

ST AUGUSTINE SHORES SERVICE CORPORATION BOARD MEETING

AUGUST 13, 2015

The St. Augustine Shores Service Corporation's Board of Directors meeting was called to order by President Jim Priester at 7:00 P.M. Present: Vice President Jerry Zinn, Treasurer Claire Lorbeer, Director James O'Such, Director Sue Chitwood. Secretary Rachel Diamond. Excused Absence: Director Winston Burrell. Quorum Established

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

Approval of the Minutes – July 9, 2015.

Motion:

Vice President Zinn made a motion to accept the minutes as presented. Seconded By Treasurer Lorbeer. Unanimous. The motion carried.

401K Discussion

Tom Hamilton, Retirement Planner Paychex, presented a customized plan design for the St. Augustine Shores Service Corporation employees. A power point package was presented to all Board members.

President's Comments

President Priester addressed the Board on accountability and explained that all items requiring a vote of the Board of Directors will follow these steps:

Motion from the Board

Second from the Board

Membership Comment (Limited 2 minutes)

Discussion from the Board

Vote

He explained that Directors Comments will be limited to 3 minutes and Members Comments will be limited to 3 minutes to keep the meeting on task and to eliminate open ended discussion.

Treasurers Report – Read by Treasurer Lorbeer accepted for audit.

General Manager Smith explained the increase in operating cash and the decrease in the reserve funds on the report.

Board Discussion.

General Manager Smith presented collection issues.

Motion:

Treasurer Lorbeer made a motion that we accept the payment plan proposal. Seconded by Director O'Such. Board Discussion. Unanimous. The motion carried.

6 authorizations to proceed:

Board Discussion

Motion:

Vice President Zinn made a motion to move these properties forward. Seconded by Director Chitwood. Members comments inquiring about the large balances. Board Discussion. Unanimous. The motion carried.

Board Discussion

Motion:

Director Chitwood made a motion that we accept Legal Counsel's advice and write off the bad debt expense of \$3014.35. Seconded by Secretary Diamond.

Member Roland Palmer commented on the Deed Restrictions of the Service Corporation and the right to lien. Member Jeremy Duncan commented on the budgeted bad debt expense. Board Discussion. 5 yes votes. 1 no vote Vice President Zinn. The motion carried.

Motion:

President Priester made a motion to deny the offer. Seconded by Secretary Diamond. Member Joan Taska commented on arbitrary decisions to accept or decline payment plans. Member comment on liens. Board Discussion. Unanimous. The motion carried.

ACC Report – Jerry Zinn

The ACC Committee had 1 meeting in the month of July.

The ACC Committee approved:

4 new homes

4 screen rooms

1 pool enclosure

1 pool

Tabled 3 for more information

1 permit extension

Total approved YTD 85

Board Discussion.

Managers' Report - Joseph H. Smith III

Old Business:

401K Discussion

Vice President Zinn presented a plan developed by Barnett Wealth Advisors utilizing a Key Employee Life Insurance Policy and simple IRA plans for all employees. General Manager Smith directed to put together the mechanics and chose a plan.

Storm water Drainage System Maintenance Issue

General Manager Smith explained that he had solicited three Excavating Companies waiting to bid on the project. SJRWM to meet with Smith August 19, 2015 to provide design details.

Status of Pool Bathhouse

General Manager Smith explained that JTN Construction will correct the drainage issue after the pool closes on October 31, 2015. Performance Bond is retained.

Progress on Board Goals

Curb Appeal

Secretary Diamond requested that an Arborist be engaged to determine the health and future plans for the oaks on Tract W Unit 1 in front of Ameris Bank.

General Manager Smith summarized a study submitted by Arborist Jason Shaw.

Secretary Diamond discussed painting the curb at the entrance to identify the turn.

Director Chitwood commented on trimming the greenbelt over the sidewalk on Shores Blvd. and Christina Drive. She would like to see the vines cut off at the root.

General Manager Smith informed the Board that he is in the process of soliciting bids to repair/replace \$1800 sq. ft. of sidewalk on the West side of Twin Lakes.

Safety/Security

Vice President Zinn informed the Board of the results of the RV/Boat Compound Survey.

He recommended a new keycard access system for the yard to identify the person entering and leaving.

Operations

Upgraded Technology for Board Meetings

Motion:

President Priester made a motion to have a line item in the 2016 – 2017 Budget for the I pads or tablets to use at Board meetings. Seconded by Director O'Such. Board Discussion. Unanimous. The motion carried.

Policy on Directors Seated on Multiple Boards

President Priester commented on the vote taken at the July meeting.

Board Discussion

Motion:

President Priester made a motion that we cancel this policy and put it to the Membership at the annual meeting. Seconded by Vice President Zinn. Member Jeremy Duncan commented on the membership vote. Member Roland Palmer commented on the Florida Statutes. 4 yes votes 2 no votes Treasurer Lorbeer and Director O'Such. The motion carried.

Office Renovation Project Status

Project Complete

New Business

Committee Assignments

President Priester introduced the scope of the Compound Committee to address the RV/Boat and Trailer storage area only.

Treasurer Lorbeer nominated Jerry Zinn for Chairman,

Sue Chitwood volunteered.

Board Discussion

A member commented on the purpose of the post card survey.

Motion:

Secretary Diamond made a motion that Vice President Zinn and Director Chitwood co-chair the committee. Seconded by President Priester. Member Joan Taska would like to see Director Chitwood head up a committee. Member Jeremy Duncan would hope that the lessee's be included on the committee. 4 yes votes 1 no vote Director O'Such 1 abstained Treasurer Lorbeer. The motion carried.

President Priester mentioned a need to establish a Riverview Facility Committee.

Director Chitwood nominated Secretary Diamond.

Secretary Diamond nominated Director Chitwood to co-chair.

Motion:

Vice President Zinn made a motion that Secretary Diamond and Director Chitwood co-chair the Riverview Facility Committee. Seconded by President Priester. Unanimous. The motion carried.

Rental Rate adjustments

General Manager Smith provided the Board with a list of local venues and their rate structures including deposit criteria, balance paid in full dates and time allowed per rental

Board Discussion

Action Status List

President Priester explained the need and benefit of an action status list. He asked Secretary Diamond to handle the development of this list.

Deed Restriction Report.

General Manager Smith provided the Board with a copy of the report.

He explained that the County Health Department and the Code Enforcement Department were handling the rat infestation issue at 907 Palermo Road.

Directors Comments

Treasurer Lorbeer wanted to commend President Priester for the way he ran the meeting.

Director Chitwood commented on the fountains and the need to budget for the replacement of these fountains.

Vice President Zinn commented on the Boards fiduciary responsibility.

President Priester commented on the Dreux Isaac Reserve Study and discussed the need for a model to track and justify the rental fee structure.

Members Comments

Jeremy Duncan informed the membership that the Conquistador is hosting a Board Certification event on September 24th from 6 to 8 p.m.

Charlie McCann discussed a letter he drafted to the Board detailing his issues with the neighboring property at 1071 Espinado Avenue.

Roland Palmer discussed the Reserve Fund audit and his request for financials on the web site.

He commented on Deed Restriction enforcement.

Mary commented on a jamming device that is interrupting radio waves in the Shores.

She inquired about cell coverage in the Shores.

Meeting Adjourned.

President

Secretary