

# ***Grand Haven Master Association, Inc.***

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[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 (via Teleconference)**

**May 22, 2020**

2:00 p.m.

### **Call to Order**

The meeting was called to order by Dr. Robert Jay Carlton at 2:00p.m.

### **Roll Call—Establish a Quorum**

**Members Present (via Teleconference):** Dr. Robert Jay Carlton, Mr. Mike Frichol, Mrs. Denise Gallo, Mr. Vic Natiello and Mr. Ed O'Brien

**Others Present:** Mr. Troy Railsback & Mr. Thomas Leach – Southern States Management Group

A quorum was established.

Members' who joined the teleconference available in Association Meeting File.

### **Pledge of Allegiance**

### **Audience Comments (Three-minute Rule, Non-Agenda Items)**

There were no Audience Comments.

### **President's Comments**

Dr. Carlton thanked the Board and Members participating in the teleconference meeting due to COVID-19 circumstances and State mandated Stay at Home/Social Distancing orders. Dr. Carlton reviewed teleconference meeting protocols and procedures.

### **Approval of Minutes**

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the Amended Meeting Minutes of the April 17, 2020 Board of Directors Meeting.**

### **Committee Reports**

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

Mr. Railsback updated the Board with SSMG protocols and operations and how SSMG is continuing to serve the GHMA.

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

Mr. O'Brien reviewed the year to date budget variances and the percentages on each category for the April 2020 financials. Mr. O'Brien stated that the ADC and Crossings accounts are on track. PLM had a few properties with Bad Debt write-offs that produced its variances from previous periods. The GHMA had variances from legal opinion expenses as well as the Unimproved Lot Maintenance Program having a lower number of properties signed up at this time. The River Club is still under



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budget because there were minimum charges this period for general maintenance, irrigation and landscape repair.

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

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. Dr. Carlton again 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 reported that the MADC's weekly teleconference meetings have resolved the backlog of MADC submittals. The MADC will go back to its regular schedule of the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month meeting frequency starting in June. The NCADC has been meeting via teleconference, with a few Committee Members meeting in person at the Grand Living Office, to review submittals as needed on the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday of the month. Mr. O'Brien applauded the MADC and Michele Logan for their efforts in operating under these circumstances and was very complimentary of the job well done by all. Mr. Railsback applauded the Board and ADC Committee for their understanding and efforts during these circumstances, and expressed his significant appreciation of Michele Logan for her commitment to SSMG and efforts in serving the GHMA.

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

Mr. Frichol reported on the PLM activities. Mr. Frichol stated that the PLM inspections were done individually from their cars and notes, conditions and activity summaries with respect to Work Orders were emailed and corresponded/follow-up up on in an effort to resolve open items.

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

Mr. Natiello reported on the compliance efforts. Mr. Natiello noted that there was an amount of compliance instances more reflective of an average monthly amount. He noted the significant number of ADC Subject of Concern instances

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

There was no report scheduled for this month.

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

Mr. Railsback stated that the Fine Committee met via teleconference and reviewed the properties that were noticed for the March Fine Committee meeting that was cancelled, as well as the properties needing to be reviewed since then. Mr. Railsback applauded the Board and the Fine Committee for their understanding and efforts during these circumstances, and expressed his significant appreciation of Thomas Leach for his commitment to SSMG and efforts in serving the GHMA, particularly in navigating the Fine Committee through its first Teleconference Meeting. Mr. Railsback noted the Fine Committee meeting results were provided in the Board Packet for their review.

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

Dr. Carlton summarized the topics discussed at the previous months CDD meeting.

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



Mr. Railsback again stated that there are no updates on the new VMS owner's portal. SSMG is reviewing alternative solutions for owner portal software that integrates with VMS.

### **Unfinished Business**

1. **Board Policy Draft – Approval Process for Irrigation Wells – Mr. Ed O'Brien**

Mr. O'Brien presented an ADC Standards Revision regarding Irrigation Wells and the approval process along with additional required documentation, as it related to the entire Grand Haven community. The Board identified, discussed and worked through specific implementation needs and suggestions.

**On Motion by Mr. Ed O'Brien, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved the ADC Standards Revision regarding Irrigation Wells and the approval process along with additional required documentation, as it related to the entire Grand Haven community.**

2. **Board Policy Draft – Irrigation Wells in Wild Oaks – Construction & Use Dr. Robert Jay Carlton**

Dr. Carlton presented an ADC Standards Revision regarding Irrigation Wells in Wild Oaks, including a Purpose Statement regarding the related circumstances within Wild Oaks and the availability of Reclaimed Water. The approval process would be for construction of a well only and would not be granting permission to use the well. Dr. Carlton and the Board discussed the GHMA's Legal Counsel Opinion provided to the Board, as well as a Draft Letter/Notification to be sent to all Wild Oaks.

