

ST AUGUSTINE SHORES SERVICE CORPORATION BOARD MEETING

SEPTEMBER 10, 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 – August 13, 2015.

Motion: Vice President Zinn made a motion to accept the minutes as presented. Seconded By Secretary Diamond. 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 decrease in the Reserve Fund.

General Manager Smith presented two requests for payment plans:

Motion: Treasurer Lorbeer made a motion to accept the payment plan as presented. Seconded by Secretary Diamond. Unanimous. The motion carried.

Motion: Vice President Zinn made a motion to accept the payment plan as presented. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

ACC Report – Jerry Zinn

The ACC Committee had 1 meeting in the month of August.

The ACC Committee approved:

1 addition

1 retaining wall

3 fences

4 new homes

1 pool repair

1 shed

Tabled 1 for more information

Granted 1 permit extension

Total approved YTD 96

4 requests for variances:

Mathews 316 Altara Drive - Requests a variance to move the fence 25 feet forward of the rear of the house to close in the window to the children's bedroom.

Board Discussion.

Motion: Secretary Diamond made a motion that we approve the variance as presented. Seconded by Director Chitwood. Unanimous. The motion carried.

Mencher 622 Alieda Drive – Requests a variance to change the existing fence from metal to wood.

Board Discussion.

Motion: Secretary Diamond made a motion that we approve the variance as presented. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Lennon 417 Maribella Court – Requests a variance to approve a fence that was erected before a permit was issued.

Board Discussion

Motion: Vice President Zinn made a motion that we approve the variance as presented. Seconded by Director O'Such. Unanimous. The motion carried.

Nichols 928 Alcala Drive – Requests a variance to approve the fence that was erected forward of the rear of the house citing two other properties on the same street that have set the precedence.

Motion: Secretary Diamond made a motion that we approve the variance as presented. Seconded by Treasurer Lorbeer. Member Rae Coletti commented on approving variances based on other illegal fences.

Board Discussion.

Two yes votes Secretary Diamond and Director O'Sush, four no votes. The motion denied.

Motion: Vice President Zinn made a motion that we investigate the two other properties sighted to see if variances were granted and then act on the variance for 928 Alcala. Seconded by Treasurer Lorbeer. Unanimous. The motion carried.

Managers' Report - Joseph H. Smith III

Old Business:

401K Discussion

Vice President Zinn discussed the decision to go with Paychex 401K plan for all full time employees as presented at the August 13, 2015 meeting. Source of funding will be the unbudgeted income from estoppel fees.

Motion: Vice President Zinn made a motion to move forward with the 401K plan offered by Paychex. Seconded by Secretary Diamond. Member Katherine Grexa commented on the source of funding and inquired about the number of employees eligible for the plan. Member Rae Coletti commented on the contribution from the employer.

Board Discussion.

Unanimous. The motion carried.

Storm Water Drainage System Update

General Manager Smith explained that he had solicited three Excavating Companies to bid on the project.

Progress on Board Goals

Curb Appeal:

General Manager Smith presented three bids to repair/replace 1850 square feet of sidewalk that runs North to South on the West side of Twin Lakes Tract H Unit 5. The funding for this project is included in the Dreux Isaac Reserve Fund Study.

DN Construction \$ 12,069.20

KDK Concrete of Volusia Inc. \$20,816.00

Curb Systems of N.E. Florida \$13,916.00

Board Discussion

Motion: Secretary Diamond made a motion that we accept the proposal from DN Construction for \$12,069.20. Seconded by Treasurer Lorbeer. Member Katherine

Grexa commented on the work done by Curb Systems at Riverside Cottages on Shores Blvd. Member Jeremy Duncan recommended that we address our sidewalks annually.

Board Discussion

Unanimous. The motion carried.

General Manager Smith updated the Board on the status of the irrigation well at 506 Shores Blvd.

Safety/Security:

General Manager Smith informed the Board that the lock to the pier gate had been replaced and re-keyed to assist with security.

Operations:

General Manager Smith is working with Dreux Isaac to adjust the Reserve Study to account for projects undertaken.

Board Discussion.

Action Status List Update:

Secretary Diamond provided the Board with an Action Status List and a Board of Directors Goals List. She briefly summarized the contents. President Priester explained that the Action Status List deals with operations of the business and that the Board of Directors Goals List deals with the long term improvements discussed at the May Board of Directors meeting.

