

**MINUTES**  
**Treetops/Ocean Breeze, HPR**

Board of Directors Meeting  
March 4, 2019, at 3:30pm in the IMC Conference Room

- I. **Call to Order / Roll Call** – With a Board quorum, Peggy Edwards called the meeting to order at 3:31pm.
- A. **Directors Present** – Peggy Edwards, President; Shirley Lucas, Director; Tina Carroll, Director
- B. **Directors Present via Phone** – Alan Nance, Treasurer
- C. **Directors Absent** – Don Hufham, Vice President
- D. **IMC Representatives Present** – Mark Benson, Association Manager; Lyndsey Dorshimer, Minutes
- II. **Attendees** – None in attendance.
- III. **Approval of the January 22, 2019, Minutes** – Shirley Lucas made a motion to approve the minutes from the January 22, 2019, Board meeting. Peggy Edwards 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 Property and Flood Insurance will renew on 3/31. Liability renews on 5/31.
- B. **Cash Position** – Mark Benson reported on the cash position as of January 31, 2019, stating that all bills are being paid on time and are current.
- |                                     |                     |
|-------------------------------------|---------------------|
| • <b>Operating Checking – AAB</b>   | <b>\$59,493.01</b>  |
| • <b>Replacement Reserve – AAB</b>  | <b>\$4,764.58</b>   |
| • <b>Insurance Reserve – AAB</b>    | <b>\$293,841.58</b> |
| • <b>Insurance Reserve – Ameris</b> | <b>\$37,678.78</b>  |
| • <b>Insurance Reserve – ICS</b>    | <b>\$563,380.90</b> |
| <b>Total Bank</b>                   | <b>\$959,158.85</b> |
- Alan Nance joined the meeting at 3:38pm.*
- C. **Executive Session** – Nothing to report at this time.
- D. **Site Managers Report** – *See Attachment A for Management Report.*
- VI. **Old Business**
- A. **Irrigation / Drainage Update** – Phase 1 of all of the repairs have been completed.

- a. **Phase 2** – Phase 2 includes the controller consolidation and adding rain sensors. All irrigation is shut off until mid-March. To make sure everything is working correctly, Mark Benson suggests waiting a month to begin Phase 2. **Peggy Edwards made a motion to begin Phase 2 on or around April 15, 2019. Shirley Lucas seconded the motion. The motion passed without opposition.**
- B. **Stucco Building Entryway Light Project Update** – The entryway lighting project is underway and looks great.
- C. **Ocean Breeze Wood Rot Repair Project Update** – The wood rot repair project is almost complete. There was less wood rot discovered than expected, so the project is under budget.
- D. **Pool House / Clubhouse Renovation Project Update** – The pool house/clubhouse renovation project is scheduled to begin this month.
- E. **Recycling Enclosure Update** – The Board discussed the best location for the recycling enclosure. They agreed that the open area by the current maintenance shed is the best solution. The next step is to build the enclosure. Mark Benson provided the Board with a quote from WHV Custom Rails to build the 14x14 enclosure. **Shirley Lucas made a motion to move forward with the quote provided by WHV Custom Rails to build a 14x14 enclosure not to exceed \$4,956, and a concrete pad not to exceed \$1,500. Tina Carroll seconded the motion. The motion passed without opposition.** The Board also requested the current enclosures get refurbished.
- F. **Entry Gate System** – Peggy Edwards would like the Board to look in to the gate system that is being added to a community on the end of Lemoyne Avenue. It doesn't appear to be too intrusive, and a possible solution for the Treetops/Ocean Breeze community.
- G. **Solar Panels** – Peggy Edwards would like Mark Benson to look into solar panels.
- H. **Lagoon** – The engineer will be here in March to look in to the lagoon.

## VII. New Business

- A. **Opening of Pools** – Mark Benson stated the pools will be opening on April 1, 2019. Aquacraft will be replacing safety equipment and signs prior to opening.
  - a. **Pool Fencing & Benches** – The Board would like to see if the benches at the main pool need to be removed. They would also like Mark Benson to check with Brett Williams, with IMC, to see the cost to repair them to get them through another season and the cost to remove them.
- B. **Soft Wash & Pressure Wash Schedule** – Soft washing will begin on April 23, and will be performed by Forton & Company. It will take roughly three weeks to complete, weather permitting.
- C. **Tree Removal Proposal** – While on a walk through, Mark Benson and Michael Kolcun, with Kolcun Tree Care LLC, identified quite a few safety issues. **Shirley Lucas made a motion to approve the proposal from Kolcun Tree Care LLC, not to exceed \$7,170, with the work to begin right away. Tina Carroll seconded the motion. The motion passed without opposition.**
- D. **Stucco Building Awnings** – Mark Benson supplied the Board with a quote to replace one awning, so that owners have a better idea of the cost involved in replacing their awnings. One awning has been discovered that appears to be a safety concern. The Board recommends that this be

repaired/replaced within the next three months. Mark Benson will notify the owners of the urgency.

VIII. **Next Meeting** – Friday, April 26, 2019, at 9:30am in the IMC Conference Room.

IX. **Adjournment** – With no further business to discuss at this time, **Peggy Edwards made a motion to adjourn at 5:04pm. Shirley Lucas seconded the motion. The motion passed without opposition.**

APPROVED

# Management Report

March 4, 2019

- a. Insurance (as of 1/31/2019)
  - 4 Transfers of \$39,246 Remaining = \$156,987
  - Property & Flood Renew: 3/31/19
  - Liability Renewals: 5/31/19
  - Insurance Reserve: \$894,901
- b. Cash Position (as of 1/31/2019)
  - Operating: \$59,493
  - Replacement Reserve: \$4,765
    - 4 Transfers of \$15,621.94 Remaining = \$62,488
- c. Site Manager Report
  - Leaks – Weep hole / interior repairs (Stucco Buildings). Siding wood rot (Ocean Breeze).
  - Trash Removal
    - New user-friendly dumpsters have been delivered. Still having issues with dumping of construction materials and bulky items in enclosures.
  - Pest Control
    - Continuing to stay on top of Orkin. Having some issues with misses but working on a new process of documenting service.
  - Drainage & Irrigation
    - Additional repairs from irrigation audit have been completed in order to move on to Phase 2.
  - Landscaping
    - Continue to stay on top of US Lawns.
    - Requested that the landscaping team be far more diligent with picking up trash / debris around the property.
    - Identified areas of focus on walkthrough with Nathan. Requested that the landscaping team be more careful with irrigation now that it is fully functional.
    - Additional plantings have been completed in Main Entrance circle.
  - Soft Washing of Property
    - Forton & Co. will begin soft-washing on April 23<sup>rd</sup>. This project should take approximately 3 weeks to complete.
  - Continuously notifying owners and/or renters of rules violations. Mostly cars, pots on railings, owner maintenance items, signs, common areas.
    - Using hangtags, letters and fines if necessary.

➤ General maintenance items

- Property wide lattice repairs are ongoing.
- Maintenance of handrails and kickboards on the Boardwalk continues.
- Typical wood rot issues throughout Ocean Breeze.