

MINUTES
Treetops / Ocean Breeze
Board of Directors Meeting

February 24, 2010

3:30 p.m.

- I. Call to Order / Roll Call – Bob VanSchelvan called the meeting to order at 3:38 p.m.
 - a. Officers and Directors present – Bob VanSchelvan, President; Stan Stolarcyk, Vice President; Merle Brown, Secretary / Treasurer; Peggy Edwards, Director; Jeff Martyn, Director
 - b. IMC Resort Services, Inc. Representatives – Ron Fenstermaker, President; Bryan Dorshimer, Association Manager; Scott Walters, Assistant Manager; Melissa Fenstermaker, Minutes
- II. Approval of the Minutes
 - a. January 29, 2010 – **Stan Stolarcyk made a motion to waive the reading of the minutes from the January 29, 2010 meeting and accept them into record as written. Merle Brown seconded the motion. The motion passed without opposition.**
- III. President's Report – Bob reported that things in the community are going quite smoothly.
- IV. Management Report
 - a. Cash position – Bryan reported on the cash position of the association as of February 24, 2010.

Working Capital – RBC	\$ 33,000.00
Operating Checking – RBC	\$ 13,099.11
Replacement Fund – CSB	\$ 51,861.01
Insurance Reserve – CSB	\$334,771.09

Ron reported that the TAT cash flow is working for the property. No services are being cut - it's just that the replacement reserve is not being funded at this point in time. Vendors are being paid; maintenance is being performed as necessary.

- b. Collections – Ron reported on the status of the collections. The Master in Equity has invoked the Homestead Act which does not permit taking the primary residence from the person who owes funds to the association. Management is working on other alternatives with the association's attorney. Stan asked about suing delinquent owners for theft of services. Ron will look into it. Ron distributed information on using a collection agency to chase the delinquent owner. The Board asked Ron to find out what the success rate is with collecting funds. To use this service would cost the association \$50 per account sent to the agency, which would be

posted to the delinquent owner's account. **Peggy Edwards made a motion to test NCS Plus on three units (4602 Johnson, 7804 Kitty, and 4904 Maleh) provided it does not conflict with the attorney's efforts to collect the outstanding funds. Stan Stolarczyk seconded the motion. The motion passed without opposition.**

- c. Site Manager Report – Bryan reported on his activities within the community during the past month. See his report attached. Peggy asked how many hours over the cut back hours Bryan and Scott are spending on the property. Ron reported that the numbers aren't in for the month of February yet, but hours are minimal – no more than nine (9) hours over. Ron asked for the Board to let Bryan know if something looks like it needs maintenance. Bryan noted that the soft washing is coming up in the spring. The stucco section is scheduled to be washed this spring. Bryan reported that it will cost about \$10,000. Stan stated for the record that he wanted to make sure that the plants were covered prior to the washing be done. As a general maintenance item, Stan suggested that signs be purchased and installed in the vicinities of the stairs and boardwalks that say something to the effect of "surfaces may be slippery".

V. Committee Reports

- a. Budget & Finance / Contract Review / **Insurance** - Ron has seen renewals coming in lower than they were last year and if things go as they have been, the Treetops Ocean Breeze, HPR renewal should come in approximately where it renewed last year. The Board discussed options for collecting the second installment for the insurance billing. Ron will get the board all the numbers by the 15th of March, 2010 (amount collected from first billing as well as the renewal numbers).

Budget – The Board directed Bryan to create a budget with the insurance figured in; which will increase the monthly fee. Bryan to have a draft of the preliminary budget to the Board by the end of March for their review.

Management Contract – The Board thought that in the interest of their due diligence they should entertain alternate bids for the management contract. Ron noted to make sure that the selected bidders are bidding apples to apples with IMC's responsibilities.

- b. Long Range Planning – None at this time.
- c. Parking / Security / Neighborhood Watch – None at this time.
- d. Maintenance – None at this time.
- e. Newsletter – After the March meeting.
- f. Buildings & Grounds – None at this time.

- g. Environmental Quality – Discussion about the new trend in energy efficiency is Bloom Energy (Bloom Box).

