

# ***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**

**February 17, 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 at this time.

### **President's Comments**

Dr. Carlton had no comments at this time.

### **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 January 20, 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 January 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, and since it is so early in the year, he had no significant trends or variances to discuss or address.



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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. Dr. Carlton also noted that the POC will be back to meeting in person moving forward to ensure consistent and detailed review of each property addressed as part of the POC review agenda.

### **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. Mr. O'Brien also discussed the potential need for ADC Inspectors to have some sort of identification on their vehicle and/or on their person to clearly indicated who they are when they are seen driving slowly by a property and/or walking up to a door or on a property to perform their inspection responsibilities. The Board contemplated a few options, but settled on a laminated identification sheet of paper that says "ADC Inspector" on it for each inspector to carry with them.

### **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 River Club irrigation issues caused by intermittent pressure and/or reclaimed water service outages. SSMG and Corey Enterprises are attempting to communicate with the CDD and receive notification of reclaimed service interruptions whether they are planned or unplanned. Mr. Frichol also mentioned that the PLM Performance Reviews with vendors occurred in late January 2023.

### **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. Next month's report will probably include notices sent relating to lake bank maintenance and/or replanting of spartina needs."

### **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. Mr. Railsback noted that Daniel Geisler of SSMG has done an exceptional job facilitating the Fine Committee Meetings and related responsibilities. Mr. Railsback also indicated that the newly appointed Fine Committee Members are doing well and comfortable in performing their role as Fine Committee Member(s).

### **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. **River Club Landscape Renovation Project – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)**

Mr. Railsback discussed the updated landscape renovation proposal with more detailed pricing along with his notes where there may be opportunities for cost savings. The Board discussed further alternatives, identified other necessary additional information, and requested SSMG work with Corey Enterprises to bring back and incorporate these suggested adjustments for the Board to review and make a decision at their next Board Meeting.

2. **2023 Insurance Renewal – Mr. Troy Railsback (SSMG)**

Mr. Railsback referenced the recently bound insurance policies and wanted to reiterate with the Board that the Crossings Pool area property coverage does not have wind coverage. As discussed at the previous Board Meeting, the pricing for wind coverage at this time is not available from the current carrier and cost prohibitive when quoted by other carriers. Dr. Carlton indicated that he simply wanted to affirm that the Board understands that in the event of a windstorm event such as a hurricane or tornado, the Crossing Pool property policy will not cover damages. The Board again discussed this circumstance, and all agreed that although not ideal the Board really does not have any other choice at this time due to the hardening of the insurance market in Florida. It is the Board's intent to obtain wind coverage, if/when available and financially feasible.

3. **2023 Goals of the Board – Member Updates – Dr. Robert Jay Carlton**

Dr. Carlton provided a summary of the communication enhancements he endeavored to introduce and accomplishments thus far. Dr. Carlton also mentioned he would like to send an E-Blast to the Grand Haven residents regarding the change in procedure at Board Meetings that allows Board Members to answer questions and interact with residents during Audience Comments, to which the Board agreed with and supported.

Mr. Mike Frichol and Mrs. Denise Gallo briefly updated their next steps in implementing their series of resident events/information sessions.

Mr. Ed O'Brien updated the Board on the success of the first ADC Standards Forum that was held the day before. Mr. O'Brien indicated that he felt quarterly sessions would likely be adequate and provided the proposed dates planned for upcoming forums: 3/15/2023, 5/18/2023, 8/17/2023 and 11/16/2023.

Mr. Vic Natiello shared a few graphics with CC&R topics that will be circulated, posted and/or included in most/all Grand Haven communication opportunities.



4. **River Club Roof Replacement – Update – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)**

Mr. Railsback reported that Florida’s Best Roofing will be supplying Commercial Roof Replacement contract(s) for the 3 buildings scheduled for roof replacements in 2023 for signature. The proposed dates to start is the first or second week in March.

5. **Crossings Pool Furniture and Deck Refinishing – Summation – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)**

Mr. Railsback reported that the new pool furniture has been assembled and placed on the pool deck. The Pool Deck repainting project is complete except for a few touch-up/clean-up areas and spots.

**New Business**

1. **Residential Security Cameras and Spotlights – Discussion – Dr. Robert Jay Carlton**

Dr. Carlton discussed ADC Standards criteria for approved security cameras and/or spotlights. He also indicated the MADC Conditional Approval letters included language regarding obligation of owners who have cameras and/or spotlights to keep the view of the camera(s) or the lights from the spotlights to only show in view or light up their property. Dr. C. and the Board discussed the practicality of limiting such camera angle reach and/or view with the advancement of technology. The Board agreed to continue to discuss this topic as necessary and identify opportunities to improve approval parameters and/or language in the ADC Standards when available.

2. **New Resident Information Flow from CDD Staff to N2N Program - Mrs. Denise Gallo**

Mrs. Denise Gallo discussed a few circumstances where New Residents were not captured under the current process of identifying new residents. SSMG and the Board discussed the instances and SSMG identified where most of the missed New Resident opportunities could be captured and will provide these reports on a regular basis to Denise for processing.

**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 of \$500.00 on property # 1.**

**Director’s Requests**

Dr. Carlton recommended that the Board consider exercising the termination clause in the contract with the trapper for the Crossings Village area due to the duplication of services and the success of the Flagler County trappers. Dr. Carlton requested that the Board grant him the authority to end the contract if warranted.

Dr. Carlton also mentioned that he was working on a severe weather protocol to provide instructions/expectation for debris clean-up and pickup as many of the services and factors have changes from the previous protocol.

**Adjournment**



**On Motion by Mr. Vic Natiello, seconded by Mr. Mike Frichol, with all in favor, the meeting was adjourned at 4:07 p.m.**



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