

MINUTES
Treetops / Ocean Breeze
Board of Directors Meeting

December 5, 2007

8:30 a.m.

- I. Call to Order / Roll Call – Bob called to order at 8:32 a.m.
 - a. Officers & Directors present – Bob VanSchelvan, President; Steve Gold, Vice President; Merle Brown, Secretary / Treasurer; Peggy Edwards, Director; Stan Stolarcyk, Director
 - b. 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. November 7, 2007 – **Peggy Edwards made a motion to waive the reading of the minutes from the November 7, 2007 Board meeting and accept them into record as written. Stan Stolarcyk seconded the motion. The motion passed unanimously.**
- III. President's Report – Bob reported that the lawsuit filed against the association was won in the favor of the association. Bob thanked members of management for the assistance during the entire process. Bob is concerned about the state of collections and past due accounts. Bob thanked Bryan and Scott for their efforts. Bob thanked IMC for a complete, professional job on their minutes; he noted that the minutes were referenced during the litigation process.
- IV. Management Report
 - a. Cash position – Bryan reported on the financial state of the association as of Wednesday, December 5, 2007:

Working Capital	\$33,900.32
Operating Checking	\$300.00
Capital Reserve	\$10,656.60
Insurance Reserve	\$17,455.93

Bryan ran out a cash flow on the Capital Reserve through FYE 6/31/08.

Ron ran out a cash flow on the Insurance Reserve account through renewal at 3/31/08. Ron reported that he met with the underwriter (via conference call) on December 4, 2007. See Ron's handwritten analysis for the insurance. This cash flow shows that the assessment would be very similar to 2007's.

- b. Collections – Receivables are down to about \$71,000. Ron reported that associations are beginning to build a "financially challenged" line item into their budgets to have a contingency fund to fall back on. Ron suggests on building this into the 2008 – 2009 budget. Ron suggests getting the notice

out to the owners in December. **Merle Brown made a motion to approve the first ½ assessment amounts presented by IMC to go with the letter (with Peggy's edits to the letters). Peggy Edwards seconded the motion. Motion passed without opposition.**

- c. Site Manager Report – See Bryan's complete report for his and Scott's activities during the past month.

V. Committee Reports

- a. Budget & Finance / Contract Review / Insurance – Budget preparations will begin in January / February 2008.
- b. Long Range Planning – None at this time.
- c. Parking / Security / Neighborhood Watch – Previously discussed.
- d. Maintenance – Previously discussed.
- e. Newsletter – Sent out last month.
- f. Buildings & Grounds – Stan and Bryan walked through with landscaping to discuss problems and come up with solutions to improve the look of the grounds.
- g. Environmental Quality – None at this time.

VI. Old Business

- a. Dealing with delinquent owners – Peggy asked if the association has the authority to revoke parking privileges of resident's guests or put notices on their door signifying that they are delinquent. Ron noted that the Board can put stickers on the doors. Ron reminded that the regime's attorney has explained in the past that you cannot take away access to their villa therefore you cannot take away owner or tenant passes. The Board discussed their options. (Ron contacted Mr. Bullard during the meeting.) Mr. Bullard explained that they could do any number of things, but what they need to do is publish the changes to their procedure before enacting on them. Ron has a concern that there could be a large margin of error because things can happen quickly and admin may not get notified in a timely manner. Peggy Edwards made a motion to amend the Rules and Regulations to reflect the addition of two changes to the rules which notes owners' accounts must be kept current or their guest pass privileges will be revoked as well as the potential for having a delinquent notice posted on villas doors whose owners are in collections.

VII. New Business – None at this time.

VIII. Adjournment – **Peggy Edwards made a motion to adjourn at 9:40 a.m. Steve Gold seconded the motion. The motion passed unanimously.**

Next Meeting

Wednesday, January 16, 2008
3:30 p.m.

BULLARD and FRIEDMAN, P. A.

ATTORNEYS AT LAW

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November 6, 2007

Via Facsimile: 785-3901

Jaime Fenstermaker
IMC Resort Services, Inc.
2 Corpus Christie, Suite 302
Hilton Head Island, South Carolina 29928

Re: **Treetops/Ocean Breeze HPR Collection Summary**

Dear Jaime:

Pursuant to your request, we provide updates on the accounts currently in collections:

Kitty Unit 7804 - We have a judgment against this owner. Monthly payments are being made to the Beaufort County Sheriff's Department. We have also filed a second action against the owner for the current amount past due.

Maleh Unit 4904 - A judgment has been received against this owner. An Execution Against Property has been forwarded to the Beaufort County Sheriff's Department. They will attempt to collect the amounts owed from the owner. If they are not successful they will then levy against the property and the property may be placed up for Sheriff's sale.

