

# ***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. Ed O'Brien, Treasurer

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

## **Board of Directors Meeting Minutes**

**August 23, 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)**

Dr. Davidson spoke about the corrections in reference to the resident survey for the Holiday Amenity usage. The deadline for returning the survey is September 13<sup>th</sup>. The survey can be mailed, dropped off at the CDD office or put into the drop box at the Village center.

### **President's Comments**

Dr. Carlton did not have any comments at this time.

### **Approval of Minutes**

**On Motion by Dr. Carlton, seconded by Mr. O'Brien, with all in favor, the Board Approved the Meeting Minutes of the Board of Directors of the July 19, 2019 to adopt the minutes with the amendments that included Mr. Natiello last submittal of corrections.**

### **Committee Reports**

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

Mr. Railsback stated that Mr. O'Brien and he have been working on the budget reports.

#### **Finance report – Mr. Ed O'Brien**

Mr. O'Brien stated that in your Board packet is the 2018 YTD Budget Comparison for the Master, ADC, PLM, and the Crossings. The ADC, Crossings and the PLM budgets have no issues. The Master is slightly over budget because of bad debt and the River Club is slightly over budget because of the building and grounds expenses. Mr. O'Brien stated that the focus for next year's budget will be on the reserves and the cash flow. 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 64 intent to lien letters were sent to residents, 7 demand for payment letters and one resident paid in full. There were 2 fines that were waived and one fine that was upheld. Dr. Carlton stated that 7 account balances were paid in full. There were 2 foreclosures that were sold and one property reached a settlement.

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

Mr. O'Brien stated the NCADC had 6 approvals with 2 denials. The MADC had 32 approvals and 10 denials. Mr. O'Brien stated that the MADC committee had one appeal that was denied.

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

Mr. Frichol reported on the PLM activities. Mr. Frichol stated that the PLM inspections were done on August 14<sup>th</sup>. Mr. Frichol reported that 14 new work orders were added in July and 3 remain open. The Palatka Hollies in the Crossings and the River Club are starting to recover from the witches broom disease. The trees will be reevaluated later in the spring time.

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

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated that there were 171 total non-compliance letters mailed to residents in the past month. The largest category was lake bank maintenance with 100 letters. Mr. Natiello stated that there has been a lot of rain, 2 hurricanes or the resident cut the spartina to the ground. The next in non-compliance issues were mold/mildew and then architectural.

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

Mrs. Gallo will report on the Oak Tree at the September Board Meeting.

### **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 August. Mr. Railsback stated that the one fine was rejected and one fine was tabled. There was a lengthy discussion on the property owner whose fine that was tabled. Dr. Carlton stated that this needs to go back to the Fine Committee with the reasons why the Board fined the property owner.

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

Dr. Carlton summarized the topics discussed at the CDD meeting. There were some concerns about the tennis court, which are being taken care of now. The Village Center project is progressing and be careful in the areas of construction. Two presentations were given. One about the reserve study and another from Dr. Davidson about the aging of the community and construction. There was a lengthy discussion at the meeting about appropriate behavior at the Village Center. Dr. Davidson is researching the availability regarding purchasing of the 2 vacant lots left at Vista Par.

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

Mr. Railsback stated that the new web portal is up and running. Mr. Railsback stated the he will start the training on the new website for all committee members.



## Unfinished Business

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

Mr. Leach stated that the drainage project was completed and inspected. There was a discussion that there may be a time where another downspout will be necessary to handle the volume of water. The drains will need to be inspected and maintained to keep mulch and grass clippings removed. Mr. Natiello requested that the CDD manager inspect the drainage outfall.

### 2. **HB 1159 -Opinion of Counsel- Mr. Mike Frichol**

Mr. Frichol read some key information on HB 1159. A local government may not require a notice, application, approval, permit, fee or mitigation for pruning, trimming, or removal of a tree on resident property if the property owner obtains documents from an arborist certified by the International Society of Arboriculture or a Florida licensed landscape architect that the tree presents a danger to persons or property. Mr. Frichol then read the attorneys opinion. “This statute should not affect Grand Haven because (1) it applies to local governments, not private community associations and (2) Grand Haven already allows tree removal upon certification that the tree is a danger”. Dr. Carlton stated that the bottomline is that nothing changes.

### 3. **SB 82 – Amending Master Declaration- Discussion - Dr. Robert Jay Carlton**

Dr. Carlton stated that this bill SB 82 was the same decision as HB1159, it does not apply to Grand Haven. Counsel did state one way to protect from the legislature would be to put this in the amendment to the Master Declaration. There was a lengthy discussion on this topic. Dr. Carlton discussed waiting to and see if anything further would be required to protect Grand Haven.

### 4. **Damage Claims from PLM Residents - Mr. Mike Frichol**

Mr. Frichol stated that SSMG has seen claims over the years against the PLM vendors causing damage to a resident’s property. Mr. Frichol stated that the PLM vendor should be involved in seeing where or what they damaged. Mr. Railsback stated that SSMG should be notified about the damage. Dr. Carlton stated that he asked Mr. Railsback to develop a position statement about damages in the PLM Villages.

## New Business

### 1. **Vendor Agreement Format - Draft– Dr. Robert Jay Carlton**

Dr. Carlton stated that in your Board Packets is a draft proposal. Dr. Carlton stated that he feels that when Grand Haven is dealing with contractors there should be in place a vendor agreement form. Mr. Railsback stated in your packet is the format for the PLM vendors which could be reworked and used for other contractors. There was a lengthy discussion on the coverage of insurance that a vendor should carry. Dr. Carlton requested Mr. Railsback to come back with a format to the next Board meeting.

### 2. **Meeting Minutes Content and Details - Mr. Troy Railsback (SSMG)**



Mr. Railsback stated that there was a level of concern with the last Board Minutes not having enough information stated. The Board would like to make sure that the action, vote and the decisions are captured in the minutes. Mr. Reisman stated that he feels that the statements from the residents should be recorded in the minutes.

### **3. PLM Survey Schedule – Milestone Dates- Mr. Mike Frichol**

Mr. Frichol stated that PLM surveys will be mailed out to all residents by September 6th to express their views and return the survey to SSMG by October 4<sup>th</sup>. Then SSMG will provide the results to the Board on the meeting of October 18<sup>th</sup>. Mr. Natiello requested that in the surveys the word “lawn care” be changed to “landscape”. Mr. Railsback stated SSMG will change the wording.

### **4. Neighbor to Neighbor Program – Update – Ms. Denise Gallo**

Mrs. Gallo stated that the Neighbor to Neighbor Program is back on track. There are 2 people who will take over the responsibilities of the Neighbor to Neighbor Program. Sally Nord and Ruth Krauthamer will be organizing that program.

## **Non-Compliance Issues Needing Board Review**

**On Motion by Mr. O’Brien, seconded by Dr. Carlton, 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. 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 # 3.**

**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 # 4.**

**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 # 5.**

**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 # 6.**

**On Motion by Mr. Natiello, seconded by Mr. Frichol, 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.**



**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 # 8.**

**Director's Requests**

Mrs. Gallo wanted the Board to know of a situation. A residents that she knows is away and there was yard waste placed at her home.

**Adjournment**

On Motion by Mr. Natiello, seconded by Mr. O'Brien, with all in favor, the meeting was adjourned at 3:56 p.m.

