

ST AUGUSTINE SHORES SERVICE CORPORATION BOARD MEETING

MAY 12, 2016

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

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

Approval of the Minutes – April 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 decrease in the operating fund and the increase in the reserve fund.

Managers' Report - Joseph H. Smith III

Old Business:

Instructor Fees

Vice President O'Such explained that the Board directed General Manager Smith to check with our insurance broker to find out if yoga instructor certification had any bearing on liability insurance coverage for the Riverview Facility. This was a result of Nancy Willis requesting payment to instruct yoga class. She is not certified to instruct yoga class. Certification does not affect liability coverage, although it is suggested that the instructor list the Service Corporation as an additional insured on their liability policy.

Motion:

Treasurer Lorbeer made a motion that we pay Nancy Willis to instruct her yoga class. Seconded by Director Burrell. The membership expressed their support of an approval. Secretary Chitwood inquired about the number of people attending these classes and if we were going to set a minimum on participation. Nancy requests \$30 an hour for a total of \$195 a week. Ed Ferrell suggested that if participation falls we could cancel that class. Ray Story mentioned that the members pay an annual fee so there is no minimum required. Unanimous. The Motion carried.

Progress on Board Goals

Curb Appeal – General Manager Smith reported that the old outhouse had been removed from the Boat/RV Storage Compound.

Safety and Security – All our card access systems have been engaged and are fully operational.

Secretary Chitwood requested that Board members be issued a card to access the Pier, the Boat/RV Storage Compound, and the Pool that they would relinquish when they no longer served on the Board. General Manager Smith presented this request to the Board.

Operations – General Manager Smith explained that he was still working on soliciting three sealed bids for the Janitorial Services Contract. The cutoff date was May 9, 2016 at 2:00 p.m.

Motion:

Director Burrell made a motion that we extend the time out another 30 days to try and solicit more bids. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Committee Reports

ACC Committee – General Manager Smith

The ACC Committee held one meeting in the month of April. They approved 14 applications.

4 fences

4 new homes

2 pool enclosures

1 screen room

3 sheds

1 tabled

Total approved YTD 204

Board Discussion.

Boat/RV Storage Committee – Secretary Chitwood

Secretary Chitwood informed the Board that the committee has held 2 meetings since the April Board meeting.

The access card system is in place and seems to be working fine.

The committee recommends that a compound inventory be taken every 3 months to ensure compliance with Deed Restrictions and established policy. The inventory should be provided to the committee for review and verification at the end of every quarter.

The General Manager should send letters out to violators with actions needed to remedy the violations and time lines to comply.

She discussed fining these violators.

Secretary Chitwood discussed meeting with the St. Johns County Commission to see if we could get Tract T back from the County for additional storage.

We also own Tract L Unit 2 for additional storage.

She informed the Board that there were a few vehicles that did not have current stickers on their tags and that there are 2 Tractors parked in the lot.

She informed the Board that Baker occupies 7 spots at no charge.

Action Status List Update

Rachel Diamond presented a revised report summarizing the projects that have been completed and those in progress.

Board Discussion

Riverview Building and Grounds Committee - Rachel Diamond updated the Board on the Activities Club and potential clientele for the Riverview Facility.

Rachel Diamond agreed to continue to monitor the Action Status List and the Riverview Building and Grounds Committee.

New Business

Home Office Application

James Priester 212 Deportivo Drive. For the purpose of a catering business. He agrees to abide by County Ordinance 95-9.

Motion:

Secretary Chitwood made a motion that we approve the home office application for 212 Deportivo Drive. Seconded by Treasurer Lorbeer.

The membership commented on polling the immediate neighbors to see if they had any issues with this type of business.

They commented on limiting the number of home offices approved.

Unanimous. The motion carried.

Brian Richardson 477 San Bruno Street. For the purpose of graphic design and web design illustration. He agrees to abide by County Ordinance 95-9.

Motion:

Treasurer Lorbeer made a motion that we approve the home office application for 477 San Bruno Street. Seconded by Director Burrell. Unanimous. The motion carried.

Deed Restriction Report

The report was presented to the Board

Board Discussion

Directors Comments:

Secretary Chitwood inquired about the house that burned on Bahia Court.

She inquired about the light for the Riverview sign.

Motion:

Secretary Chitwood made a motion that we make application for a permit for service to light the Riverview entrance sign. Seconded by Director Burrell. Unanimous. The motion carried.

Secretary Chitwood commented on the front entrance canopy lights.

She discussed getting the women's restroom door replaced.

Director Burrell thanked the previous Board and welcomed the new members.

He recommends we consider engaging an attorney that will keep us informed of any changes to the Florida Statutes that will affect our Community.

Treasurer Lorbeer inquired about plastic playhouses erected in front yards.

She commented on Board members sending non emergent emails after business hours.

She informed the General Manager about the dam leading into Moultrie Creek.

Membership Comments:

Darlene Van Tiem commented on the drainage retention pond Tract A Unit 2.

Lou Tracey commented on sidewalks in the community and inquired about ownership of the roads in the community.

John Grexa asked for a profit and loss statement.

He inquired about insurance requirements for instructors.

He inquired about the light on the flag.

He asked for a tally on the election results.

He inquired about Deltona's properties.

General Manager Smith presented 2 collection issues.

Motion:

Treasurer Lorbeer made a motion to accept the payment plan offered on Case #1. Seconded by Director Cassford. Unanimous. The motion carried.

Motion:

Secretary Chitwood made a motion to accept the payment plan offered on Case #2 as is and if they default it has to come back in front of the Board. Seconded by Treasurer Lorbeer.

Board Discussion

Director Burrell concerned about accepting an 18 month payment plan when others were only afforded a 12 month payment plan.

1 yes vote Secretary Chitwood, 5 no votes. The motion failed. General Manager Smith to counter offer 12 month plan.

Meeting Adjourned.

President

Secretary