VI. Old Business

VII. New Business

1. TIV discussion – As the governing documents require, the association is only mandated to update their insurance appraisal every other year. **Stan Stolarczyk made a motion to forego the TIV appraisal in 2010. The appraisal will be updated in 2011. Jeff Martyn seconded the motion. The motion passed without opposition.**
2. Volunteers in Medicine – Stan thanked IMC Resort Services, Inc. for the donation made on behalf of the board members who attended the IMC board member appreciation party to VIM.
3. Audit 2009 - 2010– Bryan to get a number of \$3,700 to prepare an audit for the association for the 2009 – 2010 fiscal year.
4. Next meeting – Wednesday, March 17, 2010 at 3:30 p.m.

- VIII. Adjournment – **Peggy Edwards made a motion to adjourn at 5:05 p.m. Stan Stolarczyk seconded the motion. The motion passed without opposition.**

Next meeting

Budget Workshop
Wednesday, March 17, 2010
3:30 p.m.

Balance Sheet

Wednesday February 24, 2010

Treetops Ocean Breeze

Accrual Accounting Year Starts July 1, 2009

ASSETS		
Cash Accounts		
1009 Working Capital - RBC	\$33,000.00	
1010 Operating Checking - RBC	\$13,099.11	
1300 Replacement Fund-CSB	\$51,861.01	
1301 Insurance Reserve - CSB	\$334,771.09	
Total Cash Accounts		\$432,731.21
Prepaid Accounts		
1240 Prepaid Insurance	\$67,729.62	
1241 Prepaid Flood Insurance	\$55,051.30	
Total Prepaid Accounts		\$122,780.92
Receivable Accounts		
1130 A/R Association Fees	\$240,830.47	
1131 A/R Annual Pet Fees	\$371.00	
1133 A/R Ins Bill 1 of 2	\$31,171.76	
1135 2009 Insurance A/R	\$12,295.56	
1411 Retainer	\$5,000.00	
Total Receivable Accounts		\$289,668.79
Fixed Assets		
1501 Roof	\$110,089.00	
1520 Accumulated Depreciation	(\$72,645.19)	
Total Fixed Assets		\$37,443.81
TOTAL ASSETS		\$882,624.73
LIABILITIES		
2110 A/P Trade	\$18,716.69	
2121 Administrative Fee	\$90.00	
2210 Prepaid Association Fees	\$18,185.28	
2211 Prepaid Annual Pet Fees	\$60.00	
2213 W/C Withholding	\$488.14	
TOTAL LIABILITIES		\$37,540.11
EQUITY		
Current Year Earnings	\$122,160.73	
3210 Retained Earnings	\$722,923.89	
TOTAL EQUITY		\$845,084.62
TOTAL LIABILITIES AND EQUITY		\$882,624.73

