

CHARLESTON NATIONAL COMMUNITY ASSOCIATION, INC.
REGULAR BOARD MEETING
October 11, 2017

The Regular Board meeting was held at Heritage Trust Federal Credit Union on October 11, 2017 at 5:35 pm.

Members Present: Willie Charles, John Desautels, Jim Barr, Mark Wilson, Karol Queen and Chuck Cross.

Members Absent: Michael Hagedorn, Bob Crawford and Carina Jansson

Management Company Representative: Jerry Watson, Gold Crown Management Inc

I. Call to Order
The Meeting was called to order by Mr. Charles at 5:35 pm.

II. Approval of Meeting Agenda as Presented

MOTION by Karol Queen to approve agenda as presented

SECOND Jim Barr

All in Favor

III. Final Approval of Meeting Minutes – September 13, 2017

MOTION by Jim Barr to approved minutes as presented

SECOND by Chuck Cross

All in Favor

IV. Financial Report – John Desautels

A. August & September Financials

Mr. Desautels noted the following items with regard to the financial reports for August and September:

- It was noted the Association is doing well to date in comparison with the budget.
- Mr. Desautels is following up with Gold Crown on a difference of \$241 in the operating account.
- Reserves - Deferred Maintenance has not been funded during 2017. Mr. Desautels suggested this line item not be budgeted for in 2018. Mr. Barr noted repairs to CN11 could be tracked as a line item in this category for 2018.

MOTION by Jim Barr to move \$5,000 from the operating account to reserves and close out the Deferred Maintenance account and increase the reserve contribution from \$40,000 to \$45,000 for 2017.

SECOND Karol Queen

All in Favor

- Mr. Desautels noted a great deal had been accomplished to reduce maintenance costs and the Association should realize a surplus in this area. Any surplus overall will be transferred to Reserves at the end of the year.
- Mr. Barr noted \$1,500 was budgeted in Holiday Lighting Fees. Ms. Watson noted this was for Outdoor Lighting to install the Christmas flags and lighting. She will confirm the cost with Outdoor Lighting and forward the information to the Board.
- Mr. Barr will take the lead on costs for having an audit performed.
- Mr. Barr suggested sending invoices for review prior to being paid.
- Mr. Barr asked what the Prepaid Assessment amount on the Balance Sheet represented. Ms. Watson will confirm and follow up with him regarding the information.
- Procedures for collections were reviewed.
- Mr. Barr asked that the SCE&G bills be forwarded to him and John for review.

No further comments or questions were made.

MOTION by Karol to accept the August and September financials as presented.

SECOND Jim Barr

All in Favor

- V. Consent Agenda Items
- A. Ratify acceptance of Forever Green Addendum to the existing landscape contract to service 14 dog stations.

This item was tabled until further discussion could be held with Forever Green.

- VI. Committee Reports
- A. ARC – Bob Crawford
No report was provided prior to the meeting.

B. Maintenance – Lagoons – Jim Barr

Mr. Barr presented the follow report to the Board.

1. Lagoon Committee member Sandra Bungerz has reached out to potential vendors to get proposals for CN11 infrastructure that will keep water from transferring from the Isaac German tidal creek into CN11 during high tide. Our intent is to have that work done in 2018 to permanently resolve the issue, pending budget approval by the Board.
2. A group of the board and Lagoon Committee have worked several days removing boards in the risers on CN11. The existing boards are swollen from absorbing water and a metal plate was added to one of them, making them extremely difficult to remove. We are using power tools to cut through the metal plate and believe we are about to completely get through the metal, and having to use a chain saw to get through the boards. The intent is to replace the higher boards with a material that won't absorb water and can be more easily removed and installed for maintenance activities.
3. Once we can get the boards removed and replaced, work will shift to digging around the flappers to try to get them to seal better. The flappers do move and close better than they used to, but water still transfers into the lagoon at high tide. This effort has been delayed by the amount of time necessary to remove the boards, and the extra high tides and runoff from rain over the wet summer.
4. I have drafted language to message to the community regarding appropriate maintenance of lots on the lagoons. I have an email out to Clemson authorities requesting specific language regarding cutting of vegetation at the edge of the lagoons. Once I have their advice I will finalize the language and send to Michael Hagedorn to publish on the HOA website.

C. Landscape/Irrigation – Mark Wilson

Mr. Wilson provided the following report to the Board:

1. Dog stations
 - Facebook outcry regarding proposed removal of Dog Station waste cans resulted in the negotiation with Forever Green to assume the service in the landscape contract for \$150 per month, which includes the actual cost of the bags. This service was previously provided by Gold Crown and was charged out as hourly maintenance. This agreement eliminates the labor costs of maintenance and will cut costs significantly. Board has agreed to renegotiate as necessary if the cost of bags exceeds the \$150. Contract states “bi-weekly” but this may need to be increased to weekly.
 - Transition from Gold Crown to Forever Green (9/20/17) has been bumpy. No bags or box keys left by Gold Crown created some problems the first two weeks. Forever Green now ordering bags.

