

# ***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. David I. Alfin, Treasurer

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

## **Board of Directors Meeting Agenda**

**February 17, 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:** 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)**

Ms. Stock asked when it is appropriate to ask questions at the Board Meetings.

### **President's Comments**

Dr. Carlton stated it was nice to see new faces at the Board Meeting. Mr. Natiello thanked the Board for the get well card to his wife, Kathy.

### **Approval of Minutes**

**On Motion by Mr. Natiello, seconded by Dr. Carlton, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the January 20, 2017.**

### **Committee Reports**

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

Mr. Railsback reported that the coupons for the annual assessments and the 2017 payments are being processed. SSMG will be sending statements out next week to property owners to remind them that their annual assessments payment is past due. The ULMP started this month. There are approximately 67 properties out of 162 unimproved lots that have signed up for the program. The number of property owners signing up for the program will increase in the next months. The Fine Committee has changed the meeting time to 9:00 AM. The day will stay the same, the third Wednesday of every month.

#### **Finance report – Mr. Gallo**

Mr. Gallo reported that he reviewed the draft of the financial report. Mr. Gallo reviewed the cash on hand and the receivables and everything at this time is in order.



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

Dr. Carlton reported that the Board packets contained the amount collected from year to date was \$7,230.00. The account balance is \$95,837.48. There are approximately 40 properties out of 1901 on the problematic properties. The small number of problematic properties in the community is due to the team work of SSMG. Dr. Carlton stated the community should be proud. Recently, there was mediation on a delinquent property unfortunately they could not come to a settlement agreement. But, then the property recently sold and Grand Haven Association was paid \$12,000.00. Mr. Alfin stated that the PPC process is challenging but it is an important part in keeping property values up. Dr. Carlton stated that the present Board has been very aggressive in the pursuit of collecting money that is due the Association.

### **Architectural Design Committee (ADC) Liaison – Mr. Natiello**

Mr. Natiello stated that the NCADC and MADC committees are doing well. Mr. Natiello stated that there was an issue with a landscape plan that can't be read and another where the square footage was incorrect. The contractors were asked to resubmit revised landscape plans. Mr. Natiello stated that the NCADC is moving in the right direction.

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

Mr. Gallo reported that this month's inspections were done separately. Mr. Gallo stated that the PLM Vendors are preparing for the leaf drop that will be in late March or early April. Mr. Gallo stated that we are coming into the growing season.

### **CC & R Compliance Liaison – Mr. Capozzi**

Mr. Capozzi stated that SSMG cited 120 properties, 36 of those citation were sidewalk violations. Mr. Natiello stated that Mr. Railsback got the city involved when a contractor improperly trimmed a property owners trees.

### **Communications/Oak Tree Liaison – Mr. Alfin**

Mr. Alfin stated that the Oak Tree is doing well. Mr. Alfin encouraged residents to contribute article(s) for publication. The deadline for articles is April 15<sup>th</sup> for the May edition. The Neighbor to Neighbor Program has averaged 1 new resident every 2.3 days. The top three villages for new residents were the River Club, Lake Haven and Front. Last year there were 403 new residents to Grand Haven. Dr. Carlton stated that is what presents the challenge to SSMG on compliance issues. Mr. Alfin suggested writing a letter to the President of FCAR about realtors making sure that they inform residents about the CC&R's in Grand Haven. Mr. Alfin stated that Mrs. Joann Sparks from the Women's Club has volunteered to keep the statistics for the Grand Haven Board.

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

Mr. Railsback stated that there was no January Fine Committee meeting.

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

Dr. Carlton reported that this was a unique month because the last two were meetings as opposed to a workshop and a meeting. There is a plan for a RV Park that will have 12 parking sites. The location would be between the two gates at Palm Coast Plantation. The RV Park would be a high end and low visibility site. There was a lengthy discussion on this topic. There will be a no thru traffic sign erected on Sailfish Drive. The CDD had a presentation from two residents on the



ownership of the sidewalks. The CDD's attorney stated the residents do own the sidewalk except for Wild Oaks and the common areas. The Village Center stucco project has been put on hold. The renovations for the pool bathrooms and pool work will proceed. The CDD is thinking about doing a memorial for past CDD members such as to create a placard with the ability to add names or a placard on benches along Waterside Parkway.

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

Mr. Railsback reported that the Board packets contained the list of action items. Mr. Railsback received a responds back about the increase on the D & O insurance.

