SUMMER HOUSE
HILTON HEAD ISLAND
CONDOMINIUM ASSOCIATION, INC.

Board Meeting Date: Thursday, January 21, 2016

Board of Directors Meeting Minutes

Meeting commenced at (Time: 4:13 PM)

Attendance: Richard Schulman, Dave Benedict, Fernando Fiumara, Jamie Bastian, Kevin Quat

Voting:

- ✓ A motion was made to approve the minutes from the December meeting. All in favor – approved.
- ✓ Approved Custom Security upgrade for fire monitoring of all the buildings to a wireless system.
- ✓ Approved Custom Security upgrade to a DVR Low light camera system and 24/7 constant monitoring.
- ✓ Approved Custom Security to upgrade the Clubhouse front door with a remote locking system.
- ✓ Approved buying two gate hinges for AIM to keep in stock.

Discussion:

Action & Priority Sheet

(1) Custom Security met with Jamie Bastian and Richard Schulman to explain the Security existing on the property. Custom Security explained the new quote for upgrades to the present system and additional items. The Board voted to have Custom Security upgrade the fire monitoring system for all the buildings to a wireless system. This upgrade will replace a land line system and pay for itself within 9 months after installation. The savings will be $304 a month between the old and the new security systems. The operating expense will be $2200. The Board also voted to accept the quote from Custom Security to upgrade to a DVR low light camera system with 24/7 constant monitoring to run continuously for 30 days. The Board approved Custom Security to upgrade the Clubhouse front door with remote locking capability.

(2) A letter was sent to Owner, Keith Josefiak, from AIM to advise him to discontinue sending emails to the entire list of owners.

(3) The Board voted to buy 2 Gate Hinges for AIM to keep on the property, because it is the only thing that the maintenance company does not have in stock.

(4) An email was sent to all owners asking for volunteers to serve on a Committee to review disputes of fines levied on an owner, as well as individual disputes regarding Board decisions. Fifteen (15) owners volunteered for the Committee.

(5) AIM is waiting for the replacement door for back office entry.

(6) There are now more ducks than before. The contractor will be contacted for removal of the ducks.

(7) A quote of $1,000 was obtained from Divine Work Express to hydro seed poor growing grass areas. The Board would like AIM to walk through the quote with Divine Work Express to see exactly what the scope of the work to be completed is and to see what guarantees come with the proposed quote.

(8) AIM will compile detailed background information for the owner Keith Josefiak case to be shared with the newly formed committee.

(9) AIM to take off of the Action List until contacted by the cable companies – Time Warner & Hargrave.

(10) Email to be sent to all owners to advise that there are three openings on the Board and, if interested in serving, to send resume'.

Next Month

(1) Installation of the stair rail light for Building H will be performed at a cost of $550. The rest of the buildings are on hold.
(2) AIM to obtain quote on larger letters to be installed on all buildings.
(3) AIM to provide a new quote for services to the Board.
(4) AIM to have the Magnolia trees checked by the Tree Company to see what can be done to solve the disease problem and get a quote.
(5) Take $14,000 from Cash in Bank and put it in Account 4239, Excess Operating, from the positive variance of $51,000.
(6) Show line for Property Tax and show the amount that was paid for 2016.

Reserve Account

AIM to change date on sheet, update tables to reflect the 2016 and to reflect the years 2017, 2018, 2019 and 2020 for the next Board Meeting.

Add excess reserve funds from 2015 budget to 2016.(approx. $4K)

AIM to use the following proper accounts for Improvements:

a. The operating budget for security improvement, replaces sod and shrubs and installs larger letters on each building.

b. Reserve accounts for the following: Install H Building Lighting

Variance Report

Income –
30030 – Assessment – The Garage Income has a negative variance of $652. AIM to see why there is a negative balance.
Maintenance –
50020 - Cleaning – Shows a negative variance of $1,114 for 2015. Variance is due to previous invoices being paid. Change coding for 2016 to site accounts.
50110 - Landscaping – There is a negative variance of $6,265 for 2015. The negative variance was caused by the addition of pine straw and fall floral landscaping. The 2016 budget will cover the negative variance.
60000 - Reserve – The owner contribution from the HOA of $47 per owner per month in 2016 will show an increase of $1358 per month.

AIM mentioned that property tax for the Clubhouse was paid in the amount of $1,679 but it is not in the present budget at the end of the year (2015). AIM to show a line for the Clubhouse Property Tax.

At the close of 2015, there is a positive variance of approximately $51,000. $34,000 was added to the 2016 Budget to cover 2016 improvements and cost increases for 2016. The other $17,000 was split between property taxes and an addition to the excess operating budget.

A motion to close the meeting was seconded at 6:06pm.