

# *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**

**May 19, 2017**

2:00 p.m.

### **Call to Order**

The meeting was called to order by Dr. Robert Carlton at 2:01 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)**

Bob Hopkins of 18 Village View Drive commented to the Board regarding a PLM Contractor's damage to a neighbor's that wasn't fully resolved yet.

### **President's Comments**

Dr. Carlton discussed the challenges, impacts and handling of the self-correcting compliance issues yard waste and temporary signage.

### **Approval of Minutes**

**On Motion by Mr. O'Brien, seconded by Mr. Capozzi, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the April 21, 2017.**

### **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.

#### **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. It was reported that the advanced collection/legal pursuit and bulk collection arrangements have been modified.



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

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

Mr. O'Brien reported on the ADC submittal activity. It was reported that the submittal deadline for the M ADC is now adjusted to Wednesday and the NC ADC will remain to be Friday. It was also reported that David Alfin was appointed by the Declarant to replace himself on the NC ADC. It was discussed that the new ADC inspector and M ADC member are on pace to finalize training.

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

Mr. Gallo reported on the PLM activities and ongoing topics issues with the PLM vendors. There was discussion related to possible uniform plant issues (blight on boxwoods) in the Riverwalk Village and future possible resolutions to this item. The PLM Specification(s) Review and Bidding Process Timelines were discussed. Mr. O'Brien had multiple questions and input for the Specifications which all were answered, addressed and/or incorporated.

**On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved the adjusting the language on the PLM Specifications to remove the language "as stipulated in Item III.A" in various areas of the specifications, to adjust "Repair" language in all Specifications, to adjust River Club Specification "C" tree language, to include "Zoysia" maintenance language in all Specifications and to adjust "Large/Yard" tree language in the Crossings Specifications "D".**

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

Mr. Natiello reported on the compliance efforts. There was detailed discussion related to yard waste compliance issues and best practices to address the community specific circumstances.

### **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 April 2017 Fine Committee Outcomes have been provided in the Board Packet for the Board's review/confirmation.

**On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the Board Approved to send an E Blast for replacement Fine Committee Member.**

### **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**

#### **Replacement of Storm Damaged Trees & Stumps Removal – Mr. Ed O'Brien**

Mr. O'Brien asked for the process and status related to storm damaged/removed trees. SSMG provided insight to the ongoing efforts to resolve these open items.

### **Open House Signs & Declarant Rights – Update – Dr. Robert Jay Carlton**

Dr. Carlton reported on the response from Mr. Cullis regarding the Boards requests regarding Open House signs and the Board was in consensus to accept the end of the year cease date for general use of open house signs and future use of open house signs to limited events only.

### **New Business**

#### **ADC Mailbox Replacement – Mr. Ed O’Brien.**

Mr. O’Brien reported that the ADC Submittal Dropbox was in need of replacement. The Board discussed options and was in agreement that it needed to be replaced.

#### **CDD Disaster Plan – Proposed GHMA Involvement – Mr. Jim Gallo/Dr. Robert J Carlton**

Dr. Carlton and Mr. Gallo presented the CDD’s thought process on creating a coordinated CDD/HOA operation center in the Grand Haven Room at the Village Center. The Board will further consider as it develops.

#### **Street Tree Trimming – 2017 – Mr. Jim Gallo**

Reflecting on the recent hurricane, Mr. Gallo discussed whether efforts to pursue specific street tree trimming in an effort to further mitigate loss of large trees. The Board recommended a newsletter article by an arborist to lend their expertise in proper pruning for storm preparedness.

#### **Approved For Sale Signs – Yard Placement – Dr. Robert Jay Carlton**

Dr. Carlton presented the missing specified location in the ADC Standards for approved “Available” signs on a property.

**On Motion by Mr. Gallo, seconded by Mr. Natiello, with all in favor, the Board Approved to designate that approved “Available” signs shall be located in the central portion of the front yard only.**

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

**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 \$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. 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 # 4.**



**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 # 5.**

**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 # 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. 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 # 8.**

**On Motion by Mr. O'Brien, seconded by Dr. Carlton, with all in favor, the Board Approved not to levy a penalty on property # 9 and close out the subject of concern.**

**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 # 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. 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 # 12.**

**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 # 13.**

**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 \$50.00 on property # 14.**

**A Motion was made by Mr. O'Brien to levy a penalty of \$50.00 on property # 15 did not carry due to a lack of a second.**

**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 \$250.00 on property # 15.**



**A Motion was made by Mr. Gallo to levy a penalty of \$1,000.00 on property # 16 did not carry due to a lack of a second.**

**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 \$500.00 on property # 16.**

### **Director's Requests**

There was discussion by the MADC Chair to the Board regarding lack of advanced communication or request for input from to the MADC Chair with respect to proposed ADC Standards changes/inclusions.

The Board consensus was that the Dr. Carlton will meet with the MADC Chair to discuss his concerns.

### **Adjournment**

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the meeting was adjourned at 5:24 p.m.