### **Unfinished Business**

#### **1. River Club Leaning Trees – Follow Up – Mr. Gallo**

Mr. Gallo stated that the leaning trees in the River Club were previously examined by Ms. Louise Leister. SSMG suggested that an Arborist evaluate the leaning trees. The Arborist stated that there was no root damage to six of the leaning trees and with proper pruning from the PLM Vendor the trees would survive. The Arborist stated that only one tree would need to be removed. Mr. Railsback stated that each property owner in the River Club will be notified.

### **New Business**

#### **1. ADC Inspector Vacancy - Mr. Natiello**

Mr. Natiello stated that an ADC Inspector has given his resignation. Mr. Natiello requested that Mr. Railsback send out an E-Blast stating the vacancy along with the criteria about the position.

#### **2. Crossings PLM – Large Tree Maintenance - Mr. Gallo**

Mr. Gallo stated to the audience that there is a hand out on this topic. The paragraph referenced in the discussion is Page 3 Section VI. Trees C. Large Trees. Mr. Gallo stated that a resident questioned the scope of the contract in regards to the trimming of large trees in the Crossings Village. Mr. Railsback stated the PLM Vendor is to trim the Palm Trees two times a year and Large Trees are to be trimmed away from any structures. There was a lengthy discussion on this topic. Mr. Railsback stated that when the PLM contract comes up for renewal that paragraph will be clarified. Mr. Reisman spoke from the audience about this topic. Mr. Railsback will have a discussion with the PLM Vendor on this topic. Dr. Carlton stated that all the PLM contracts will be reviewed.

#### **3. GHMA Board Member Resignation – Mr. Alfin**

Mr. Alfin stated that he is resigning as of today from the Board. Mr. Alfin stated he and his family were moving from Grand Haven.

#### **4. Appointment Of New Board Member – Dr. Robert Carlton**

Dr. Carlton stated he would like to read to the audience the procedure for the mid-term appointment of a new Board Member. Dr. Carlton read Chapter 720-306-9C. Mr. Capozzi reminded the Board that at the last election no one volunteered for any of the three Board openings. Mr. Capozzi stated he was not in favor of an election. Mr. Gallo stated that he also was not in favor of an election but to follow the guidelines from the Chapter. Mr.



Natiello agreed with the other Board Members but felt that the community should be notified of the vacancy in case anyone wanted to run for the position. Mr. Natiello stated this would be the equitable way for the Board to respond. Mr. Gallo stated he would like to see this be the first order for Business for the March Board meeting. There was a lengthy discussion on this topic. Dr. Carlton stated he sent a memo out in January to all the Board members informing them of the upcoming vacancy. Dr. Carlton requested that the Board members reach out to anyone they knew to see if anyone was interested in the position. Dr. Carlton got no response from the other Board Members. Dr. Carlton stated he reached out and did receive a candidate sheet from one person who is here today.

**On Motion by Mr. Natiello, seconded by Mr. Gallo, with Mr. Alfin abstaining, and with all the other Board Members voting against, the motion to wait one month before appointing a new Board Member failed.**

There was a lengthy discussion on this topic.

**On Motion by Mr. Capozzi, seconded by Mr. Natiello, with Mr. Alfin abstaining, and with all the other Board members voting in favor, the Board approved Mr. Edward O'Brien to fill the vacancy on the Grand Haven Board.**

Mr. Natiello requested that Mr. Railsback send out an E-Blast for both a new MADC member and a new ADC inspector in one email and specifically format the E-Blast such that the two job descriptions and time required are clearly stated. Dr. Carlton requested the E-Blast be sent out before March 13.

#### **5. Non-Compliance issues Requiring Board Review**

**The Board stated no action or a levy of a fine on property # 1 because the homeowner requested more time to pursue his responsibilities on the non-compliance issue.**

**The Board stated no action or a levy of a fine on property # 2 because the homeowner requested more time to pursue his responsibilities on the non-compliance issue.**

**On Motion by Mr. Gallo, 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 # 3.**

**On Motion by Mr. Gallo, 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 # 4.**

**On Motion by Mr. Gallo, 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 # 5.**



**Director's Requests**

Mr. Natiello requested SSMG get together with the new Board member to sign the ethics policy and provide required training.

**Adjournment**

On Motion by Dr. Carlton, seconded by Mr. Capozzi, with all in favor, the meeting was adjourned at 4:41 p.m.

