

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

April 21, 2023

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.

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.

President's Comments

Dr. Carlton had no comments at this time.

Approval of Minutes

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved the Meeting Minutes of the March 24, 2023 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 2023 budget variances, and the percentages of each category from the March 2023 financials. Mr. O'Brien reported on each operation's details and noted that each operation is tracking very close to budget at this time, except for Unimproved Lot Maintenance and Insurance for the Master Association Budget Line items. Mr. O'Brien reviewed the reasoning and unique circumstances as to why these items will result in a variance this year.



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Property Oversight Committee – Dr. Robert Jay Carlton

Dr. Carlton reported on the ongoing collection and resolutions activities of the POC. The POC will be working to fully reach compliance on the open compliance Subject(s) of Concern(s) and remaining account balances to be collected.

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 reviewed report(s) tracking ADC Submittals and monitoring 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 discussed ongoing concerns and efforts with LEA to address the deficiencies in the services they are providing, and noted that improvements have been noticed, but it is still a work in progress to get to where their delivered Level of Service needs to be and be consistently.

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**

There was no report at this time.

Fine Committee Liaison – Mr. Troy Railsback (SSMG)

Mr. Railsback stated that the Fine Committee meeting results were provided in the Board Packet for the Board’s 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

River Club Roof Replacement – Completion Report – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)

Mr. Frichol and SSMG reported that the 2023 roof replacement of 3 buildings were completed and the walk-through and punch items have been identified and addressed. SSMG reported that completion packets with the appropriate reports will be sent to each owner in those buildings so that they can provide to their insurance company to receive credits toward their insurance premium/cost.



PLM Committee Meeting Report – Update – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)
Mr. Mike Frichol and SSMG discussed the PLM Scope items that are likely to change or be improved upon, most notably leaf removal protocols and weekly service criteria particularly during winter months. The PLM Committee also agreed that the PLM Survey is due for an update and will be working through that as well.

Management Contract – Update – Dr. Robert Jay Carlton

Dr. Carlton discussed the next steps and processing of the GHMA Management Contract review of the proposed contract modifications, as provided by the Board. Dr. Carlton will provide the proposed change to SSMG for their input and review. Dr. Carlton anticipates that the proposed final draft of the Management Contract will likely be available for consideration by the Board at the May 2023 Board. Dr. Carlton is pacing to have this finalized during the June 2023 Meeting.

2023 Board Goals – Update – Dr. Robert Jay Carlton

Each Board Member reported on their respective Goals and updated the other Board Members with the status, recent accomplishments and upcoming next steps/actions for their Objectives to reach/complete their respective Goal.

New Business

Fee Modification Request – LEA – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)

Mr. Frichol and SSMG reviewed letter(s) submitted by LEA to the GHMA that were included in the Board Packets. The circumstances related to the current and previous performance levels of service provided by LEA was again discussed at length.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to deny the fee modification request by LEA.

Vista Par and Adjoining Undeveloped Property – Update – Mr. Troy Railsback (SSMG)

Mr. Railsback discussed with the Board the vacant and under construction parcels adjacent to the River Club Village and Grand Haven Golf Club. Mr. Railsback indicated that with the Board's consent he will approach each property owner to address conditions on each site resolve that fencing around the site(s), storage of unutilized construction materials and general maintenance around the fence line and lake bank. The Board agreed that these items need to be brought to the owners of each property and resolved.

Non-Compliance Issues Requiring Board Review

On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved to levy a penalty 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 of \$50.00 on property # 2.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to levy a penalty of \$500.00 on property # 3.



Director's Requests

Dr. Carlton discussed the need to close out the contract with the trapper that was working on the small strip of GH CDD property adjacent to the Crossings Village properties. Dr. Carlton will cancel the contract with the trapper and identify any opportunity to recover the initial funds provided for the purchase of a trap.

Mrs. Gallo noted that she will not be in town for the May 2023 GHMA Board Meeting.

Adjournment

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the meeting was adjourned at 3:55 p.m.



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