

# ***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**

**September 23, 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. Vic Natiello, Mr. Mike Frichol, Mrs. Denise Gallo and Mr. Ed O'Brien (via telephone).

**Members Absent:** None.

**Others Present:** Mr. Troy Railsback and Mr. Daniel Geisler – 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**

There were no President's comments at this time.

### **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 August 19, 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.

#### **Finance report – Mr. Ed O'Brien**

Mr. O'Brien reviewed the year-to-date 2022 budget variances, and the percentages of each category from the August 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.



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**Problematic Properties – Dr. Robert Jay Carlton**

Dr. Carlton reported on the ongoing collection and resolutions activities of the PPC. The PPC will be working to fully reach compliance on the open compliance Subject(s) of Concern(s) and remaining account balances to be collected. Dr. Carlton also reported that due to the low balance and minimal pursuits being contemplated by the PPC at this time, the PPC will meet via teleconference until further notice.

**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. Mr. O'Brien also introduced two new reports to continue to track and monitor ADC Submittals as well as tracking submittals through the inspection process through closure and full compliance.

**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 reminded that Board that the PLM Survey has been distributed to those property owners and the results will be presented at the next GHMA Board Meeting.

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

Mr. Natiello conveyed last month's compliance efforts along with other statistics relating to categories receiving the letters this period and noted trends.

**Oak Tree & Neighbor to Neighbor Liaison – Quarterly Report\*\* – Mrs. Denise Gallo**

Mrs. 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 was unable to meet this month due to a lack of a quorum. Mr. Railsback also stated that through a telephone conversation a Fine Committee Member resigned due to the inability to consistently attend the meetings. The Board asked that the resignation be confirmed in writing and to start the advertising process to fill the open volunteer position.

**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. Crossings Pool Deck Resurfacing – Bids – Mr. Troy Railsback (SSMG)

Mr. Railsback provided updated information from the 2 vendors who have submitted.

**On Motion by Dr. Robert Jay Carlton, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved moving forward with Michael Cundall Painting for the Pool Deck Resurfacing.**

The Board discussed timing of the pool deck painting along with coordinating the painting with the new furniture delivery date and donating the old furniture. SSMG will be diligent in coordinating and facilitating all items.

### 2. Crossings Pool Furniture Replacement – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)

Mr. Railsback provided an update from the furniture vendor that the production and delivery of the pool furniture is still in process and will be later in October at the earliest.

### 3. Goals of the Board – Discussion – Dr. Robert Jay Carlton

Dr. Carlton reviewed the summarized input by the Board and identified 4 focuses of the Board. Dr. Carlton reviewed each item with the Board to confirm and further refine the timing and desired/expected outcomes of accomplished each. These 4 items will be further defined and expanded and will be discussed at future GHMA Board Meetings.

Dr. Carlton also reviewed 3 other items that were provided by Board input, but best accomplished as part of regular activities and not necessarily fit as criteria for Goals. These included enhanced sidewalk efforts, GHMA Financial Investment/Treasury Management tasks and defining compliance subjects of concern items that occur on a cyclical basis (once or twice a year). These items will be incorporated as part of SSMG efforts as directed by the Board.

## New Business

### 1. Document Review – Dr. Robert Jay Carlton/Mr. Troy Railsback (SSMG)

Mr. Railsback presented the Board in packets with Standardized documents for Rented Property Notification and Capture of Information, Project Bidding Specification/Scope Sheet with Proposed Fee, and Project/Vendor Contract Package. The Board reviewed each and supported moving forward with these in the future.

### 2. 2023 Budget – Board Review – Mr. Ed O'Brien/Mr. Troy Railsback (SSMG)

Mr. O'Brien discussed the process of developing the Proposed 2023 Budget(s). Mr. O'Brien went through each section of the Proposed 2023 Budgets for the Master Association, PLM Villages, River Club Village and Crossings Village. There was Board input and dialogue along the way and Mr. O'Brien and Mr. Railsback provided insight and clarification where appropriate. The Board supported mailing the Proposed Budget(s) to the Membership and have them considered for adoption at the October GHMA Board Meeting.



3. **Oak Tree Advertising Policy – Addendum – Mrs. Denise Gallo**

Mrs. Gallo reviewed a proposed change to the Oak Tree Advertising Policy to allow for rotation of advertisers of a business sector when more than 4 businesses express interest on a regular basis. The Board supported this change.

4. **Holiday Card – Draft – Dr. Robert Jay Carlton**

Dr. Carlton presented a Proposed Holiday Card and reviewed the options for mailing it and/or including it in the upcoming Newsletter. There was lengthy discussion by the Board regarding different options and costs. The Board will inquire regarding a few more options and move forward if the effort can be accomplished at a cost that is reasonable to the Board for the community.

**Non-Compliance Issues Requiring Board Review**

**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 # 1.**

**On Motion by Mr. Vic Natiello, 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. 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 # 3.**

**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 # 4.**

**On Motion by Mrs. 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 # 5.**

**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 \$500.00 on property # 6.**

**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 # 7.**

**Director's Requests**

Mrs. Gallo requested that additional information be provided when PLM Irrigation Inspection Sheets be sent out, so PLM Property Owners are more aware of the purpose and expected action when they receive them.



**Adjournment**

**On Motion by Mrs. Denise Gallo, seconded by Mr. Vic Natiello, with all in favor, the meeting was adjourned at 4:52 p.m.**



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