

Grand Haven Master Association, Inc.

Post Office Box 354785 | Palm Coast, Florida 32135

www.grandhavenhoa.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

February 21, 2020

2:00 p.m.

Call to Order

The meeting was called to order by Dr. Robert Carlton at 2:01p.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)

Mr. Wishnietsky spoke about the approval process for making changes to your property.

President's Comments

Dr. Carlton spoke about the short-term rental bill SB1128. The Florida Senate and Tourism Department voted to allow the SB1128 bill. Dr. Carlton E-Blasted the Board and residents to have them contact your legislation on this matter. Dr. Carlton stated that this short-term rental bill currently has language in it giving Homeowners and Condominium Association the ability to manage and control rentals in their association.

Approval of Minutes

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Natiello, with all in favor, the Board Approved the Amended Meeting Minutes of the Board of Directors of the January 24, 2020 with the approved revised corrections.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback stated all the items will be addressed in the unfinished business. Mr. Frichol asked if the newer version of the VMS portal is available yet. Mr. Railsback stated not yet, but it is being worked on.

Finance report – Mr. Ed O'Brien

Mr. O'Brien stated that in your Board packet is the January 2020 YTD Budget Variance Comparison. Mr. O'Brien explained the year to date, budget, variances and the percentages on each



2 CAMINO DEL MAR | PALM COAST, FL 32137
PHONE: 386-446-6333 | FAX: 386-446-1830 | www.ssmgroupinc.com

category. Mr. O'Brien stated that the ADC, Crossings and the PLM accounts are on track. The GHMA had slightly significant variances for this month because of the annual meeting notices and the postage to mail the notices. The River Club was under budget because there were minimum charges this period for general maintenance, irrigation and landscape repair. Mr. Railsback stated that the Unimproved Lot Maintenance Program forms are coming back into SSMG office. Mr. Railsback stated that there are approximately 97 unimproved lots left in Grand Haven.

Problematic Properties – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. There are 114 properties and 48 condominiums that the annual assessments remain unpaid. The longest outstanding PPC property is going to foreclosure and that balance will be added to the account balance. One PPC account set up a 12-month payment plan but has not yet made a payment, so if there is no response or payment it will be forwarded to counsel. Counsel will be sending out 4 letters for demand of payments on their outstanding accounts. Dr. Carlton stated that Grand Haven is down to a limited amount of PPC properties.

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

Mr. O'Brien stated the NCADC had 10 approvals with 2 denials. The MADC had 48 approvals and 4 denials. Mr. O'Brien provided status on the new construction. Last year 20 new homes were constructed, 3 years ago there were 60 homes and 5 years ago 82 homes were completed. Grand Haven has 22 new builds in process now with ICI and Skyway Builders constructing the most homes in the community during that period of time. The MADC requests were down from last year. The total this year was 565 with an 90% approval rate. Landscape, Tree removal and Exterior Color Selection were the top three requests.

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 2 different days this month. Mr. Frichol reported that 10 work orders were added in January and all have been resolved leaving no open work orders at this time. Works Orders included a roof leak and one gutter issue in the River Club. The PLM vendors are busy with leaf pick up and they will be following up with replenishing mulch. Mr. Frichol reported that he, Dr. Carlton, Mr. Railsback and Mr. Leach met with each PLM vendor to conduct their annual performance evaluation and discuss trends from the PLM Surveys

CC & R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. Mr. Natiello stated that there were 54 total non-compliance letters sent this period. Mr. Natiello stated that the leader in non-compliance issues was mold/mildew architectural and sidewalks. Mrs. Gallo questioned if an E-Blast is going out about the owner's aesthetics responsibility of the storm water curbing in the front of their home of the curbing. Mr. Railsback stated that it was recently communicated in the SSMG article in the Oak Tree.

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

Mrs. Gallo will speak about the Neighbor to Neighbor Program and The Oak Tree at the Board meeting in March.



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 February. Mr. Railsback stated that 2 fines were rejected and were 4 accepted. There was a discussion on why the fines were rejected.

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

Dr. Carlton summarized the topics discussed at the CDD meeting. The CDD had received an offer from Mr. Cullis regarding purchasing the assignment of development rights at the property at 425 Riverfront Drive, just the two pads. The CDD has hired a new access control service called “One Guard”. The CDD has hired a new Landscape vendor for the Grand Haven Community. There was a presentation from 6 landscape companies to be considered for landscape maintenance service for Grand Haven. VerdeGo was awarded the contract and will begin service in the community on April 1, 2020. There was a presentation from the District Manager about pond bank repairs and plantings. There was a continued discussion about the 425 Riverfront Drive property. Vesta informed the CDD that Mr. Larry Stuart would be moving to a new position within Vesta and that Andrea would be replacing Mr. Stuart.

