

**MINUTES**  
**Treetops / Ocean Breeze**  
**Board of Directors Meeting**

February 1, 2011  
3:30 p.m.

- I. Call to Order / Roll Call – Bob VanSchelven called the meeting to order at 3:30 p.m.
  - a. Officers and Directors present – Bob VanSchelvan, President; Jeff Martyn, Vice President; Merle Brown, Secretary / Treasurer; Peggy Edwards, Director; Greg Shealy, Director
  - b. IMC Resort Services, Inc. representatives – Ron Fenstermaker, President; Bryan Dorshimer, Association Manager; Scott Walters, Assistant Manager; Melissa Fenstermaker, Minutes; Garrett Hamilton, Collections Manager, joined the meeting to cover the collections portion of the meeting.
- II. Approval of the Minutes – **Peggy Edwards made a motion to waive the reading of both sets of minutes and approve them as presented. Greg Shealy seconded the motion. The motion passed without opposition.**
  - a. September 15, 2010
  - b. December 8, 2010
- III. President’s Report – Bob reported that the community is running smoothly. The board authorized the installation of new roofs on the stucco buildings; this is being accomplished at no extra charge to the owners with monies from the Association’s Roof Replacement Fund. Bob reported that he had spoken with an owner who lives at Forest Gardens who informed Bob that the owners in the community were not assessed for the repaving, although their monthly fees were increased to cover the cost of repaving.
- IV. Management Report
  - a. Cash position – Bryan reported the cash position as of February 1, 2011.

Working Capital / Operating Checking – RBC	\$ 84,566.00
Replacement Fund – CSB	\$ 58,216.22
Insurance Reserve – CSB	\$335,320.86

Greg Shealy proposed that the board provide a review of the association’s monthly financials on the website. See his proposed format that he asked for the Board to review and get him their comments at the next, regularly scheduled Board meeting.

Bryan reported that overall, the association is running very close to within the budget.

- b. Collections (executive session) – At this point the board went into executive session to discuss the status of the accounts in arrears to the association.
- c. Site Manager Report – See the attached. Garrett reported that the repairs made to protect the integrity of #7503 are complete (this is the unit that the association acquired a result of a foreclosure). Garrett also reported that the association has been notified by the bank that holds the mortgage that they are going to start foreclosure proceedings on the association. There were, however, additional expenses as the water shut off valve had to be replaced and the duct work had to be replaced. The extra funds required were approximately \$550.

V. Committee Reports

- a. Budget & Finance / Contract Review / Insurance – Bryan is prepping the 2011 – 2012 fiscal year budget. During budget preparation, Bryan contacts other vendors for competitive bids; he asked if there were any other specific vendor they wanted him to contact. The board is satisfied with the vendors currently servicing the community and did not have any requests. Ron asked about the management contract and if the Board wanted a one-year or three-year contract; the board noted that they would like to see a three-year contract. Additionally, the board asked for management to reduce the 40 hours of site time to 30 hours.
- b. Long Range Planning – With respect to the DHEC regulations, Bryan is still getting information from the vendors, DHEC and ADA. Management is trying to make this as financially palatable for each of the associations they manage.
- c. Parking / Security / Neighborhood Watch – To be covered under new business with respect to rental agents and temporary parking passes.
- d. Maintenance – None at this time.
- e. Newsletter – Going forward, newsletters will be done on a quarterly basis. Peggy will start a newsletter for February with building and grounds updates, changes in rental agents getting passes, etc.
- f. Buildings & Grounds – As noted in the President's report, Greg reported that replacing of roofs is being done in the stucco section.

VI. Old Business

- a. Boardwalk – Greg asked to get together with Bryan and Ron to analyze the boardwalk and prepare a plan forward for making repairs / improvements to the structure. Peggy also asked to be notified of the meeting and if she is available, will attend.

VII. New Business

- a. Parking passes – Melissa will present a procedure (including pricing) to the Board for their consideration / adoption which will outline the proper way for rental agents to request temporary guest parking passes.
  - b. Next meeting – March 24, 2011 at 5:00 p.m. Bob left the meeting at 5:27 p.m.
- VIII. Adjournment – **Peggy made a motion to adjourn the meeting at 5:32 p.m. Merle Brown seconded the motion. Motion passed without opposition.**

Board of Directors Meeting; Treetops/Ocean Breeze; HPR.  
Tuesday, February 1, 2011  
Site Managers Report, Bryan C. Dorshimer

1. Monitoring your vendors:
  - ◆ Pool: **Plantation Pool Services** – good, servicing 3 days/week during the off season. Official pool season starts April 2011. Very responsive upon emergency. Pool shells, decks and bathrooms are in serious need renovations. Pool facility will be cleaned in March for the start of the 2011 season. DHEC will be more strict on cyaneric acid levels this season.
  - ◆ Refuse: **Coastal Waste** – good, service is performed on contracted service days and at a regular time on those days. The off season service days are M-W-F. 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 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; very few call backs since our last meeting.
  - ◆ 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. Winter common element clean up is under including but not limited to saw palm trimming and mulching up excess landscape debris.

- ◆ Elevators: **Atlantic Coast Elevators**, good, no minor functional issue since our last meeting. We installed small heaters to help operation. Check for proper operation every day.

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, less numerous. Minimal amount of cars without permits. The regime has removed two vehicles since our last meeting; there are a few on notices that will be relocated if there is no compliance.

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.

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 and will be done as needed.
- Minimal ongoing irrigation issues.
- Minimal electrical issues.
- Ongoing repairs to steps and other safety concerns.
- Repaired mailbox kiosks behind 6600 bld. Kiosk next to 5300 bld is next. Major wood rot.

- Roof and gutter cleaning is underway.

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

- None to report since the last meeting.

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 and completed roofs

- Unfinished roofs; 4701-4904, 5301-5304, 5401-5504, 6101-6104, and 6601-6604; mailbox kiosks.
- Completed roofs; 3901-4002, 4301-4402, 4501-4602, 5901-6002, maintenance shed.

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.