

# ***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**

**July 23, 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:** 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' sign-in sheet located in Association Meeting File.

### **Pledge of Allegiance**

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

There were no audience comments at this time.

### **President's Comments**

Dr. Carlton welcomed everyone back to the first in person GHMA Board Meeting in 14 months. Dr. Carlton thanked the Board and Members for their continued support and efforts while participating in the teleconference meeting format during the COVID-19 circumstances and reviewed teleconference meeting protocols and procedures. Dr. Carlton highlighted the changes in layout of the room to accommodate spacing and a future podium, with a microphone, to allow for optimal opportunities for social distancing while the Board and Members participate during in person Board Meetings.

### **Approval of Minutes**

**On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved the Meeting Minutes of the June 18, 2021 Board of Directors Meeting.**

### **Committee Reports**

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

Mr. Railsback updated the Board with general SSMG activities and accomplishments since the last Board Meeting. Mr. Railsback indicated the other major SSMG topics/focuses and efforts are on the Agenda and will be discussed at that time.



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**Finance report – Mr. Ed O’Brien**

Mr. O’Brien reviewed the year-to-date budget variances and the percentages on each category from the July 2021 financials. Mr. O’Brien reported on each operation’s details and noted that each operation is tracking close to budget at this time.

**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 NCADC and MADC meetings, both being held in person at the Creekside Amenities Center. Mr. O’Brien highlighted changes in use and layout of the room(s) to accommodate spacing while allowing for optimal opportunities for social distancing as the NCADC & MADC and Members participate in these meetings.

**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 and Dr. Carlton updated the Board that Affordable Lawn & Landscape sold/assigned their PLM contracts to Lawn Enforcement. The notice and transition was presented to SSMG and the GHMA as immediate therefore the PLM Committee expeditiously worked through addressing the transition by imposing a transition period to allow for communication from the GHMA to those PLM property owners affected, while incorporating open Work Orders and identifiable PLM Contracted deliverables that have not been met to both Affordable and Lawn Enforcement. SSMG has present in those PLM Villages each day they they are being serviced to assist with the transition wherever and however possible.

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

Mr. Natiello reported on 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 will report next at the September Board Meeting.

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

Mr. Railsback stated that the Fine Committee met in person and noted the Fine Committee meeting results were provided in the Board Packet for their review.

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

Mrs. 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 there were no open SSMG Action Items at this time.



## Unfinished Business

### **Resolution – Serving on Multiple Committees & Boards – Dr. Robert Jay Carlton**

Dr. Carlton referenced a Resolution included in the Board packet, as reviewed/supported by GHMA legal counsel. There was Board discussion related to included or excluded language and/or circumstances in the Resolution.

### **On Motion by Dr. Robert Jay Carlton, seconded by Mr. Vic Natiello, the Board approved the Resolution.**

Mr. Natiello encouraged SSMG to share this recently adopted/updated Resolution with the GHMA Insurance Agent for the Underwriters knowledge and consideration when rating/pricing the GHMA coverages.

#### **1. Oak Tree Advertising Quota – Mrs. Denise Gallo**

Mrs. Gallo reported that she spoke with SSMG and Nancy Carlton regarding The Oak Tree Newsletter Advertising Policy and its parameters, along with the genesis and purpose of implementing it.

#### **2. Senate Bill 630 – Legal Opinion & Compliance Input from SSMG – Mr. Mike Frichol**

Mr. Frichol requested confirmation that the Association and SSMG practices on behalf of facilitating the Association responsibilities are compliant with recent FL Statute 720 changes. Dr. Carlton reported on GHMA legal counsel support and recommendation regarding the changes and Mr. Railsback informed the Board that SSMG practices, that incorporated a few changes, are compliant with the recent changes.

## New Business

#### **1. Replacement of Permanent Storm Shutters – Legal Opinion – Dr. Robert Jay Carlton**

Dr. Carlton referenced the GHMA legal counsel feedback and recommendation regarding previously approved modifications that are in conflict with the ADC Standards, and are in need of replacement. The Board supported responding to that property owner that replacement of that improvement was not allowed unless approve by the MADC. SSMG will address the obligations and option with the property owner.

#### **2. Updated PLM Vendor Contracts – Discussion – Mr. Mike Frichol/Dr. Robert Jay Carlton**

Dr. Carlton and Mr. Frichol presented items of concern with respect to the recent PLM Contract Vendor change/assignment. Dr. Carlton referenced proposed language changes to the PLM Contract provided by GHMA legal counsel that was included in the Board Packets. There was Board discussion, which also included when to implement such changes.

### **On Motion by Dr. Robert Jay Carlton, seconded by Mrs. Denise Gallo, the Board approved implementing the approved language changes to the contract resulting from the next PLM Bidding process, or at any such time a new contract is implemented.**



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

No action was taken on property # 1 as its circumstances were addressed as a Board Agenda Item.

A 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 \$500.00 on property # 2.

On Motion by 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.

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 # 4.

On Motion by Mr. Vic Natiello, 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 # 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 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 # 7.

## **Director's Requests**

Dr. Carlton addressed a question raised to him by a resident regarding holding meetings in person with a telephonic and/or Zoom participation option. The Board discussed this idea at length and agreed that meeting in person without telephonic and/or Zoom participation opportunities serves the GHMA Board and its Members best and without technological distractions.

## **Adjournment**

On Motion by Mr. Mike Frichol, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 3:38 p.m.

