

MINUTES
Treetops / Ocean Breeze
Board of Directors Meeting

February 13, 2008

3:30 p.m.

- I. Call to Order / Roll Call – Bob VanSchelvan called the meeting to order at 3:30 p.m.
 - a. Bob VanSchelvan, President; Merle Brown, Secretary / Treasurer; Peggy Edwards, Director; Stan Stolarcyk, Director (Stan had to leave the meeting at 4:30 p.m.)
 - b. Invited guests – Jeffrey Martyn, 5102 TT
 - c. IMC Resort Services, Inc. representatives – Ron Fenstermaker, President; Bryan Dorshimer, Property Manager; Scott Walters, Assistant Property Manager; Melissa Fenstermaker, Minutes
- II. Approval of the Minutes
 - a. January 16, 2008 – **Peggy Edwards made a motion to waive the reading of the January 16, 2008 minutes and accept them into record as written. Merle Brown seconded the motion. The motion passed unanimously.**
- III. President's Report – Mr. VanSchelvan reported on the following items of interest: Bob gave management a copy of the email Steve Gold send to him in which he tendered his resignation from the board; Bob noted for the record his gratitude to Mr. Gold for the years of service and dedication to the community of Treetops and Ocean Breeze. Mr. VanSchelvan updated the Board on the recent situation with the owner of 4301 threatening the board that he must receive the money to make repairs to his villa that were made necessary because of a sewer back up into his villa. Ron presented the list of Mr. Bowen's requests. The directors discussed his request at length. As a result of the owner not permitting management to repair the villa, the repairs were delayed by approximately 4 weeks. Ron also presented a release that the attorney prepared which must be executed by the owner prior to him being sent any money. **Stan Stolarcyk made a motion to pay the owner \$4,420.03, provided he signs the release. Merle Brown seconded the motion. The motion passed without opposition.** The renter in 7901 TT backed into #3 Ocean Breeze and caused a lot of damage; the repairs have been made and the check has been received from their insurance company. A building permit was obtained and repairs started the same day. The association was very lucky to have been able to get the repairs made so quickly. Approximately \$18,000 has been received from delinquent owners since the last board meeting. Towing and violations are being handled on a daily basis or as the need arises.
- IV. Selection of New Board Member / Board Reorganization – **Stan Stolarcyk made a motion to appoint Jeff Martyn to serve to fill the vacancy on the**

board until the 2008 annual meeting. Peggy Edwards seconded the motion. The motion passed without opposition. The Board discussed the office of Vice President. **Stan Stolarczyk made a motion for Peggy Edwards to serve as the Vice President. Merle Brown seconded the motion. The motion passed without opposition.**

V. Management Report

- a. Cash position – Bryan presented the cash position for the association as of February 13, 2008.

Working Capital	\$ 24,861.23
Operating Checking	\$ 1,370.19
Capital Reserve	\$ 26,105.46
Insurance Reserve	\$275,549.23

Bryan suggested some potential projects that could include: the re-roofing of 6400 – 6500 building (\$15K), cleaning of the stucco and Z buildings (\$10K), Landscaping upgrades (\$4K), 4301 TT repairs (\$8K), misc. sidewalk repairs (\$5K). **Merle Brown made a motion to approve the expenditure of \$12,730 for the roofing job at 6401 – 6504. Jeff Martyn seconded the motion. The motion passed without opposition.**

Management reported that approximately \$155K has been collected on the first portion of the insurance assessment.

- b. Collections – Bryan echoed Mr. VanSchelvan's remarks from the President's report in that approximately \$18,000 has been collected from owners with past due accounts. Management continues their efforts to recoup the outstanding balances from the remaining delinquent owners. See the complete report attached from the attorney's office.
- c. Site Manager Report – See the attached report from Bryan. **Peggy Edwards made a motion to release Waste Pro as the garbage vendor effective immediately (30-days notice) and hire Coastal Waste Services. Stan Stolarczyk seconded the motion. The motion passed without opposition.** The topic of 63 Ocean Breeze's burst water heater was expanded on from Bryan's report. The Board has put articles in the newsletters warning owners of their responsibility to maintain their equipment with a strong emphasis on water heaters. The Board agrees unanimously that this is not a regime claim.

VI. Committee Reports

- a. Budget & Finance / Contract Review / Insurance – The Finance Committee, Bob VanSchelvan, Peggy Edwards and Merle Brown, will be provided with a copy of the preliminary budget prior to discuss at the Budget Committee meeting on March 24, 2008 at 3:30 p.m. Peggy asked if Jeff would like to participate to see what goes on; he accepted.

- b. Long Range Planning – The Board suggested planning for the addition of extra parking spaces in the long range plan. This is provided that the Town permits it.
 - c. Parking / Security / Neighborhood Watch – Bob asked for Jeff Martyn to take over as the chairman of this committee. Jeff accepted.
 - d. Maintenance – Previously discussed.
 - e. Newsletter – Peggy Edwards is currently working on the next newsletter.
 - f. Buildings & Grounds – Previously discussed.
 - g. Environmental Quality – The board informed Jeff that this subject matter is discussed frequently at meetings in an effort to *green* the community.
- VII. Old Business – None at this time.
- VIII. New Business
- a. South Forest Beach Association – The Board discussed the bill that was recently received by the association. The board informed management to discard this bill.
 - b. Open Meetings – The Board moved this topic to earlier in the meeting as Stan had to leave the meeting at 4:30 p.m. **Peggy Edwards made a motion to post the meeting agenda (subject to change) and previously approved meeting minutes on the website. Stan Stolarcyk seconded the motion. The motion passed without opposition.** Management presented a written request from Stan Cooke to see minutes from June 2007 through the present as well as the landscape contract. The Board authorized management to allow Mr. Cooke access to the information he is requesting. Ron noted that it would be necessary to a representative from the management team sit with Mr. Cooke when he is in the office. Regarding the open meetings, Stan Stolarcyk noted that he is in favor of open meetings, however that the owners who are in attendance may only speak if they had submitted an item for inclusion on the agenda, following existing protocol. **Peggy Edwards made a motion to open the board meetings to the owners of Treetops ~ Ocean Breeze villas. Merle Brown seconded the motion. The motion passed without opposition.** Peggy will put an article in the next newsletter of this new procedure as well as the dates /times of board meetings being posted on the website. All information will be posted with a proviso that the meeting schedule is subject to change; owners should visit the website or call IMC for more information.
- IX. Adjournment – Bob VanSchelvan adjourned the meeting at 5:50 p.m.