

Minutes
Treetops / Ocean Breeze
Board of Directors Meeting

April 1, 2009

4:30 p.m.

- I. Call to Order / Roll Call
 - A. Officers and Directors present – Bob VanSchelvan, President; Peggy Edwards, Vice President; Merle Brown, Secretary / Treasurer; Stan Stolarczyk, Director; Jeff Martyn, Director
 - B. IMC Resort Services, Inc. representatives – Bryan Dorshimer, Property Manager; Melissa Fenstermaker, Minutes
- II. Approval of the Minutes
 - a. February 25, 2009 – **Peggy Edwards made a motion to waive the reading of the minutes from the February 25, 2009 Board of Directors meeting and accept them into record as written. Stan Stolarczyk seconded the motion. The motion passed without opposition.**
- III. President's Report – Bob reported that there was a problem with the window coverings on #80; Bryan and Scott were on top of it immediately. Merle reported that car washing in the parking lots has begun.
- IV. Management Report
 - a. Cash position – Bryan reported on the cash position as of April 1, 2009.

Working Capital	\$ 5,259.78
Operating Checking	\$(472,918.45)*
Capital Reserve	\$ 25,361.10
Insurance Reserve	\$ 525,754.34

* Funds need to be transferred from the insurance reserve into the operating checking to cover the check that was cut on April 1, 2009 for the insurance renewal.

When the spray washing is done in May, Stan requested that the landscaping be covered with tarps to protect it.
 - b. Collections – See the attached from Mr. Bullard's office. Bryan also provided the information on which owners had not paid on the first installment of the insurance assessment.
 - c. Site Manager Report – See attached.
- V. Committee Reports
 - a. Budget & Finance / Contract Review / Insurance – to be discussed under new business.

- b. Long Range Planning - Bryan presented a "wish" list of items for the Board to consider. This list included but is not limited to; sidewalk repairs, catwalk repairs, pine straw, rebuilding trash enclosures, parking lot improvements. Roofs are the top priority, etc.
- c. Parking / Security / Neighborhood Watch – Bryan reported that he and Scott have been frequently towing illegally parked vehicles.
- d. Maintenance – Bryan got prices for new nets and windscreens at the tennis court and shared the information with Peggy. Peggy was able to get a better price as a result of her relationship in the tennis industry. After a brief discussion, **Jeff Martyn made a motion to replace the windscreens and nets at a cost not to exceed \$1,700. Peggy Edwards seconded the motion. The motion passed without opposition.**
- e. Newsletter – Peggy will provide a proof to the Board toward the end of the month to get it out in May.
- f. Buildings & Grounds – There was a brief discussion about the appearance of bees in the community. If the bees are getting into the wood of the buildings, owners are to notify Bryan and he will get the exterminators to take care of it immediately. Certainly Spring is the time of year where we will see the most activity.
- g. Environmental Quality – Bryan is working with a resident who has a business of using solar electric to run the common area electric. As soon as Bryan gets the complete information he will share it with the Board.

VI. Old Business – None at this time.

VII. New Business

- a. 2009/10 Budget approval – Bryan presented the Budget Committee recommended budget to the Board. Jeff had a question about if long range planning was discussed during the determination of the presented budget. Bryan noted that is the list that was presented during the long range planning section of the meeting illustrated some ideas he has collected for planning purposes. **Peggy Edwards made a motion to approve the budget as presented. Merle Brown seconded the motion. The motion passed with Jeff abstaining from the vote.**
- b. Review attorney options and selection – The Board reviewed the information on various attorneys. **Merle Brown made a motion to switch attorneys from Bullard & Friedman to Alford & Wilkins for all association legal matters. Peggy Edwards seconded the motion. The motion passed without opposition.**
- c. Next Meeting – Wednesday, June 17, 2009 at 4:30 p.m.

- VIII. Adjournment – **Peggy Edwards** made a motion to adjourn at 5:45 p.m. **Stan Stolarczyk** seconded the motion. The motion passed without opposition.

Next meeting

June 17, 2009

4:30 p.m.

BULLARD and FRIEDMAN, P. A.

ATTORNEYS AT LAW

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March 31, 2009

Via e-mail

Jaime Fenstermaker
IMC Resort Services, Inc.
2 Corpus Christie, Suite 302
Hilton Head Island, South Carolina 29928

Re: **Treetops/Ocean Breeze HPR Collection Summary**

Dear Jaime:

Pursuant to your request, we provide updates on the accounts currently in collections:

Kitty Unit 7804 – A new suit has been filed in Common Pleas however a foreclosure action has also been filed by the bank.

