

# ***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**

**November 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:** Dr. Robert Jay Carlton, Mr. Mike Frichol, Mrs. Denise Gallo, Mr. Ed O'Brien and Mr. Vic Natiello.

**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 submitted.

### **President's Comments**

Dr. Carlton thanked everyone for attending and reminded everyone that the speaker system is being used to assist with audience participation.

### **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 October 22, 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 also indicated the other major SSMG topics, focuses and efforts are on the Agenda and will be 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 from the October 2021 financials. Mr. O'Brien reported on each operation's details and noted that each operation is tracking very close to budget at this time.



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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 stated that the GHMA is down to a limited amount of PPC properties and the account balance of one property accounts for more than 50% of the total balance.

### **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 noted the volume of submittals and outcome were representative and consistent of current trends.

### **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.

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

Mr. Natiello reported on the compliance efforts. His report also 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**

There was no report scheduled for this meeting.

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

Mr. Railsback stated that 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**

There was no Unfinished Business on the Agenda and/or addressed during this meeting.

### **New Business**

#### **1. Holiday Luncheon – Discussion – Dr. Robert Jay Carlton**

Dr. Carlton reminded the Board that last in lieu of holding an in-person Holiday Luncheon for the MADC, NCADC, ADC Inspector and Fine Committee Members, the Board provided gift certificates to those volunteers due to COVID-19 concerns. There was discussion by the Board on whether to do the same again this year or move back to an in-person luncheon to be held at the outside seating area of the Waterside Café for those who would like to attend.



**On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to have an in-person Holiday Luncheon for the MADC, NCADC, ADC Inspector and Fine Committee Members to be held at the outside seating area of the Waterside Café for those who would like to attend with a proposed date of December 15, 2021.**

**2. Reappointment Commitments – MADC and NCADC Committee Members – Mr. Ed O'Brien**

Mr. O'Brien reported that he circulated reappointment interest forms to the MADC Members at the most recent MADC Meeting this week and asked that they return them at the December 1<sup>st</sup> MADC meeting for the GHMA Board to process at our next Board Meeting in December.

**3. Review and Approve Quotes for River Club Driveway and Walkway Repairs – Mr. Mike Frichol/SSMG**

Mr. Frichol reviewed with the Board quotes included in the packets from 2 vendors to address driveway and walkway concrete repairs at multiple River Club townhome units as part of the GHMA responsibility. The Board asked questions regarding each of the vendors and their quotes.

**On Motion by Mr. Mike Frichol, seconded by Mr. Vic Natiello, with all in favor, the Board Approved the Southern Outdoor Specialist, LLC quote(s) for repairing driveway and/or walkway concrete repairs at the 6 property addresses as proposed.**

**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.**

**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 # 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. 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 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 # 5.**



**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 # 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. 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 # 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.**

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

Mr. Natiello requested extra care in social distancing, particularly with him, while he exits to maintain the highest level of safety to his health.

#### **Adjournment**

**On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 2:50 p.m.**

