

MINUTES
TREETOPS/OCEAN BREEZE, HPR

Board of Directors Meeting
Friday, November 15, 2019, at 10:30am in the IMC Conference Room

- I. **Call to Order / Roll Call** – With a Board quorum, Peggy Edwards called the meeting to order at 10:33am.
- A. **Directors Present** – Peggy Edwards, President; Tina Carroll, Vice President
- B. **Directors Present via Phone** – Alan Nance, Treasurer; Don Hufham, Director
- C. **Directors Absent** – Shirley Lucas, Director
- D. **IMC Representatives Present** – Mark Benson, Association Manager; Lyndsey Dorshimer, Minutes
- II. **Attendees** – None in attendance.
- III. **Approval of the October 25, 2019, Minutes** – Peggy Edwards made a motion to approve the minutes from the October 25, 2019, Board meeting. Tina Carroll seconded the motion. The motion passed without opposition.
- IV. **President's Report** – Nothing to report at this time.
- V. **Management Report**
- A. **Insurance** – Mark Benson stated there are eight transfers remaining for a total of \$313,974.64. Property and Flood Insurance renew on March 31, 2020, and Liability renews June 30, 2020.
- B. **Cash Position** – Mark Benson reported on the unreconciled cash position as of November 15, 2019.
- | | |
|------------------------------------|---------------------|
| • Operating Checking – AAB | \$47,099.23 |
| • Replacement Reserve – AAB | \$15,820.06 |
| • Insurance Reserve – AAB | \$265,040.30 |
| • Insurance Reserve – ICS | \$346,907.42 |
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| Total Bank | \$674,867.01 |
- C. **Executive Session** – The Board entered Executive Session at 11:07am. During this time, they discussed any collections and owner requests. The Board exited Executive Session at 11:24am.
- D. **Site Managers Report** – *See Attachment A for Management Report.*
- VI. **Old Business**
- A. **Recycling Enclosure Update** – The Board has authorized Mark Benson to withhold funds for this project until it is completed. The Board have given the contractor a deadline of November 22, 2019, to complete this enclosure.

- B. Lagoon Project Update** – At this time, Brett Williams with IMC Special Projects is still in the process of procuring the permits. The next step will be to obtain the materials. The goal is to have this done by the spring.
- C. Speed Bump & Curb Painting Update** – Painting of the speed bumps and curbs is now complete. The next phase is to flatten out the areas around the drain at the front entrance so that water does not collect. This is set to begin as soon as the weather clears.
- D. Spray Washing of Parking Lot** – This will be done within the next few weeks and will be paid by the previous trash vendor, American Pride.
- E. Gutters** – Mike Litchfield is cleaning these out on an as needed basis. HHI, Inc., will be doing a property-wide roof and gutter cleaning before the end of the year.
- F. Security Gates** – Ocean Dunes installed these gates. Peggy Edwards would like to find out how well this system is working for them prior to gathering bids for the TTOB community. If this system works well for Ocean Dunes, Mark Benson will contact FAAC to gather estimates on different options, such as code vs fobs, etc.

VII. New Business

- A. 6200 Building Regrading Estimates** – Mark Benson needs specs on the drainage system prior to regrading this area. Mr. Benson is discussing this project with a landscape architect/engineer, who will provide drawings and designs for this project.
- B. Hargray Bulk Cable & Internet Proposal** – Mark Benson sent the proposal to the Board for their review. After some discussion, the Board directed Mark Benson to negotiate the contract to \$40 per unit, including tax and fees, no modem fee and optional DVR not to exceed \$15 per month. The Board would also like to add in a third box at no charge. Mark Benson will contact Hargray.

VIII. Next Meeting – Friday, January 17, 2020, at 10:30am in the IMC Conference Room.

IX. Adjournment – With no further business to discuss at this time, **Peggy Edwards made a motion to adjourn at 11:37am. Alan Nance seconded the motion. The motion passed without opposition.**

Management Report

November 15, 2019

- a. Insurance (as of 11/15/19)
 - 8 Transfers of \$39,246.83 Remaining
 - Property & Flood Renewals: 3/31/20
 - Liability Renewals: 6/30/20
 - Insurance Reserve: \$611,947.72
- b. Cash Position (as of 11/15/19)
 - Operating: \$44,423.91
 - Replacement Reserve: \$15,820.06
 - 8 Transfers of \$14,995.97 Remaining
 - **Total Cash: \$672,191.69**
- c. Vendors
 - Pool: AquaCraft – Pools are operating on off-season schedule.
 - Pest Control: Arrow – Following current pest control schedule. Continue to schedule return visits for interior treatments.
 - Landscaping: US Lawns –
- d. Site Manager Report
 - Wood Rot – Ongoing wood rot repairs throughout Ocean Breeze. Continuing to evaluate boardwalk stairways and repair as needed. Multiple lattice and HVAC enclosure repairs on an as needed basis.
 - Safety Issues
 - Continue to evaluate boardwalk stairways for safety issues and repair as needed.
 - Continue to identify trip hazards throughout property and prioritizing repairs.
 - General maintenance items:
 - Property wide lattice repairs continue.
 - Repair / replace multiple handrails and kickboards on Boardwalk.
 - Ocean Breeze stairway safety issues continue to be addressed as necessary.
 - Drainage & Irrigation
 - Irrigation system continues to operate normally. Fall / winter schedule.
 - Continuously notifying owners and/or renters of rules violations.
 - Fines continue to be levied after warnings.