

**CHARLESTON NATIONAL COMMUNITY ASSOCIATION, INC.**  
**REGULAR BOARD MEETING**  
**November 8, 2017**

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

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

Members Absent: Bob Crawford

Guests: Kurt Nendorf

Management Company Representative: Jerry Watson, Gold Crown Management Inc

I. Call to Order  
The Meeting was called to order by Mr. Charles at 5:31 pm.

II. Approval of Meeting Agenda as Presented

**MOTION by John Desautels to approve agenda as presented**

**SECOND Karol Queen**

**All in Favor**

III. Final Approval of Meeting Minutes – October 11, 2017

**MOTION by Jim Barr to approved minutes as presented**

**SECOND by Karol Queen**

**All in Favor**

IV. Financial Report – John Desautels

A. October Financials  
The October financials were not received by Mr. Desautels prior to the meeting. Mr. Barr and Mr. Desautels discussed the Prepaid Assessments and how allowances need to be made with regard to the operating account balance at the end of the year.

Ms. Watson discussed the Premier Community Bank Resolution for transition of the association's operating account. The document needs to

be signed by the President and Treasurer. The resolution is required as part of the transition from TOPS to CINC Systems account system.

V. Consent Agenda Items

A. No Consent Agenda Items were presented.

VI. Committee Reports

A. ARC – Bob Crawford

Mr. Crawford did not attend the meeting but the following information was provided via email. Mr. Charles noted owners are still trimming and removing trees without following the ARC process.

Approved:

1231 Sam Sneed Dr. - Tree removal from storm damage  
1361 National Dr. - Landscape stone work rear walking paths  
3558 Stockton Dr. - New Roof  
1365 National Dr. - Plant new Trees  
3049 Linksland Rd. - New Paint exterior and trim  
1240 Old Course Lane - Tree removal tearing up driveway  
1312 Royal Links Dr. - Oak Tree trimming and removal. Approved by Town of MP  
3248 Heathland Way - Tree removal  
1231 Sam Sneed Dr. - New Lawn, Bushes, Install new irrigation system.

New Construction: None

Pending: None

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. She has met with one potential vendor on 2 Nov and is looking to get a second to bid as well. I already received an updated proposal from Weston and Sampson. Our intent is to have that work done in 2018 to permanently resolve the issue, pending budget approval by the Board.

2. I requested Carl from The Greenery to get an estimate to remove the old boards and metal plate from the risers at CN11. He is also asking for a proposal on modifying the existing risers to more easily permit lowering and raising water

levels to prepare for high water events and allow maintenance activities to flush the pipes.

3. I have requested an estimate from The Greenery to replace a diaphragm in the aerator in CN11.

**MOTION** by **Jim Barr to accept the proposal from The Greenery to replace a diaphragm in the aerator at CN11.**

**SECOND** **Willie Charles**

**All in Favor**

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.

Mr. Barr further noted the floating islands would not be addressed at the present time. The focus will be on resolving the issues with CN 11 first.

C. Landscape/Irrigation – Mark Wilson

Mr. Wilson provided the following report to the Board:

1. Landscape

- Pinestraw went down recently. Looks great. Area on Royal Links missed. Damien asked to complete that area.
- Most fall annuals are in the ground. Unfortunately, deer have already taken one area. Damien was out Saturday eve watering and spraying for deer. Will hold off on Egrets until nighttime temperatures are consistently in the low 50s due to lack of irrigation.
- Pre and post-emerge fertilizer completed last Friday. Mowing the week of Thanksgiving will be completed on Wednesday before per Damien.

2. Dog stations

- Transition of station maintenance from Gold Crown to Forever Green is complete. Damien has suggested replacing a box or two due to aging and different collection bag requirements, but I suggest we let that ride for now and obtain more information. All boxes are secured and keys identified.

3. Irrigation

- Upon inspection only one backflow insulator requires replacement due to damage. Will discuss options/proposal at the meeting.

Mr. Wilson provided additional information at the meeting regarding the replacement of the backflow covers. Based on his information and observations, only the cover located at 3505 Stockton needs to be replaced at the present time.

