

MINUTES
Treetops / Ocean Breeze
Board of Directors Meeting

September 15, 2010

3:30 p.m.

- I. Call to Order / Roll Call – Bob VanSchelvan called the meeting to order at 3:35 p.m. He welcomed Bob Peters to the meeting and explained how the meeting would be run.
 - a. Officers and Directors present – Bob, President; Merle Brown, Secretary/Treasurer; Peggy Edwards, Director; Stan Stolarczyk, Director;
 - b. Officers and Directors via conference call – Jeff Martyn, Vice President
 - c. IMC Resort Services, Inc. representatives – Bryan Dorshimer; Association Manager; Scott Walters, Assistant Manager; Melissa Fenstermaker, Minutes
- II. Guest – Bob Peters; owner of 5901- Presented concerns of owners. The board addressed the issues as he presented them. Questions from the Buglione's (18 OB), Colleen Cavanaugh (94 OB), Sharon Owen (84 OB), the Donnelly's (7001 TT) and Bob Peters (5901 TT) were answered. The Board authorized Ron to go back to the villa with a third plumber and analyze the situation. The Board has put management on notice that owner work is not to be done. The response of the board to many of Bob's requests was that if there was money available to buy pool furniture, re-pave the fire lane, etc., etc. they would. However, in the association's current financial state, it is impossible to expend money above what is contractually required (trash pick-up, pool service, pest control, management, etc.) in addition to safety issues that require addressing as they come up. Bob VanSchelvan asked if Bob Peters were a board member what he would do differently. Bob said that he would grab a paintbrush to paint curbs, benches, etc. He would like to see wood rot repaired. Bob VanSchelvan expressed that it is very frustrating and stressful for the board to manage the finances of the association in these difficult times. Bob Peters thanked the board for listening to his concerns and ended his presentation at 4:35 p.m.
- III. Approval of the Minutes
 - a. July 7, 2010 – **Peggy Edward made a motion to waive the reading of the minutes from the July 7, 2010 board of directors meeting and accept them into record as written. Stan Stolarczyk seconded the motion. The motion passed without opposition.**
- IV. President's Report – Bob reported that he signed a new management agreement effective July 1, 2010. There is no increase in management's fee for the 2010 – 2011 fiscal year. He's noticed signage on the dumpsters. He thanked Scott and Bryan for their efforts.
- V. Management Report

- a. Cash position – Bryan presented the cash position of the association as of September 15, 2010.

Working Capital – RBC	\$85,025.32
Operating Checking – RBC	\$5,803.43
Replacement Fund – CSB	\$26,546.26
Insurance Reserve – CSB	\$169,164.52

Bryan reported that he is over budget in general maintenance (see his site manager report for details). Overall, the association is running within the parameters of the budget.

- b. Site Manager Report – See the attached report for an update of Bryan's activities. Stan asked that the chipped tree stuff be placed at the 5300 building's mail kiosk. Bryan reminded the Board that common area repairs are reviewed and prioritized based on safety.

VI. Committee Reports

- a. Budget & Finance / Contract Review / Insurance – None at this time.
- b. Long Range Planning – None at this time.
- c. Parking / Security / Neighborhood Watch – Bryan got a handful of reports from anonymous callers that the renter in 7105 is selling drugs and running prostitution out of the villa. Bryan contacted the owner, who contacted the tenant. Ron said that Bryan is not to react on anonymous tips; if the caller doesn't leave a name Bryan is to not deem it as a legitimate complaint.
- d. Maintenance – Previously covered
- e. Newsletter – Peggy will be working on it.
- f. Buildings & Grounds – Previously covered.
- g. Environmental Quality – Stan requested that the committee disbanded. The Board agreed. Ron did report that he will be attending a Town Council meeting next week regarding the Town's forthcoming recycling program. Treetops – Ocean Breeze will be in the second phase of the program as they have centrally located dumpsters.

VII. Old Business

- a. Collections – The Board went into executive session to discuss the status of the accounts in collections.

VIII. New Business

- a. Rental Agents & Temporary passes – Melissa to provide the Board her proposal on how to proceed with rental agents who are abusing the visitor

pass procedure. Ron recommended that one of the rental agents be invited to attend a board meeting so they can explain that he is costing the association money.

IX. Adjournment – **Bob VanSchelvan adjourned the meeting at 5:50 p.m.**

Board of Directors Meeting; Treetops/Ocean Breeze; HPR.
Wednesday, September 15, 2010
Site Managers Report, Bryan C. Dorshimer

1. Monitoring your vendors:

- ◆ Pool: **Plantation Pool Services** – good, several DHEC inspections with no pool closures. 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 an elevator B, it has been repaired and all elevators are fully operational.

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.
- Roof leaks have been reported 7014 and 7017 Tt
- Delinquent notices are posted for all those in arrears and will be updated monthly.
- Selective roof and gutter cleaning, has been done and will be done as needed. With the afternoon storms the debris falling out of the trees is ongoing.
- Thorough roof and common element inspection was done and associated repairs have been made including but not limited cracked siding, missing vents, handrail repairs and any tree limbs touching or on the buildings.
- Cleaned out all of the fountain heads and will be done as needed.

- MAJ Enterprises has repaired multiple trip hazards and a sink hole at the main entrance.
- Wood rot repairs have been made to stair treads and stringers at 58, 61, and 97. Repairs have been made to hand railings and stairs on the boardwalk.
- Re-secured supports to the stair wells to 7800 and 7900 buildings.
- Minimal ongoing irrigation issues.
- Minimal electrical issues.
- Multiple garbage enclosure doors re-secured.

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; all repairs have been made by respective owner.
- 7108 Tt into 7107; ongoing.
- 7902 Tt into 7901.

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.