

**SUMMER HOUSE  
HILTON HEAD ISLAND  
CONDOMINIUM ASSOCIATION, INC.**

Board Meeting Date: Thursday, March 16, 2016

**Board of Directors Meeting Minutes**

*Meeting commenced at (Time: 3:16 PM)*

**Attendance: Richard Schulman, Dave Benedict, Fernando Fiumara, Greg Roberts, Jamie Bastian**

**Voting:**

- ✓ A motion was made to approve the minutes from the February meeting. All in favor – approved.
- ✓ A motion was made to change minutes removing homeowner's name from minutes. All in favor – approved.

**Discussion:**

**Action & Priority Sheet**

1. Water shutoff valve in each unit – aging and a lot are not shutting off. Jamie is to write an email to all owners alerting them and also put in the next Newsletter. **Action:** Have owners respond to Jamie so that she can see how many want the valve replaced. Then she can get quotes to see if there is enough volume for a discount.
2. Community Garden – Survey shows a bunch of people responded positively. There can be a Garden Club. There can be about 20 plots in the area. **Action:** Jamie to send an email to all owners to set up a meeting. The Garden Club will need to set up rules, etc. for the garden. The association will give the Garden Club a plot of land next to Building H and provide the water. It is up to the Garden Club to do everything else, i.e. clear the land.
3. Information on people, cars, FOBs and pets at Summer House – Agree on what we want to do, send out an email and tell the owners that this has to be done and let them know why. AIM has the Board's permission to begin gathering this information. Define pet by checking the Master Deed. **Action:** Jamie to do whatever needs to be done to collect the information.
4. Ducks – **Action:** Remove this item because there are only four white ducks that will stay. The black ducks will leave.
5. Community Get-Togethers – **Action:** Steve to send Jamie an email to be distributed to all residents to meet around the pool. The association will supply the soft drinks. Jamie will have a suggestion box so that owners and residents can let her know what they may be interested in. A Board Member suggested a Wine Tasting.

**Asset Account**

Set up of new account and transferred into the account \$34,000 plus an additional \$1,500 so it doesn't run out of money at the end of the year. It will not show up until March. Each month 1/12<sup>th</sup> is moved back into the Cash in Bank. Next month three months are moved to the Cash Account. **Action:** Jamie to include the new account, adjust the totals to what's in the new account and take out the three months.

**Reserve Account**

**Action:** Jamie to make the new account an Operating account. Right now we have something called Excess Operating. Let's just call it Operating Disbursal. It should show up in both places. In the box called Property Improvements add amounts that have been paid.

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**Variance Report**

The Variance Report shows that we are down \$1,870. That means some people did not pay their dues for the month. Other Expenses has a line called Uncollectable Dues. Subtract \$16,000 from the income. Each year Uncollectable Dues was subtracted from the Income to show that it was not collected. We decided this year not to include that in the Income. What this line is showing is that we have zero uncollectable dues so we have a positive variance which is saying that we have a lot less expenses than thought. Since we haven't collected those dues we shouldn't have a big positive variance. **Action:** Jamie and Kevin will review Excess Operating 30101 and decide what should go in there other than 0. It will be corrected next month.

Office Expense: All of a sudden a new line appears that we didn't have before called Office Expense. It never appeared here before. **Action:** Make that line go away and move that \$16 in one of the lines and try to avoid adding new lines. Try to keep this table matching the budget line for line.

Telephone: We shut down all of the telephone lines and now we are showing large positive variances. The funds for the 5 modules at \$500 each for a total of \$2,500 needs to be transferred per our agreement to use the excess telephone money to purchase the modules. Since the bill was paid today, it won't show up until next month. The modules will show up as a big expense in March under this telephone line and will show as a big negative balance. It will go away during the year when we're not having any telephone charges. All of that stuff goes under Community Improvements. We put \$5,200 in that we are going to use for security changes, building letters, and also the sod and other stuff. **Action:** \$3,793.50 to be charged to Community Improvement and \$2,750 to be charged to Telephone. Quarterly monitoring charge goes into 50120 monthly in amount of \$585.

Exterior Building Repairs: Variance due to dryer vent cleaning difference. We charged each owner and when the \$50 is paid this variance will go away. Six owners still need to have their dryer vents cleaned. \$5,311 was paid to the dryer vent cleaning company.

Miscellaneous Repairs or Replacement: Again, all of a sudden, it's a new line. **Action:** Get rid of this line 50130. The \$96 should go into some other existing account.

Community Improvement: **Action:** Under explanation put down the three items that will be covered sod, shrubs and additional building letters and indicate which one has been paid. List all three items so we'll know what was agreed.

Pool Attendant: Would like the same young lady as last year, if possible. She asked for proof from everyone that they lived in Summer House. Every half hour she walked around the pool to make sure no one brought glass into the pool area. By the end of the season she had it down pat and knew people a lot of residents that used the pool. **Action:** Try to get the same young lady back for Saturday and Sunday April 9<sup>th</sup> through Labor Day from 10am – 5pm. We need the same person for the entire season.

Net Operating Income - Annual Actual: Bottom line showing we have an under run but that is not correct: Positive variance of \$18,383 / \$4,677 too low.

A motion to close the meeting was seconded at 5:08pm.