

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)

May 21, 2021

2:00 p.m.

Call to Order

The meeting was called to order by Dr. Robert Jay Carlton at 2:01 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 at this time.

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 Meeting Minutes of the April 23, 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. Mr. Railsback read a celebration memoir regarding Michele Logan and her unmatched contribution to Grand Haven as an SSMG employee. Mrs. Logan will be retiring as of June 1, 2021. Brianne Bailey was introduced as the SSMG employee who will be taking over Michele Logan's role on the Grand Haven team. Ms. Bailey has been working with and along side Mrs. Logan since January 1, 2021 to train and prepare for the transition.



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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 April 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 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 noted that one of the PLM vendors is struggling to keep up at times and in certain Villages. Mr. Railsback expressed his input and remedies/actions that have been implemented to hopefully resolve these issues.

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 will report next at June 2021 Board 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.

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**1. 2021 ADC Standards Revision, Appendix I – Lake Haven – Mr. Ed O'Brien**

Mr. O'Brien presented the ADC Standards Committee's proposed revision of Appendix I – Lake Haven. There was discussion regarding the proposed changes/update to Appendix I – Lake Haven.



On Motion by Mr. Vic Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the Board approved accepting the proposed Appendix I – Lake Haven ADC Standards Revision.

This closes out the ADC Standards revision for 2021.

2. Enhanced Sidewalk Inspection Program – May Update – Mr. Troy Railsback

Mr. Railsback reported on the statistics of the enhanced sidewalk inspection program and the most recent quarterly inspections that occurred in May 2021. The Board was pleased with the efforts and positive feedback/action by Grand Haven property owners.

New Business

1. Meeting Format of the GHMA Board and Committees – Discussion – Dr. Robert Jay Carlton

Dr. Carlton presented his perspective, along with property owner feedback that he has received, regarding returning to in person meetings. Each Board Member conveyed their concerns and/or support for moving back to having in person meetings with certain protocols, such as distancing committee members, SSMG personnel and property owners present/participating in the meeting(s), along with requiring minimal interaction before and after meetings and considering requiring masks for everyone during the meetings. There was lengthy discussion regarding this topic.

On Motion by Dr. Robert Jay Carlton, seconded by Mrs. Denise Gallo, the Board approved having GHMA Board Meetings held in person at Creekside Amenity Center starting with the July 23, 2021 scheduled Board Meeting, and purchasing a podium with microphone for use during the meetings.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, the Board approved having GHMA NCADC and MADC meetings held in person at Creekside Amenity Center starting with the July 7, 2021 scheduled NCADC and MADC Meetings using the main room for more space, having extra tables for maximum distancing and recommending that masks be worn during meetings.

On Motion by Dr. Robert Jay Carlton, seconded by Mrs. Denise Gallo, the Board approved having GHMA Fine Committee Meetings held in person at Creekside Amenity Center starting with the July 20, 2021 scheduled Fine Committee Meeting.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Vic Natiello, the Board approved having GHMA PPC Meetings held in person at SSMG Office Conference Room starting with the July 2, 2021 scheduled PPC Meeting.

Mr. Natiello noted that the ADC Inspectors should be wearing masks as part of their activities whenever they interact with property owners/residents while performing inspections.

2. 2020 Financial Audit Report – Mr. Ed O'Brien



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Mr. O'Brien discussed the Draft 2020 Audit report and findings presented by the independent auditor as included in the Board packet. There were no material findings and the Board supported finalizing the 2020 Audit Report.

On Motion by Mr. Vic Natiello, seconded by Dr. Robert Jay Carlton, the Board approved the 2020 Audit report as presented.

3. ADC Inspector Vacancy – Mr. Ed O'Brien

Mr. O'Brien referenced the E Blast in the Board Packet prepared by SSMG to announce the open volunteer position as a result of Roger Ailshie, who served as an ADC Inspector for many years stepping away/retiring from role. The Board supported moving forward with announcing the opening and attempting to fill the position at the next Board Meeting.

Non-Compliance Issues Needing Board Review

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 # 1.

There was a motion by Mr. Ed O'Brien to levy a penalty of \$100.00 on property #2. The motion died due to a lack of a second.

On Motion by Dr. Robert Jay Carlton, 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 # 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.

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. Mike Frichol, 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 \$50.00 on property # 5.

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 \$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.



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 \$50.00 on property # 8.

On Motion by Mr. Ed O'Brien, 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 \$50.00 on property # 9.

Director's Requests

Mr. Frichol reported that the House Bill regarding short rental dies due to running out of time.

Dr. Carlton noted that House Bill 403 was followed by counsel, who originally stated that it did not pass. However, prior to our meeting, she forwarded an e-mail to the Board, correcting herself and indicated that it did pass but it did not supersede the CC&Rs that were in place by Condominium Associations, Timeshare Associations and/or Homeowner's Associations. Therefore, it would have no impact upon the Board's current position regarding the conducting of a business from a residence.

Adjournment

On Motion by Mr. Ed O'Brien, seconded by Dr. Robert Jay Carlton, with all in favor, the meeting was adjourned at 4:42 p.m.

