

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

December 8, 2010

3:30 p.m.

- I. Call to Order / Roll Call – Bob VanSchelven called the meeting to order at 3:36 p.m.
 - A. Officers and Directors present – Bob VanSchelven, President; Jeff Martyn, Vice President; Merle Brown, Secretary / Treasurer; Peggy Edwards, Director
 - B. IMC Resort Services, Inc. representatives – Ron, Bryan, Scott, Melissa
 - C. Invited Guest – Greg Shealy, owner of 5503.
- II. Invited Guest – Bob VanSchelven asked Mr. Shealy if he would be interested in serving on the board. The Board talked with Mr. Shealy and after their concerns were met and answered, **Peggy Edwards made a motion to appoint Mr. Shealy to the Board to fill the vacancy until the annual meeting at which time the ownership will be given the vote to select if Mr. Shealy will complete the term that expires in 2012 or if another candidate will complete the term. Merle Brown seconded the motion. The motion passed without opposition.**
- III. Approval of the Minutes
 - a. September 15, 2010 – Postpone until the next meeting.
- IV. President's Report – Bob thanked Greg for coming forward and volunteering to serve on the board. Bob noted that going forward Robert's Rules of order will be followed for owners who wish to present concerns to the board. Bob then thanked Bryan and Scott for their diligent efforts in the community; as the vacation season has come to an end, the community has been quiet. Bob also thanked Bryan, Scott and Mr. & Mrs. Dorshimer (#2 OB) for the installation of decorations in the community.
- V. Management Report
 - a. Cash position – Bryan present the cash position of the association as of December 7, 2010.

Working Capital – RBC	\$ 85,115.03
Operating Checking – RBC	\$146,926.26
Replacement Fund – CSB	\$ 13,877.03
Insurance Reserve – CSB	\$236,343.50

All vendors have been paid. Budgeted versus actual is pretty close with a little over in the maintenance categories. The insurance reserve is current with the transfers. The replacement reserve, however, has missed 15 transfers due to the high level of delinquents. There is approximately

\$85,000 in the working capital account; management recommends that a portion of that is transferred to the Replacement Reserve to catch up the July – Dec transfers that have been missed. **Merle made a motion to catch up the year to date replacement reserve transfers and move approximately \$52K from working capital to replacement reserve. Additionally, in an effort to continue to fund the replacement reserve it was agreed that the balance of the funds in the working capital account would be transferred to the replacement reserve. Peggy Edwards seconded the motion. The motion passed without opposition.**

- b. Collections (executive session) – Garrett updated the board on the status of the association’s collections. The following amounts have been collected from the delinquent owners which totaled **\$92,549.64**:

#7804 - \$36,073.36 on 11/8
#5902 - \$9,099.86 on 12/2
#7706 - \$20,837.74 on 9/27
#4602 - \$8,000.00 on 10/5
#4904 - \$3,000.00 on 11/17
#7107 - \$5,996.21 on 10/18
#7305 - \$9,542.47 on 10/25

The Board thanked Garrett for his efforts.

- c. Site Manager Report – Garrett updated the Board on the cost of repairs needed to get 7503 in a condition that is rentable. The Board discussed the option of renting versus not renting, at length. **Peggy made a motion to do the bare minimum of the repairs, approx. \$4,000, to protect the integrity of the building. Greg seconded the motion. The motion passed without objection.** Bryan reported that the roof on 4801 – 5004 has been replaced for a price of \$16,000 which included the replacement of the rotted sheathing. **Peggy Edwards made a motion to do the roofs at 4301 – 4400 and roll in the mailbox kiosks throughout the property in to the project. Merle Brown seconded the motion. Motion passed without opposition.** Bryan reported that the vendors are keeping up their contractual obligations. Bryan will be forwarding the report to the Board via email three days prior to every meeting. See the attached site manager report.

VI. Committee Reports

- a. Budget & Finance / Contract Review / Insurance – Covered at other points during the meeting.
- b. Long Range Planning - None at this time.
- c. Parking / Security / Neighborhood Watch – None at this time.
- d. Maintenance – Discussed at other points during the meeting.

- e. Newsletter – Next newsletter will go out by May 1. 2011.
 - f. Buildings & Grounds – Bob appointed Greg to serve as the chair for this committee. Ron Fenstermaker updated the board on the new DHEC requirements for the pools in 2011 and 2012. One of the requirements which goes into effect when the pools open in 2011 has to do with the Cyanuric Acid amounts that can be in a pool; the other has to do with making swimming pools handicapped accessible; this requirement must be met by the time the pools open in 2012.
- VII. Old Business – None at this time.
- VIII. New Business
- a. Boardwalk – Management recommends a “needs assessment” of the boardwalk / steps and asked for the Board to authorize an amount to repair / replace the structures as required. The Board asked Greg to look at the situation with Bryan and Scott to assess what is needed. **Greg made a motion to inspect the steps to take actions necessary to make repairs within the \$1,000 management is contractually authorized with wood donated by Greg. Peggy seconded the motion. The motion passed without opposition.**
 - b. Frank Wenz (7705 TT) suggestions – Ron and Bryan discussed Mr. Wenz’s suggestions see the attached. The board will discuss at a future date and make a decision.
- IX. Adjournment – **Peggy made a motion to adjourn at 5:45 p.m. Merle seconded the motion. The motion passed without opposition.**

Next meeting
2/1/11 at 3:30

Board of Directors Meeting; Treetops/Ocean Breeze; HPR.
Wednesday, December 8, 2010
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.
 - ◆ 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.
 - ◆ Elevators: **Atlantic Coast Elevators**, satisfactory, minor functional issue since our last meeting which involved both elevator A and B, it has involved

landscape debris in the track of the door that caused it malfunction. 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.
- Roofs completely replaced on 4801-5004 TT.
- All palm tree trimming is complete.

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

- 7504 TT into 7503; all repairs on hold until responsibility has been determined and final estimates obtained.

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, 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 \$95,000.00; 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.

Melissa

From: Bryan
Sent: Wednesday, December 08, 2010 2:27 PM
To: Melissa
Subject: RE: Today's agenda

New business add comments from Frank Wentz (7705); exclude delinquent owners from counting towards a quorum at the annual meeting and change annual meeting to Friday afternoon so as if a quorum is not attained the follow up meeting can be held on Saturday or Sunday.