Budget Variance

Sunday January 31, 2010

July 1 2009 - June 30, 2010

Treetops Ocean Breeze Accrual Accounting Year Starts July 1, 2009

	Month To Date			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INCOME						
5120 Regime Fees	85,024.00	85,024.00	0.00	595,168.00	595,168.00	0.00
5410 Interest Income	174.83	0.00	174.83	873.65	0.00	873.65
5916 Annual Pet Fees	0.00	250.00	(250.00)	3,540.00	1,750.00	1,790.00
5920 Late Fees	387.50	254.16	133.34	2,377.57	1,779.17	598.40
5925 Clubhouse Rental	400.00	400.00	0.00	2,800.00	2,800.00	0.00
TOTAL INCOME	85,986.33	85,928.16	58.17	604,759.22	601,497.17	3,262.05
EXPENSES						
Administrative Expenses						
6216 Bank Service Charge	0.00	0.00	0.00	(5.00)	0.00	(5.00)
6230 Management Fee	6,027.00	6,027.00	0.00	42,189.00	42,189.00	0.00
6235 Prof. Fees-Audit-Tx Prep.	0.00	416.67	(416.67)	1,612.50	2,916.68	(1,304.18)
6300 Legal Regime	45.00	166.66	(121.66)	3,750.00	1,166.67	2,583.33
6310 Bad Debt-Expense	0.00	0.00	0.00	15,290.62	0.00	15,290.62
6325 Misc. Expense	295.15	458.34	(163.19)	4,168.31	3,208.33	959.98
6710 Misc Taxes, Lic., Permits	0.00	83.33	(83.33)	5.80	583.32	(577.52)
6910 Depreciation Expense	428.33	0.00	428.33	2,998.31	0.00	2,998.31
Total Administrative Expenses	6,795.48	7,152.00	(356.52)	70,009.54	50,064.00	19,945.54
Insurance Expenses						
6720 Property & Liability Ins.	34,816.72	25,000.00	9,816.72	241,470.80	175,000.00	66,470.80
6721 Flood Insurance Expense	10,600.14	7,083.34	3,516.80	73,487.66	49,583.33	23,904.33
9013 5901 - Peters Ins Claim	0.00	0.00	0.00	1,000.00	0.00	1,000.00
Total Insurance Expenses	45,416.86	32,083.34	13,333.52	315,958.46	224,583.33	91,375.13
Contract Expenses						
6525 Janitor Cleaning Contract	690.00	690.00	0.00	4,830.00	4,830.00	0.00
6540 Pest Control	1,060.00	1,060.00	0.00	7,420.00	7,420.00	0.00
6545 Termite Inspection Annual	0.00	225.00	(225.00)	0.00	1,575.00	(1,575.00)
6550 Refuse Contract	1,844.00	1,844.00	0.00	12,908.00	12,908.00	0.00
6560 Elevator Maint. Contract	474.56	497.17	(22.61)	3,321.92	3,480.18	(158.26)
6570 Fire Protection/Monitor	300.00	222.00	78.00	1,660.00	1,554.00	106.00
6585 Landscaping Contract	4,680.00	4,750.00	(70.00)	32,760.00	33,250.00	(490.00)
6640 Pool Contract	1,845.00	1,845.00	0.00	12,865.00	12,915.00	(50.00)
6800 Security/Site Manager	1,735.00	4,058.33	(2,323.33)	26,084.98	28,408.32	(2,323.34)

Budget Variance

Sunday Janu. 1, 2010

July 1 2009 - June 30, 2010 (Continued)

Treetops Ocean Breeze Accrual Accounting Year Starts July 1, 2009

	Month To Date			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
EXPENSES (Continued)						
Contract Expenses (Continued)						
6801 Patrol	480.00	480.00	0.00	3,360.00	3,360.00	0.00
Total Contract Expenses	13,108.56	15,671.50	(2,562.94)	105,209.90	109,700.50	(4,490.60)
Maintenance Expenses						
6547 Sentricon Maintenance	0.00	351.25	(351.25)	1,565.00	2,458.75	(893.75)
6551 Refuse Other	0.00	100.00	(100.00)	666.50	700.00	(33.50)
6565 Elevator Repairs	0.00	125.00	(125.00)	197.64	875.00	(677.36)
6586 Irrigation Repairs	0.00	333.33	(333.33)	666.38	2,333.32	(1,666.94)
6587 Landscaping Enhancements	0.00	541.67	(541.67)	1,936.50	3,791.68	(1,855.18)
6588 Trees- Removal, High Trim	0.00	416.66	(416.66)	775.00	2,916.67	(2,141.67)
6589 Storm Contingency	0.00	333.33	(333.33)	0.00	2,333.32	(2,333.32)
6620 General Maintenance	2,609.89	5,416.67	(2,806.78)	51,308.68	37,916.68	13,392.00
6625 Maintenance - Lights	28.84	416.66	(387.82)	2,168.38	2,916.67	(748.29)
6645 Pool Other	1,010.40	333.33	677.07	1,460.84	2,333.32	(872.48)
Total Maintenance Expenses	3,649.13	8,367.90	(4,718.77)	60,744.92	58,575.41	2,169.51
Utilities						
6320 Telephone Expense	213.84	316.67	(102.83)	1,500.48	2,216.68	(716.20)
6321 Fire Alarm Phones	351.46	349.00	2.46	2,459.62	2,443.00	16.62
6425 Electricity	2,737.97	2,666.67	71.30	18,269.07	18,666.68	(397.61)
6430 Water & Sewer	6,981.80	8,333.34	(1,351.54)	52,731.80	58,333.33	(5,601.53)
Total Utilities	10,285.07	11,665.68	(1,380.61)	74,960.97	81,659.69	(6,698.72)
Capital Improvements						
7000 Ext Cap Improve/Reserve	0.00	10,987.75	(10,987.75)	13,304.00	76,914.25	(63,610.25)
Total Capital Improvements	0.00	10,987.75	(10,987.75)	13,304.00	76,914.25	(63,610.25)
TOTAL EXPENSES	79,255.10	85,928.17	(6,673.07)	640,187.79	601,497.18	38,690.61
NET INCOME (LOSS)	6,731.23	(0.01)	6,731.24	(35,428.57)	(0.01)	(35,428.56)

