

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. Ed O'Brien, Treasurer

Mr. Mike Frichol, Director
Mrs. Denise Gallo, Director
Mr. Troy Railsback, Secretary, Ex-officio

Board of Directors Meeting Minutes

June 21, 2019

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, Mrs. Denise Gallo, 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. Emerson spoke about the condition of the dog park in Wild Oaks.

Ms. Fuss questioned about an unapproved for sale sign.

President's Comments

Dr. Carlton stated that he had no comments at this time.

Approval of Minutes

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with Mr. Frichol abstaining, the Board Approved the Meeting Minutes of the Board of Directors of the May 24, 2019 with one correction.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback reported that the Board packet included an update on what SSMG is focusing on such as, ULMP maintenance, going through the community to look at the lake banks and updating the ULMP list and sending letters out for the Commencements to Construct. The packet included the May 2019 YTD Budget variance.

Finance report – Mr. Ed O'Brien

Mr. O'Brien stated that the Board packet included the financials, for May 2019 Budget variance for GHMA, PLM, River Club and the Crossings. The biggest expense issues are the River Club Building, grounds and GHMA Administration. There was a lengthy discussion on this topic.



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Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. Dr. Carlton stated that in the year 2018 there were 31 unpaid annual assessments, this year there are 10 properties with unpaid annual assessments. There are 37 properties with delinquent account balances, 1 property is demand for rent and 3 properties are in foreclosure.

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

Mr. O'Brien stated that the ADC requests for the month of June were 65 total applications, 63 were approved and 2 denied. Mr. Railsback stated that he will be scheduling VMS training for the 2 newest ADC members.

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

Mr. Frichol reported on the PLM activities. Mr. Frichol stated that the PLM inspections were done last week. Mr. Frichol discussed the number of work orders that were placed and completed. Mr. Frichol stated that the East Palatka Holly Trees in the Crossings and River Club have a disease called "witches broom", the trees are being treated. Mr. Frichol stated that the lake banks in Pine Harbor still need to be addressed.

CC & R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated that there were 72 non-compliance letters mailed to residents. The leaders in non-compliance issues were 17 sidewalks, 13 for dead sod and 12 for landscape maintenance. Mr. Natiello stated that he did a ride along with Mr. Leach on his compliance tour. Mr. Natiello is watching Waste Pro to see that they are not throwing the trash cans into the street after emptying them which could cause a traffic hazard. Mr. Natiello will speak to the City if need be on this matter.

Oak Tree & Neighbor to Neighbor Liaison – Quarterly Report- Mrs. Denise Gallo**

Mrs. Gallo stated that the deadline for ads and articles for the August edition is July 15th. The Oak Tree added a new advertiser. The editor of the Oak Tree is always looking for articles.

The Neighbor to Neighbor (N2N) program From January 1st to June 8th there were a grand total of 85 new residents, only 52 welcome packets were delivered which amounted to 61%. Reasons for not delivering was due to vacation, snow birds and new residents not be available for ambassadors to visit.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that in your Board packets are the results for the Fine Committee meeting for the month of June. Mr. Railsback stated that there were two fines rejected and 1 fine that was tabled. There was a lengthy discussion on this topic.

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

Dr. Carlton summarized the topics discussed at the CDD meeting. Dr. Carlton stated that there was a workshop and regular meeting. The Proposed Budget for the year 2019 – 2020 was discussed and voted on. A survey for the Amenities Holiday Schedule will be going out to residents in July. The colors for the Village Center stucco project were chosen. A proposal for a pedestrian walk at the intersection for Creekside Village was discussed. There was a maintenance plan discussed for Wild Oaks Weirs to help with the street flooding. Dr. Carlton stated that the community guide book will be coming out soon.



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

Mr. Railsback stated that the VMS web portal will be finished for the next Board meeting.

Unfinished Business

1. River Club Drainage Project – Update - Mr. Thomas Leach (SSMG)

Mr. Leach stated that in your Board packets are the proposals for the drainage project in the River Club. There was a lengthy discussion on this topic.

On Motion by Mr. Frichol, seconded by Mr. Natiello, with all in favor, the Board Approved to award the River Club Drainage Project to All American Maintenance of Flagler with the language to be included that the outflow pipe be repaired and that the lake bank is restored.

2. Revised Ethics policy and Meeting Attendance Requirements – Dr. Robert Carlton

Dr. Carlton requested that Mr. Railsback inform the Board as to the current status of the Revised Ethics Policy and Meeting Attendance Policy in regard to signatures by both Board and committee members.. Mr. Railsback stated that the policies are on the website and all members have a signed policy in their file.

New Business

1. Proposed “Military Memorial Monument”- Dr. Robert Jay Carlton

Dr. Carlton stated that Memorial Day Service this year was very moving and touching.

Dr. Carlton General Hessert and Mr. Hollenbeck discussed the funding of a Memorial Monument. Dr. Carlton stated that a black granite monument was agreed upon.

Dr. Carlton stated that it was their belief that members of the community might wish to participate in this project and therefore decided to offer residents the opportunity to contribute if they wished to do so. In response to a question from Mr. Frichol, Dr. Carlton stated that the Association was not involved in this project and the agenda item was presented for information only. This is still a work in progress.

2. 2018 Financial Audit Review – Mr. Ed O’Brien

Mr. O’Brien stated that in your Board packets is the 2017-2018 Balance Sheet compared the 2017-2018 Annual Revenue and Expense comparison and the 2018 Annual Audit final income and expense overview. Mr. O’Brien discussed each report with focus on negative variances for the year.

Non-Compliance Issues Needing Board Review

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 # 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. 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. O'Brien, seconded by Mr. Natiello, with Mr. O'Brien and Mr. Frichol voting in favor with Dr. Carlton, Mrs. Gallo and Mr. Frichol voting not in favor, the Board declined the penalty of \$250.00 on property #4. A Motion by Dr. Carlton, 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.

A Motion by Mr. Natiello to levy a penalty in accordance with the previously established fine matrix of \$1,000.00, on property #5. A motion by Mr. O'Brien seconded by Mr. Frichol, to levy a penalty in accordance with the previously established fine matrix of \$500.00 was not considered due to lack of second. On Motion by Dr. Carlton, seconded by Mr. O'Brien, the amended motion was approved with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$500.00 fine with \$250.00 waived if the owner signs up for 2 years on the Unimproved Lot Maintenance Program on property #5.

On Motion by Mr. O'Brien, seconded with Mrs. Gallo voting in favor and Dr. Carlton, Mr. Natiello, Mr. O'Brien and Mr. Frichol with Dr. Carlton, Mr. Natiello and Mr. Frichol voting not in favor, the Board did not approve to levy a penalty fine of \$250.00 on property #6.

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 \$1,000.00 on property # 6.

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 \$1,000.00 on property #7.

Director's Requests

Mr. Frichol requested the Board packets be put into the same Document Area location on the GHMA website.

Adjournment

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the meeting was adjourned at 3:45 p.m.

