

**Charleston National Community Association  
Regular Meeting of the Board of Directors  
April 08, 2015**

Board Members Present: Spencer Stegall, Jayne Nendorf, Diane Smith, Willie Charles, John Cronin, Mark Wilson and John Desautels

Board Members Absent: Bob Crawford and Kim Hopkins

Management Present: Jerry Watson

Homeowner Guest/s: Charmaine Gillow, Jeff & Vickie Sanford 3281 Heathland Way homeowners, Charleston National

**Homeowner Segment:**

Jeff and Vickie Sanford – Discussion of fence at 3279 Heathland Way

Mr. Stegall introduced Jeff and Vickie Sanford. Mr. Sanford passed out a letter and read it to the Board members. Mr. & Mrs. Sanford feel that the fence at 3279 Heathland Way is obtrusive and a safety hazard when backing out of their driveway. The Sanfords wanted to be on record to make a formal complaint about the ARC approval of the fence. Mr. Stegall explained that during his tenure on the Board the biggest complaints from homeowners are fences and trees. Mr. Stegall assured them the fence met ARC approval. The Sanfords asked if the Board would look into possibly making a change to the ARC form to notify neighbors when fences etc. were being approved. Currently the notifying neighbor section is a courtesy. The Board will notify the ARC Chair of their concerns. Mr. & Mrs. Sanford appreciated being able to voice their concerns so openly with the Board and left the meeting.

At that time the Board had a brief discussion of the possible amendments of ARC guidelines. Mr. Wilson asked if copies were kept of the ARC forms. Files have been kept and stored. Ms. Watson was open to scanning and emailing them to her to store computer files. ACTION ITEMS: Mr. Crawford will be asked to email all ARC approved requests to Ms. Watson. Ms. Gillow, Documents Chair, is writing up several new and updated ARC policies, including one on revised guidelines for fences.

**I. Call to Order**

The Charleston National Club House, 2<sup>nd</sup> floor was the location of the April 8, 2015 CNCA meeting which was officially called to order by President Spencer Stegall at 6:00 p.m.

**II. Approval of Meeting Agenda as Presented**

Mr. Stegall asked for approval of meeting agenda. Mr. Willie Charles so moved all approved.

**III. Final approval of Minutes – Annual Meeting Minutes of March 5, 2015**

Mr. Stegall stated that at the Annual meeting there was a nice turn out, including 92 proxies. Homeowners that were there said they really enjoyed it. Very positive, a lot of questions from homeowners. Ms. Watson asked for approval of the Annual Meeting minutes as presented, Mr. Charles so moved all approved.

**IV. Organizational Meeting**

Ms. Watson announced the Organizational portion of the meeting.

**A. Election of Officers**

Ms. Watson asked for a nomination for President. Mr. Stegall is current President and was nominated for and unanimously elected as President.

Ms. Watson asked for a nomination for Vice President. Mr. Bob Crawford is current Vice President and was nominated for and unanimously elected as Vice President.

Ms. Watson stated Ms. Nendorf is the current Secretary/Treasurer and she would like to split that up into two positions. Ms. Nendorf was asked which position she would like most and she replied yes to the Treasurers position. A nomination was made and Ms. Nendorf was unanimously elected as Treasurer.

Mr. Wilson nominated Mr. John Desautels as Secretary and all approved.

Ms. Watson stated all officer positions had been filled and she turned the meeting over to Mr. Stegall.

**B. Election of Committee Chairs**

Ms. Watson stated we needed to elect Committee Chairs for the year. She asked if there were going to be any changes or did we want to maintain them as they currently are. Ms. Jansson is no longer on the Board and was on the Safety & Traffic Awareness with Ms. Hopkins. Mr. Stegall suggested the committee was small enough for one person.

Ms. Watson asked if there were going to be any changes in Committee Chairs for the year. Ms. Smith stated she will continue with the Social Committee, Mr. Charles stated he would continue with the Maintenance-Lagoon Committee, Mr. Cronin will continue with the Maintenance- Landscape/Irrigation/Lighting/Signs/ Structures Committee, Mr. Crawford will continue with the ARC Committee, Ms. Hopkins will continue with the Safety & Traffic Awareness Committee, and Ms. Gillow will continue with Documents and Block Captains Committees. The Board approved all committee chairs remaining in their current positions.

Mr. Stegall mentioned one more committee, Christmas Decorations Committee that he currently does all by himself and would appreciate help. Mr. Wilson and the rest of the Board will all pitch in and help. An email will be sent out to all when it is time to DECORATE!

ACTION ITEM: Ms. Gillow will email an updated roster of Board officers and committee chairs.

**V. Committee Reports**

- A. ARC - Bob Crawford was absent, so there was not report. Mr. Wilson did have one request:

Approved:

1196 Old Course Lane – Shed, detached, same material as home (matches home)

Pending: None

Not Approved: None

- B. Financials

January financials were emailed out by Ms. Watson March 3, 2015. Ms. Nendorf has no questions at this time.