<u>Member</u>	<u>Unit</u>	<u>Total Due</u>	<u>Not Due</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Palmer Macali-6	6 OCEAN BREEZE	\$346.00			\$346.00		
Robert De Santis-7	7 OCEAN BREEZE	\$639.92			\$346.00	\$293.92	
Richard Huston-13OB	13 Ocean Breeze	\$317.00			\$317.00		
Jerry Jolley-24	24 OCEAN BREEZE	\$1,786.37			\$402.37	\$346.00	\$1,038.00
Jerry Jolley - 24 JDG	0024 Ocean Breeze - JDG	\$5,188.64					\$5,188.64
Kimberly Coss-0029	29 Ocean Breeze	\$419.00			\$394.00	\$25.00	
James Greene-0030	30 Ocean Breeze	\$346.00			\$346.00		
Howard Counts-32	32 OCEAN BREEZE	\$902.96		\$321.58	\$371.00	\$210.38	
Lundgren/Sleater-34	34 OCEAN BREEZE	\$317.00			\$317.00		
Douglas Richmond-0041	41 Ocean Breeze	\$813.00			\$419.00	\$394.00	
Nathaniel Cobb-0043	43 Ocean Breeze	\$394.00			\$394.00		
Hebrank/Carrella-0057	57 Ocean Breeze	\$753.00		\$135.00	\$342.00	\$276.00	
Jacquelyn Cooley-73	73 OCEAN BREEZE	\$60.00			\$60.00		
Mary Hayes-76	76 OCEAN BREEZE	\$346.00			\$346.00		
Sharon Owen-84	84 OCEAN BREEZE	\$346.00			\$346.00		
Iolyn Bowler-90	90 OCEAN BREEZE	\$429.00		\$429.00			
William Anderson, III-91OB	91 Ocean Breeze	\$377.44			\$371.00	\$6.44	
James Sprouse-93	93 Ocean Breeze	\$1,934.00		\$475.00	\$346.00	\$361.00	\$752.00
Jane Ciocca-3902	3902 TREETOPS	\$1,054.00			\$26.00	\$346.00	\$682.00
Anne Berkeley-4001	4001 TREETOPS	\$1,623.96		\$498.54	\$25.00	\$402.00	\$698.42
Brian F. Gretz - 4002	4002 TREETOPS	\$838.00			\$419.00	\$419.00	
Nick Inman-4502	4502 TREETOPS	\$2,991.50		\$255.00	\$419.00	\$606.50	\$1,711.00
Nick Inman 4502 BNK	4502 Treetops BNK	\$5,651.45			\$25.00	\$25.00	\$5,626.45
William Johnson-4602	4602 TREETOPS	\$10,387.48		\$966.04	\$371.00	\$674.75	\$8,375.69
John Caruso-4801	4801 Treetops	\$129.00			\$25.00	\$70.00	\$34.00
Charl Cilliers - 4803	4803 Treetops	\$6,806.41		\$1,042.10	\$342.00	\$432.00	\$4,990.31
Susan Patrick-4902	4902 TREETOPS	\$8,388.15		\$978.43	\$285.00	\$566.54	\$6,558.18
Steven Maleh-4904	4904 TREETOPS	\$6,802.35		\$512.46	\$371.00	\$371.00	\$5,547.89
Steven Maleh - JDG II	4904 - confession of JDG	\$555.01					\$555.01
Hayes/Robirds-5004	5004 Treetops	\$5,288.30		\$2,292.92	\$346.00	\$739.22	\$1,910.16
Hayes/Robirds 5004 JDG	5004 Treetops JDG	\$17,900.07					\$17,900.07
Suzanne Harmon-5301	5301 TREETOPS	\$10,140.48		\$1,227.87	\$342.00	\$718.46	\$7,852.15
Patrick Keenan-5302A	5302A TREETOPS	\$417.42			\$197.54		\$219.88
Peter Oleyar-5304	5304 Treetops	\$260.00			\$260.00		