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

Mr. Railsback stated that there are no updates on the new VMS owner’s portal.

Unfinished Business

1. **River Club Roof Replacement & Painting Projects - Mr. Mike Frichol/ Mr. Troy Railsback (SSMG)**

Mr. Railsback stated that in your packet is the letter that went to the Grand Haven residents showing the schedule for the roof replacement of the 3 buildings. The Board requested that the commercial agreement include the payment schedule, warranty and who is responsible for the oversight of the project. If the resident doesn’t provide access to the unit there will be a \$500.00 charge fee per unit to return at a later date. There was a lengthy discussion on this topic. In the month of March, the roofing will start and then in April they will do the painting on those 3 buildings.

2. **River Club Driveway Replacement Project - Mr. Mike Frichol/ Mr. Troy Railsback (SSMG)**

Mr. Railsback stated that at the last Board meeting the contract was awarded to Southern Home Services, LLC. to replace the driveway and entry walkway. SSMG has received the signed contract back and work is being scheduled for March.

3. **Street Tree Replacement Standard - Mr. Ed O’Brien**

Mr. O’Brien stated at the last Board meeting it was discussed to modify the Live Tree Removal - tree zone Standard. The current standard says when a Street Tree needs to be removed then it must be replaced somewhere in the large street tree zone. Board packets included proposed language to address properties with less than 60-foot frontage and those with 60-foot frontage or greater. There was a lengthy discussion on this topic.

On Motion by Mr. Natiello, seconded by Mr. Frichol, with all in favor, the Board Approved



Incorporating the language modified in the ADC Standard 2.Y.11.b for Live Tree Removal (street tree) as presented.

New Business

1. ADC “Decision Tree” Regarding MADC Approved but uncompleted Projects - Mr. Vic Natiello

Mr. Natiello stated his concern about the amount of ‘as build’s’ coming back to the ADC after a failed inspection. Mr. Natiello would like to see a resubmission for the failed inspection or have the file go to a CAM. Mr. Railsback stated that there are some files in that category and will be receiving non-compliance letters.

2. Trees in “Street Tree Zones” – Ground Cover - Dr. Robert Jay Carlton

Dr. Carlton stated that this was discussed at the last Board meeting. Dr. Carlton explained the role of the HOA Board Members and the different regulatory entities that control the Board. There were 8 property owners from Wild Oaks Village that were cited for having rocks around the street trees. The Street Tree Zone, as stated in the Wild Oaks Appendices of the ADC standards defined as the area of the property no more than 50% of the distance from the street to the closest point of the front of the house. Corner lots have two Street Tree Zones, both the front and side yard are street frontages. Dr. Carlton stated that the Board can amend the ADC Standards. Dr. Carlton read from the Wild Oaks Appendix in the ADC standards. “The Wild Oaks subdivision is significantly different from other Grand Haven neighborhoods. Wild Oaks’ lots are large estate sized lots in a rural neighborhood setting, as opposed to the tree lined streets in the urban neighborhood theme of the other villages”. There was a lengthy discussion on this topic.

On Motion by Dr. Carlton, seconded by Mr. Frichol, with all in favor, the Board Approved for Mr. O’Brien to develop an amendment to the appendix for Wild Oaks Village which would permit approved rocks around street trees in the Street Tree Zone, excluding those street trees between the sidewalk and the street.

Mr. Soloman spoke to the Board about the number of signatures on the petition that the residents collected on this topic. Mr. Soloman also requested that white rock be considered if it is ascetically compatible with the home. There was a lengthy discussion on this topic. Dr. Carlton stated that the non-compliance letters will be corrected. Dr. Carlton stated that since there were many Wild Oaks residents in attendance, he wanted to make sure they knew that Wild Oaks properties have reclaimed water available for providing irrigation water to their individual property.

3. GHMA BOD Memorial Plaque - Dr. Robert Jay Carlton

Dr. Carlton would like to propose a memorial plaque for Board members that have passed away to acknowledge their service to the community. Dr. Carlton will bring in samples at the next Board meeting.

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. 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 # 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. 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 #5

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 #6.

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.

On Motion by Mr. Natiello, seconded by Dr. Robert Jay Carlton, 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.

On Motion by Mr. Natiello, seconded by Mrs. Gallo, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$250.00 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 \$750.00 on property #10.

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 #11.



On Motion by Mr. 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 #12.

Director's Requests

Mr. Natiello commented that there are 54 violations, he wanted to add that there are were several instances of 2 or 3 violations on the same property.

Dr. Carlton would like to send out information to the Wild Oaks residents pertaining to the availability of reclaimed water to that area.

Adjournment

On Motion by Mr. Natiello, seconded by Dr. Carlton, with all in favor, the meeting was adjourned at 4:28 p.m.

