so that the integrity of the community is sustained.

Theresa McKeon commented to and encouraged the Board to continue monitoring construction activity for road damage and staining as well as uphold the shrub/planting requirements on the side(s) of homes. Mrs. McKean also encouraged the Board to continue to uphold property owners to maintain the spartina on lake banks behind their properties.

### **President's Comments**

Dr. Carlton discussed the challenges that deed restricted property owners are faced with in understanding the responsibilities and limitations of the elected Board. Dr. Carlton stated that it is his perspective that the GHMA Board has the responsibility to enforce in an equitable manner the governing documents of the GHMA which includes the Master Declaration, Village Declarations and ADC Standards. The Board also has the responsibility to develop and enact policy that serves the needs and best interest of the properties owners, and are designed to preserve the integrity of the community. The Board is also tasked with providing support and information to the MADC and the Fine committee, so that they may partner with the Board in their goals of serving the community.



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## **Approval of Minutes**

SSMG reported that the May 2017 Board Meeting minutes were unable to be transcribed and prepared in time for this meeting and will be presented at the July 2017 Board Meeting for review/approval.

## **Committee Reports**

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

Mr. Railsback reported that packets included standard reports and most topics for discussion are Agenda Items or will be addressed by Board Liaison. Mr. Railsback reported that the ADC Submittal Dropbox ordered was blue instead of white and confirmed that the Board was ok with. The Board confirmed that blue will not be a problem and to proceed. Mr. Railsback also reported that there is a distressed property that is occupied prohibiting the GHMA from maintaining it as the GHMA would if it was vacant and unoccupied.

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

Mr. Gallo reported on the ongoing financial activities of the GHMA, with no significant topics to discuss.

### **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. It was discussed that the new ADC inspector and M ADC member have finalized training. Mr. Natiello expressed his concern regarding timing of all GHMA Volunteers signing the GHMA Ethics Policy prior to being involved in the GHMA business. The rest of the Board agreed and SSMG will implement.

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

Mr. Gallo reported on the PLM activities and ongoing topics issues with the PLM vendors.

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

Mr. Natiello reported on the compliance efforts. Mr. Natiello highlighted Street Tree Canopy issues, as well as encouraging property owners to communicate directly with SSMG for issues they are seeing or concerned with within the community.

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

Mr. Capozzi reported on the Neighbor to Neighbor program and Oak Tree updates.

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

Mr. Railsback stated that May 2017 Fine Committee Outcomes have been provided in the Board Packet for the Board's review/confirmation. Mr. Railsback mentioned Fine Committee openings to be discussed later in the meeting. Dr. Carlton provided insight regarding self-correcting violations and legal counsel input/basis supporting the GHMA remedy procedure and resulting fine. Mr. Natiello expressed concerns related to previous Fine Committee Members vote outcomes and encouraged that property owners who may not have been addressed properly should be reminded of the Yard Waste policy.



## **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 and reported on the status of each item.

### **Unfinished Business**

#### **PLM Spec(s) Review and Bidding Committee – Update (RJC)**

Dr. Carlton reported on the happenings of the PLM Pre-Bid Conference and the upcoming activities related to the PLM Bid process, which includes the PLM Surveys and PLM Review and Bidding Committee meetings dates to prepare for presentation to the Board at the August 2017 Board Meeting.

#### **Shrub Replacement/Diagnostic Report – Riverwalk (JG) Replacement of Storm Damaged**

Mr. Gallo inquired on previous procedure related to non-PLM vendor responsible uniform Village issues needing to be addressed. Mr. Railsback provided insight to a previous sod replacement program that included participation, responsibility and share cost from the PLM Property Owner, PLM Vendor and PLM Budget Working Capital funds. The Board consensus was to identify the magnitude of the problem, funding impacts and alternative solution to be discussed at a future Board Meeting.

### **New Business**

#### **Established Village Landscape Themes – Discussion (JG)**

Mr. Gallo suggested that the Board show concern for distinct plant removal in a Village that may relate to the theme or scheme in that Village. There was lengthy discussion on this topic.

#### **Fine Committee Orientation Meeting (RJC)**

Dr. Carlton reported that there will be a Fine Committee Orientation meeting to onboard the new members and highlight the new legislative changes, fining process, self-correcting violation and Association council inputs, as well as reiterate that the Fine Committee is an independent body tasked with facilitating FL Statute procedure and Board adopted policy. Multiple Board members commented in support of the orientation.

#### **Fine Committee – Selection of New Members (TR)**

Mr. Railsback presented the 4 interested property owners to the Board. The Board asked questions one of the candidates that were present for this meeting. The Board processed ballots producing the below results.

**Dr. Carlton, Mr. Natiello, Mr. Capozzi and Mr. O'Brien balloted in support of Mr. Daily, Mr. Foley and Mr. Tebbano and Mr. Wright to the Fine Committee. Mr. Gallo balloted in support of Mr. Daily, Mr. Foley and Mr. Wright to the Fine Committee**

**On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the Board Approved to appoint Mr. Daily, Mr. Foley and Mr. Tebbano and Mr. Wright to the Fine Committee.**



## **Non- Compliance Issues Needing Board Review**

**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 # 1.**

**On Motion by Mr. O'Brien, seconded by Mr. Gallo, 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 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 # 3.**

**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 # 4.**

**No motion for property # 5, Non-Compliance item will be closed.**

**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 # 6.**

**On Motion by Mr. O'Brien, seconded by Mr. Gallo, 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 all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 8.**

**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 #9.**

**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 \$500.00 on property # 10.**

**A Motion was made by Mr. Natiello to levy a penalty of \$1,000.00 on property # 11 did not carry due to a lack of a second.**

**On Motion by Mr. Gallo, seconded by Dr. Carlton, with Dr. Carlton, Mr. Capozzi, Mr. Gallo and Mr. O'Brien in favor and Mr. Natiello opposed, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$500.00 on property # 11.**



**On Motion by Mr. Gallo, seconded by Mr. Capozzi, with Dr. Carlton, Mr. Capozzi, Mr. Gallo and Mr. O'Brien in favor and Mr. Natiello opposed, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$500.00 on property # 12.**

**On Motion by Mr. O'Brien, seconded by Dr. Carlton, with Dr. Carlton, Mr. Capozzi, Mr. Gallo and Mr. O'Brien in favor and Mr. Natiello opposed, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$500.00 on property # 13.**

**On Motion by Mr. O'Brien, seconded by Mr. Gallo, with Dr. Carlton, Mr. Capozzi, Mr. Gallo and Mr. O'Brien in favor and Mr. Natiello opposed, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$500.00 on property # 14.**

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

There was discussion by Mr. Natiello regarding offering the opportunity for ADC submitters to receive their submitted material with notes back to the homeowner, and the Board consensus is that this be facilitated.

#### **Adjournment**

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the meeting was adjourned at 4:08 p.m.