Member	Unit	Total Due	Not Due	Current	30 Days	60 Days	90 Days
Mary Ellen Clark-5403	5403 Treetops	\$317.00			\$317.00		
John McGuffin-5501	5501 Treetops	\$1,488.00		\$235.08	\$235.00	\$25.00	\$992.92
Mary Vaughan-5502	5502 TREETOPS	\$25.00			\$25.00		
Federal National Mort 560	5602 Treetops	\$2,048.86			\$394.00	\$419.00	\$1,235.86
Ruth Roberts-5602D	5602D Treetops	\$3,920.39		\$870.75			\$3,049.64
Mary Wysocki-5702	5702 TREETOPS	\$346.00			\$346.00		
Patrick Keenan-5902	5902 TREETOPS	\$5,579.86		\$541.54	\$434.00	\$599.04	\$4,005.28
Richard Weed-6002	6002 TREETOPS	\$842.00			\$419.00	\$394.00	\$29.00
Mark Hammerle-6202C	6202C Treetops	\$37.50		\$37.50			
Kevin Gattie-6301	6301 Treetops	\$342.00			\$317.00	\$25.00	
S. Brince Dixon, III-6303	6303 Treetops	\$317.00			\$317.00		
Resort Investments- 6304	6304 TREETOPS	\$3,314.00		\$420.00	\$419.00	\$629.00	\$1,846.00
Resort Investment 6304BNK	6304 Treetops BNK	\$5,366.32					\$5,366.32
MacMillan/Daniel-6502	6502 Treetops	\$394.00			\$394.00		
Steve Mcimaridis-6601	6601 Treetops	\$60.00				\$60.00	
Joseph Cain, III-6602	6602 TREETOPS	\$346.00			\$346.00		
Marianne Donnelly-7001	7001 TREETOPS	\$394.00			\$394.00		
Steve Boyd-7008	7008 TREETOPS	\$58.26			\$58.26		
Wesley Clydesdale-7009	7009 Treetops	\$60.00				\$60.00	
Kimberly Kass-7016	7016 Treetops	\$2,003.85			\$494.93	\$25.00	\$1,483.92
Evangalos Kollaros-7103	7103 TREETOPS	\$8,575.37		\$60.00	\$342.00	\$522.00	\$7,651.37
Kollaros - 7103 BNK	7103 Treetops BNK	\$684.00					\$684.00
Daniel Egan-7107	7107 Treetops	\$2,481.71		\$82.50	\$342.00	\$317.00	\$1,740.21
Gary Davis-7204	7204 Treetops	\$4,394.50					\$4,394.50
Patrick Moore-7301	7301 Treetops	\$128.00		\$128.00			
Deutsche Bank 7304	7304 Treetops	\$2,556.63			\$419.00	\$419.00	\$1,718.63
Thomas Szymanski-7304 A	7304 Treetops A	\$6,123.35		\$202.50	\$75.00	\$75.00	\$5,845.85
Brian Jenkins-7305	7305 Treetops	\$3,191.10		\$611.46	\$342.00	\$543.14	\$1,694.50
Shawn Evans - 7502	7502 Treetops	\$346.00			\$346.00		
Jay Slade-7503	7503 Treetops	\$5,888.27		\$1,404.38	\$342.00	\$599.50	\$3,542.39
Jay Slade 7503 JDG	7503 Treetops - JDG	\$7,227.67					\$7,227.67
Marie Schlegel-7702	7702 Treetops	\$394.00			\$394.00		
Richard Sonberg - 7703	7703 Treetops	\$180.00		\$180.00			
Patrick Keenan-7706	7706 TREETOPS	\$12,113.54		\$1,566.26	\$371.00	\$558.54	\$9,617.74

