

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 (via Teleconference)

October 23, 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 Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the Amended Meeting Minutes of the September 18, 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. The 3rd Quarter Compliance Summary Report was provided to the Board in their packets. Mr. Railsback indicated the other major SSMG topics/focues and efforts are on the Agenda and will discussed at that time.

Finance report – Mr. Ed O'Brien

Mr. O'Brien reviewed the year to date budget variances and the percentages on each category for the September 2020 financials. Mr. O'Brien reported that each operation is tracking very similarly as is has over the past few months. Tracking very close to Budget are the ADC and Crossings accounts.



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PHONE: 386-446-6333 | FAX: 386-446-1830 | www.ssmgroupinc.com

PLM variances are from previous periods for properties with Bad Debt write-offs. Legal opinion expenses as well as the Unimproved Lot Maintenance Program having a lower number of properties signed up at this time are the 2 main GHMA variances. The River Club is under budget at this point for general maintenance, irrigation and landscape repair, of which some of these expenses are happening now and the variances should be lower in the coming periods.

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 on the activities of the recent meetings of the MADC with its meetings being held via teleconference. The NCADC meetings are being held using both teleconference and in person review with social distancing at the Grand Living Realty Offices.

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

Mr. Frichol reported on the PLM activities. Mr. Frichol stated that he participated in the PLM inspections with Troy Railsback and Thomas Leach from SSMG and each of the Vendors. Mr. Frichol discussed conditions and activity summaries with respect to Work Orders and follow-up with vendors to resolve open items.

Mr. Frichol reported on the change in Vendor from Costa Verde to Corey Enterprises in the Riverwalk Village. Corey Enterprises is working through catching up on trimming and learning the specific property needs of the Village, but overall doing well and receiving positive feedback.

Mr. Frichol reported that the PLM inspections also identified with each PLM Vendor and for each Village major concerns or deliverables needing to be corrected or completed prior to December 31, 2020 when the current contract period ends.

CC&R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello reported on the compliance efforts. He provided other statistics relating to categories receiving the letters this period and noted trends in the Compliance efforts.

Mr. Natiello also provided a report in the packet for the Board regarding the number of Unimproved Lots in Grand Haven and discussed the history and related details.

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

Mrs. Gallo had no report for this meeting.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that the Fine Committee met via teleconference and noted the Fine Committee meeting results were provided in the Board Packet for their review. There was discussion related to a property that was on the Fine Committee Agenda and a street tree that was severely trimmed. The Board Directions SSMG to make sure the City of Palm Coast is notified and the City follows up with the homeowner per their Code Violation and/or City Ordinance requirements/restrictions.



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 noted that the new VMS Owner Portal testing for the Work Order Module and other updates is underway and hopeful it will soon be available. SSMG is implementing and testing a software solution with expanded capabilities that integrates with VMS. SSMG will discuss details at a later date once it is ready to be available for use.

Mr. Railsback also reported that the ADC Storage unit was moved to a smaller unit that cost less than 1/3 of the larger one. Details and a quote for scanning the large in size historical files will be discussed and/or considered at a future Board Meeting.

Unfinished Business

1. Crossing Pool Janitorial Schedule – Update – Dr. Robert Jay Carlton

Dr. Carlton encouraged the Board to review and consider the pricing for Janitorial Services as it relates to the number of days a week service for the Crossings Pool and the differing need certain times of the year when the pool is used more or less due to the weather. It was noted that the Board agreed to opening the Crossings Pool area back in June with 7 days a week service till November. There was discussion amongst the Board related to the details.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved having Janitorial Services at the Crossing Pool 2 days per week during from November through March, and 5 days per week the rest of the year.

2. 2021 Budget – Discussion – Mr. Ed O'Brien

Mr. O'Brien discussed the details of the Proposed 2021 Master Association Budget which includes funding for the ADC function.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the 2021 Master Association Budget as presented.

Mr. O'Brien discussed the details of the Proposed 2021 PLM Budget. There was discussion related to having only 2 vendors serve the PLM Program as opposed to having 4 similar to the previous period.

On Motion by Mr. Ed O'Brien, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved the 2021 PLM Budget as presented.

