

ST AUGUSTINE SHORES SERVICE CORPORATION BOARD MEETING

FEBRUARY 14, 2019

The St. Augustine Shores Service Corporation's Board of Directors meeting was called to order by President Austin Dietly at 7:00 P.M. Present: Secretary Nicolas Arocha, Vice President Thomas Filloramo, Treasurer Claire Lorbeer, Director DiTomaso, Director Mike Amato, Director Phil Van Tiem. Quorum Established.

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

Approval of the Minutes – January 10, 2019

Motion:

Director Amato made a motion to approve the minutes of January 10, 2019. Seconded by Secretary Arocha. 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.

2 collection issues

The homeowner is in arrears \$1055.07 as of January 2019. They had a payment plan May 2018 made one payment and then defaulted. They propose to pay \$250 twice a month and keep the account current.

Motion:

Director DiTomaso made a motion to approve the payment plan and if they default on any payment the case goes to litigation. Seconded by Secretary Arocha. 5 yes votes 2 opposed Vice President Filloramo and Director Van Tiem. The motion carried.

The homeowner has a balance of \$4475.23 as of March 2019. They propose to pay \$435.23 as a down payment and then \$400.00 a month for the next 11 months and keep the account current.

Motion:

Director Van Tiem made a motion to deny the payment plan as presented. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Managers' Report - Joseph H. Smith III

Old Business

Progress on Board Goals

Curb Appeal

We are marking the swales that are not to be mowed per request.

Bike Path edging is complete.

Safety and Security

The key access system project for the tennis courts is in progress. A handhole has been purchased.

A second load of rocks has been delivered and installed.

Operations

We have purchased grass carp with budgeted funds for our lakes. 200 @ \$12 each. They are currently being installed.

Pool Deck Litigation - The courts are backed up and we can't get a trial until May 2019.

Reserve Study Update scheduled to be complete in February or March.

Committee Reports

ACC Committee – General Manager Smith

1 variance request 213 Merida. Request to enclose their pool equipment with a 6-foot piece of fence, 6 feet forward of the rear of the house. Documents presented to Board.

Motion:

Director Van Tiem made a motion that we approve the variance request for 213 Merida. Seconded by Director Amato. Unanimous. The motion carried.

Deed Restriction Committee – Kate Thomes

They are printing an article in the March Observer to request that people vote.

The ACC held one meeting in the month of January.

They approved:

7 fences

1 Florida sun room

A total of 8 approved.

Total YTD 59

General Manager Smith informed the Board that the Governing Documents and Florida Statutes require us to present our proposed budget for fiscal year 2019 - 2020 to the membership no later than 60 days prior to the annual meeting March 4, 2019. Smith is wrapping up the budget and would like to ask the Board if they are available February 26th at 6:00 p.m. for the presentation and approval. All Board members agreed on February 26th at 6:00 p.m.

PUD Committee – Secretary Arocha.

Secretary Arocha explained the mission of the Committee including the collection of the Master Plan in its entirety and cataloging it to date.

They are also looking at the drainage plans for the entire community.

They are setting up a meeting with SJRWM.

Director DiTomaso commended the Committee and stated that they are going to save the Community hundreds of thousands of dollars and if its not done correctly we could be on the hook for that money.

Search Committee – Director Ditomaso

He and Brad Smith have placed adds in the Observer requesting members to run for the Board. They have not had any offers.

Director Ditomaso asked General Manager Smith how many applications have been received. 4.

Secretary Arocha submitted his resume to the office and feels he should be able to submit his resume and picture instead of the application.

Director Van Tiem stated that they had already requested that another applicant fill out the application instead of his resume.

Kate Thomes explained why they came up with this form and that they were looking for uniformity.

Director Van Tiem suggested that the resume not be accepted.

President Dietly suggested that we reach out to the others for resumes or take this up next year.

Motion:

Director Van Tiem made a motion to stay with the application form submitted by the Election Committee. Seconded by Vice President Filloramo. 4 yes votes 3 no votes.

New Business

Deed Violation Report

General Manager Smith presented the report. Last months report and this month's report have 1 repeat.

Director DiTomaso inquired about the removal of Peter Dytrych from the ACC.

He has been asked to step down.

President Dietly explained the process. She has requested that a representative from the ACC attend all meetings. She read a response that expressed their disappointment.

Director DiTomaso asked about Laura Amato's appointment to the ACC by the Board and wanted to know if the ACC has been informed.

President Dietly stated that she did inform the ACC and that the ACC Committee does not want to work with Laura Amato. She thinks they should work it out.

Director DiTomaso asked Lynn Pagano, a member of the ACC, why they are not following up on the permit applications.

Removal/Relocation of the pool table and the piano.

The Yoga members have asked for the extra space and stated that the pool table is a safety concern. The piano is an eyesore.

We will request that the VFW accept these two items as a donation.

Motion:

Vice President Filloramo made a motion that we donate the pool table and the piano to the Veterans. Seconded by Director DiTomaso. Unanimous. The motion carried.

Director DiTomaso inquired about a vote to approve the Treasurers report.

General Manager Smith stated that we do not vote on the Treasurers report it is fact.

Laura Amato stated that you could make a motion to accept the Treasurers report as read. President Dietly checked the January minutes and no vote was taken.

Motion:

Director DiTomaso made a motion that we make a motion to approve the Treasurers report as read. Seconded by Director Van Tiem. Unanimous. The motion carried.

Unfinished Business

Director DiTomaso inquired about the date of the annual meeting. He wanted to know when the annual package goes out. General Manger Smith stated that the meeting is May 3, 2019. The packages will go out mid-March.