Member	Unit	Total Due	Not Due	Current	30 Days	60 Days	90 Days
Frank Curley-7710	7710 Treetops	\$4,021.11			\$394.00	\$2,367.24	\$1,259.87
Charles Chism - 7801	7801 Treetops	\$7,093.23		\$1,046.92	\$342.00	\$1,311.94	\$4,392.37
Charles Chism 7801 JDG2	7801 Treetops JDG 2	\$4,815.32					\$4,815.32
Charles Chism 7801 JDG3	7801 Treetops JDG 3	\$8,510.22					\$8,510.22
Clark Andrews-7803	7803 TREETOPS	\$317.00		\$317.00			
Robert Kitty-7804	7804 Treetops	\$4,760.32		\$787.42	\$419.00	\$734.31	\$2,819.59
Robert Kitty 7804 JDGI	7804 JDGII Treetops	\$5,625.68					\$5,625.68
Robert Kitty 7804 JDGIII	7804 Treetops JDG III	\$18,731.76		\$195.00	\$419.00	\$801.50	\$18,731.76
Nick Inman-7902	7902 TREETOPS	\$3,126.50					\$1,711.00
Nick Inman 7902 BNK	7902 Treetops BNK	\$5,893.19			\$394.00	\$38.63	\$5,893.19
Hagedorn/Andrews - 7904	7904 TREETOPS	\$432.63					
Christopher Jenkins-8001	8001 Treetops	\$108.22			\$108.22		
Total for Report		\$239,928.27		\$17,503.25	\$18,835.78	\$18,058.15	\$185,531.09

As of January 31, 2010, the total aged-receivables were \$239,928.27, which breaks down as follows:

Regime Fees	\$ 82,004.61
Insurance Fees	\$ 12,205.56
Legal Fees	\$ 40,005.76
Pat Fees	\$ 491.00
Late Fees	\$ 9,092.92
Responsible Maint.	\$ 9,754.09
Judgments/Bankruptcy	\$ 86,284.33
	<u>\$ 239,928.27</u>

The following accounts are being handled by the association's attorney (Alford & Wilkins):

Unit	Owner	Good News	New Liens	Liens	Money Judgment	Regime Foreclosure	Bank Foreclosure	BNK	Write-Offs	Notes
24	Jolley		12/2/2009	7/16/2008	1/22/2009					Atty has conflict - xfer to W. Newton 9/28/09
32	Counts	11/24 paid in full \$3,030		6/11/2009		10/30/2009				
90	Bowler	11/10 paid in full \$4,033		3/24/2009		9/9/2009				
93	Sprouse	Going on pymt plan		10/6/2009						11/4/09 owner called atty for payoff
4001	Berkeley			2/26/2009						11/4/09 payoff letter sent
4502	Inman							7/14/2009		
4602	Johnson			7/14/2008		10/30/2009	filed 3/24/2009; dismissed 9/09 - filed 1/14/10			Notice pr payment or Foreclosure action 11/09 1/20/10 - answer filed on bank foreclosure - 2/23/10 issue with Homestead Act (owner occupied). Appoint receiver?
4803	Cilliers			6/11/2009		9/9/2009				11/09 TT Foreclosure - 2/17/10 Affidavit of Homestead exemption filed - Foreclosure Hearing on 3/28/10
4902	Patrick			2008		9/9/2009				owner request payoff atty addressing - 2/4/10 default docs sent to BC - 2/17/10 Affidavit of Homestead exemption filed - 2/23/10 Atty contacting owner about payment plan after default is filed
4904	Maleh			9/1/2009		9/9/2009				Sent owner letter to BOD back to attorney 1/26 - Rec'd Counter offer Letter on 2/4/10
5004	Hayes/Robirds			7/27/2009	9/10/2009	9/9/2009	10/30/2009			Regime's foreclosure suit will be dismissed
5301	Harmon	Public Sale 1/19/10 Fed Nat Mort		12/15/2008			8/7/2009			11/09 BAC Mort Default JDG - Property foreclosed on 1/19/10 by bank - 2/22/10 execution rec'd by sheriff, monitoring
5501	McGuffin	11/24 paid \$1000		9/1/2009						12/13 \$500 1/8 \$500
5602	Roberts	Foreclosed 10/26/09		2/19/2009			5/1/2009			Will get JDG on balance 1/16/10 pd \$5000
5902	Keenan			4/22/2009		9/9/2009				Conflict issue with foreclosure and atty, awaiting response
6304	Inman			3/24/2009				7/14/2009		
7016	Kass			9/1/2009						Atty has conflict - xfer to W. Newton 9/28/09
7103	Kollaros						8/14/2009	9/15/2008		Deed?
7107	Egan			3/2/2009						demand letter sent 12/3/09

