

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

June 23, 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, and Mr. Ed O'Brien, Mrs. Denise Gallo

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. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the Meeting Minutes of the May 19, 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.

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.



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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 May 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 there is an opportunity to place approximately \$200,000 of the GHMA’s unutilized operating income from previous years surpluses and or reserves funds in CD’s that will produce approximately 5.5% interest income. The Board expressed support to do so, and Ed will work with SSMG to present a treasury management plan at the next Board Meeting for the Board to review and consider.

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 also reported that he continues to work with Brianne Bailey of SSMG with a focused effort to clear out older inspections from the open file queue. SSMG will make every effort to bring the open file queue current or have a note indicating why it is still open.

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 indicated that improvements to the LEA services continue to be realized, and they have made significant progress in addressing previous deficiencies.

Mr. Frichol also reported on River Club irrigation water supply issues and corrective efforts to mitigate low water pressure impacts to the River Club properties.

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.



Mrs. Gallo requested authorization to reorder pens that are used in the neighbor-to-neighbor packets and was supported fully by the Board.

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 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

2024 Management Contract – Dr. Robert Jay Carlton

Dr. Carlton again summarized the process/options/outcome of the Association's SSMG & GHMA Management Contract discussion, as presented and discussed at the May 19, 2023 Board Meeting. Per the previous meeting's discussion, the Board felt it was important to have Mrs. Gallo present along with the rest of the Board prior to taking any action on this subject.

There was significant discussion regarding the current service levels and SSMG dedicated staffing needs that have evolved and been assigned to serving GHMA even though they are not defined in the current GHMA SSMG contract. The dialogue also contemplated the variance in current fee paid, how long that current fee has been in place without change, the committed SSMG staffing resources defined in the future contract and the proposed fees in the 2024 – 2026 management contract.

The Board discussed a counter proposal to the SSMG proposal and evaluated the best way to address the difference in fee between the proposals. The Board agreed to have one last discussion with SSMG to address and come to terms on it and intends to have the outcome presented at the July 21, 2023 Board Meeting.

On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved a Board Committee of Dr. Carlton and Mr. O'Brien to meet with SSMG within the next 2 weeks to finalize the contract fee amount(s) for the 3-year term.

2023 Board Goals – Mrs. Denise Gallo/Mr. Mike Frichol

Mrs. Gallo and Mr. Frichol presented their plan to move forward with an upcoming event in lieu of the initial event that included Fred Annon of SSMG due to his limited availability because of the SSMG corporate office relocation.



Storm Debris Removal Program – Update – Dr. Robert Jay Carlton

Dr. Carlton updated the Board on the previously discussed idea of developing a program with a single point of contact for residents to coordinate storm debris removal on their private property. Dr. Carlton received feedback from the GHMA legal counsel that this type of program created and championed by the GHMA is not recommended due to legal and liability exposure, therefore Dr. Carlton reported to the Board that this idea will no longer be pursued.

HB 437 – Flags and Storage – Dr. Robert Jay Carlton

Dr. Carlton presented House Bill 437 which introduces language for expanding the approved flag types listed in the statute, along with allowable storage verbiage, both of which will likely create covenant enforcement challenges within Grand Haven. The Board discussed the possible different type of flags that will now be allowed and the limited storage circumstances that may be a possibility. The Board will continue to monitor these legislative changes and work with SSMG and GHMA legal counsel to implement best practices when navigating them within the community.

Crossings Pool Plant Material Replacement – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)

SSMG presented a slightly revised landscape plan/plantings to consider addressing plants that may be eaten by deer with an alternative plant, which resulted in a slightly lower overall price.

On Motion by Mr. Vic Natiello, seconded by Mr. Mike Frichol, with all in favor, the Board Approved the Crossings Pool Plant Material Replacement.

New Business

Severe Weather Event & Hurricane Protocol for Residents – Draft – Dr. Robert Jay Carlton

Dr. Carlton presented a final working document that incorporates all known information from the Grand Haven CDD and the City of Palm Coast regarding storm and debris pickup subsequent to a storm event.

The Board requested that it be E Blasted and posted on the GHMA website and in VMS.

Driveway Replacement – 7 River Park Drive North – Mr. Mike Frichol

Mr. Frichol and SSMG presented a proposal from 2 contractors to perform a partial driveway replacement on a River Club driveway that has been impacted by tree roots. This is a covenant responsibility of the GHMA as defined in the River Club CC&Rs.

On Motion by Mr. Mike Frichol, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved Southern Outdoors's proposal to perform the partial driveway replacement.

Mr. Railsback then presented a few pictures of a River Club unit that has significant tree surface roots on their fee simple townhome property and requested the GHMA, as part of their covenant Association Responsibilities, address the roots and possibly fill in the area with dirt. The Board reviewed the River Club CC&Rs language, along with the circumstances, and determined that this is not an Association Responsibility, and that the owner be notified as such.



Seasonal Decorations – SSMG

Mr. Railsback and Mr. O'Brien reported to the Board, and presented a photo, of a seasonal decoration issue that involved a landscape bed sign/flag/decoration with a portion of the decoration having a portion of the United States flag incorporated into it. The Board discussed the importance of resident understanding the difference between seasonal decoration, holiday decorations and displaying of flags, while fulfilling any MADC approval necessary.

Request for an Extended Leave of Absence – MADC Member – Mr. Ed O'Brien

Mr. O'Brien referenced a letter in the Board Packet addressing the inability of the MADC Chairperson to participate in ADC Meetings due to a recent surgery and requested extended time to not participate as he will not meet the Attendance Policy for Committee Members. The Board discussed the circumstances and person involved.

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved the request for an extended leave of absence.

Lava Rock Replacement – 65 West Waterside Pkwy – Mr. Mike Frichol/Mr. Troy Railsback (SSMG)

SSMG presented 2 proposals and plans to remove a small strip of lava rocks and replace it with concrete at the Crossing Pool parcel, along with a letter of approval from the adjacent property owner at 67 West Waterside Parkway that has a very small area included in the scope of work. The Board discussed the details of the scope and proposals.

On Motion by Mr. Vic Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved Tony Perez to perform the lava rock replacement.

Mr. Natiello requested that any necessary notes be placed in MADC file for 67 West Waterside Parkway showing that change.

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 \$50.00 on property # 1.

On Motion by Mr. Vic Natiello, seconded by Mr. Mike Frichol, 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.

On Motion by Mr. Vic Natiello, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved to not levy a penalty on property # 4 due to it being addressed at this time through the ADC Open file process.

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 # 5.



Director's Requests

Mr. Ed O'Brien questioned whether the GHMA's Display of Flag's resolution needs to be addressed due to the recent changes in legislature from House Bill 437. The Board agreed no changes were needed at this time.

Mr. O'Brien requested that routine tree trimming in River Club be incorporated into the Landscape Maintenance scope when bidding the River Club contract this year if the resulting monthly assessments/costs are palatable for the property owners.

Mr. O'Brien proposed a change to the ADC Standard Appendices where Lot Coverage is mentioned but does not define it as "the percentage of area of anything having a solid roof over it." The Board agreed and Mr. O'Brien will process the proposed update to the ADC Standards.

Dr. Carlton discussed the lack of response from the trapper, SSMG efforts and next steps with the hog trap that was purchased for use in the Crossings Village area.

Adjournment

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Ed O'Brien, with all in favor, the meeting was adjourned at 5:25 p.m.

