

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. Jim Gallo, Treasurer

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

Board of Directors Meeting Agenda

April 21, 2017

2:00 p.m.

Call to Order

The meeting was called to order by Dr. Robert Jay Carlton at 2:00 p.m.

Roll Call—Establish a Quorum

Members Present: Mr. Ed O'Brien, 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)

There were no audience comments at this time.

President's Comments

Dr. Carlton had no comments at this time.

Approval of Minutes

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Peter Capozzi, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the March 24, 2017 as presented with the revision change.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Board packet contains the quarterly compliance summary report.

Mr. Railsback will have the information requested by the Board for the July meeting for the second quarter. The request was to include how many open items, how many have complied and if the compliance was the on the first notice or second notice. Mr. Railsback stated letters have been mailed to property owners letting them know this is the last chance to settle an open invoice before being referred to the Board's attorney for collection.

Finance report – Mr. Jim Gallo

Mr. Gallo reported that there were no concerns with the financials. Mr. Gallo stated the financials look stable and he is satisfied with the financial report.



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Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported that the Board packets contained the amount collected. Collected this period was \$5,528.78 and from year to date was \$13,493.78. The account balance is \$91,360.78. Negotiations continue on the unimproved lot and on a property being purchased by Fannie Mae. Three demand for rent letters were mailed out to property owners with account balances.

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

Mr. O'Brien stated that there were 108 ADC submittals this month: 99 were for MADC and 9 submittals were for the NCADC.

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

Mr. Gallo stated that the PLM inspections on all seven villages were done earlier this month. Mr. Gallo stated there was a concern with one of the PLM Vendors so a portion of the paycheck was withheld until the fulfillments of the PLM vendor's obligations are met. Another PLM Vendor has had his paycheck withheld until an irrigation matter is resolved. There was a lengthy discussion on this topic.

CC & R Compliance Liaison – Mr. Natiello

Mr. Natiello stated he met with SSMG about his new liaison position. SSMG discussed doing a ride along and getting a schedule when inspections are occurring. Mr. Railsback set up Mr. Natiello in the VMS system so he can view all the compliance reports. Mr. Natiello requested that SSMG speak with Waste Pro about the picking up of yard waste in the community. Mr. Natiello spoke about weekend inspections.

Communications/Oak Tree Liaison – Mr. Pete Capozzi

Mr. Capozzi stated that the Oak Tree is doing well. Mr. Capozzi encouraged residents to contribute article(s) for publication. The Oak Tree should be delivered to property owners around the 15th of May. The Neighbor to Neighbor Program is still looking for ambassadors for three of the villages.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that in your Board packet are the results for the March Fine Committee meeting. The fines on two of the properties were rejected and the other fine was accepted.

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

Dr. Carlton reported that this was a unique month for the CDD meetings. The April workshop was cancelled and the CDD meeting was moved to Thursday, April 27th. However, there was a meeting between Mr. Kloptosky, Dr. Davidson, Mr. Railsback and Dr. Carlton to discuss Hurricane Matthew. The topics of the meeting were communication, concerns regarding the collection of storm debris and funding for future disaster events.

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



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Mr. Railsback reported that the Board packets contained the list of action items. Mr. Railsback stated that he did receive web document copies from legal counsel. The study for the newly planted trees in River Club Village is in place. The study will be revisited semi annually and then maybe after a year or two there maybe be some results on the tree growth.

Unfinished Business

1. Signs And Declarants Rights – Follow up –Dr. Robert Jay Carlton

Dr. Carlton and Mr. Railsback meet with Mr. Cullis and Mr. Dolamore to discuss the Boards concerns about open house signs from Grand Haven Realty and Grand Living Realty throughout the community. Mr. Cullis stated that as of January 1, 2018 open house signs for resale properties would be discontinued except for the times where the community has a major event. Until that time Mr. Cullis will minimize the usage of directional and open house signs in the community. There was a lengthy discussion on this topic.

On Motion by Mr. Natiello, seconded by Mr. Gallo, with all in favor, the Board Approved to accept Mr. Cullis' written agreement except to strike the phrase which includes the open house signs on resale homes and also for Mr. Cullis to minimize directional signs.

2. SSMG Contract Renewal Proposal - Dr. Robert Jay Carlton

Dr. Carlton met with Mr. Annon to discuss a proposal from SSMG on the renewal of the three year contract. Dr. Carlton stated that SSMG received a very positive evaluation from the Board. Dr. Carlton stated he looked at the contract in two ways: money and staffing at SSMG. Mr. Annon stated that the three year contract proposal which would be in effect from January 1, 2018 to December 31, 2020 would continue at the same rate as that paid in 2017. Dr. Carlton stated that Mr. Leach is doing a wonderful job and is a great support person for Mr. Railsback. Mr. Annon stated that SSMG would still continue to deliver and fulfill the community management services using the current staffing. There was a lengthy discussion on this topic.

On Motion by Mr. Capozzi, seconded by Mr. O'Brien, with all in favor, the Board Approved to accept SSMG proposal for a three year contract with no increase and to keep the present staffing.

3. Timelines for PLM Contract Renewals- Mr. Troy Railsback

Mr. Railsback reported that the Board packet contains the PLM review and bidding process timeline. There was a lengthy discussion on this topic.



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4. Yard Trash Update – Mr. Jim Gallo

Mr. Gallo was hoping that the community would adhere to the yard trash compliance issue faster. Mr. Gallo stated that yard waste is only to be put out on Tuesday for Wednesday pick up. There was a lengthy discussion on this topic.

5. ADC Member and Inspector Openings - Mr. Troy Railsback

Mr. Railsback reported that the Board packet contains information on each of the volunteers for MADC and ADC Inspector position. Mr. Railsback reported that in your Board packet there is a ballot for each of the two positions. The Board voted to elect Mrs. Carol Walker to the MADC position. The Board voted to elect Ms. Kathleen Fuss to the ADC inspector's position.

New Business

1. Deadline for Submission of ADC Requests – Mr. Ed O'Brien

Mr. O'Brien reported to the Board the reasons for the request to move the deadline for the MADC and NCADC submittals. The new deadline will start in the month of June. The new deadline for the NCADC and MADC will be on the Wednesday prior to the meeting date at 4:00 p.m. All the forms and the website will be changed to reflect the new deadline date. Also, an email Blast will go out to all property owners. Mr. Railsback will write an article for the Oak Tree for the May edition.

On Motion by Mr. O'Brien, seconded by Mr. Natiello with all in favor, the Board Approved the ADC deadline change starting with the June 7th ADC meeting all submittals must be in before the Wednesday before the meeting date by 4:00 p.m.

2. Non-Compliance Issues Needing Board Review

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 \$50.00 on property # 1.

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 # 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. 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.



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On Motion by Mr. Natiello, 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 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 # 7.

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 # 8.

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 #9.

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 # 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 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 # 14.

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 # 15.

On Motion by Dr. Carlton, seconded by Mr. Capozzi with all in favor, the Board stated no action or a levy of a fine on property # 16.

Director's Requests

No comments at this time.

Adjournment

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the meeting was adjourned at 4:17 p.m.



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