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Vic Natiello, with all in favor, the Board Approved the ADC Standards Revision to Appendix Z Wild Oaks and the Letter/Notification to be sent to all Wild Oaks Owners.**

3. **ADA Requirements & GHMA Website Follow Up – Mr. Vic Natiello/SSMG**

Mr. Natiello followed up to find out if SSMG had any input back from legal resources regarding this matter. Mr. Railsback had not heard back, but will report back to the Board at its next meeting.

4. **River Club Roofing and Painting Projects – Mr. Mike Frichol/SSMG**

Mr. Frichol and Mr. Railsback reminded the Board that the last of 3 buildings to have roof replacement as part of the 2020 River Club Budget process was postponed and direction to DDR/Quality Roofing was to let the GHMA know when it was ready to start, upon COVID-19 circumstances and State mandated Stay at Home/Social Distancing orders being lifted. DDR/Quality Roofing did let Mr. Leach know that they could start work upon approval. Mr. Leach reported that he had confirmation in writing from all 4 owners of the townhomes of that building that they are ok with DDR/Quality Roofing having its employees around the building and working to replace their roof.



**On Motion by Mr. Mike Frichol, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved having DDR/Quality move forward and finish the contracted work.**

The Board will reconsider the painting project at a later date due to the contractor's necessity to access units to paint front doors and use access through the inside of unit to paint second story screened in lanai walls.

**5. Neighbor to Neighbor Program – Update – Denise Gallo**

Mrs. Gallo provided an update of the organization, efforts and limitations of the Neighbor to Neighbor Program members. She also applauded their efforts in conjunction with the Grand Haven Women's Club to serve the Community and surrounding areas with COVID relief efforts and support.

**New Business**

**1. PLM Contracts – Timelines & Discussion – Dr. Robert Jay Carlton**

Dr. Carlton indicated that the GHMA is in the 3<sup>rd</sup> year of the 3 year PLM contracts. Mr. Railsback provided a preliminary timeline of activities related to the Bidding Process. Mr. Railsback confirmed with the Board that the PLM Bidding Committee would be the same as it has been in the past, and would include Mr. Frichol (Board PLM Liaison), Dr. Carlton (Board President) and Mr. Railsback and Mr. Leach of SSMG.

**2. Lanai Screen Enclosures – Roof Materials & Pitch – Mr. Vic Natiello**

Mr. Natiello expressed concern related a recent ADC submittal, along with the information he was able to gather, and its conflict with ADC Standards relating to roof materials and pitch. There was lengthy Board Discussion relating to specifics, what was submitted and/or what is intended. Mr. O'Brien, as the Board ADC Liaison, agreed to work with Mr. Railsback and tell that homeowner to hold off on starting the recently approved plan, to identify and resolve the discrepancies and have the homeowner submit again at the next MADC Meeting.

**3. Crossings Pool – Discussion – Dr. Robert Jay Carlton**

Dr. Carlton discussed with the Board the circumstances and related concerns with opening the Crossing Pool and Bath House. The Board Packet included supporting documentation regarding this matter and related concerns from the GHMA Legal Counsel, as well as its Insurance Agent. There was dialogue by each member relating to their support of the aligned recommendation by both the GHMA Legal Counsel and Insurance Agent.

**On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the Board Approved keeping the Crossings Pool closed at this time.**

**Non-Compliance Issues Needing Board Review**

**On Motion by Mr. Ed O'Brien, seconded by Mr. Mike 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 # 1.**



**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with Dr. Carlton, Mr. Natiello, Mr. O'Brien and Mr. Frichol in favor, and Mrs. Gallo opposed, 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. Ed O'Brien, seconded by Mr. Vic 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.**

**Mr. Ed O'Brien made a motion, seconded by Mr. Natiello, to levy a \$500 fine on property # 4. There was discussion related to specifics of the alleged violation and language in the notice to the owner. On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, the original motion was withdrawn.**

**On Motion by Ed O'Brien, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved to further research the specifics related to the alleged violation and use adjusted language to notice property #4 for the alleged violation if it exists.**

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

There were no directors request provided.

#### **Adjournment**

On Motion by Mr. Vic Natiello, seconded by Mr. Mike Frichol, with all in favor, the meeting was adjourned at 4:14 p.m.

