

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

March 24, 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. Edward 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)

Mr. Hopkins spoke about Palm Tree maintenance.

Mr. Frichol spoke about the government legislation in regards to short-term rentals.

President's Comments

Dr. Carlton welcomed the new Board Member Mr. Edward O'Brien. Dr. Carlton stated that at next month's Grand Haven Board Meeting there will be changes in the liaison positions. Mr. O'Brien will be the ADC liaison, Mr. Natiello will be the CC&R liaison, Dr. Carlton will remain the CDD liaison, Mr. Capozzi will be the Oak Tree and the Neighbor to Neighbor liaison, Mr. Natiello will join Dr. Carlton for the PPC liaison and Mr. Gallo will remain the PLM liaison.

Approval of Minutes

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the February 17, 2017 as presented with the revisions.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that SSMG will be sending out letters reminding property owners that their annual assessments are past due. Mr. Railsback stated that there are approximately 50 property owners that have not paid the annual assessment. There was a lengthy discussion on this topic. Mr. Railsback stated there was a weekend inspection done this month.



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Finance report – Mr. Jim Gallo

Mr. Gallo reported that the check register was all in order. Mr. Railsback stated that Mr. Gallo will receive a hard copy of the financials next month so he is able to review the financials before the Board Meeting.

Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported that the Board packets contained the amount collected. The money collected from this period was \$735.00 and from year to date was \$7,965.00 and the account balance is \$96,427.56. Dr. Carlton and Mr. Railsback attended mediation on a delinquent property the homeowner agreed to sell the property to satisfy the mortgage. The property owner discussed being put on a payment plan to pay back the Association. Dr. Carlton stated that the Association is still legally pursuing an unimproved lot owner. Dr. Carlton stated that a judgment was just granted on a PPC property so there should be a pay off on this property in the near future. Dr. Carlton and Mr. Railsback reviewed and discussed all of the bulk collection properties. Dr. Carlton stated that the number of PPC properties is diminishing.

Architectural Design Committee (ADC) Liaison – Mr. Vic Natiello

Mr. Natiello stated that there was a discussion at the NCADC meeting about spartina on a lake bank in Wild Oaks. Mr. Natiello spoke with the City and the CDD on this topic and reported back the facts to The Chairman of the NCADC Committee. Since Mr. Natiello will be changing his position on the Board he met with Mr. O'Brien to discuss the responsibilities of the ADC liaison position. Mr. Natiello stated Mr. O'Brien is very knowledgeable since he served on the MADC Committee. Mr. Natiello will be retaining the inspector training program for now. In the future Mr. O'Brien will be taking over that responsibility. Mr. Natiello stated that the vacancies for the MADC and the ADC Inspector's position are still available.

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

Mr. Gallo reported that this month's inspections were extensive. Mr. Gallo reminded the PLM Vendors that this is the year that the contracts go out for bid. Mr. Gallo spoke to all the PLM Vendors about leaf collection and that the leaves are to be collected even if a lawn cut is substituted for a leaf collection. Mr. Gallo stated that overall, the villages are satisfactory but there were three inspections above average. Mr. Railsback stated that the PLM Vendor will or has trimmed the spartina grass and pine straw is being installed.

CC & R Compliance Liaison – Mr. Peter Capozzi

Mr. Capozzi stated that there were only six sidewalks sited for non-compliance issues and the other non-compliance issues were for lot maintenance.

Communications/Oak Tree Liaison – Dr. Carlton

Dr. Carlton stated that the deadline for the Oak Tree articles is April 15th for the May Edition. The mailing of the Oak Tree should be around May 10th. Neighbor to Neighbor Program has all the printed material ready for the Welcome folders. The Grand Haven Women's Club has 40 ambassadors to serve 25 of 27 villages. The Grand Haven Women's Club has had their first orientation meeting.



Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that the Fine Committee met at the new time this month. In next month's packet will be the results from the Fine Committee.

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

Dr. Carlton reported that this month there was a workshop and a meeting. The majority of the workshop centered on the Village Center stucco project. The other topic was the inappropriate disposal of pet waste in The Crossings. There was a lengthy discussion at the workshop on this topic. Mr. Gallo attended the CDD meeting and stated that pickle ball benches and lights were discussed and approved. There was a discussion about the usage of the Petanque Courts. There was discussion about turning one or both of the Petanque Courts into a shuffle board Court(s). There was a report from the "Thru Air Communication" fact finding group on how to better communication during a disaster. This could be accomplished by installing a Radio repeater at the Village Center. The new district engineer attended the CDD meeting and went over a few items such as drainage, road ways and the Village Center. The waste container was removed from the Crossings because of the pet waste. An email will be sent out to property owners about the problem. The CDD workshop will be held on April 6th and the CDD meeting has been moved to April 27th. There were two supervisors' requests to move forward with the bathroom renovations and the flower rotation.

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

Mr. Railsback reported that the Board packets contained the list of action items from January 20th meeting. Mr. Railsback requested Mr. Leach make a report on the trees that were planted in the River Club that were treated with the growth regulator and a report on the trees without the growth regulator. Mr. Leach conveyed to the River Club property owners about the findings from the arborist on the leaning trees. Mr. Natiello question when the web documents would be switched out.