- One box on Royal Links is broken and may need to be repaired or replaced.

2. Irrigation

- Forever Green performed Fall Start-up, assessment and timer adjustments per the annual agreement.
- Master valve on National Drive failed and required replacement. This is the same valve that was repaired (solenoid) earlier this summer.
- Battery zone in the Estates was found running continuously on 10/8. Battery removed to stop irrigation. Will assess for problems.
- Some of the above ground back-flow insulation boxes are in disrepair with the bases rotted. Aaron with Gold Crown has been asked to assess. The boxes themselves appear to be in good condition.
- All back flow inspections completed for the year. Suggest converting to Forever Green for future inspections. Will seek formal proposal.
- Inspections and improvements to irrigation system have resulted in substantial reductions in water use/bills.
- Irrigation has been resumed on Westchester circle area, which was down for several weeks due to rain and a defective head.

MOTION by Karol Queen to approve Forever Green Proposal #1010-9728 for irrigation repairs.

SECOND John Desautels

All in Favor

3. Egrets Entry Landscaping

- Proposal approved for fall installation of perennials by Forever Green. The cost of this improvement is being offset by reduction in the fall flower installment to maintain a balanced budget. This area is not irrigated. FG sent out proposal photos as requested.

4. Lighting

- Moonlighting completed lighting repairs to wiring/sensors on Stockton circle. Remnants of down lights from the trees were causing problems. Due to the decision to remove down lights, the wires were cut to prevent future problems. Should consider removing lights from trees.
- Lighting repairs completed by Gold Crown on 10/3/17. Miscellaneous light replacements discovered during routine inspections. Proposal approved in September.

5. General Maintenance

- Waiting on estimates for minor repairs and painting of the Westchester Sign. Jerry Watson obtaining bids from Gold Crown, Harmony

Construction and Brown and Sons. Asked to bid and paint to match the sign at The Gallery, which was done by Gold Crown and looks very nice.

- Flag rope needs to be replaced on the pole at National Drive. Old pull is deteriorating. Have asked Jerry to obtain bids for that.

6. Landscape

- Significant improvement and recovery in the island weed situation at Westchester.
- Complaints received regarding lack of maintenance at the common area behind Hogan's Alley. Access to this area is via a neighbor's gated fence. This area is an eyesore and in need of improvement. Suggest the Board consider a long-term solution.
- Fall pine straw installment should go down soon.
- Fall annuals will go down as weather cools.

D. Maintenance Oversight Committee – Michael Hagedorn
No Report Was Presented

E. Safety & Traffic Awareness – Carina Jansson
No Report Was Presented

F. Social – Carina Jansson
No Report Was Presented

G. Budget Committee – Jim Barr
Mr. Barr sent all board members a template for development of the 2018 budget. I have not received any budget requests from committee chairpersons, but will convene the Budget Committee in the next few weeks to develop a proposed budget to present to the board for discussion and approval.

H. Communication & Documents – Michael Hagedorn
No Report was provided.

VII. New Business
No New Business was Presented

VIII. Old Business
Mr. Charles noted Ryan McCabe, McCabe, Trotter & Beverly, deemed the information provided by Mr. Hagedorn regarding the status of membership in Charleston National Community Association was not sufficient. Mr. Hagedorn would need to do a title search on his property to make this determination. Mr. McCabe noted as the association's attorney, it was a conflict of interest for him to have additional conversations with Mr. Hagedorn regarding this matter.

Ms. Queen suggested that in the future all committee chairs provide a report prior to the monthly board meetings even if they can't attend. The Board agreed reports should be received no later than forty-eight (48) hours prior to the board meeting in order to make meetings more efficient.

MOTION by Karol Queen to adjourn the regular board meeting at 7:30 PM to go into executive session.

SECOND Chuck Cross

All in Favor

IX. Executive Session Minutes

The Board discussed the matter of the current lawsuit against John & Judy Cronin and Mr. Spencer Stegall.

MOTION by Jim Barr to adjourn the executive session at 7:50 PM.

SECOND Chuck Cross

All in Favor

MOTION by John Desautels to reconvene the regular board meeting at 7:50 PM.

SECOND Chuck Cross

All in Favor

MOTION by Chuck Cross to recommend Willie Charles and the Association's attorney, Ryan McCabe, to discuss and author a settlement agreement with Mr. Spencer Stegall.

SECOND John Desautels

All in Favor

X. Next Meeting Date – The next regular board meeting will be held on Wednesday, November 8, 2017 at the Heritage Trust Federal Credit Union at 5:30.

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XI. Adjourn

With no further business to be discussed the meeting adjourned at 7:55 PM.

MOTION by **Karol Queen to adjourn.**

SECOND **Chuck Cross**

All in Favor

Minutes Submitted by: Jerry Watson