7304	Szymanski	Foreclosed 10-20-09		5/22/2007			6/23/2009	1/8/2009	
7	Jenkins			6/11/2009					11/4/09 payoff letter sent - 1/25/10 Attorney addressing owner email reply - 1/26/10 Atty sent answer response letter - 2/12/10 sent verification of debt letter - Foreclosure suit pending
7503	Slade			7/16/2008	3/27/2009	9/9/2009			TT Lien Foreclosure - on 2/17/10 order for publication rec'd - Could not serve Foreclosure Suit: PUBLISH?? (cost \$400-600)
7706	Keenan			4/22/2009		9/9/2009			TT Lien Foreclosure - 1/15/10 order of default filed with BC - 2/17/10 Affidavit of Homestead exemption filed - Foreclosure hearing on 3/26/10
7710	Curley						1/29/2010		2/17/10 lien released and answer filed, monitoring foreclosure
7801	Chism			9/17/2007	1/7/08 2/3/09		7/27/2009		1/20/10 Execution Against Prop EMC Mort Corp - 2/22/10 execution rec'd by sheriff, monitoring
7804	Kitty			6/22/2009	1/8/08 7/17/09	10/30/2009	1/19/2009		11/4 Notice of intent to foreclose letter - 2/23/10 issue with Homestead Act (owner occupied), Appoint Receiver??
7	Inman			2/20/2009				7/14/2009	

Board of Directors Meeting; Treetops/Ocean Breeze; HPR.
Wednesday, February 24, 2010
Site Managers Report, Bryan C. Dorshimer

1. Monitoring your vendors:

- Pool: **Plantation Pool Services** – good, the DHEC required depth tile installation is complete. Minimal signage that needs updated. Pool facilities are set to be cleaned mid March.
- Refuse: **Coastal Waste** – good, service is performed on contracted service days and at a regular times on those days. Service days are M-W-F
- Pest control: **Lanes Pest Control** – satisfactory, minimal complaints, 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.
- Landscaping: **U.S Lawns**, good, very good at maintaining/regular maintenance and responsive upon any requests. Many owners are requesting pine straw. The crew has been spreading free mulch around bare areas along parking facilities.
- Elevators: **Atlantic Coast Elevators**, good, no malfunctions since our last meeting. An owner broke the safety glass in the main elevator and Labbe Glass has it ordered to replace.

Outlook: Continue to monitor vendor performance and follow up.

2. Management has made one security walk and light check per week during the month of February. Ticketing has also been random, less frequent and as needed. Very minimal amount of cars without permits. The regime did not tow any vehicles during this period.

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

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

- Owners have been notified of fogged windows, missing screens, tile illegally installed on patios; via hangtag, email or letter. Some owners have complied.

Outlook: Continue to keep balcony/patio and common area violations under control by way of hangtags, letters and fines. Regime will be replacing fogged glass, missing screens and removing illegally attached items at the owner's expense.

4. Maintenance Issues: Misc.

- Garbage runs; mattresses, couches, grills, bikes, other misc. items.
- Light bulb replacement is done weekly.
- A roof leaks has been reported since our last meeting at 50 O.B. There was significant damage to the structural members and interior.
- All roofs and gutters have been cleaned and inspected.
- Individual shut off valves were replaced at 5, 27, and 28 O.B; as well as 5901 and 5902 Tt.

Outlook: Continue to inspect and repair common element as needed.

5. Villa to villa leaks

- o 7902 Tt into 7901 Tt; owners are working together, leak repaired.

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. Treetops unfinished roofs

- 3901-4002, 4301-4402, 4501-4602, 4701-4904, 4801-5004, 5301-5304, 5401-5504, 5901-6002, 6101-6104, and 6601-6604.
- Three mailbox kiosks and the main pool house.
- HHI Residential and Commercial Roofing Co. has submitted a proposal in the amount of \$103,000.00; this does not include unforeseen roof sheathing issues and the cost of material is increase every two or three weeks.

Outlook: Management will continue to monitor conditions of the roofs and repair as needed. Preventative roof blowing and inspections are done at least 3 times a year.