

July 31, 1986

Dear Sea Pines Homeowner:

This is a brief report on the Facilities Management Board meeting on Saturday, July 26, 1986.

The FMB did the following:

1. Approved a contract with Bayside Disposal, Inc. of Orleans for rubbish removal from July 1, 1986 through June 30, 1987. Bayside will pick up rubbish three times a week during May through October, and twice a week during November through April. Instead of a per bag charge as in the past, we will pay Bayside a fixed price of \$600.15 per month. The approval followed recommendations of the Grounds and Maintenance Committee and the Managing Agent.
2. Acting on the recommendations of the Grounds and Maintenance Committee, approved an expenditure not to exceed \$6,000 to demolish and rebuild the chimney at Unit K-1.
3. Reviewed and approved in principal a Job Description for the Insurance Committee, presented by Chairman John Phelan. After some revisions in format, the document will be presented to the FMB for final approval.
4. Listened to a proposal by Insurance Committee Chairman John Phelan by which the insurance coverage provided by the Association could be made to mesh better with coverage carried by individual owners. This will require changes in our By-Laws. The Insurance Committee will provide details on this plan to the FMB for review, and probable referral to our attorney for advice on how to proceed.
5. Listened to a number of complaints and concerns of homeowners, some detailed below, along with resulting requests made by the FMB, all of which are covered by our "Reasonable Rules".
 - A. Several residents complained that shrubbery was not pruned properly during the recent trimming operation by our contractor. The Grounds and Maintenance Committee sees to it that work on our premises is done in a professional and knowledgeable manner. Nevertheless, each bush cannot be pruned to the order of the individual who happens to live near it; owners are reminded that shrubbery on common property does not belong to any one individual, even though that person may have paid for and installed the shrub.
 - B. The Grounds and Maintenance Committee asked that owners refrain from making requests and giving orders to those on our maintenance staff; their daily duties are assigned in advance. Requests for work to be done should be directed to the member of the G & M Committee who resides in your phase; that person will see that your problem is brought before the G & M Committee at its weekly meeting.
 - C. There was a complaint that the lifeguard was being too strict in enforcement of swimming pool rules. After some discussion, the FMB unanimously directed the Pool Committee Chairwoman, Carol Smith, not to relax the enforcement of the Pool Rules.

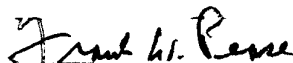
- D. There were complaints that towels, swimsuits and other items were being draped over patio fences, and that various other items (e.g., chairs, bicycles, and outdoor barbecues) were being stored outside of patios or front doors on a more or less permanent basis. Owners are reminded that such items are not to be left on common property, but kept inside patios or garages.
 - E. Many of our garbage sheds are very messy; please be careful when putting trash and garbage in the trash cans, and secure the lids properly. Newspapers should be stacked in one place (see sign in shed), and not put in trash cans. The trash collector will not pick up dirty diapers thrown on rubbish room floors!
 - F. Parking at this time of the year is difficult and space is limited. If you have a garage, use it, both day and night, to help provide the maximum parking space. Excess vehicles should be parked in the clubhouse parking lot. Please do not park on grass or wood-chipped areas.
 - G. Please remove and replace, in an orderly manner, the chairs you store at the Beach House.
6. Reviewed the existing Job Description for the Grounds & Maintenance Committee and voted to make some changes suggested by Hans Marum.
 7. Expressed its appreciation to the Special Events Committee for the successful Yard Sale held earlier this month. The Special Events Committee (Chairman: Joe Stukas) is sponsoring a Beach Party on Saturday, August 9th; see the notice in the clubhouse for details. Thanks also to Herb Lipson for the great photographs of the July 5th yacht races, on display at the clubhouse. The races were organized and conducted by the Beach and Boating Committee (Commodore: Jack Cartier). The Fourth of July Tennis Tournament, conducted by Tennis Committee (Chairman: Lloyd McDonald) was won by Betty Phillips and Deane Keuch.
 8. Agreed to re-institute "Office Hours", so that any owner could meet with someone from the Board of Managers to ask questions about Sea Pines. These will be at the clubhouse from 10:00 a.m. to 12 noon on Saturday, August 2 (Charlie Phillips and Frank Pease) and Saturday, August 16 (Betty Ann Liddle and Alice Halamay).

Following the FMB meeting on July 26th, there was a meeting of the Finance Committee, attended by members Bernie Stehman, Bob Grogan, George Malone, Ernie Dillon and Frank Pease, along with our Managing Agent Scott Jordan. In the absence of a Treasurer, the Vice-Chairman of the Finance Committee, Frank Pease, conducted the meeting. The following occurred at that meeting.

1. Ernie Dillon agreed to accept the position of Treasurer, pro tem. (This is subject to the approval of the FMB at its next meeting.) As Treasurer pro tem, Ernie will perform the duties of Treasurer, while Frank Pease will continue to chair the meetings of the Finance Committee.

2. Discussed the report of our Auditors on our 1985 Financial Statements; a suggestion by the auditor that we capitalize our fixed assets and improvements and treat them appropriately on our balance sheet will be done.
3. Authorized Ernie Dillon and Frank Pease to be signators on checks for removal of funds from Sea Pines Accounts.
4. Discussed and prepared a suggested timetable for preparation of the 1987 Budget; this will be presented to the FMB, and asks that all committee chairpersons submit their budget requests to the FMB (with a copy to the Managing Agent) before the FMB's September 27th meeting.
5. Discussed the figures contained in the Second Quarter, 1986 Financial Statement prepared by the Managing Agent, and agreed that any decision regarding the second half of the 1986 Special Assessment must wait (as planned) until the figures for the third quarter are available.
6. Voted to take \$50,000.00 from our Money Market Account and purchase a 26-Week Certificate of Deposit, to improve the return on that money.

Best Regards,



Frank W. Pease
Chairman, Facilities Management Board
Sea Pines Condominium

P. S. Grounds & Maintenance Committee Members by Phase

Phase I Betty Pease, Gordon Shaver
Phase II Skeets Halamay, Fred Nichols
Phase III Al Hendricks, Joe Stukas
Phase IV Bill Buchanan