Mr. O'Brien discussed the details of the Proposed 2021 River Club Budget.

On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved the 2021 River Club Budget as presented.



Mr. O'Brien discussed the details of the Proposed 2021 Crossings Village Budget.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the 2021 Crossings Village Budget as presented.

3. River Club Painting Project – Update – Mr. Mike Frichol/SSMG

Mr. Frichol and Mr. Railsback referenced a letter included in the packet for the River Club Paint project. The Board discussed logistics of the project and timing, and agreed to send the letter via US Mail as well as an EBlast to the River Club residents. Anticipated start date for the Painting Project is Monday, November 9, 2020.

4. PLM Contracts and Bid Status – Update – Mr. Mike Frichol/SSMG

Mr. Frichol and Mr. Railsback reported that the contracts have been created and are in the process of being signed.

New Business

1. Holiday Luncheon – Discussion – Mr. Vic Natiello

Mr. Natiello discussed the COVID-19 related concerns with the members of the ADC, ADC Inspector and Fine Committee volunteer group, as well as the SSMG Team, of 15 – 20 people getting together for their annual holiday appreciation luncheon. The Board agreed a \$15.00 Gift Card for each of those who would have been invited to participate would be better this year. It was also noted that one of the main benefits to the luncheon is for the volunteers to get to meet each other, and the GHMA would like to continue the luncheon when appropriate.

2. ADC Inspector Selection – SSMG

Mr. Railsback referenced the 7 Candidate Information Sheets and Ballot included in the Board Packet for the Board to fill the open Inspector position. A few of the volunteer candidates were able to attend the call, and those that were on the call addressed the Board with a brief introduction of who they and why they would like to be considered. Each Board Member thanked all those that submitted to be considered and encouraged them to continue to submit for future openings as the Board is only able to choose one candidate at this time.

On Motion by Dr. Robert Jay Carlton, Mr. Ed O'Brien, Mr. Mike Frichol, and Denise Gallo voting for Gregg M. Wilson and Mr. Vic Natiello voting for Richard Iulucci, the Board Approved having Gregg M. Wilson fill the open ADC Inspector volunteer position.

3. Tree Trimming/Pruning E-Blast – SSMG

Mr. Railsback reported that the City and CDD Horticultural Consultant alerted SSMG that a tree vendor had severely trimmed/pruned trees improperly in multiple locations throughout the City and/or Grand Haven. A proposed E-Blast was included in the Board Packet for consideration to be sent to Grand Haven. Mr. Natiello requested a sentence within the E-Blast be expanded to include "... and violates the GHMA Street Tree Trimming Resolution." The Board agreed to make that change and send the E-Blast.



4. ADC Policy for Charging for Post Installation Reviews – Mr. Ed O’Brien

Mr. O’Brien discussed concerns related to Post installation submittals and proposed changes to the policy for Post-Installation penalty fees. Historical information was provided by Mr. Natiello and the Board agreed to review/consider such change as part of the upcoming ADC Standards Review.

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 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 Vic Natiello, seconded by Mr. Ed 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 # 3.

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 # 4.

On Motion by Vic Natiello, seconded by Mr. Ed 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. 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 # 6.

On Motion by Mr. Ed O’Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$50.00 on property # 7.

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 # 8.

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 # 9.



On Motion by Mr. Vic 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 # 10.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to levy a penalty in accordance with the previously established fine matrix of \$500.00 on property # 11.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed 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 # 12.

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 \$250.00 on property # 13.

Director's Requests

Mrs. Gallo request approval to order more Grand Haven/SSMG pens that are used in the Neighbor to Neighbor welcome packets. The pens were originally purchased for and left over from one of the previously held Fall Bash events..

On Motion by Mrs. Denise Gallo, seconded by Mr. Vic Natiello, with all in favor, the Board Approved ordering 200 more pens.

Dr. Carlton recommended that all applicants for committee positions be instructed that it is most strongly recommended that they attend/participate in the Board meeting at which time they are being considered for a volunteer position

Adjournment

On Motion by Mr. Ed O'Brien, seconded by Dr. Robert Jay Carlton, with all in favor, the meeting was adjourned at 4:45 p.m.