- C. Maintenance – Lagoons

Mr. Stegall had a call from Mrs. Jaqueline Gainey about CN4. Mr. Stegall met with the landscaper and walked around the pond and there are problems. What was proposed by the landscaper, is taking out of the cypress trees at the end of the pond that are growing in

the water. Where it goes from CN4 to CN6 across the street there are weeds blocking the water flow that need to be pulled out and the bank needs to be cleaned up. Mr. Charles said he will be receiving quotes on this work. Mr. Charles mentioned the possibility of raising the water level in CN4 via a baffle to help with the problem also.

It was noted that some pipes are clogged and the Town comes around and cleans out culvert pipes in the community. ACTION ITEM: Ms. Watson will contact Carl to follow up on the Town schedule.

W-6 is also an issue for some homeowners and it depends on the water level and homeowner knowledge of pond bank maintenance. It was agreed that homeowners should be reminded about the need for a buffer at waters edge.

The Board had a brief discussion on all ponds and their maintenance plan. Mr. Charles along with Carl will come up with a tentative schedule of pond maintenance. A lot will depend on funds, conditions of each pond and of course "Mother Nature" as to how she treats each pond during the year. This might be helpful to homeowners who live on the ponds, especially the ponds with problems, to give them an idea as to when the pond will be treated.

ACTION ITEM: For the next Board meeting, Mr. Charles will design a chart/list of the current status/condition of all CNCA-owned ponds. Based on the chart/list, Mr. Charles will prioritize those ponds most in need of maintenance and restoration and design a tentative schedule.

It was noted that CN5 has been sold again. The good news is that the new owner is a Charleston National homeowner, Peter Waters of 3215 Heathland Way, whose plan is to deed the pond to the County for protection.

#### D. Maintenance – Landscape/Irrigation/Lighting/Signage/Structures

Mr. Stegall took a moment to introduce and welcome newly elected Mr. John Desautels, (who had just arrived) and to let him know he was elected Secretary. Mr. Desautels stated that would work and would start with the minutes at our next meeting.

Mr. Cronin stated nothing at this time for the Maintenance-Landscape committee.

Mary Kate will take care of the spring flowers when it is time to take out the winter ones and will let Ms. Watson know her installation date. Mr. Stegall stated that Horizon, Gary Thorpe, is the new landscaping company. They have taken care of the entrance and it looks great.

Ms. Gillow noticed a sign on Linksland Rd. between 3103 and 3109 that says "No thru Road or No thru Street" that was installed on a metal post and the HOA likes to substitute with a wood post. Mr. Stegall stated we have wood post available in one of the Guard Houses. ACTION ITEM: Ms. Watson will follow up on changing out the post.

Ms. Gillow also stated that the bridge had been scraped again and will need to be stained/painted. Ms. Gillow noted that the end post of the fence along National Drive in the Retreat near Hopeman Lane had also been hit and the metal cap on the post needed to be repaired/replaced. ACTION ITEM: Ms. Watson will follow up on the repairs.

#### E. Safety & Traffic Awareness – Ms. Hopkins was absent.

Mr. Stegall stated that the speed limit signs that Brad Morrison was going to install are still in the planning stage. Once the signs are approved all neighbors will be receiving the new signs to the entrance of the neighborhoods. Mr. Stegall stated that the signs will not be installed throughout the neighborhood, just at the entrances.

- F. Social – Ms. Smith reported that next week she would like to distribute flyers that were created for “Save the Date” for this year. This letter will inform all residents of the May 2 garage sale, July 4 Festivities at the pool, October 23 Poolside Oyster Roast, (adults only) and the December 13 Christmas Party. We all agreed to help distribute to the flyers. ACTION ITEM: Flyers will be delivered to Board members who will distribute them to homeowners.
- G. Documents – Ms. Gillow emailed her report April 7 2015.

Status of Revision of Documents:

**Bylaws.** This document addresses membership and voting rights, management by the Board of Directors, election of Board officers, meeting requirements, and assessments levied on homeowners. It was revised three times back in the 2000s. The latest draft was completed earlier this week. It incorporates the recommendations of two earlier attorneys and includes numerous minor revisions and electronic voting. The proposed revision will be reviewed by attorney Ansley Willis of McCabe Trotter and Beverly later this month. The finalized document will be presented to the Board for approval and then to Association Members for a vote. A majority of a quorum (10%) is required for passage.

**Restrictions and Easements (R&Es).** These are the neighborhood documents. Much of their content is identical, for example rules on fences, pets, parking, etc. The differences deal with property setbacks and easements as well as house square footage specific to a neighborhood - St. Andrews, Rees Row, Egret’s Pointe, The Estates, the various Westchester phases, Charter Oaks, National Drive, and Harleston. A revision has been in progress since 2005. The most recent update to the draft of the revision was written in early 2011 and received an initial legal review. In order to complete the proposed revision, we needed to acquire the last missing R&Es, plats, and deeds to the entire subdivision. The files now appear to be complete. Happily, new state laws as of January 2015 allow restructuring and updating of the R&Es to be done by approval of the Board without the need to pursue approval by a vote of Association Members since the focus of the revision is to create a single document that is more readable and accessible to homeowners and the ARC, since we are not making fundamental changes, and since the Board does have the right to set policy as needed. The new document will include all current ARC policies adopted by the Board and will be in the form of a Handbook available to all Association Members. The plan is for attorney Ansley Willis to have an updated draft for her review late this month. Once the document has been finalized, it will be presented to the Board for approval and then mailed to all Association Members.

