

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

**OCTOBER 13, 2016**

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 James O'Such, Treasurer Claire Lorbeer, Director Philip Van Tiem and Secretary Sue Chitwood. Absent Director Winston Burrell and Director Janet Cassford. Quorum Established.

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

Approval of the Minutes – September 8, 2016.

### **Motion:**

Vice President O'Such made a motion to accept the minutes as presented. Seconded By Director Van Tiem. 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.

General Manager Smith presented 1 collection issue.

### **Case #1**

The Board approved a payment plan for this homeowner at \$644 a month in March of 2016 for 12 months. He has made 7 payments and says that he is not able to provide for his family at this rate and asks that we reduce the payment to \$344 a month and extend his payment plan out 4 more months.

### **Motion:**

Vice President O'Such made a motion to approve the payment plan at \$344 a month for 10 months. Seconded by Secretary Chitwood. Unanimous. The motion carried.

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

### **Motion:**

### **Progress on Board Goals**

Mums have been installed at all the entrances including the Riverview Facility, the pool and the pavilion.

Purchase Orders have been issued for pine straw and rye seed.

General Manager Smith thanked Baker Company and Tree Guys for starting on the clean-up effort immediately after Matthew moved out of St. Augustine.

He informed the Board that he spoke with our insurance representative and that he suggests we remove all trees that have fallen from the common areas on to a structure immediately, pay the contractor to remove the trees and submit these bills to the homeowner's insurance company for reimbursement.

General Manager Smith explained that he is prioritizing the tree work and dividing the project into three phases.

Phase 1 Immediately remove trees from any structures.

Phase 2 Remove any trees threatening pedestrians and vehicle traffic.

Phase 3 Clean – up

We have been engaged in this effort since October 8, 2016.

Baker Company has addressed the common area between Santa Maria Boulevard and U.S. 1 Tracts J and N Unit 1. The Bike paths, The Riverview grounds and the medians.

Tree Guys has addressed the properties with a tree on the structure, the main arteries, the parks and the lakes, the drainage retention areas and the bike paths.

We will be installing a gate at the entrance to the now destroyed pier to keep people off the structure until it is repaired.

We removed the Sun Shade per manufacturer's recommendation prior to any winds projected at 75 mph or greater in preparation for the storm.

Computer systems were secured and back up data was removed from the site.

### **Committee Reports**

ACC Committee – General Manager Smith

The ACC approved 6 applications

1 driveway extension

2 fences

2 decks

1 pool

Total approved YTD 267

Riverview Building and Grounds Committee – Judy Vershave

This committee was formed at a meeting on October 3, 2016 at the Shores Golf Club.

The first meeting is at the library at the Riverview Facility on November 1<sup>st</sup> at 7:00 p.m.

The Deed Restriction Committee – Charlie Bouton

The first meeting is on November 7, 2016 at 6:00 p.m. at the Riverview Facility.

Ratification of approval for a variance on the fence location at 673 Cira Court approved after the last meeting.

**Motion:**

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

**New Business**

**Deed Violation Report**

The report was presented to the Board.

**Directors Comments:**

Treasurer Claire Lorbeer commended Baker Company and Tree Guys for the clean-up effort and mentioned the compliments received while walking the bike paths.

Secretary Chitwood recommends a professional inspection of the Riverview Facility.

Director Van Tiem would like to establish Captains at each Unit in the Shores to assist in communication efforts.

President Priester talked about recognizing the membership during discussion for their input on decisions.

He reiterated the three phase clean-up effort.

Family Fun Day was cancelled due to Hurricane Matthew. We have purchased the supplies and the meat is in the freezer.

The Board has October 29 available.

It was decided that we wait until the spring for Family Fun Day.

Secretary Chitwood would like us to establish an emergency contact number.

She requests a no dogs allowed sign at the playground and would like the other signs repaired.

**Members Comments:**

There was comment on the grading next to the newly paved roads at the South end.

There was inquiry as to whether or not our insurance representative could inspect the Facility.

Meeting Adjourned.

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President

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Secretary