

# ***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**

**March 18, 2022**

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 – 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)**

A property owner expressed interest relating to the GHMA considering allowing property owners to display ribbons on trees to support global issues in other countries. The property owner also commented on the GHMA and/or CDD considering addressing leaf removal within the community. The same property owner also expressed concerns regarding a roofing company that was reroofing a home and struggled with roofing debris being blowing from the property into a pond during a significant storm event.

### **President's Comments**

Dr. Carlton provided a summary of the outcomes of the 2022 legislative session and the bills being monitored by the GHMA that could potentially impact the Association. There were no proposed bills that passed that appear to affect the GHMA.

### **Approval of Minutes**

**On Motion by Mr. Vic Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved the Meeting Minutes of the February 18, 2022 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 notified the Board that there was a resignation of a member from the Fine Committee due to time commitment conflicts of that



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member. The Board directed SSMG to send an E Blast to announce the volunteer position opening and solicit interest from property owners to serve on the Fine Committee. The Board will attempt to fill the open position at their next Board Meeting.

**Finance report – Mr. Ed O’Brien**

Mr. O’Brien reviewed the year-to-date 2022 budget variances, which was only for the first 2 months of 2022, and the percentages on each category from the February 2022 financials. Mr. O’Brien reported on each operation’s details and noted that each operation is tracking very 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 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.

**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.

**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 reported that the Annual Performance Review with the PLM Vendors was held on February 22, 2022. There was very productive dialogue amongst the PLM Vendors and the PLM Committee, with focused action items identified for both PLM Vendors for 2022.

There was also a request to provide an update regarding the tree growth regulator used in the River Cub and to make sure the new PLM Vendor servicing that Village is aware and continuing the program. SSMG will work with Corey Enterprises and document/report back to the GHMA.

**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**

Ms. Gallo reported on the progress and outcomes of both the Neighbor to Neighbor program and Oak Tree Newsletter. The Board applauded the efforts and significant positive impact of both programs to the community.

**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**

1. **Enhanced Sidewalk Inspection Program – Mr. Troy Railsback (SSMG)**

Mr. Railsback reported on the outcome of the recent Quarterly Enhanced Sidewalk Inspection. The Board conveyed its support and gratitude for the efforts of SSMG in successfully facilitating this initiative understanding the magnitude of the effort and sensitivity of it within the community.

2. **Crossings Pool Furniture Replacement Proposal – Update – Mr. Mike Frichol/SSMG**

Mr. Railsback reported on the outcome of the Crossings Village vote of whether to replace the pool furniture with the same strap style of furniture or an alternative sling style. The Crossings Village by an overwhelming majority of those who responded supported getting a sling style furniture versus the existing strap style furniture.

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved moving forward with the sling style furniture as supported by the Crossings Village vote outcome.**

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

Mr. Frichol and Mr. Leach reported that the Roof Replacements were scheduled, notification was sent to River Club Village and permits were being issued to commence with the replacements.

### **New Business**

1. **Mask Policy GHMA Board and MADC Meetings – Dr. Robert Jay Carlton/Mr. Ed O'Brien**

Dr. Carlton identified that the GHMA COVID-19 protocols of mask required at GHMA Board Meetings, MADC Meetings and Fine Committee Meetings could be reconsidered and revised. There was Board discussion regarding this topic.

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Mike Frichol, with all in favor, the Board Approved having masks optional for the GHMA Board Meetings starting with the April 2022 Meeting.**

Mr. O' Brien communicated the feedback from the MADC regarding the mask policy and their support of having it masks optional for their meetings.

**On Motion by Mr. Ed O'Brien, seconded by Ms. Denise Gallo, with all in favor, the Board Approved having masks optional for the MADC Board Meetings starting with the April 2022 Meetings.**

The Board also discussed implementing this policy amongst all GHMA meetings including the Fine Committee.



**On Motion by Mr. Ed O'Brien, seconded by Mr. Mike Frichol, with all in favor, the Board Approved having masks optional for the Fine Committee Meeting starting with the April 2022 Meeting.**

- 2. Draft Resolution – Clarification of “Principle Living Areas” – Mr. Ed O'Brien**  
Mr. O'Brien presented the background circumstances related to a draft Board Resolution regarding clarifying the ADC Standard for Principle Living Areas. There was Board discussion regarding this topic.

**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved adopting the Resolution regarding “Principle Living Areas” effective immediately.**

- 3. N2N Packet – Content – Ms. Denise Gallo**  
Ms. Gallo presented the N2N Welcome packet and provided supplemental documents to include and reviewed each document currently in the packet. The Board provided input and feedback on each document.

**On Motion by Ms. Denise Gallo, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved updating the discussed N2N Packet inclusions.**

#### **Non-Compliance Issues Requiring 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. 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 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 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. 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.**

**There was a motion made by Mr. O'Brien, which died due to a lack of a second, to levy a penalty of \$250.00 on property # 8.**

**On Motion by Dr. Robert Jay Carlton, 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 # 8.**

**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 \$500.00 on property # 9.**

**On Motion by Ms Denise Gallo, 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 # 10.**

**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 \$500.00 on property # 11.**

**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 # 12.**

**On Motion by Mr. Mike Frichol, 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 # 13.**

**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 # 14.**

**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 \$500.00 on property # 15.**

**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 \$500.00 on property # 16.**



**There was no action taken on property # 17 due to a lack of 2<sup>nd</sup> Notice Documentation presented to the Board.**

**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 \$500.00 on property # 18.**

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

Dr. Carlton presented that the GH CDD may need to request the use of GHMA mailing list for their efforts in reaching the Community. The Board supported SSMG providing the mailing list for their use.

Mr. Natiello expressed his input regarding the responsibility of leaf removal in the community.

Mr. O'Brien presented the topic of allowing blue or yellow ribbons on trees to support the current global issues happening at this time. The Board discussed the Association having to be non-selective and consistent, without any waiver's, to maintain its Covenant Enforcement process and unfortunately unable to provide an exception regarding this or any circumstances.

#### **Adjournment**

**On Motion by Mr. Vic Natiello, seconded by Mr. Mike Frichol, with all in favor, the meeting was adjourned at 5:00 p.m.**