He would like to know if all applications for the Board of Directors have been turned over to the Secretary. The results will be presented to the Secretary at the end of the business day February 15, 2019. No later than 75 business days prior to the call of the annual meeting.

Secretary Arocha stated that he has Director DiTomaso's application and that he did not get involved with these applications as the Secretary last year.

He stated that if we are going to be consistent just like with the application form that all applications come to him.

General Manager Smith stated that the results were presented to the Secretary last year as they are every year and that the hard copies of the applications are kept in the office as all documents should be. He stated that if Director DiTomaso and Secretary Arocha would like to change that process they should do so.

Director DiTomaso inquired about the replacement of the Internal Audit Committee Chair Director Van Tiem as addressed 4 months ago.

Director Van Tiem stated that the Committee has met and asked member Joan Stanton to summarize the meeting.

She said they had discussion on how they were going to tackle the task and that they are meeting again next Wednesday.

President Dietly said that she is a member of the Internal Audit Committee and requests they hold their meetings in the evening so she can attend.

President Dietly reiterated that there was discussion 4 months ago about replacing Director Van Tiem because he was out of town frequently. She asked the Board how they felt about doing so.

Director Van Tiem stated that the audit Committee will have everything wrapped up by the time he leaves for the summer.

President Dietly asked Director Van Tiem how long he is gone in the summer. He is out of town 3 months.

Director DiTomaso stated that we had already come to a resolution to replace Director Van Tiem and that there was a motion made and a motion passed to address this when Phil got back and that we had not done that yet.

Motion:

Director Van Tiem made a motion that Director DiTomaso be the chairman of the Audit Committee.

Director DiTomaso stated that he would not mind that at all and that he would be glad to take that position.

Director DiTomaso stated that when Director Van Tiem is out of town there are no meetings or if there are meetings there is no resolution back to the Board from the Audit Committee.

He stated that we voted to replace Director Van Tiem and that he personally said he felt that we should not do that while the person was absent.

Joan Stanton stated that the discussion was that they would ask Director Van Tiem if he wanted to remain Chairman of the Internal Audit Committee and if not, he would be replaced.

Director Van Tiem stated that there was a motion on the floor to appoint Director DiTomaso as Chairman of the Internal Audit Committee.

Director DiTomaso stated that he did not really care for that position and that is not his intention.

Director DiTomaso stated that it was at the October meeting that the Board made the decision to replace Director Van Tiem as the Chairman of the Audit Committee and that they would wait until he was present.

No second to the motion. President Dietly asked Joan Stanton to be the Chair of the Internal Audit Committee.

Motion:

Secretary Arocha made a motion to appoint Joan Stanton as Chair of the Internal Audit Committee. Seconded by President Dietly. Unanimous. The motion carried.

Director Van Tiem stated that he would remain a member of the Internal Audit Committee.

Director Ditomaso inquired about a meet the candidates meeting.

Secretary Arocha stated that he wanted to submit resumes and include pictures so people would recognize a name with a face.

He requested a digital copy of the application form and inquired if the cutoff date for applications could be moved to Monday February 18, 2019 so he has time to fill out the form.

General Manager Smith stated that 75 days prior to the call of the annual meeting is Sunday February 17, 2019 and that the Board could legally change the date even though the decision was made to designate February 15, 2017 as the cutoff date on the forms and on the website.

Motion:

Vice President Filloramo made a motion to extend the cutoff date to submit applications for the Board of Directors to Monday February 18, 2019 at 4:00 p.m. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Board Discussion on meet the candidate night.

Meet the Candidate Night will be March 14, 2019 at 6:00 p.m.

Directors Comments:

Secretary Arocha thanked all those in attendance and wished them a Happy Valentine's Day.

Vice President Filloramo inquired about 268 Shores.

Treasurer Lorbeer stated that we are spending funds that we do not have on the lawyer fees for the PUD Committee.

Secretary Arocha stated that there is potentially a million dollars in liability.

She would like the Board to think about the expense.

Director DiTomaso asked Treasurer Lorbeer how much she wrote in lawyers' fees last year.

Treasurer Lorbeer stated that we are spending a lot of money and the Board needs to keep that in mind.

Director DiTomaso stated that if Treasurer Lorbeer attended a PUD Committee meeting she would see that the funds invested in these meetings could save us close to a million dollars and that if we don't have that money the Shores is going to come around and say guess what all of ya write me a check for this assessed fee and that's what the PUD Committee is trying to avoid.

Secretary Arocha stated that in the last two years we have spent close to \$200,000 lining storm water drainage pipes and that in itself covers the attorney fees.

Treasurer Lorbeer stated that we always have repairs, but we can't add extra things to it.

Director DiTomaso stated that a lot of the repairs that we do may not be our responsibility and that's what we are checking out.

Secretary Arocha stated that the Committee has identified a minimum of 50 locations of 100 to 200 sometimes 1200 linear feet of pipe that is our responsibility to repair and maintain. All the drainage that goes into those pipes that have been designated as Shores responsibility comes from the County roads. 95% of it.

Director Van Tiem thanked Joan Stanton for taking over the Internal Audit Committee.

Director Amato thanked Nick for the work he has done on the PUD Committee.

Members Comments

Darlene Van Tiem inquired about the donations by Baker Company.

She would like to ask about parks on the South end of the Community.

A member inquired about installing a canopy over her vehicle.

Carol McCutchen inquired about placing a bike rack at the pier.

Mary Arocha inquired if the Board could include one of the items from the Riverview Building and Grounds Committee spreadsheet in the budget for next year.

Meeting Adjourned

President

Secretary