MINUTES
TREETOPS/OCEAN BREEZE, HPR

Board of Directors Meeting
November 17, 2017 at 9:30am in the IMC Conference Room

I. **Call to Order / Roll Call** – With a Board quorum, Peggy Edwards called the meeting to order at 9:44am.

A. Directors Present – Peggy Edwards, President; Don Hufham, Vice President; Lester Alan Nance, Treasurer

B. Directors Present via Phone – Shirley Lucas, Director

C. Directors Absent – Bernard Fee, Director

D. IMC Representatives Present – Jay Hutto, Association Manager; Lyndsey Dorshimer, Minutes

II. **Approval of the October 27, 2017 Minutes - Peggy Edwards made a motion to approve the draft minutes from the October 27, 2017 Board meeting. Don Hufham seconded the motion. The motion passed without opposition.**

III. **Attendees** – None present.

IV. **President's Report** – Peggy Edwards took a minute to wish Alan Nance a Happy 80th Birthday!

V. **Management Report**

A. Insurance – Jay Hutto stated that there is a possibility of an increase in next year's insurance premiums, due to the active Hurricane seasons we experienced.

B. Executive Session – The Board entered Executive Session at 10:00am. During this time, the Board discussed any outstanding balances. The Board exited Executive Session at 10:20am.

C. Cash Position – Jay Hutto reported on the cash position as of October 31, 2017.

• **Operating Checking – AAB**	**$117,850.38**
• **Replacement Reserve – AAB**	**$52,719.78**
• **Insurance Reserve – AAB**	**$351,874.90**
• **Insurance Reserve – Ameris**	**$54,916.42**
• **Insurance Reserve – ICS**	**$241,090.72**
Total Bank	**$818,452.20**

D. Site Manager's Report – Jay is getting an estimate from Taylor-Made Electric as the Treetops stucco building entrance lights are old and are getting harder for the lens covers to fasten securely. Jay will be getting a few different upgraded LED designs. Jay also stated that wood rot repairs and structural repairs will be coming up.

VI. **Committee Report** – Covered under Site Manager's Report.

APPROVED

VII. Old Business

A. **Dogs on Property** – Tabled until the January Board meeting to discuss with the regime attorney.

B. **Security Gates / Parking** – Jay is still waiting for Securitas to give him a gate design.

C. **Grills on Property** – The Town's policy is that all grills must be 10' from buildings during use and cannot be stored on porches, decks or indoors. If the grills are not removed by a certain date (March 1), the Board has decided to remove them at the owner's expense. This applies to all fire producing grills (e.g. propane, charcoal), but does not apply to electric grills.

D. **Lagoon Project** – Jay needs to restructure the agreement with the engineer, which he is expecting today. Once he receives the agreement, the engineer will begin the estimation process.

E. **Drainage Issues** – Brandon Hampton with May River Landscape is working with Jay on designing a new drainage system.

F. **Owner Request 7100 Building** – An owner in the 7100 building is worried about water sheeting off the building and on to the doorways, causing wood rot issues. Jay is meeting with Augusta Canvas to see if there is anything they can do to prevent this. The same structural engineer looking at the lagoon will also give his professional opinion on this.

VIII. New Business

A. **5501 Treetops HVAC Request** – The owners of 5501 Treetops are requesting to install an HVAC system on their second level landing. Jay will reach out to the owners and provide further information to the Board so that they can make a decision on this request.

B. **Pool House Upgrade** – This discussion has been tabled until the next meeting so that Jay can gather additional bids on this repair project.

C. **Pool Management Contract** – Jay stated that he put the pool contract up for bid. At this time, the only bids he received were from Year Round Pools and Aquacraft. **Peggy Edwards made a motion to move forward with the contract from Aquacraft to begin at the end of the 30 day notice. Don Hufham seconded the motion. The motion passed without opposition.**

IX. Next Meeting – Friday, January 19, 2018, at 9:30am in the IMC Conference Room.

X. Adjournment – With no further business to discuss at this time, Alan Nance made a motion to adjourn the meeting at 11:14am. Peggy Edwards seconded the motion. The motion passed without opposition.

APPROVED