

# *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**

**October 20, 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. Jim Gallo, Mr. Vic Natiello, Mr. Capozzi & 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)**

Kathleen Fuss spoke about the anonymous complaint letter about a resident that was sent to the Reserve Village residents.

Don Plunkett questioned if there are CC& R's in place for rental properties.

### **President's Comments**

Dr. Carlton reported that the CDD Board recently activated a separate sign policy for the common ground areas. The Grand Haven Board will be responsible for signage on residential property.

### **Approval of Minutes**

**On Motion by Mr. O'Brien, seconded by Mr. Natiello, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the September 22, 2017**

### **Committee Reports**

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

Mr. Railsback reported that all the Board members received their packets. Mr. Railsback stated that the proposed budgets were mailed out to Grand Haven residents. Mr. Railsback stated that the quarterly reports will be provided at next month's Board meeting.

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

Mr. Gallo stated that the financial will be reported on at next month's Board meeting.



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

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

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

Mr. O'Brien reported that the NCADC elected Mr. David Alfin as the Vice-Chair. Mr. O'Brien suggested updating the street tree removal policy. There was a lengthy discussion on this topic.

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

Mr. Gallo reported that this month's inspections were done. Mr. Gallo stated that one of the PLM vendors did have their pay withheld because of the condition of the village. Mr. Gallo stated that one other village is being watched for performance. Mr. Gallo spoke about the residents concern about the tree trimming/pruning in the Crossings Village. There was a lengthy discussion on this topic.

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

Mr. Natiello reported on the compliance efforts. Mr. Natiello requested from the management company a compliance schedule for the upcoming months. Mr. Natiello stated his concerns that the last two compliance reports had more residents doing work without ADC approval than before.

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

Mr. Capozzi stated that the Neighbor to Neighbor Program is going along fine. The deadline for submitting an article for The Oak Tree is October 15<sup>th</sup>.

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

Mr. Railsback stated that October 2017 Fine Committee outcomes have been provided in the Board Packets for the Board's review/confirmation.

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

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

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

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

### **Unfinished Business**

#### **1. 2018 Budget – Discussion and Approval – Mr. Jim Gallo**

Mr. Gallo stated that the Board packets contain the proposed budgets. There was a lengthy discussion on this topic.

**On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the Board Approved to adopt the 2018 budgets as proposed.**

#### **2. Propane Tank Requirements – Residential Generators – Mr. Ed O'Brien**

Mr. O'Brien stated that since the hurricane there have been more inquiries about whole house generators. Mr. O'Brien stated the current ADC standard about propane tanks does not limit the amount of propane tank allowed. Mr. O'Brien suggested standard for propane tanks is as follows:



Propane tanks shall be permitted only if they are completely buried or totally enclosed with opaque vegetative materials. Above ground tanks are limited to no more than two tanks with a maximum joint capacity of one hundred twenty (120) gallons. Any tank exceeding one hundred twenty (120) gallons shall be buried. Above ground tanks will be completely screened from view of the street and neighboring lots and covered with shrubbery matching existing landscape material, of no less than seven (7) gallon plants.

**On Motion by Mr. Gallo, seconded by Mr. Natiello, with all in favor, the Board Approved the suggested standards for the propane tanks.**

**3. Storm Debris Discussion – Dr. Robert Jay Carlton**

Dr. Carlton wanted to explain the timelines on this situation. Dr. Carlton stated that were many issues concerning storm debris pickup. Dr. Carlton feels that if the City can't meet the standards of service then Grand Haven needs to have another option. Dr. Carlton opened up the topic to the Board for discussion. There was a lengthy discussion on this topic from the audience.

**On Motion by Dr. Carlton, seconded by Mr. Natiello, with all in favor, the Board Approved to adopt option E with the amnesty period till November's Board meeting.**

Option E states: Residential debris is the responsibility of the property owner and following a reasonable "amnesty" period, the property owner must have debris removed or risk being cited regardless of possible "service deficit" from the City.

**a. Dumping of Yard Waste on Unimproved Lots**

Dr. Carlton stated that it is impossible to identify who left yard waste on any vacant lot. Dr. Carlton stated it will be removed with no expense to the lot owner. There was a lengthy discussion on this topic.

**b. Responsibilities of Governing Board**

Dr. Carlton stated that this topic was discussed early in the Board Meeting.

**c. Options and Board Position**

Dr. Carlton stated that this topic was discussed early in the Board Meeting.

**New Business**

**1. Selection of ADC Inspector – Mr. Troy Railsback**

Mr. Railsback stated that in your Board packets there are two resumes for the vacant ADC inspector position.

**On Motion by Mr. Natiello, seconded by Dr. Carlton, with all in favor, the Board Approved to elect Mrs. Foley to fill the vacant ADC inspector position.**

**2. Purchase of an Automated External Defibrillator for the Crossings Pool – Mr. Jim Gallo**



Mr. Gallo stated that there are AEP Devices at the two fitness centers, the main gate and the golf club. Since the Grand Haven Master Association has the responsibility of the Crossings Pool Mr. Gallo would like to propose the purchased of the Automated External Defibrillator for the Crossings Pool. Mr. Gallo stated that the cost is around \$3,000.00 to \$4,000.00 for the device. Mr. Gallo stated this could be purchased with reserve funds from the Crossing Village. There was a lengthy discussion on this topic.

**On Motion by Mr. Gallo, seconded by Mr. Capozzi, with all in favor, the Board Approved to purchase an alarmed Automated External Defibrillator for the Crossings Pool and not to exceed \$3,200 in price.**

**3. Holiday Luncheon – Mr. Vic Natiello**

Mr. Natiello stated that every year the Grand Haven Board “thanks” all the volunteers of the NCADC, MADC, Inspectors, Fine Committee and the three members of the SSMG staff with a Holiday Lunch at the Village Center.

**On Motion by Mr. Natiello, seconded by Mr. O’Brien, with all in favor, the Board Approved a Holiday Luncheon at the Village Center for the volunteers.**

**4. Non-Compliance Issues Needing Board Review**

**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 \$500.00 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 \$250.00 on property # 2.**

**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 \$250.00 on property # 3.**

**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 \$500.00 on property # 4.**

**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 \$100.00 on property # 5.**

**Director’s Requests**

Dr. Carlton stated that he wanted the Board to know that he approved \$300.00 for the removal of Hurricane debris in the PLM Villages. Dr. Carlton requested of the Board that the PLM Committee continue to stay in place as the services will be needed in the future. Dr. Carlton stated that the



Board approved the expenditure of approximately \$330.00 for the purchase of 3 radios and the required 3 FCC licenses for communication in a storm event.

**On Motion by Dr. Carlton, seconded by Mr. Natiello, with all in favor, the Board Approved the purchase of 3 radios and 3 FCC licenses.**

Dr. Carlton requested of the Board to raise his discretionary spending.

The Board approved to raise Dr. Carlton discretionary spending from \$500.00 to \$1,500.00.

### **Adjournment**

On Motion by Dr. Robert Carlton, seconded by Mr. O'Brien with all in favor, the meeting was adjourned at 5:15 p.m.

