

# ***Grand Haven Master Association, Inc.***

785 W Granada Blvd., Suite 5 | Ormond Beach, FL 32174

[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**

**July 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. Ed O'Brien, Mrs. Denise Gallo

**Members Absent:** Mr. Mike Frichol

**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)**

A property owner, who is also a GH CDD Board Supervisor addressed the Board regarding a proposed survey to be sent by the GH CDD to property owners regarding opportunities for enhancing communication within Grand Haven.

A property owner addressed the Board regarding a previous Unfinished Business Agenda item about feral hogs affecting Grand Haven.

### **President's Comments**

Dr. Carlton indicated that at the end of the Community Development District Liaison Committee Report, the Board will open the floor to the GH CDD representative to report and/or comment on GH CDD business.

### **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 June 23, 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.



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Mr. Railsback updated the Board on the happenings of the SSMG Corporate office move, as well as the resulting SSMG office presence in its current location to continue to support and serve Grand Haven.

### **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 June 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/or as previously discussed. Mr. O’Brien again expressed focus on River Club and will continue to track spending and trends to mitigate large variances where possible.

Mr. O’Brien reported that he will be working with SSMG to produce 2024 Preliminary Budget(s), the Board to discuss at the August 2023 Board Meeting.

### **Property Oversight Committee – Dr. Robert Jay Carlton**

Dr. Carlton reported on the ongoing collection and resolutions activities of the POC. The POC continues to endeavor to reach full 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.

Mr. O’Brien and SSMG also updated the Board on the significant progress SSMG has made clearing out older inspections from the open file queue.

### **Private Lawn Maintenance (PLM) Liaison – Mr. Mike Frichol**

In Mr. Frichol’s absence, SSMG briefly reported on the PLM activities. Mr. Railsback discussed Palm Tree trimming needs in River Club and the Board supported move forward with the previously budgeted expense.

### **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.

SSMG also provided the 2023 1st Quarter Compliance Summary and Mr. Natiello reported on noted trends.

Dr. Carlton expressed his interest in having a more comprehensive street tree canopy effort throughout the community. The Board agreed and SSMG indicated they will facilitate it when/where necessary.



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### **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. SSMG indicated that one of the Fine Committee members may be at the threshold where they would be out of compliance with the GHMA Committee Attendance Policy. SSMG will follow up accordingly.

### **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). The GH CDD representative provided some additional GH CDD ongoing and upcoming happenings.

### **Action Item Review List – Mr. Troy Railsback (SSMG)**

Mr. Railsback reported that there were no open SSMG Action Items at this time.

### **Unfinished Business**

#### **2024 Management Contract – Recommendations – Dr. Robert Jay Carlton/Mr. Ed O’Brien**

Dr. Carlton reported on the outcome of the discussion he and Mr. O’Brien had with SSMG to come to terms on the financial elements of the 2024 – 2026 Management Contract. Dr. Carlton and Mr. O’Brien reached an amicable compromise on the variance between the original SSMG proposed fee and the GHMA’s counter proposal fee.

Dr. Carlton also referenced the base contract language in the Board Packet that has been reviewed and adjusted by the GHMA attorney. SSMG indicated that the SSMG attorney would like to discuss and work through some of the contract language terms and changes. Dr. Carlton indicated that the GHMA attorney and the SSMG attorney should and shall resolve those final adjustments in contract language.

**On Motion by Mr. Ed O’Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved the 2024 Management Contract agreed upon fee structure and base contract language, with the final contract language to be agreed upon and confirmed by both the GHMA attorney and SSMG attorney.**

#### **GHMA Investment Program – Mr. Ed O’Brien/Mr. Troy Railsback (SSMG)**

SSMG and Mr. O’Brien presented the Board with options for investing the \$200,000 in surplus GHMA Reserve funds into a CD for a term of 6 months or 9 months. The option(s) are to invest all of it for 6 months or 9 months, or a portion of it for each term. The Board discussed the different scenarios.

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O’Brien, with all in favor, the Board Approved invest all \$200,000 for 9 months.**



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**Palm Coast Office – Update – Mr. Troy Railsback (SSMG)**

SSMG updated the Board on the status of the SSMG Office space at 2 Camino del Mar and the anticipated return of a full complement of conference room and meeting space by the new Lessee that is leasing space to SSMG. There is not a definitive date set yet, however SSMG anticipates it will be realized within 60 days. Mrs. Gallo indicated that there appears to be a printing quality issue related to printing pictures. This may be due to using a different printer than previous and SSMG will investigate and work to resolve.

**New Business**

**PLM Survey – Recommended Revisions –Mr. Troy Railsback (SSMG)**

SSMG presented the initial suggested changes to the PLM Survey. The Board discussed and agreed that the reworking of the PLM Survey and process needed additional review and inclusive input by Mr. Frichol, therefore directed SSMG to use the existing PLM Survey process and format for this year's PLM Survey. SSMG will process accordingly.

**PLM Contract Renewal Process – Timelines –Mr. Troy Railsback (SSMG)**

SSMG presented the PLM Contract Bidding process/timelines and the upcoming events that will lead the Board into its decision-making process culminating with awarding bids/fees to be included in the 2024 Budget(s).

**2024 Budget Process – Timelines – Mr. Ed O'Brien/ Mr. Troy Railsback (SSMG)**

SSMG presented the upcoming process/timelines for the Board to prepare present and adopt the 2024 Budget(s).

**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. Vic Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved to levy a penalty of \$500.00 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 of \$500.00 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 of \$500.00 on property # 4.**

**On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved to levy a penalty of \$500.00 on property # 5.**



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## **Director's Requests**

There were no Director's Request at this time.

## **Adjournment**

**On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the meeting was adjourned at 4:25 p.m.**



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