

## **ST AUGUSTINE SHORES SERVICE CORPORATION BOARD MEETING**

**JUNE 8, 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, Secretary Sue Chitwood, Treasurer Claire Lorbeer, Director Janet Cassford, Director Philip Van Tiem via telephone. Absent Director Winston Burrell. Quorum Established

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

Approval of the Minutes – May 12, 2016

### **Motion:**

Vice President James O'Such made a motion to accept the minutes as presented. Seconded By Treasurer Claire Lorbeer Unanimous. The motion carried.

**Treasurers Report** – Read by Treasurer Lorbeer accepted for audit.

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

**Managers' Report** - Joseph H. Smith III

### **Old Business:**

#### **Progress on Board Goals**

Curb Appeal – General Manager Smith reported that the palmettos and brush were being cleared from the sidewalks on Shores Blvd and Christina Drive.

A lake fountain has been installed in Twin Lakes.

He reported that the lakes throughout the Shores were in excellent shape.

A light has been installed at the entrance sign for the Riverview Facility.

There was a question on the health of a retention pond Tract AC Unit 2. Smith reported that Mosquito control investigated and there are live minnows and plant life. The pond is functioning as it should.

Safety and Security – A heavy duty office door is on order.

Operations – General Manager Smith explained that he was still working on soliciting three sealed bids for the Janitorial Services Contract.

President Priester informed the Board that he had contacted a customer service professional to teach the office staff customer service techniques.

### **Committee Reports**

ACC Committee – President Priester

The ACC Committee held one meeting in the month of May. They approved 7 applications.

3 fences

1 pool enclosure

1 porch addition

1 screen room

1 shed

5 tabled

Total approved YTD 211

Board Discussion.

Riverview Building and Grounds Committee – Secretary Chitwood

Secretary Chitwood reported that the fund balance of the Activities Club is \$14846.67.

They are adding chair yoga on Mondays at 10:45 a.m.

Resuming pole walking clinics on Wednesdays at 1:00 p.m.

Parenting class in October. October 2<sup>nd</sup> to the 4<sup>th</sup> Grand parenting

Parenting Wednesdays in November 6 to 8 p.m.

President Priester informed the Board that Rex Whitcamp, a certified scuba instructor, has requested use of the pool for scuba training. Rachel Diamond will contact Mr. Whitcamp for details.

Boat/RV Storage Committee – Secretary Chitwood

She presented a short list of violations to be addressed.

There was discussion on charging for each vehicle stored in a single space.

There was discussion on boundaries for each space.

## **New Business**

### **Dreux Isaac Reserve Study Revision**

President Priester and General Manager Smith met with JTN Construction to develop specifications to convert the Pavilion storage unit into an outdoor service venue.

They discussed a renovation project for the Riverview Facility to take advantage of the River View.

We would need to update the Reserve Study to plan for these projects in the future.

Board Discussion.

### **Deed Restriction Violation Fines**

President Priester informed the members that the Board of Directors and the ACC Board held a joint meeting on June 2, 2016 to discuss fines for Deed and Covenant Violations.

Secretary Chitwood provided minutes of the meeting.

Board Discussion.

### **Motion:**

Director Van Tiem made a motion that we initiate the fining system using the operating guidelines and time line presented at the joint Board meeting. Seconded by Vice President O'Such. Unanimous. The motion carried.

### **Motion:**

Secretary Chitwood made a motion that our fines will be structured at \$100 per violation, we will give the homeowners 7 days to correct the violation, every 7 days after the first notification there will be another \$100 fine per violation up to 10 occurrences per violation as a maximum and after the 10 occurrences we will take legal action. The letters of notification will be sent by certified mail. Seconded by Vice President O'Such. Unanimous. The motion carried.

**Membership Comments:**

Jeremy Duncan commented on the Board Certification program offered by First Service Management.

Darlene Van Tiem commented on the fining program.

There was comment on the drainage system in front of the Conquistador.

Dan Chitwood commented on Air B & B and stated that some homes in the Shores community are included on the site.

President Priester commented on an e-mail he received about a residence on Saco Court. The neighbors are complaining about kids playing basketball in the driveway and parking in the yard and on the swale. They are also driving erratically.

Meeting Adjourned.

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President

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Secretary