

**San Simeon Phase 1 Residents' Association, Inc.**  
**Minutes of the Board of Directors' Meeting**  
**Held on July 7, 2016 at the San Simeon Clubhouse**

**1. Roll Call/Establish a Quorum/Call to Order:** at 7:02 p.m.

President	Eric Vincent	-	Present
Vice President	Barry Smith	-	Present by phone
Secretary	Joan Starr	-	Present
Treasurer	Arlene Creeden	-	Present by phone
Director	John Nychis	-	Present

Quorum present? Yes

Others Present:

Marie Hamling - CAM, Paradigm Real Estate Corp.

Dave Munro ó CAM, Paradigm Real Estate Corp.

**2. Disposal of Unapproved Minutes:** March 16, 2016 Board of Directors Meeting

Joan Starr read the minutes.

**Motion:** A motion was made by Eric Vincent to approve the minutes of March 16, 2016 as corrected. Seconded by Joan Starr. **Motion passed unanimously.**

**3. Treasurers Report**

Arlene Creeden reported on the financial reports through May 31, 2016. A full copy of the end of month report is available upon request from Paradigm Real Estate Corp.

**Motion:** Arlene Creeden moved to pay the cost of the coupon book of \$1,471.50 for homeowners to be able to pay through the bank automatically originally paid by Marie Hamling. Seconded by Eric Vincent. **Motion passed unanimously.**

- Collections

A revised Collection Policy was discussed. Paradigm does not charge a \$10 administrative fee for late notices and a pre-lien letter must provide for payment in 45 days.

**Motion:** Eric Vincent moved to enforce the policy put in place by Associa with the exception of removing the \$10.00 fee, shutting off access to amenities as early as allowable by law and send file to attorney for claim of lien after 45 days. Seconded by Barry Smith. **Motion passed unanimously.**

**4. Management Report:** Marie Hamling presented the management report as attached to these minutes.

5. **Director/Committee Reports:** None

6. **Old Business:** None

7. **New Business:**

**A. Insurance Renewal**

- The last reserve study was done in 2012. The cost of a new study is in the budget. Marie Hamling is to obtain bids for the Board's consideration.
- Check to see if wind mitigation is required by the insurance company and if it can be done with the reserve study. Paradigm to get bids.

**B. Bank Accounts**

- There was discussion regarding moving the Association's money to different accounts so it is all covered by FDIC.

**Motion:** Eric Vincent moved the Association go with BB&T CDAR program and look at 3-5 year CDs. Seconded by Joan Starr. **Motion passed unanimously.**

**C. Waiver Requests for Late Fees and Interest**

**Motion:** Arlene Creeden moved to waive the late fees for the months of May and June 2016 for any owners who paid in full before the end of June. Seconded by Eric Vincent. **Motion passed unanimously.**

**D. Pool Service Bids**

- Three bids from pool service companies were discussed.

**Motion:** Arlene Creeden moved to hire Oasis Pools for the pool service at a monthly fee of \$525 and to purchase the chlorine dispenser equipment for \$5,200 from them. Seconded by Barry Smith. **Motion passed.** In favor: Eric Vincent, Arlene Creeden, Barry Smith and John Nychis. Opposed: Joan Starr

**E. Fitness Equipment Maintenance Agreement**

**Motion:** Eric Vincent moved the Association not renew the maintenance agreement with Commercial Fitness. Seconded by Joan Starr. **Motion passed unanimously.**

**F. Fitness Equipment Upholstery Repair**

- Upholstery repair of equipment pad was tabled.

## **G. Drainage Repair**

- Drainage repair on owner lots is not the responsibility of the Association

## **H. Plant Replacement**

- Dead plants at 3827 Clearbrook Lane

**Motion:** Eric Vincent moved Lee Lawn and Tree replace dead plants with Ixoras at \$550. Seconded by Joan Starr. **Motion passed unanimously.**

- Trees need to be planted at 3848 Cherrybrook Loop, 3820 Clearbrook Lane and 3802 Clearbrook Lane. Will obtain bids.
- Contact Horton for original landscape plan

## **I. Handicap Access Repair at Clubhouse**

- Obtain one more bid

## **J. Aquatic Weed Control Agreement for Wetlands**

- Bids will be obtained from companies to perform both wetland and lake maintenance

## **K. No Parking Sign on Garage Door**

- Owner may remove sign in August

## **L. Removal of Front Yard Trees**

- Check on getting blanket permit from the City.
- Owner needs approval to remove or plant trees from Architectural Control Board.
- Owner is responsible for removal or planting of trees.
- Trees on lots may be replaced with Christmas Palm.

**Motion:** Eric Vincent moved that for any architectural review of oak tree removal, the 30 day decision is waived. Seconded by Joan Starr. **Motion passed unanimously.**

## **M. Choosing Attorneys**

**Motion:** Arlene Creeden moved to hire Becker and Poliakoff as lawyers for the Association at a retainer of \$200. Seconded by Eric Vincent. **Motion passed unanimously.**

- Association will have attorney review association owned townhouse and covenant policy.
- A certificate of approval for purchases is not necessary.

