

# ***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. Al Petrie, Director  
Mrs. Denise Gallo, Director  
Mr. Troy Railsback, Secretary, Ex-officio

## **Board of Directors Meeting Minutes**

**June 21, 2024**

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 and Mr. Al Petrie

**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)**

A property owner requested information regarding the SSMG software change and timelines for implementing the advanced user interfaces, along with the preservation of the historical information cataloged in the old software.

### **President's Comments**

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 24, 2024 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 a River Club entry gate repair that was necessary and took place since the last Board Meeting.

**Finance Report – Mr. Ed O’Brien**

Mr. O’Brien reviewed the year-to-date 2024 budget variances, and the percentages of each category from the May 2024 financials. Mr. O’Brien reported on each operation’s details and noted that each operation is tracking very close to budget at this time with no significant variances and/or trends at this time other than the recent River Club Landscape restoration, which was approved in 2023 and now being installed in 2024, exceeding the 2024 Budget threshold for that category.

**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 presented the summary report on the activities of the recent meetings of the NCADC and MADC, as well as the report(s) tracking ADC Submittals and monitoring submittals through the inspection process, closure and full compliance.

**Private Lawn Maintenance (PLM) Liaison – Mr. Al Petrie**

Mr. Petrie summarized PLM activities, accomplishments and focusing for each of the 3 PLM Vendors and the 9 Villages they are servicing.

**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.

**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’s reported on and summarized the topics discussed at the previous months CDD meeting(s) and/or workshop(s). The topics reported included safety & security, Village Center parking lot improvements/additional spaces, Village Center Café renovations update, Employee leave time and benefits, Operations Manager Evaluation, update on county fence repair, 2025



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Budget updates and long range plan, pond bank discussions/updates, and announcement regarding open seat for upcoming election.

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

Mr. Railsback reviewed the status of the Action Items as reported in the packet, and SSMG & the Board identified those that had been completed and/or needed to stay on the report.

**Unfinished Business**

**River Club Irrigation Issues – Update – Mr. Troy Railsback (SSMG)**

SSMG discussed the status update of the River Club landscape install project, specifically the progress made with the irrigation system and overall pressure in the system for that area. SSMG set up a combined meeting with GH CDD and landscapers performing services for the GH CDD, the GHMA and the Condominiums, all having access to and need for water pressure in that area. It was identified that the GH CDD water meters likely have significant build up and/or blockage and need to be cleaned. The GH CDD will be performing that scope of service as quickly as possible. Additional adjustments have been made and will continue to be made to fully resolve the irrigation deficiencies in the irrigation water pressure.

**Assignment of Declarant Rights to Master Association – Dr. Robert Jay Carlton**

Dr. Carlton reported that the document transferring the additional remaining Declarant Rights to the GHMA, except for the NCADC and the Preferred Builders Program, has been finalized and signed. It will be recorded and added to the GHMA website.

**HB 1203 – Signed by Governor – Effective 7/1/24 – Dr. Robert Jay Carlton**

Dr. Carlton gave an additional summary of the legislative changes going into effect on July 1, 2024, specifically HB 1203 and the provision applicable to HOAs. The GHMA and SSMG will adjust processes/procedures accordingly where appropriate.

**New Business**

**Pressure Washing – River Club Townhomes – Mr. Troy Railsback (SSMG)**

SSMG presented 3 proposals for pressure cleaning of the exteriors of all 19 River Club buildings and hard surfaces around the buildings, including driveways, walkways, interior courtyard and/or entrance areas and steppingstone pads around all buildings. The Board reviewed each of the quotes.

**On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved the having A Plus Pressure Cleaning perform the pressure cleaning services for the River Club Townhomes.**

**ADC Standards, Appendix K – Linkside, Paragraph 5 Landscaping – Mr. Ed O'Brien**

Mr. O'Brien presented suggested updates/inclusions to Appendix K for Linkside Village to address original minimum landscape requirements in that Village that did not require the level of landscaping required in the ADC Standards. Mr. O'Brien also identified an adjustment to



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Exhibit #1. There was lengthy discussion regarding the basis and need for this language and the purpose of the suggested update/inclusion.

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Al Petrie, with all in favor, the Board Approved the suggested update/inclusion to Appendix K and adjustment to Exhibit #1 as presented.**

**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 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. Vic Natiello, seconded by Mr. Al Petrie, 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 not levy a penalty on property # 4.**

**On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, with all in favor, the Board Approved to levy a penalty of \$1,000.00 on property # 5.**

**Director's Requests**

Mr. O'Brien requested the updates and new books/pages for the Standards Revisions should be produced and distributed as well as posted on the GHMA website.

**Adjournment**

**On Motion by Dr. Robert Jay Carlton, seconded by Mr. Vic Natiello, with all in favor, the meeting was adjourned at 3:56pm.**



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