

Grand Haven Master Association, Inc.

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

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

March 21, 2025

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 and Mrs. Denise Gallo

Members Absent: Mr. Al Petrie

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)

None

President's Comments

Dr. Carlton briefly reviewed the protocol for audience comments during agenda items.

Approval of Minutes

On Motion by Mr. Vic Natiello, seconded by Mr. Ed O'Brien, and with all in favor, the Board Approved the Meeting Minutes of the February 21, 2025 Board of Directors Meeting with a change made to remove "Post meeting note – January 2025 Budget Variance emailed on 2/27/2025." as it was added to the end of the Finance Report.

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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Finance Report – Mr. Ed O’Brien

Mr. O’Brien reviewed the year-to-date 2025 budget variances, and the percentages of each category from the February 2025 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.

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. NCADC had 2 meetings and MADC had 2 meetings. Total submissions continue to track to previous year submissions.

Private Lawn Maintenance (PLM) Liaison – Mr. Petrie

Mr. Railsback and Mr. Geisler updated the Board on the prior months’ PLM activities, accomplishments and focuses for each of the 3 PLM Vendors and the 9 Villages they are servicing. It was again noted that all 3 PLM vendors have been and continue to perform well. Most significantly, the PLM vendors are working diligently to remove oak leaves from each property weekly per the PLM contract during this time of year.

CC&R Compliance Liaison – Mr. Vic Natiello

Mr. Natiello conveyed the most recent 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. There was discussion about adjustments made to the key on report, and further adjustments/updates will be made.

Community Development District (CDD) Liaison – Mrs. Denise Gallo

Mrs. Gallo reported on and summarized the topics discussed at the previous month’s CDD meeting(s) and/or workshop(s). The topics reported included an update on the Village Center Café renovations update and pond bank discussions/updates, as well as information regarding long range planning and recent feral hog activity happening again in and around Grand Haven.



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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.

Mr. Railsback presented a few maintenance items needed.

Unfinished Business

River Club Landscaping Project – Mr. Troy Railsback (SSMG)

Mr. Railsback provided an update as to the progress of the irrigation project. Project is underway and is now pacing to be finished during the month of April 2025. Once the irrigation systems are confirmed to be working properly and consistently, SSMG will work with Corey Enterprises to identify landscape improvements that need to be addressed.

Mr. Railsback and Mr. Geisler presented a proposal for gutter maintenance and repair work needed in the River Club.

On Motion by Mr. Ed O'Brien, seconded by Mrs. Denise Gallo, with all in favor, the Board Approved the gutter work to be done by Killian's.

Mr. Railsback and Mr. Geisler presented proposals for annual cleaning of the exterior of all 19 buildings and the hard surfaces (walkway, driveways and concrete door pads) in the River Club. There was Board discussion on the scope and needs of the River Club CC&R covenant obligated maintenance.

On Motion by Dr. Robert Jay Carlton, seconded by Mr. Vic Natiello, with all in favor, the Board Approved A Plus Pressure Washing to perform the annual maintenance for 2025.

Updated PLM Survey Format – Mr. Troy Railsback (SSMG)

Mr. Railsback presented an updated version of the electronic PLM Survey that was recommended by the PLM Survey Committee. The basic reporting charts were provided to the Board in the Board packet to provide any input back to SSMG and the PLM Committee.

The PLM Committee and SSMG will present the last version at a future Board Meeting for approval and processing likely in September.

ADC/GHMA A/V Equipment – Update – Dr. Robert Jay Carlton

Dr. Carlton provided the outcome of his meeting and discussion with Barry and identified the opportunity and best solution, which is to mount a TV on the wall above a cabinet that is set in a recessed alcove. SSMG measured and identified a scoping TV wall mount and basic Smart TV that will maximize the area and ability to use the TV for multiple GHMA purposes including ADC meetings and GHMA Board Meetings.



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On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved the 75-inch TV and telescoping TV wall mount.

Plan to provide GHMA Meeting Minutes 14 Days Following Prior Meeting – Mr. Troy Railsback (SSMG)

Mr. Railsback identified the protocol and internal process to provide the Board Meeting minutes within the required 14 days after the Board Meeting.

Elimination of Bank Service Fees – Mr. Troy Railsback (SSMG)

Mr. Railsback gave an update that the new account was open and the transfer will be made during the month of March. The changes will be reflected as part of the March 2025 financial.

New Business

Plan to Provide Financial Statements 7 Days Prior to Monthly Meetings – Mr. Troy Railsback (SSMG)

Mr. Railsback and Mr. O'Brien talked through their discussion related to the protocol and internal SSMG process to provide financials to the Board 7 days prior to the upcoming Board Meeting, allowing Mr. O'Brien (or the Treasurer) to review and report at that upcoming Board Meeting.

Draft Parking Resolution – Dr. Robert Jay Carlton

Dr. Carlton presented a Proposed Parking Resolution for the Board's consideration to assist in defining overnight and/or regular street parking non-compliance parameters. There was Board Discussion relating to the specifics of the time frames and application of the Resolution.

On Motion by Mr. Ed O'Brien, seconded by Mr. Vic Natiello, with all in favor, the Board Approved the draft Parking Resolution and the forwarding of it to the Board counsel for input and an updated final draft version.

CDD Rule Changes Regarding Pond Banks – Dr. Robert Jay Carlton

Dr. Carlton read through excerpts from the recent Grand Haven CDD meeting(s) and implemented policy and procedure changes/updates relating to pursuit of property owners who are not performing lake bank maintenance requirements and/or not having the required amount of spartina plantings. There was Board discussion regarding these changes and how often they may be needed or used.

CDD Street Tree Removal and Drain Repair Program – Dr. Robert Jay Carlton

Dr. Carlton reviewed excerpts and requests from recent CDD and CDD committee meetings regarding the removal of residential street trees both within and outside of CDD drainage easements. It was determined by the CDD that the removal of an initial 84 residential street trees was necessary due to the fact that they presented either a danger or potential danger to the CDD street drains. The mandatory removal of any tree not within a CDD easement for repairs to the CDD storm water system is contrary to long standing ADC procedures and requirements. Dr.



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Carlton then requested that Supervisor Foley of the Grand Haven CDD present a more thorough overview of the issues pertaining to the current and potential effects of residential street trees upon the CDD drainage system. Following which, Mr. Foley responded to questions from both the Board and the audience. The Board expressed the need for additional time to more thoroughly review, research and consider the CDD request and explore the possibility of a compromise response that would accommodate both the needs of the CDD while fulfilling the obligations of the GHMA to adhere to the ADC Standards and the accompanying approval process.

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. Ed O'Brien, with all in favor, the Board Approved to levy a penalty of \$50.00 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 \$50.00 on property # 3.

On Motion by Mr. Ed O'Brien, seconded by Dr. Robert Jay Carlton, with all in favor, the Board Approved to levy a penalty of \$250.00 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 \$500.00 on property # 5.

Director's Requests

None at this time.

Adjournment

On Motion by Mr. Vic Natiello, seconded by Mrs. Denise Gallo, with all in favor, the meeting was adjourned at 5:13 pm.