

ST AUGUSTINE SHORES SERVICE CORPORATION BOARD MEETING

OCTOBER 8, 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 – September 10, 2015.

Motion:

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

2014 – 2015 Audit Presentation

Motion:

President Priester made a motion to amend the agenda and move the Audit Presentation ahead of the Treasurers report. Seconded by Vice President Zinn. Unanimous. The motion carried.

Justin Breidenstein CPA., Neville, Beidenstein, Wainio CPA's, presented the favorable audit review for fiscal period 2014 – 2015. He commended the Board and Management for their advancement on accounting policies and personnel. Breidenstein explained that his responsibility is to make sure the financial statements are free and clear of any material misstatements and he assured the Board that they are as presented.

Committee Reports

Riverview Building and Grounds: Secretary Diamond presented four issues for discussion.

The Committee suggests we increase the resident weekend rental rate for the Main Hall from \$633 to \$800 for FSS.

Increase the non – resident weekday rental rate for the Main Hall from \$600 to \$800.

Increase the Pavilion rental rate by \$10. Resident rate from \$30 to \$40 and non - resident rate from \$40 to \$50.

Create a Non – Profit rental rate policy that would give Non – Profit Organizations a discounted rental rate for the Main Hall. This discount will be 50% of the resident rate for MTWT and would allow these Non - Profit Organizations to rent the Main Hall at the resident rate for FSS prime time.

Motion:

Director Chitwood made a motion that we approve the increases as presented. Seconded by Treasurer Lorbeer. Member Jeremy Duncan commented on the 50% discount and the contribution of the Conquistador Condominium. He expressed his concern on offering the discount to Non – Profit groups outside the Community. Member Ed Ferrell inquired about the number of Non – Profit rentals in the past year and commented on creating a policy based on calculated statistics.

Motion:

Secretary Chitwood amended the motion to Approve all increases presented and to table the Non - Profit rental rate policy until more information is collected. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Secretary Diamond addressed the Recreational and Social Organization.

President Priester explained the Boards effort to increase revenues for the Corporation.

He addressed the correspondence from Legal Counsel to the Recreational and Social Organization and opened the floor for comment from the members.

They inquired about funds already paid into memberships.

They commented on the short notice and requested an extension on the November 1 cutoff date.

There is concern about the transition from the Recreational and Social Organization to the Board.

The cancellation clause was discussed.

There was discussion on the decline in memberships.

Fees and scheduling were discussed.

Board Discussion

Treasurers Report – Read by Treasurer Lorbeer accepted for audit.

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

Board Discussion.

General Manager Smith presented a collection issue.

Motion:

Vice President Zinn made a motion to continue with collections up to and including foreclosure. Seconded by Director Chitwood. Unanimous. The motion carried.

Managers' Report - Joseph H. Smith III

Old Business:

Storm Water Drainage System Maintenance Issue

General Manager Smith presented three bids for the Storm Water Drainage Projects East of Valverde Lane in the Dry Retention Area Tract M Unit 7 and East of Holiday Lake Tract B Unit 3 at the peninsula. Funds have been budgeted in the Dreux Isaac Reserve Study. Smith detailed the project.

Yelton Construction Company \$49750.00

Daniel R. Jones Excavation and Demolition \$41980.00

Doctor Dredge \$41500.00

Motion:

Vice President Zinn made a motion to engage Daniel R. Jones Excavation and Demolition for \$41980.00. Seconded by Treasurer Lorbeer. Member Raul Olivera commented on swale work on Cortez Drive. Member Sue Howden inquired about an area South of the project that needs to be addressed. Unanimous. The motion carried.

Progress on Board Goals

Curb Appeal – Brock fence submitted a proposal to fence in the dumpster on the soccer field. \$2100 for white. \$2300 for tan.

The Directional Drilling for the irrigation project at 506 Shores Blvd. is scheduled for the week of October 19, 2015.

Safety/Security – Village Key is scheduled for October 14, 2015 to provide a quote on access card systems for the pier gate and the Boat/RV storage facility.

Operations – Dreux Isaac scheduled for November 2015 for an updated Reserve Study.

Action Status List Update

Secretary Diamond Provided an updated list.

Committee Reports

ACC – Vice President Jerry Zinn.

The ACC Committee held one meeting in the month of September.

13 Applications approved. 3 tabled for lack of information.

1 retaining wall

2 fences

3 new homes

1 patio cover

1 pool enclosure

1 pool repair

2 screen rooms

2 sheds

Total YTD 109

Board Discussion

Boat/RV Storage Compound – Vice President Zinn updated the Board on the Committee's suggestions. They will concentrate on Security, Drainage, and Lighting. They recommend a revision of the contract signed by the lessees. They suggest fining for noncompliance with the rules and regulations on the contract. Member Jeremy Duncan commented on items being stored on the facility grounds.

General Manger Smith informed the Board that 4 vehicles are currently scheduled to be removed. 3 boats and 1 trailer. The cost will be \$500 for each vehicle. 3 Certified mailings have been sent to each lessee with no response.

Motion:

Vice President Zinn made a motion to act on the Committee's recommendations for Security, Drainage, Surface Improvements, and Lighting. Seconded by Director Chitwood. Unanimous. The motion carried.

New Business

Fence Policy Review

Director O'Such requested a review of the fence policy. He feels we are always granting variances and that the policy needs to be more homeowner oriented.

Board Discussion

Motion:

President Priester made a motion that Director O'Such chairs a committee that will review the fence policy and bring recommendations back to the Board. Seconded by Director Chitwood. Unanimous. The motion carried.

Bid Policy Discussion Preferred Vendors

President Priester requested a review of the Bid Policy to raise the levels of authority.

Motion:

Vice President Zinn made a motion to raise the lower end bid authority from \$5000 to \$15000 for the General Manager and the President. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Home Office Applications

Linda Marinachi 263 Cortez Drive for the purpose of remote access and offsite bookkeeping. Agrees to abide by County Ordinance 95-9.

Motion:

President Priester made a motion to approve the home office application. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Deed Restriction Report.

The Deed Restriction Report was summarized.

Directors Comments

Treasurer Lorbeer commented on the number of cars parked in front of homes.

Secretary Diamond commented on the Tag Agencies review of her RV tag.

Director Chitwood commented on the Board of Directors policy on Board Member Attendance at Board meetings.

President Priester asked the Board to go through him for any requests of the General Manager.

He thanked all those in attendance.

Members Comments

Member Martina, Dorado Drive, commented on the lighting throughout the Shores.

Member Lou Tracey, Deltona Blvd., commented on sidewalk repair.

Member Sue Howden, Viscaya Blvd, commented on some damage to the common area behind her home.

Member Lou Tracey commented on the roads in the Shores.

Meeting Adjourned.

President

Secretary