

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

January 21, 2022

2:00 p.m.

Call to Order

The meeting was called to order by Dr. Robert Jay Carlton at 2:02 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 was no audience comments at this time

President's Comments

Dr. Carlton read this Board position statement...

Good afternoon everyone. During the height of the Delta variant phase of the pandemic, the Board conducted telephonic meetings for over a year. Although the process was functional, it presented certain issues such as background noises when phones were not muted, a lack of listener participation and in general, a reduced level of listener involvement with the meeting process. Since returning to in-person meetings, the Board has had a few requests to also provide telephonic attendance. In response, the Board had lengthy discussions regarding the requests and unanimously decided that to do so would not serve to improve the meeting process, could prove to be detrimental and since the Board was in compliance with our Governing Documents and State Statutes, was not required to do.

More recently, a member of our Association again requested that he be allowed to attend meetings telephonically, claiming that denying him this right was in violation of a provision of the ADA (Americans with Disabilities Act), which states "activities provided by places of public accommodations be equally accessible to people with disabilities." The Board is aware of this provision and fully supports the ADA. However, the ADA does not apply to the Association or to Board meetings of the Association, as it is not public.



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Section 720.303(2)(a) of our state Statutes requires that “A meeting of the Board must be held in a location that is accessible to a physically handicapped person, if requested by a physically handicapped person who has a right to attend the meeting,” however, it does not require the Association to offer a call-in number.

Ordinarily, I would not have taken the time to bring this to your attention were it not for the fact that the Association member in question has informed the Board that if it did not comply with his request, and I quote, “intends to bring this to the attention of the HOA Board, the CDD Board and the residents of Grand Haven via a blast on Nextdoor.” Since the members of the Board do not post on social media, I wanted to present the facts of this issue to you so that you would be fully informed moving forward.

Thank you very much.

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 December 17, 2021 Board of Directors Meeting, the January 6, 2022 Annual Membership Meeting, and the January 6, 2022 Board of Directors Organizational 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.

Finance report – Mr. Ed O’Brien

Mr. O’Brien reviewed the year-to-date, which is also the year-end 2021 budget variances and the percentages on each category from the December 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. 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.

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 very limited amount of PPC properties and the account balance of one property accounts for more than 50% of the total balance. The PPC is working through the current legal action, which includes an upcoming mediation, hopefully resulting in full resolution of this non-compliance items on this property and collection matters.

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 supplied and reviewed summary data for the 2021 NCADC and MADC activities and trends. The report also included historical data from previous years, which was reviewed and discussed.



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 the Board will be reviewing proposals for replacement of 3 of the 4-unit townhome roofs in as an Agenda item today. Mr. Frichol reported that the PLM Survey Performance reviews with the PLM Vendors has been scheduled for February 22, 2022.

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. Mr. Natiello indicated that it should be noted there has been and uptick in Subject of Concern letters being sent for garbage Cans not being stored properly.

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 did not have a meeting in January as there were not properties scheduled for this month’s Fine Committee Agenda.

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. MADC Vacancy – Mr. Ed O’Brien

Mr. O’Brien and the Board was pleased to have 6 applicants interested in volunteering as an MADC Member. Each of the interested applicants that were able to attend the Board Meeting introduced themselves to the Board and expressed their interest in serving as an MADC Member. The Board expressed their expectations and ask a few questions to those applicants that were present. SSMG passed a Ballot out for each Board Member to select 1 candidate of the 6 that they voted for to fill the open position. SSMG collected the Ballots and reported that the Board unanimously selected Robert Carlsen.

On Motion by Mr. Ed O’Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved to appoint Mr. Robert Carlsen to fill the open position on the MADC.

2. 2022 Insurance Renewal – Mr. Troy Railsback (SSMG)

Mr. Railsback included the Proposed 2022 GHMA Insurance Program and Premiums for their consideration. As always, the agent that serves the GHMA provided previous years comparisons and/or adjustments. There were also optional coverages for the Board to consider.



On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved binding the 2022 Insurance Program Coverages as presented.

New Business

1. MADC Chairperson – Roles and Responsibilities – Mr. Ed O'Brien

Mr. O'Brien presented the Board with a document outlining the MADC Chairperson's responsibilities and detailing certain expectations. The Board noted this document reflected the acting knowledge the past and current MADC Chairs did or were already doing. The Board is simply creating a document for the internal file that captures this institutional working knowledge and expectation so that it may be referenced by future Board and/or MADC Members. There were many audience members who commented on the thought process behind the document and were supportive of the Board's efforts, as well as a few property owners that expressed discontent towards it.

On Motion by Mr. Vic Natiello, seconded by Mr. Mike Frichol, with all in favor, the Board Approved adopting the MADC Chairperson – Roles and Responsibilities document for GHMA internal use.

2. Dress Code for Board and Committee Members – Dr. Robert Jay Carlton

Dr. Carlton presented the Board with a document that is being proposed as a Resolution formalizing a Dress Code for GHMA Volunteers serving on Board and Committees while they are participating at those meetings and representing the GHMA. The Board noted this document reflected what the GHMA Board had been following for the last 5 years or more. The Board is proposing to have the dress code be consistent for the GHMA Board and Committee meetings for those GHMA Board or Committee Members act in a decision-making capacity while interacting with other Members of the Association. The dress code would not apply to ADC Inspectors in the field or the NCADC which is under the auspices of the Declarant. There were many audience members who commented on the thought process behind the document. There were Association Members who were supportive of the Board's efforts, as well as Association Members that expressed discontent towards it.

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved adopting the Board Resolution regarding a Dress Code for Board and Committee Members. The dress code does not apply to ADC Inspectors in the field or the NCADC which is under the auspices of the Declarant.

3. River Club Roof Replacement Plan for 2022 – Mr. Mike Frichol/SSMG

Mr. Frichol reviewed proposals provided in the Board Packets for the replacement of the roofs of 3 of the 4 unit River Club Townhome building in accordance with the Replacement Program. Mr. Frichol and Troy Railsback discussed the increase in pricing from previous years as it related to the Roof Replacement reserve funding plan and account balance. It was noted that the increases to the pricing from previous years is primarily based on increased cost of materials. Buildings 1, 2 and 13 are designated for roof replacement in 2022.



On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved moving forward with the 3 Roof Replacement proposals by Florida's Best Roofing.

Non-Compliance Issues Requiring 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 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 # 3.

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 \$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.

Director's Requests

Mr. Natiello and Dr. Carlton presented that as an internal protocol the PPC Committee was to be comprised of the GHMA Board President, GHMA Board Vice President and Community Manager.

Adjournment

On Motion by Mr. Mike Frichol, seconded by Mr. Vic Natiello, with all in favor, the meeting was adjourned at 3:49 p.m.

