

MINUTES
Treetops / Ocean Breeze
Board of Directors Meeting

May 10, 2011
3:15 p.m.

- I. Call to Order / Roll Call – Bob VanSchelven called the meeting to order at 3:17 p.m.
 - a. Officers and Directors present – Bob VanSchelven, President; Merle Brown, Secretary / Treasurer; Peggy Edwards, Director; Greg Shealy, Director
 - b. Officers and Directors via teleconference – Jeff Martyn, Vice President
 - c. IMC Resort Services, Inc. representatives – Ron Fenstermaker, President; Craig Fenstermaker, Chief Operating officer; Bryan Dorshimer, Association Manager; Christy Bennett, Minutes
- II. Approval of the Minutes
 - a. March 31, 2011 – **Peggy Edwards made a motion to accept the minutes into record as written. Merle Brown seconded the motion. All were in favor and the motion passed without opposition.**
- III. Old Business
 - a. Boardwalk – **Peggy Edwards made a motion to proceed with the caps and fascia portion of the handrail as well as address any safety concerns along the way. Greg Shealy seconded the motion. All were in favor and the motion passed without opposition.**
- IV. New Business
 - a. Budget Approval – **Merle Brown made a motion to approve the budget. Greg Shealy seconded the motion. All were in favor and the motion passed without opposition.**
 - b. Annual Meeting Prep – Biographies are needed from both Peggy Edwards and Greg Shealy for the Annual Meeting Package. Both are running for re-election to the Board. No other candidates have expressed interest at this time.
 - c. 6401 Split HVAC – The owners of 6401 want to be able to place their heat pump outside. Due to this being a situation of duress (wife is pregnant), **Greg Shealy made a motion to make an exception, and future consideration will need to have the consultation of an expert. Peggy Edwards seconded the motion. All were in favor and the motion passed without opposition.**
- V. Adjournment – **Peggy Edwards made a motion to adjourn. Merle Brown seconded the motion. All were in favor and the meeting adjourned at 5:05 p.m.**

Board of Directors Meeting; Treetops/Ocean Breeze; HPR.
Tuesday, May 10 2011
Site Managers Report, Bryan C. Dorshimer

1. Monitoring your vendors:

- ◆ Pool: **Plantation Pool Services** – good, pool is receiving 7 days/week in season. Very responsive upon emergency. Pool shells, decks and bathrooms are in serious need of renovations. Pool tables and umbrellas are showing signs of their age and replacement should be considered. DHEC will be more strict on cyanuric acid levels this season; new chlorinators have been installed to help.
- ◆ Refuse: **Coastal Waste** – good, service is performed on contracted service days and at a regular time on those days. The in season service days are M-TH-Sat. Between management and U.S Lawns the enclosures have been fairly clean on a day to day basis.
- ◆ Pest control: **Lanes Pest Control** – good, minimal concerns, very responsive if there is a call back, minimal key problems, very accommodating to those residents with pets, very good at reporting owner maintenance items; very few call backs since our last meeting. With the warmer temperatures you will observe a plethora of insect activity due to pollinating.
- ◆ Landscaping: **U.S Lawns**, good, very good at maintaining/regular maintenance and responsive upon any requests. Many owners are requesting pine straw and curb appeal. Management meets with contractor on regular basis. Contractor is recommending the Board authorize more time to be spent on the property. Meet and inspect the property on a weekly basis.
- ◆ Elevators: **Atlantic Coast Elevators**, good, Check for proper operation every day and no malfunctions have been reported since the last meeting.

Outlook: Continue to monitor vendors.

2. Management makes consistent security walks and light checks at various points throughout the week and weekends. Ticketing has also been much more frequent and random. Minimal amount of cars without permits. The regime has removed one vehicle since our last meeting; there are a few on notices that will be relocated if there is no compliance. Ticketing and patrolling will be more frequent with the rental season beginning.

Outlook: Continue to make patrols, light checks and ticketing.

3. Continuously notifying owners and/or renters of covenant violations. The violations include but certainly are not limited to noise, cars, dogs, windows coverings, car maintenance, college flags, welcome signs and grills.

Outlook: Continue to keep balcony/patio and common area violations under control by way of hangtags, letters and fines.

4. Maintenance Issues: Misc. including but not limited to:

- Garbage runs; mattresses, couches, grills, bikes, other misc. items.
- Light bulb replacement is done daily; light timers are adjusted as needed.
- Delinquent notices are posted for all those in arrears and will be updated monthly.
- Cleaned out all of the fountain heads, pump baskets and will be done as needed.
- Minimal ongoing irrigation issues.
- Minimal electrical issues.
- Ongoing repairs to steps and other safety concerns.
- Recent inspection and observations have turned up miscellaneous wood rot on all those buildings in Ocean Breeze that have wood siding. Repairs will be done as monies and scheduling permits.

- Soft washing of the buildings and pressure washing of the hard surfaces has begun for villas numbered 7101 – 8006 TT and 1 – 103 Ocean Breeze.

Outlook: Continue to inspect and repair common element as needed. Please keep in mind that all common element repairs are evaluated and prioritized as it relates to safety.

5. Villa to villa leaks

- 7206 TT into 7205 TT; wax seal.
- 7306 TT into 7305 TT; poly fitting that services 7305 Tt.

Outlook: Continue to work with owners to make sure all parties resolve the issues that caused the leak and are satisfied with the all associated interior repairs.

6. Security Issues

- 5403 TT Beaufort County has arrested the residents for various infractions.

Outlook: Owners/guests need to be diligent in performing preventative measures. Including but not limited to the following.

- Keep vehicles locked at all times; do not leave valuable in your car.
- Check windows and doors to make sure that they are locked; before leaving.
- Leave a small light on in your villa.
- Secure your slider by inserting a broom stick or dowel rod in the track.
- Get to know your neighbors.
- Have someone check on your villa if it is vacant for long periods of time.
- ALWAYS report suspicious activity or persons to the sheriff's department.