**Declaration of Covenants, Conditions, and Restrictions (C&Rs).** This is the over-arching governing document that establishes conditions of ownership in CN. Its major goal is to maintain and enhance property values. Addressed are property rights, membership and voting rights, assessments for maintenance and capital improvement, architectural control and approval for construction and maintenance of dwellings and landscaping, membership in the Golf Club, and enforcement of the C&Rs. Revision has been in progress for many years. We had nearly 60% of the needed 90% of votes by homeowners, then took legal advice to complete the campaign through a negative only vote which was later overturned in 2011. The problem in passing the revision was the repeated non-response of homeowners to meetings and mailings and personal contacts; there were, in fact, only twenty-four Association Members who actually voted in the negative. As a result, the 1992 document remains in force, outdated and inadequate for our needs. Since the original twenty-year period has expired, only a 75% vote of approval is needed now but the new state laws may enable us to address many if not most of the proposed changes by a simple vote of approval by the Board of Directors.

ACTION ITEM: Ms. Gillow will meet with the attorney and will email the Board the Bylaws Revision and the Restrictions and Easements Handbook for Board approval at the June meeting.

H. Block Captains – Ms. Gillow reported that the program is not active at this time.

## **VI. Old Business**

Mr. Stegall asked if there was any old business that needs to be covered.

Mr. Cronin asked if the Legacy Development at the Porcher's Bluff Road/National Drive entry was going to be using Charleston National Golf Club pools. Mr. Stegall and Ms. Watson said Mr. Parker has stated he wants The Legacy to be part of Charleston National. At the present time, owners of The Legacy units will be Social Members of the Golf Club. Mr. Cronin stated that he did not believe and was not aware The Legacy was part of the Charleston National Community Association at this time. Mr. Stegall said that was correct and said he had spoken with Mr. Parker and told Mr. Parker to put something in writing to present to the CNCA Board of Directors. Mr. Cronin stated that he thought a vote of the Board Members was required to accept The Legacy as Members of Charleston National Community Association. Mr. Stegall stated no vote had taken place in regard to The Legacy. If accepted, The Legacy would pay annual dues to CNCA as other homeowners. The Legacy will consist of three buildings with a total of twelve units and is separate from The Retreat condominium neighborhood. Ms. Watson stated there would have to be a meeting between Mr. Parker and the Board of Directors to discuss the Legacy becoming part of Charleston National Community Association. As of the date of this meeting, a meeting with Mr. Parker has not taken place or been scheduled. In addition, there is the pond Pavilion Lake to be discussed as to who it will belong to and who will maintain it. At present, Mr. Parker owns part of the pond and The Retreat owns the rest.

## **VII. New Business**

### **A. Review and Acceptance of the Grant of Easement for MPWW**

Ms. Watson stated the MPWW have an easement where they need to gain access to a 30'x10' wastewater section of land by South Morgan's Point Road and they need a signature of a Board Member in order to allow them access across this little piece of property owned by CNCA in order to put in the rework of the pump station in front of the work out facility on National Drive. It has to be done, however MPWW called and has asked for permission. Mr. Cronin made a motion to accept the Grant of Easement and Mr. Charles seconded and all agreed. Ms. Nendorf, Secretary of the Association, then signed the agreement. ACTION ITEM: Ms. Watson will convey the signed Grant of Easement to MPWW.

There was a discussion of Pavilion Lake along National Drive in The Retreat as to how much of it was being filled in for the Legacy. More is being filled in than expected.

Mr. John Parker wants a brick monument at the entrance of the Legacy; Mr. Stegall discussed this with him and stated the Association would not be able to spend any money on putting up a brick monument on property we do not own. Mr. Parker at this time still owns the property at the entrance on both sides of National Drive. The twelve units to be built in the Legacy are not sold yet.

Mr. Wilson mentioned he was surprised to hear Stratton on the Sound would have their own amenities. Ms. Watson stated she will be their Manager and that their amenities will be two crab docks/oyster docks, swimming pool, tennis courts, picnic area, cabana area, bath house at the pools and 143 single family home. Ms. Watson stated sales on lots are expected to begin in November 2015. Stratton on the Sound will not be part of Charleston National Community Association. They may give us some money to spruce up our front entrance. ACTION ITEM: Ms. Watson will maintain contact with the developer regarding landscaping improvements to CN.

## **VIII. Next meeting date – June 10, 2015**

**IX. Adjournment**

Ms. Smith moved to adjourn the meeting and Mr. Charles seconded at 6:55 pm.

Minutes submitted by:

Jayne Nendorf, Treasurer/Secretary

Charmaine Gillow