

ST AUGUSTINE SHORES SERVICE CORPORATION BOARD MEETING

AUGUST 11, 2016

The St. Augustine Shores Service Corporation's Board of Directors meeting was called to order by President James Priester at 7:00 P.M. Present: Vice President James O'Such, Treasurer Claire Lorbeer, Director Philip Van Tiem via telephone, Director Winston Burrell and Secretary Sue Chitwood. Absent Director Janet Cassford. Quorum Established.

The Invocation was given by General Manager Smith followed by the Pledge of Allegiance.

Approval of the Minutes – July 14, 2016

Motion:

Director Burrell made a motion to accept the minutes as presented. Seconded By Secretary Chitwood. Unanimous. The motion carried.

Treasurers Report – Read by Treasurer Lorbeer accepted for audit.

General Manager Smith explained the increase in the operating fund and the increase in the reserve fund.

General Manager Smith presented 2 collection issues.

Case #1

The homeowner requests the Service Corporation waive all interest charges associated with the delinquent account. They are new owners who purchased the foreclosure on the courthouse steps and did not accumulate the \$6000 delinquency on the account.

Motion:

Vice President O'Such made a motion to waive all interest charges. Seconded by Director Burrell.

John Grexa inquired about the Boards authority to make decisions on delinquent accounts

Attorney Jeremiah Mulligan explained the Board has the authority to waive all associated fees.

Unanimous. The motion carried.

Case #2

A Payment plan proposal was submitted to pay off the account in 7 months and stay current.

Motion:

Secretary Chitwood made a motion to accept the payment plan as presented. Seconded by Vice President Burrell. Unanimous. The motion carried.

Managers' Report - Joseph H. Smith III

Old Business:

Discussion Deed Violation Fines

President Priester explained the Boards direction on addressing the Deed Violations with fines. He introduced Attorney Jeremiah Mulligan.

Mulligan explained that he and General Manager Smith met to discuss the process of establishing policy and procedure.

Mulligan wants to modify the process to make sure the Board is in compliance with State Statutes.

The Board then needs to pass a resolution

Mulligan detailed the process.

Board Discussion.

Mulligan suggested that we rescind the motion made at the July 14, 2016 meeting on the procedure for Deed Violation fines.

Motion:

Secretary Chitwood made a motion to rescind the motion made at the July 14, 2016 meeting. Seconded by Director Burrell.

Doug Herbert 584 Christina Drive commented on the process and the volume of cases that will have to be handled.

Mulligan explained the option of utilizing the statute of limitations for contract claims as our demarcation.

Any violation older than 5 years would not be subject to fine until repair or replacement of the item in violation or sale of the unit.

Mike Shannon 295 Cortez Drive commented on buyer/seller disclosure issues.

Jeremiah Mulligan explained that he has instructed this association not to issue any additional forms or documents at the request for estoppel letters.

He explained that the buyer would have to go after the seller if an item of non-compliance was not disclosed.

Linda Dytrych commented on the communication strategy.

John Grexa commented on the opportunity for a homeowner to come before the Review Board.

He asked who was going to report the violations.

President Priester explained that the ACC Board will assist in the reporting and that an email account has been set up for members to report violations.

There was comment on the timing and disclosure of process to the community.

Vice President O'Such commented on instruction to the people investigating possible violations.

Director Van Tiem commented on correcting violations and billing the homeowner.

Director Burrell inquired about owner/ tenant issues.

Unanimous. The motion carried.

Vice President O'Such commented on putting information out to the community without voting on it first.

Secretary Chitwood inquired about Tract T Unit 1 and the Boards ability to have St. Johns County return the property to the Service Corporation.

Mulligan said he would work with the St. Johns County Attorney's office.

Secretary Chitwood inquired about the elements of a contract.

Mulligan explained that its offer, acceptance and consideration. He suggests that contracts should be as detailed as possible.

Discussion Janitorial Services

President Priester explained that the Board needed to make a decision on the Janitorial Services for the Riverview Building.

Motion:

Vice President O'Such made a motion that we hire Professional Services on a monthly basis for a year. Seconded by Treasurer Lorbeer.

Linda Dytrych commented on bidding out the contract again.

There was comment on the eligibility of the other contractors.

John Grexa commented on the possibility of Professional Services not performing their duties at a satisfactory level in the future.

Secretary Chitwood commented on the February 2016 invoice for Professional Services. She discussed the individual line items on the invoice.

She discussed her displeasure with the amount of work being performed by the Baker Companies and creating too much room for things to slide by the way.

She discussed her interpretation of the J. M. Baker Company landscaping contract.

She requests an audit of these services.

President Priester asked to close the motion on the table.

Vote. 4 yes and 1 no Secretary Chitwood. President Priester did not cast a vote. The motion carried.

Progress on Board Goals

Curb Appeal – All palm trees on the common areas have been trimmed.

We are raising the canopy of the Oak trees on the swales in San Savino.

We fertilized the medians on Shores Blvd and Christina Drive.

We are trimming the Oak trees on the common areas Tract J and Tract N Unit 1.

We replaced the rose bushes at the South entrance that were damaged by a vehicle.

Safety and Security – The damaged sections of the pool fence were repaired.

Operations – General Manager Smith reported that the 2015 – 2016 Annual Audit has commenced.

Action Status List Update

Secretary Chitwood inquired about the status of several line items on the action status list.

Committee Reports

ACC Committee – General Manager Smith

The ACC Committee held one meeting in the month of July. They approved 13 applications.

