

MINUTES
Treetops / Ocean Breeze
Board of Directors Meeting

March 26, 2008
3:30 p.m.

- I. Call to Order / Roll Call – Bob VanSchelvan, President called the meeting to order at 3:30 p.m.
 - a. Officers and Directors present – Bob VanSchelvan, President; Peggy Edwards, Vice President; Merle Brown, Secretary / Treasurer; Stan Stolarczyk, Director; Jeff Martyn, Director.
 - b. IMC Resort Services, Inc. Representatives present – Ron Fenstermaker, President; Bryan Dorshimer, Property Manager; Melissa Fenstermaker, Minutes
- II. Approval of the Minutes
 - a. February 13, 2008 – **Peggy Edwards made a motion to waive the reading of the minutes from the February 13, 2008 Board of Directors meeting and accept into record as presented. Merle Brown seconded the motion. The motion passed without opposition.**
- III. President’s Report – Bob report on the recent problems with the trash collection and noted that Jones Bros was on the property to take care of some Crepe Myrtles that were leaning against 60 OB.
- IV. Management Report
 - a. Cash position

Working Capital	\$ 18,782.00
Operating Checking	\$ 300.00
Capital Reserve	\$ 13,596.00
Insurance Reserve	\$416,855.00

Ron Fenstermaker presented a comprehensive Insurance Cash Flow:

Insurance Cash Flow	
3/25/08	\$416,855
3/31/08 property renewal	<u>\$(374,509)</u>
	\$42,346.00 borrow approx \$22K for roofs
Apr, May, June xfer	<u>+74,250</u>
3x 24,750	116,596

A/R from Assessment	
1 st 2/1 ~46,371	
2 nd 4/1 ~70,572	
	<u>+116,943</u>
	233,539

Est 6/1 liab renewal	(16,441)
Est 7/11 flood renewal	(128,710)

Surplus in perfect Collection of Assessments	88,388
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Construction Loan
2/29/08 Balance owed \$212,330.00
If return to making additional payments (total of \$14,760) it would be paid off by May 2009.

If minimum payment of \$10,850 continues to be made, it will be paid off by December 2009.

- b. Collections – See the attached report from Ed Bullard.
 - c. Site Manager Report - See Bryan's complete report, attached. Recently there was a problem with emergency phone in the elevator; the cost to repair it is \$1,910.16. **Stan Stolarcyk made a motion to fix the elevator so that the emergency phones work; this item to be paid for out of the capital reserve. Peggy Edwards seconded the motion. The motion passed without opposition.** Bryan presented a price of \$22,000 to do the three (3) remaining roofs. **Jeff Martyn made a motion to fix the three (3) roofs borrowing \$22,000 from the insurance reserve. Peggy Edwards seconded the motion. Motion passed without opposition.**
- V. Committee Reports
- a. Budget & Finance / Contract Review / Insurance – See below
 - b. Long Range Planning – Previously discussed.
 - c. Parking / Security / Neighborhood Watch – None at this time.
 - d. Maintenance – Previously discussed.
 - e. Newsletter – Peggy is waiting for Craig and Bryan to provide some articles. The newsletter will go out early in April.
 - f. Buildings & Grounds – Stan had some comments about the landscapers leaving the debris that falls out of the trees on the fire lane.

- g. Environmental Quality – None at this time.
- VI. Old Business – None at this time.
- VII. New Business
- a. Surveillance 1 Contract – During the budget preparation, Surveillance 1's contract was discussed. In an effort to save the association approximately \$10,000 per year **Stan Stolarcyk made a motion to terminate services of Surveillance 1 and hire Abe Lee to lock / unlock pools and bathrooms. Jeff Martyn seconded the motion. The motion passed without opposition.**
 - b. Landscape Contract – Bryan presented an option for a landscape company other than Valley Crest (previously Second Nature); U. S Lawns. **Stan Stolarcyk made a motion to switch landscapers pending Stan and Bryan's review. Peggy Edwards seconded the motion. The motion passed unanimously.**
 - c. Borrowing from the Insurance Reserve to pay for roofs – As discussed earlier in the meeting, the Board has agreed to borrow funds from the insurance reserve in order to get the roofing job started. The funds will be returned to the insurance reserve.
 - d. Rent for the Clubhouse – The current rent being charged is \$335. The Board is proposing raising the rent to \$400. Board authorized Bryan to discuss this with the tenant effective July 1, 2008.
 - e. 4301 TT – Bowen letter – Ron forwarded the letter that was received from Bowen via certified mail. Ron asked the Board for guidance on how to respond. The Board agreed that the response previously sent covered everything; no additional response is necessary. Management tried to make repairs; the owner threw reps from management out of the villa.
 - f. Collections Procedure – Ron explained IMC's recommended changes to the collections procedure that is in place. Ron had previously forwarded the information to Bob, who forwarded it to the balance of the Board for their review. The Board discussed this topic in detail. This change is expected to minimize the number of months an owner can get behind on their payments, which in turn should have a positive effect on the receivables. **Merle Brown made a motion to accept the change in procedure. Peggy Edwards seconded the motion. The motion passed without opposition.**
 - g. Catastrophic Rebuild procedure – Ron covered the information that was previously sent out to the Board. **Merle Brown made a motion to have Ron move forward with the research, work, etc., involved in getting this accomplished. Peggy Edwards seconded the motion. The motion passed without opposition.**

- h. Bylaw discrepancy – First paragraph of section on page 21. Mr. Bullard found that it was finally recorded on 2/3/84. See the attached letter from Mr. Bullard.
 - i. 2008/09 Budget – Bob began the discussion by stating that the budget committee met on Monday to prepare options for the 2008-2009 budget. Bob presented the two options prepared by the Board: one with insurance and one without. Bob opened the floor for discussion and questions. One of the options was to estimate the insurance and put it into the regime fee. Unfortunately, with the current insurance market, it is too difficult to estimate insurance. **Peggy Edwards made a motion for the 2008/2009 fiscal year to approve the budget with an allowance for insurance in it. Merle Brown seconded the motion. The motion passed with a majority in favor; Jeff Martyn was opposed.**
- VIII. Next meeting date – May 7th at 3:30 p.m.
- IX. Adjournment – Bob adjourned the meeting at 5:59 p.m.