## **N. Other New Business**

- Get bids on new DVR and cameras to include dumpster area.
- Get bids for speed humps in front of each side of entrance and exit gates.

**Motion:** Eric Vincent moved to replace existing barrier arms and to look for less expensive source prior to calling Main Gate. Seconded by Joan Starr. **Motion passed unanimously.**

- Red's Towing needs to perform pursuant to their contract.
- Check to see if Greenleaf is still under contract for the compactor.
- Find out if Association can have individual trash pickup.
- Find out if individuals can call for bulk pickup.

## **O. Adjournment: 8:49pm**

**Motion:** Eric Vincent moved to adjourn the meeting at 8:49pm. Seconded by Joan Starr. **Motion passed unanimously.**

Respectfully submitted by:  
Marie Hamling, CAM  
Paradigm Real Estate Corp.

**San Simeon - Management Report July 1, 2016**

#	Administrative Projects	Description / Purpose / Action	Current Status	Estimated Completion	Comments
1	"Clean-up" Owner Accounts	Pay off balances, waive late fees, correct payment info, etc.	ACTIVE	Jul-16	Will discuss at next Board Meeting
2	Union Bank Operating Acct	Receive money or control of account	COMPLETE	Jun-16	Bank account closed. Check received and deposited in BB&T
3	Cadence Bank Opr & Res Accts	Sign Documentation for Control	ACTIVE	Jun-16	In Process
4	Valley Nat'l Bank Res Acct	Sign Documentation for Control	COMPLETE	Jun-16	
5	Covenant & Collection Policies	Create/Modify/Clarify Policies	ACTIVE	Jul-16	Will discuss at next Board Meeting
6	Cert of Approval for Purchases	Create Document for Closings	ACTIVE	Jul-16	Will discuss at next Board Meeting
7	Choosing Attorneys	Ability to contact attorney for assoc. matters	ACTIVE	Jul-16	Will discuss at next Board Meeting
8	Unpaid Invoices	TruScapes has 2 unpaid invoices to be replaced	COMPLETE	Jun-16	Submitted with 7/1/16 payables
9	Maintenance of Wetlands	Aquatic Weed Control agreement	ACTIVE	Jun-16	Will discuss at next Board Meeting
10	Sewer Credit for Pool Leak	Ask City for sewer credit	ACTIVE	Jul-16	Received bill 6/24/16. Usage didn't change. Will continue to work on problem.
#	Maintenance Projects	Description / Purpose / Action	Current Status	Estimated Completion	Comments
1	Pool Service Bids	Change Pool Service Companies	ACTIVE	Jul-16	Will discuss at next Board Meeting
2	Handicap Access - Clubhouse	Have existing equipment in working order	ACTIVE	Jul-16	Have bid - Will discuss at next Board Meeting
3	Pool Furniture (Table)	Repair/replace table at pool	ACTIVE	Jun-16	Table missing glass - Repair process commenced
4	Fitness Equipment	Re-upholster one pad	ACTIVE	Jul-16	Proposal from Commercial Fitness is \$221.10
5	Fitness Equipment Maint	Preventative Maintenance	ACTIVE	Jul-16	Have proposal to discuss at next Board Meeting
6	Levitt Roof Repair	Repair Roof 4046 Cherrybrook Loop	ACTIVE	Jun-16	Advanced Roofing scheduling repair. Estimate is \$1,850
7	Levitt Roof Repair	Repair Roof 3962 Cherrybrook Loop	ACTIVE	Jul-16	Advanced Roofing scheduling repair. Estimate is \$1,800
8	Men's Restroom	Toilet is running	ACTIVE	Jun-16	Dave will try to fix. If he can't, someone will be called in.
9	Pool/spa Filters	Water dripping from around seals on both	ACTIVE	Jun-16	Repair
10	Pool Equipment Area	Needs to be cleaned	ACTIVE	Jun-16	
11	Clubhouse breezeway furniture	Needs to be cleaned	ACTIVE	Jul-16	
12	Exit Button Box at CH Gate	Improve the look	ACTIVE	Jul-16	Box is painted. Sign will cost \$35

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#	Landscape Projects	Description / Purpose / Action	Current Status	Estimated Completion	Comments
1	Irrigation	Understand and justify irrigation repairs	ACTIVE	Ongoing	Meeting irrigation manager 7/5/16
2	Tree Removal	Removal of Oak Trees in Front Yards	ACTIVE	Jul-16	Have contacted City regarding tree replacement on lots & finalize previous code violations - Will discuss at next Board Meeting
3	Drainage	Water draining towards unit-4096 Cherrybrook Loop	ACTIVE	Jul-16	Will discuss at next Board meeting - Have bid for \$350 to repair drainage
4	Plant Replacement	Dead plants in front of 3827 Clearbrook Lane	ACTIVE	Jul-16	Will discuss at next Board meeting