4 fences

5 new homes

3 screen rooms

1 shed

Total approved YTD 247

Variance request Erick & Dorothy Palin 966 Escobar Avenue. They request a variance to move their fence forward of the rear of the house to enclose the only exterior door that exits the house into the backyard.

Board Discussion.

Motion:

Secretary Chitwood made a motion to grant the variance. Seconded by Vice President O'Such. Unanimous. The motion carried.

Variance request Michael Shannon 295 Cortez Drive. He requests a variance to build additional garage space without a door to the interior of the house. He verified compliance with the St. Johns County Building Department.

Motion:

Secretary Chitwood made a motion to grant the variance. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Variance request Roy and Darlene Souza 421 Maribella Court. They request a variance to erect a shed at the rear of the property line up against the fence.

Motion:

Director Burrell made a motion to grant the variance. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

President Priester presented a letter for review from Charles Bouton Maribella Court on suggestions for the fence section of the Deed Restrictions.

Riverview Building and Grounds Committee – Secretary Chitwood

She presented a report on the activities at the Riverview Facility.

She reported that the fund balance for the activities Club is \$21994.42.

Pending approval for parenting class. Instructor will volunteer his time and we can charge a \$30 to \$40 registration fee for a class of 8 to 10 people.

Motion:

Secretary Chitwood made a motion to approve this activity with a \$30 registration fee. Seconded by Winston Burrell. Unanimous. The motion carried.

Upcoming events:

Grand parenting class every Wednesday in October from 2 to 4.

Effective discipline for children 2 to 12 Wednesday beginning in November 6 to 8.

Family Fun Day October 8, 2016 from 10 to 1.

Fall Yard Sale November 5, 2016 from 8 to 1.

Craft Show November 13, 2016 from 1 to 4.

She reported on the decline in Riverview Rentals due to the Board raising the non-resident rental rate of the Main Hall to \$3000 in October of 2015.

Motion:

Treasurer Lorbeer made a motion to set the non-resident rental rate of the Main Hall at \$1500.00. Seconded by Director Burrell.

There was comment on communicating the new rates.

There was inquiry about the return on investment for an addition to the Main Hall.

There was inquiry on the competition for rental venues.

Wedding Expo's discussed.

Unanimous. The motion carried.

The Board requests the booked rentals be afforded the new rate.

Boat/RV Storage Committee – Ray Story

He discussed a short list of infractions

We are currently renewing leases and issuing ID stickers.

Linda Dytrych commented on Bakers eligibility to use the Maintenance Building.

There was comment on a trailer on Travino Avenue.

There was inquiry on the waiting list for the Boat/RV Storage Facility.

New Business

Home Office Applications

Michael Leteraco 671 Nieves Lane for the purpose of office operations and phone use for his painting business. He agrees to abide by County Ordinance 95-9.

President Priester recalled we reported his trailer at his residence so the Board would like to talk with Michael and make sure he is not storing his trailer at his home.

Stacey Capo 240 Lily Road for the purpose of bookkeeping for a small company. She agrees to abide by County Ordinance 95-9.

Motion:

Vice President O'Such made a motion that we approve the home office application for 240 Lily Road. Seconded by Winston Burrell. Unanimous. The motion carried.

Deed Violation Report

The report was presented to the Board.

Directors Comments:

President Priester stated that it looked like we were double paying Professional Services on the February 2016 invoice and he asked General Manager Smith to explain the line items.

General Manager Smith explained that the line item Janitorial Services for \$2375 was strictly for the Janitorial Services of the Building. That line item does not include work on the Riverview Grounds or the common grounds.

The line item for set up and breakdown of rentals in the Main Hall is separate from the Janitorial Services of the building.

The line item for additional set ups is for the daily set ups and breakdowns for bridge, art, mahjong, exercise, yoga and Board meetings.

The line item for trash is for emptying all trash cans on the common grounds including the pier, the playground, the pavilion, and around all the lakes and bike paths. This has nothing to do with Janitorial Services of the Riverview Building.

Pest control is both spraying insecticide and a onetime charge of rat trapping.

Weed control is for spraying weeds in the Boat/RV Storage Facility, the Kiddie Park, the tennis courts and the bike paths.

Globe light maintenance is for changing out bulbs and replacing globes on the Riverview Grounds and walk path to the pier.

President Priester would like our auditor to audit 2 years of payments to Professional Services.

Motion:

President Priester made a motion that Neville CPA audits the payments to Professional Services for the last 2 years. Seconded by Director Van Tiem.

There was comment on the invoicing system.

There was comment on the weed spraying licensing.

There was comment on the vendors.

Unanimous. The motion carried.

President Priester informed the Board that he met with Tony Gram, Deltona Corporation, to discuss goals and future use of lands within the Shores.

Vice President O'Such asked the Board to stay after the meeting to discuss communication.

Linda Dytrych commented on banners at the entrances to identify the St. Augustine Shores.

There was comment on the increase in maintenance fees.

There was comment on the loss of cable and telephone due to the drainage pipe work at the South entrance.

There was comment on ATV's behind Gallardo Circle.

There was inquiry about sidewalks in San Savino. Deltona has agreed to construct sidewalks.

John Grexa commented on the bidding procedure for the landscaping contract.

There was comment on the bees removed from the bench by the pier.

There was comment on a dog park for the community.

There was inquiry about the bulletin board by the pier. It has been repaired.

There was a request for a handrail on the sidewalk on Shores between San Remo and Christina on the East side.

There was inquiry about blowing off the sidewalks and picking up the trash.

There was a request to contact St Johns County Parks and Grounds about Canopy Shores.

Meeting Adjourned.

President

Secretary