Maleh Unit 4904 – A judgment has been received against this owner which currently holds a balance of \$500.00. A second suit has been filed to collect the amounts currently in arrears.

Martin Unit 7704 – This owner is making regular monthly payments on the judgment and appears to be caught up on her current fees.

Szymanski Unit 7304 – The owners are currently under bankruptcy protection.

Hebrank Unit 57 – A payment of \$2,144.60 has been received. There is a lien in place.

Chism Unit 7801 – A judgment was obtained against this owner however the property has now gone into foreclosure.

Johnson Unit 4602 – An Execution Against Property has been forwarded to the BCSD to try and collect on the judgment. The property is also in foreclosure.

Hayes/Robirds Unit 5004 – Hearing scheduled for April 24th.

Slade Unit 7503 – A judgment has been obtained against this owner and filed with the clerk. The BCSD will attempt to collect on the judgment.

Jolley Unit 24 – The owner has signed a Confession of Judgment and will be making regular payments to the regime.

Kollaros Unit 7103 – This owner has filed for bankruptcy protection.

Terenin Unit 103 – Property has been sold and all past due amounts have been paid.

Harmon Unit 5301 - A lien is in place.

US National Bank Unit 33 - The amount in arrears has been paid and the bank is in the process of selling the property. A closing date is scheduled for April.

Kaufmann Unit 7108 – Suit has been filed and service is in process.

Berkley Unit 4001 – A lien has been filed and a payoff provided to the owner.

Andrews 7803 – A lien has been filed.

Egan Unit 7107 - A lien has been filed. The owners are disputing the amounts owed.

Inman Unit 7902 – Suit has been filed and in the process of being served.

Roberts Unit 5602 – A lien has been filed.

Cilliers Unit 4803 – A payoff has been provided to this owner

Patrick Unit 4902 – A reminder letter has been sent to this owner and she has been advised that if payment is not received a new suit will be filed.

Inman Unit 4502 – A lien has been filed.

Inman Unit 6304 – A lien has been filed

Bowler Unit 90 – A lien has been filed.

Richmond Unit 41 - A lien has been filed.

Board of Directors Meeting; Treetops/Ocean Breeze; HPR.
Wednesday, April 1, 2009
Site Managers Report, Bryan C. Dorshimer

1. Monitoring your vendors:

- ◆ Pool: **Plantation Pool Services** – satisfactory, working on a list of required DHEC items for the start of the season April 1, 2009. Some replacement signs will be required. The pool facilities have been cleaned including the furniture, decks and bath/pump houses. The decks and bathroom floors do need another coat of paint.
- ◆ Refuse: **Coastal Waste** – very good, service is performed on contracted service days and at a regular time on those days. No missed service to report and/or complaints. **Starting in April the service days will change from M-W-F to M-TH-Sat.**
- ◆ Pest control: **Lanes Pest Control** – very good, no complaints, very responsive if there is a call back, no call backs to report, minimal key problems, very accommodating to those residents with pets, very good at reporting owner maintenance items.
- ◆ Landscaping: **U.S Lawns**, satisfactory, Very responsive upon any requests. Will be installing spring flower rotation.
- ◆ Elevators: **Atlantic Coast Elevators**, good, no mal functions or problems since our 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 random, more numerous. Very minimal amount of cars without permits. Ticketing on Friday and Saturday nights has been very productive and we have removed two vehicles since our last meeting; there are a few on notice that will be relocated as well.

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, 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.
- Mixed feedback in regards to the regime request to have all items that are illegally attached to the common element removed.
- Multiple owners and renters have complied.
- Several owners are very disappointed with this decision.
- The regime has started to remove these items and place them inside the unit or if they have been abandoned they have been disposed.

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 daily.

- Minimal painting/touch up property wide; including but not limited benches at the main pool, pool house doors and railings on the boardwalk.
- No roof leaks to report since our last meeting.
- Investigating skylight leak at 7902 TT and window leak at 4802 TT.
- Delinquent notices were posted for all those in arrears and will be updated monthly.
- Roofs and gutter cleaning and inspection is complete.
- Various wood rot at the pool house at the main pool, window sills on O.B villas, partition walls in stucco section.
- Island Plumbing will be hydro jetting main sewer lines in May for all the stucco buildings.

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

5. Villa leaks

- None to report.

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 increasing every two or three weeks.
 - No roof leaks have been reported since the last meeting.

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.