

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)

February 19, 2021

2:00 p.m.

Call to Order

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

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 Meeting Minutes of the January 22, 2021 Board of Directors Meeting.

Committee Reports

Community Manager – Mr. Troy Railsback (SSMG)

Mr. Railsback indicated the all major SSMG topics/focuses 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 January 2021 financials. Mr. O'Brien reported that no materials variances or trends are evident at this point as it is only the first month of this year, and budgets are in line with expected outcomes. Mr. O'Brien, Mr. Railsback and Mr. O'Brien will work together to identify any other reclassing of expenses or changes to the final drafts prior them being sent to the auditors.



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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 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, and the NCADC with its meetings 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 discussed conditions and activity summaries with respect to Work Orders and follow-up with vendors to resolve open items. Mr. Frichol also reported that the Annual Performance Review Meeting with the 2 continuing PLM Vendors was held with very productive dialogue on improving in the Villages where the respective PLM Vendors are continuing to service, as well as opportunities for delivering high levels of service(s) in those Villages that they are new to.

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.

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

Mrs. Gallo did not report at this meeting. March 2021 will be the next Quarterly Report.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that the Fine Committee did not meet as there were no properties that needed the Fine Committee to review in this period.

Community Development District (CDD) Liaison – Mrs. Denise Gallo

Gallo summarized the topics discussed at the previous months CDD meeting(s) and/or workshop(s).

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

Mr. Railsback reported that SSMG will continue to work with the VMS developers to advance the functionality of all modules as they evolve in development and become available.

Unfinished Business

1. Enhanced Sidewalk Inspection Program – February – SSMG

Mr. Railsback reported that his February enhanced inspection of sidewalk maintenance concerns identified 402 properties that should receive a notice in order to be consistent, non-selective and equitable throughout the community. The number of properties identified in each Village was provided to the Board for their review. There was discussion and questions amongst the Board regarding notifying all property owners at the same time. Dr. Carlton and the Board talked through the logistics and notification specifics. The Board agreed to first notify those Villages with 30% or more of the properties in that Village



identified for sidewalk maintenance concerns, as suggested by Dr. Carlton, which would result in approximately 200 notices being sent. This first group would go out March 1, and the remaining (approximately) 200 notices would go out April 1, which would stagger the call-in/email traffic to SSMG as well as allow the vendors time to field the volume of calls and requests for sidewalk maintenance services. The Board also agreed to include 5 key points in the notices identifying 3 ADC Standard requirements regarding sidewalk panel replacement and 2 other suggested practices vendors have used to fully address many of the sidewalk panel lifts by tree roots. The Board decided to increase the time frame from 14 days to 21 days to notify SSMG of their plan to resolve the cited sidewalk maintenance concern on their property.

2. Legal Defense Insurance Coverage – Discussion – Dr. Robert Jay Carlton

Dr. Carlton referenced additional insight and information included in the packet by SSMG regarding optional insurance coverages. There was discussion amongst the Board and the consensus was to not move forward with the optional coverage.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to not move forward with the additional coverages presented.

3. River Club Diseased Holly Trees – Updated Cost Quote – Mr. Mike Frichol/SSMG

Mr. Frichol and Mr. Leach reported that the submittal materials and notification/approval of owners is underway and anticipate the MADC reviewing them as early as the second MADC meeting in March 2021.

4. Entranceway Doors – Update & Discussion – Dr. Robert Jay Carlton

Dr. Carlton updated the Board that at the upcoming March Board meeting he anticipates the Board will be able to review Legal Counsel's suggested ADC Language changes and a Resolution to be contemplated for adoption to address future Entranceway door non-compliance issues.

New Business

1. River Club Roof Replacement – 2021 Plan – Mr. Mike Frichol/SSMG

Mr. Frichol refreshed the Board on the River Club 7 year Roof Replacement Program and that this year will be the 3rd year of the program and that 3 x 4-unit buildings are to be replaced in 2021. Mr. Leach present quotes from DDR Quality Roofing who did the prior years replacement, as well as quotes from Florida's Best Roofing. The Board discussed the details of each proposal and specifics related to ongoing maintenance concerns with DDR Quality Roofing.

On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved to move forward with Florida's Best Roofing to perform This year's roof replacements.



Non-Compliance Issues Needing Board Review

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 # 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 \$250.00 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 \$500.00 on property # 3.

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 \$500.00 on property # 4.

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Opposed to levy a penalty in accordance with the previously established fine matrix of \$500.00 on property # 5.

Director's Requests

Mr. Frichol brought to the Board's attention FL Legislative House Bill HB 7.72 regarding Civil Liability with respect to COVID related claims.

Mr. Natiello encouraged the Board to think further regarding their thought process and position on levying monetary penalty for non-compliance concerns, particularly when that amount is not the maximum of \$1,000, and supporting other legal remedies to resolve compliance issues.

Dr. Carlton reiterated that equitable enforcement action is crux for monetary penalty and alternative legal pursuit considerations and changes in practice.

On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved supporting Dr. Carlton in reviewing/accepting a contemplated mediation outcome.

Adjournment

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 4:31 p.m.