Committee Reports:

Riverview Grounds and Clubhouse Committee:

Secretary Diamond explained that the purpose of this Committee is to address the current needs and usage of the Riverview Facility.

Three items to be considered by the Board:

Increase the non-resident rate for rental of the Facility.

Develop a policy for use of the Facility by different Boards operating within the Community.

Address the Recreation Association.

Motion:

Secretary Diamond made a motion to increase the non-resident rental rate from \$1200 to \$3000 for the Ballroom, and that the Reservation Deposit of 25% is non-refundable and that the cancellation policy will be 90 days prior to the event instead of 30 days. Seconded by Treasurer Lorbeer. Member Katherine Grexa inquired about event day rentals and time allotted. Member Jeremy Duncan applauded this attempt to increase revenues. Member Linda Dytrych inquired about rental days.

Board Discussion.

Unanimous. The motion carried.

Motion:

Secretary Diamond made a motion to develop a policy that states that Boards operating within the Shores Community will be allowed to use the Facility for 1 free Board meeting per month providing it takes place on a week day when other events are scheduled in the Facility. All subsequent meetings requested would be charged \$60 for 3 hours of use and need to be booked in advance through the office staff. Seconded by Treasurer Lorbeer. Member Jeremy Duncan inquired about days and rooms for the \$60 3 hour rentals.

Board Discussion.

Unanimous. The motion carried.

Secretary Diamond made a motion that the Recreational and Social Organization be charged a discounted rate of \$2000 per month to continue as they currently operate with the classes that are scheduled and two dances per month payable on the first of the month. This will allow the office to cancel or reschedule these events with 30 days' notice. She would like our attorney to draft a letter explaining this change and informing the Recreational and Social Organization that they will be responsible for collecting their fees and dues and that they collect the \$2000 and secure the rooms effective November 1, 2015. If this change is not acceptable we will go to an activities membership which would cost Shores residents \$120 per year and non-residents \$360 per year. We would establish the position of an assistant to help administer the change. Seconded by Treasurer Lorbeer. Member Linda Dytrych asked for an explanation of the change. Member Jeremy Duncan stated that most of the income from the Recreational and Social Organization comes from the dances not the activities.

Board Discussion.

Unanimous. The motion carried.

Compound Committee:

Director Chitwood discussed the Compound survey results and informed the Board that she and Vice President Zinn had set some priorities based on the findings.

Vice President Zinn discussed the need to channel these priorities through the budgeting process. Security, lighting, and drainage are top priorities.

He explained that he would like to have a plan by the November meeting.

Director Chitwood made a motion that the Board accepts the Compound Committee's proposal. Seconded by Secretary Diamond. Member Rae Coletti commented on the SASSC decals that are not being placed on the vehicles. Member Sue Howden commented on an RV that was inoperable. Member Linda Dytrych inquired about towing. Member Katherine Grexa inquired about the lease rate charged to Baker Company.

Board Discussion.

Director Chitwood informed the Board that the Compound Committee is meeting on September 16 at 10:00 a.m.

Unanimous. The motion carried.

New Business

Home Office Application:

949 Espinado Avenue for the purpose of buying and selling goods on line. She agrees to abide by County Ordinance 95-9.

Motion: Vice President Zinn made a motion to approve the Home Office application for 949 Espinado Avenue as presented. Seconded by Secretary Diamond. Unanimous. The motion carried.

Deed Restriction Report.

General Manager Smith provided the Board with a copy of the report.

Directors Comments

Director O'Such commented on reviewing the fence policy.

President Priester requests that all Committees of the Board work through him so he can delegate work through the proper channel.

Members Comments

Linda Dytrych commented on the lack of maintenance to Golf Course property.

Rae Coletti commented on painting the arrows at the Riverview Facility.

She commented on the need for sidewalks in front of Sevilla Drive Northeast toward the tennis courts and ball fields.

She commented on Deltona's plans to develop the area East of Shores Blvd. down to the river at the two-way. Deltona's undeveloped land. She is concerned about clear cutting.

Mary from the Conquistador commented on the Board certification program that will be held at the Riverview Facility.

Meeting Adjourned.

President

Secretary