Unfinished Business

1. Crossing - Large Tree Trimming - Mr. Jim Gallo

Mr. Gallo stated that the PLM Vendor trimmed/pruned the canopies of the trees in the Crossings. This was a result of a resident questioning the scope of the contract in regards to the trimming of the large trees in the Crossings. Mr. Riesman spoke about how quickly the Board and SSMG responded to his request.

2. Signs and Declarant Rights – Dr. Robert Jay Carlton

Dr. Carlton and Mr. Railsback met with the declarant about the open house signs from Grand Living Realty. The Board expressed to the declarant that it is the opinion that he is exceeding or extending his declarant rights. The declarant requested till April 15th to respond to the Board so he could reread the documents, consult with his attorney and his business partner. This topic will be on the next agenda for the Board meeting.

3. Curbside Yard and Household Waste – Mr. Jim Gallo

Mr. Gallo stated that he did a Sunday inspection on his own looking for yard waste violations. Mr. Gallo found a significant amount of property owners that had already put out yard waste for Wednesday pick up. The CC&R's states yard waste is to go out the night before pick up. The Board objective is to keep the community neat and clean and free of yard waste.



Mr. Railsback stated that in your packet is a copy of the non compliance letter that will be mailed to property owners in violation of yard waste out and signs. SSMG will be going out every Monday until May to look for yard waste violations. Mr. Natiello stated he has some concerns such as Waste Pro has picked up some palm fronds on a Monday or the contractor ran out of room on his truck and came back on Tuesday to pick up the remaining yard waste. If a homeowner puts out too much waste on Wednesday and Waste Pro refuses to take it all, to prevent being cited for CC&R compliance, the property owner should call SSMG to inform them that they would be contracting Waste Pro to pick up the remainder at their cost. There was a lengthy discussion on this topic. Mr. Hopkins stated that Waste Pro had not been in his village for 2 weeks, so if someone goes away not realizing that Waste Pro did not remove the debris, what happens then.

4. ADC Member and Inspector Openings – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that an E-Blast will go out again regarding the ADC openings with a new deadline for submittal by April 14th. Mr. Railsback stated that he was going to reach out to the residents that applied previously to see if anyone was still interested.

New Business

1. Name Plates – MADC Members- Dr. Robert Jay Carlton

Dr. Carlton stated that the Board members received new name plates. Mr. Byrne, the chairperson from the MADC, has requested that the Board provide the same name plates for the MADC committee members. Dr. Carlton stated that the name plates are \$25.00 or just the name replacement is \$12.00. Mr. Natiello stated that it should just be for the MADC committee.

On Motion by Mr. Capozzi, seconded by Mr. Natiello, with all in favor, the Board Approved the purchase of name plates for the MADC Committee members.

2. Contract Renewals – Discussion – Dr. Robert Jay Carlton

Dr. Carlton stated it is the time of the year where the contracts are up for renewal. The PLM Vendors contracts have to be reviewed for the scope of work and the price for each village. This is a lengthy process. Dr. Carlton recommends a committee be formed to review all the information before awarding the PLM contracts. Dr. Carlton recommend Mr. Gallo, Dr. Carlton and Mr. Railsback be a part of the review committee. Mr. Railsback stated he will put together a timeline for the next Board meeting. Dr. Carlton explained to Mr. Riesman how the Board reviews and awards the PLM contracts. 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 appoint Mr. Gallo, Dr. Carlton and Mr. Railsback to the PLM Contract Review Committee.

Dr. Carlton stated that the second contract up for renewal is for the management company (SSMG). The Board can put the contract out for bids or the Board can go ahead and renew the existing contract. There was a lengthy discussion on this topic. Dr. Carlton will speak with the owner of SSMG about the contract. Dr. Carlton will bring back a proposal for the



Board to review and then decide if it will be accepted or if the Board will have other bids presented.

3. Non-Compliance Issues Needing Board Review

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 # 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 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 # 3.

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 # 4.

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 # 5.

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 Dr. Carlton, with Mr. Capozzi, Mr. Gallo and Mr. Natiello voting against, the motion fails no penalty levied on property #7.

There was a lengthy discussion on this topic.

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 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 # 9.

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 # 10.



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 # 11.

On Motion by Mr. O'Brien, seconded by Mr. Capozzi with Mr. Gallo and Mr. Natiello voting against, the motion ended in a tie.

There was a lengthy discussion on this topic.

On Motion by Mr. O'Brien, seconded by Mr. Capozzi with Dr. Carlton, Mr. Gallo and Mr. Natiello voting against, the motion failed, no penalty levied 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 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 # 14.

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 # 15.

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 # 16.

On Motion by Mr. Natiello, to levy a penalty in accordance with the previously established fine matrix of \$500.00 on property # 17 motion fails on property #17 due to lack of a second.

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 \$1000.00 on property # 17.

Director's Requests

Mr. Gallo questioned the Board about what happens if a MADC or an ADC inspector is not replaced. Mr. Natiello stated that only having two inspectors is a problem only if an inspector resigns.

Adjournment

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the meeting was adjourned at 4:50 p.m.

