

# ***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. Brad Scott, Treasurer

Mr. Mike Frichol, Director  
Mr. Ed O'Brien, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting Agenda December 14, 2018**

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. Mike Frichol, Mr. Brad Scott, Mr. Vic Natiello and 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)**

Ms. Similo questioned why the distribution of reserves has not taken place.

### **President's Comments**

Dr. Carlton thanked the membership for a great year.

### **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 November 16, 2018.**

### **Committee Reports**

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

Mr. Railsback reported that the reserve contribution refunds are in the process of being ready for release. Mr. Railsback is working with VMS to release the beta software for the ADC to use for meetings.

#### **Finance report – Mr. Brad Scott**

Mr. Scott reported the financials for October and November are in the Board packets. The budget has close to \$60,000.00 plus the reserves available. The budget is over the projected figures, due to legal, insurance and bad debit.



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

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

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. Dr. Carlton stated the PPC collected \$3,140.00 last quarter and \$62,465.00 for the year, leaving the PPC with a balance of \$64,174.00. Dr. Carlton stated that the PPC declined a request to rescind a \$1,000.00 fine, has requested status updates from the 2 attorneys and the action plan that Southern States has placed to collect from delinquent owners with small balances.

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

Mr. O'Brien reported that the NCADC and MADC committees meet on their regular scheduled day and time. There were 35 submittals presented in the month of November with 33 approved and 2 denied. The next ADC meeting will take place as scheduled. Starting January 2, 2019, the MADC meetings will start at 9am, no longer 9:30am.

### **Private Lawn Maintenance (PLM) Liaison – Mr. Mike Frichol**

Mr. Frichol reported on the PLM work orders that were still open, work orders that were added in the month and the work orders 16 are remaining. Mr. Frichol stated that there are 2 ongoing problems in Riverwalk, a dead Palm that the vendor has not removed after being requested to for 4 months. Mr. Railsback spoke to the vendor and the palm will be removed. The other is dead sod that the vendor cannot say what has caused the sod to die, and has not taken care of the problem. Mr. Railsback suggested to the committee that they not pay the vendor until the work is completed.

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

Mr. Natiello reported on the compliance efforts. There were 66 non-compliance violation letters sent to residents this month. Mr. Natiello covered the different violations that residents were cited. The highest violation was for Mold/Mildew then landscape maintenance, with 19 this month.

### **Oak Tree & Neighbor to Neighbor Liaison – Quarterly Report\*\*- Mr. Brad Scott**

Mr. Scott requested his report be moved to the January 15<sup>th</sup> meeting.

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

Mr. Railsback stated that November Fine Committee Review has been provided in the Board Packet for the Board's review and confirmation.

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

Dr. Carlton summarized the topics discussed at the CDD meeting. The CDD cancelled the December 20<sup>th</sup> meeting. At the November workshop, they discussed the Wild Oak entrance, Village Center Envelope plans are being finalized, Egret lake bank erosion, need new rules for parking at the amenity center parking rules, new fencing for tennis courts and early resurfacing on tennis courts may be needed. Sheriff's Department is encouraging the gate security cameras be upgraded, at the cost of the CDD.

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

Mr. Railsback stated that the VMS update and the posting of the Master Association documents to the website have not yet been completed.



## Unfinished Business

### 1. Drainage Project – River Club – Update-Mr. Mike Frichol

Mr. Frichol updated the Board on the River Club drainage project. The land survey was completed November 30, 2018, which was given to three vendors.

**Beebe and Associates-** incomplete bid for engineering and design, not for remediation, which could cost \$8,000.00 more.

**Zahn Engineering-** Will not use heavy equipment, all work will be done by hand. Could not provide estimated construction costs.

**Upham Engineering-** Bid was all inclusive at an estimated \$10,875.00.

**On Motion by Mr. Brad Scott, seconded by Mr. Mike Frichol, with all in favor, the Board Approved to contract with Upham Engineering, with the conditions that clarifications of a warranty is in place and the project will be signed off and approved by Upham Engineering once complete.**

### 2. PLM Survey Results and Vendor Performance Review – Update- Mr. Mike Frichol

Mr. Frichol reported that the committee decided at the meeting on December 4, 2018, to provide the survey results, with all identifying data deleted, for the purpose of reviewing all owners' comments and rating results. Performance review meetings will be scheduled during the first week of February in the Southern States Office. A resident questioned whether the PLM vendors should see the resident's names and addresses in the surveys for potential privacy and liability exposure. Mr. Railsback told the resident that vendors will be cautioned to not use resident information in any manner to compromise the privacy of residents. Performance review meetings will be set up for the first week of February at Southern States offices.

### 3. Insurance Coverage Update and Timeline – Mr. Troy Railsback(SSMG)

Mr. Railsback reported the insurance agents are gathering bids and will be available to the Board in January.

## New Business

### 1. Election Process Timeline- Mr. Tory Railsback (SSMG)

Mr. Railsback reported the second notice will be received next week, which will have the ballot. The Annual meeting is scheduled for January 10, 2019.

### 2. Holiday Gift Presentation – Dr Robert Carlton

Dr. Carlton presented Mr. Railsback, Mr. Leach and Ms. Logan with Holiday gifts.

### 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. Frichol, 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. 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. 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 # 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 \$250.00 on property # 5.**

**The Board stated no action or a levy of a fine on property # 6 because the Board requested more time to review the non-compliance issue. Will be placed on the January Board Meeting Agenda.**

**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 # 7.**

#### **Director's Requests**

#### **Adjournment**

On Motion by Mr. Natiello, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 3:50 p.m.