Martin Unit 7704 - We have a judgment against this owner with monthly payments being made to the Beaufort County Sheriff's Department.

Szymanski Unit 7304 - A judgment has been received against this owner. An Execution Against Property has been forwarded to the Beaufort County Sheriff's Department. They will attempt to collect the amounts owed from the owner. If they are not successful they will then levy against the property and the property may be placed up for Sheriff's sale.

Curley Unit 7710 - Partial payment has been received from the owner. A payoff letter has been sent advising of the remaining balance owed.

Kass Unit 7016 - Suit has been filed and served on this owner. She has until January 14, 2008 in which to file an answer with the court. If no answer is received we will request a default judgment hearing with the court.

Evans Unit 7502 – The Summons and Compliant has been served upon this owner. They have until December 14, 2007 in which to file an answer. If no answer is filed we will proceed with a default judgment hearing.

Anderson Unit 91 OB – A demand letter has been sent to the owner. We have a lien in place.

Slade Unit 7503 – The Summons and Complaint has been served on this owner. He has until January 4, 2008 in which to file an answer with the court. If no answer is filed we will proceed with a default judgment hearing.

Fisher/Davis Unit 33 OB – Suit has been filed and service is currently being made through the Gwinnett County Sheriff's Department.

Chism Unit 7801 – Suit has been filed and served on this owner. The owner failed to answer the complaint and a hearing has been requested in the Magistrate's court.

Johnson Unit 4602 - Suit has been filed and served on this owner. The owner failed to answer the complaint and a hearing request has been made to the magistrate's court.

Jolley Unit 24 OB – A lien has been filed and served against this owner. If no response is received we will file a complaint in the Magistrate's court.

Blank Unit 3902 - A lien has been filed and served against this owner. If no response is received we will file a complaint in the Magistrate's court.

Clarke Unit 65 OB - A lien has been filed and served against this owner. If no response is received we will file a complaint in the Magistrate's court.

With kind regards I remain

Sincerely,


Edward E. Bullard

EEB/kt



Board of Directors Meeting; Treetops and Ocean Breeze
Wednesday, December 5, 2007
Site Managers Report, Bryan C. Dorshimer

1. Monitoring your vendors:
 - ◆ Pool: Plantation Pool Services - satisfactory, pool closed for swimming until April 2008.
 - ◆ Refuse: Waste Pro/Tropical Trash - satisfactory, on occasion servicing on a different day, no missed services.
 - ◆ Pest control: Lanes - satisfactory, no complaints, very responsive upon requests.
 - ◆ Landscaping: Second Nature - satisfactory, minimal complaints and responsive upon request; scheduling monthly walks with Buildings and Grounds Committee.
 - ◆ Elevators: Atlantic, satisfactory
 - ◆ Outlook: Continue to monitor vendors.

2. Have been making consistent security walks and light checks at various points throughout the week and weekends. Very minimal problems and all the lights are on. Very few cars are without parking permits, ticketing has also been random and seems to be cutting down on the number of cars without permits. Since the previous meeting Scott and I have ticketed at least once a week. No activity has been reported to local authorities.
Outlook: Continue to make patrols, light checks and ticketing.

3. Started to notify owners and renters of unapproved items attached to the common element. Tightened up on balcony and patio violations with hangtags, letters and fines. The violations range from noise, cars, dogs, widows, car maintenance, college flags, welcome signs.
- Owners have been notified of fogged windows and missing screens.

Outlook: Continue to keep balcony/patio and common area violations under control by way of hangtags, letters and fines. Regime will be replacing fogged glass and missing screens at owners expense.

4. Maintenance Issues: Misc.

- Board Walk (multiple 2X6s, treads)
- Various common water leaks. Ex. irrigation lines, common supply lines.
- Replaced broken and/or kicked out lattice property wide.
- Started but not yet completed roof blowing and gutter cleaning.
- Light bulb replacement
- Painting/touch up.

Outlook: Continue to inspect and repair as needed.

5. Villa to Villa leaks

- None reported this month.

Outlook: Continue to work with owners to make sure both parties resolve the issues that caused the leak and are satisfied with the all associated interior repairs.

6. Roof Project for 6201 thru 6304 Treetops

- See attached proposal from HHI, Residential and Commercial Roofing Co., Inc.
- Several sheathing repairs and other various wood rot repairs needed.
- Total completion for project this week.
- Total project went very smooth.

Outlook: Prepare and notify owners of 6401 thru 6504 Treetops that common element roof is to be replaced in up coming week.