**MOTION by Mark Wilson to replace the backflow cover at 3505 Stockton with the artificial rock cover as quoted by Gold Crown maintenance.**

**SECOND Chuck Cross**

**All in Favor**

- Forever Green does not do their own backflow inspections and the rate they offered was higher than what we have been paying suggest we drop the idea to convert to FG and stick with Daniel Island through Gold Crown.
  - Irrigation times and zones have been reset by Damien and will continue to decrease as the temperature drops and the fall plantings root in.
4. Egrets Entry Landscaping
    - Installation to occur when nighttime temperature drop.
  5. Lighting
    - Nothing to report
  6. Christmas Decorations
    - Bid obtained from Outdoor Lighting in the amount of \$950. Gold Crown having trouble finding companies for additional bids. Several questions from Board members regarding details and storage. Awaiting feedback from Jerry. Suggested install was November 9. This is a little early but avoids a “peak” surcharge.
  7. General Maintenance
    - Still waiting on work to be completed to Westchester Sign at the circle. Brown and Sons won the BID. Mark has asked to see email detailing colors used at The Gallery prior to any work being completed. Waiting on follow up from Jerry.

Mr. Wilson noted the wrong Westchester sign (Old Course) had been repaired/painted by Brown & Sons. Mr. Wilson noted Gold Crown will do the sign at Royal Links/Merion Circle at no cost.

Charleston National Community Association, Inc.  
Board Meeting  
November 8, 2017

- Flag rope needs to be replaced on the pole at National Drive. Bid from Gold Crown for \$18.98 (rope) and \$22.50 (labor). Will make motion to approve at the meeting.

**MOTION** by Mark Wilson to have Gold Crown replaces the rope only on the flag pole at the entrance on National Drive.

**SECOND** John Desautels

**All in Favor**

- Proposal sent out from Gold Crown to pressure wash both Guard Houses. Several emails followed regarding need versus expense. Will address at Wednesday's meeting.

The Board asked Ms. Watson to have the bid revised to remove reference to the Pavilion. The revised quote will be provided to the Board.

Mr. Wilson asked that Outdoor Lighting install the Christmas banners only. Ms. Watson will also have them return the wreaths and lights they have stored.

**MOTION** by Mark Wilson to have Outdoor Lighting install the Christmas banners for the quoted price of \$950.00.

**SECOND** Jim Barr

**All in Favor**

- D. Maintenance Oversight Committee – Michael Hagedorn  
The following report was provided by Mr. Hagedorn

Request for Proposals for property management vendors

On August 31, 2017, the Board informed GCM in writing, in accordance with their current contract, that their property management contract would not be automatically renewed but they would be invited to bid for the 2018 contract. Since then no other competitive bids have been procured. After the Budget Committee meeting on November 1, 2017, two additional bids have been solicited. The Budget Committee was informed on November 3, negotiated by Willie, that GCM's 2018 bid is significantly less than their current contract but details were not provided.

Some of the reasons GCM's contract was not automatically renewed involved accounting discrepancies, failure to file tax documents, an undocumented increase in billing rates, among other issues. GCM has

rectified these issues at their expense to the Board's satisfaction, refunding billing errors and crediting CNCA for unsubstantiated overcharges.

#### Dog Waste Maintenance

Despite the Board's optimism that the cost of dog waste station maintenance had been resolved, it was reported to me that Forever Green may have misunderstood the extent of CNCA's expectations for service for the \$150/mo addendum to their landscape contract.

The cost of dog waste bags through 10/23 is \$847.86. The last two Work Orders from GCM on 9/6 and 9/13, before transitioning to Forever Green, totaled \$220 for dog station maintenance, no other maintenance was itemized. Dog station maintenance expense in September (with only two weeks of labor by GCM) was \$319.81, which is a significant reduction from September 2016 of \$673.

The last Work Order for routine maintenance received was dated 9/13.

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

Mr. Wilson noted there was an issue with a tree blocking visibility on Bellhaven. He will provide the address of the two houses and Ms. Watson will follow up with the owners.

#### F. Social – Carina Jansson Ms. Jansson provided the following report.

2017 Food Truck Event, Sunday, October 22<sup>nd</sup> from 5 – 7 PM

Location: Charleston National Pool and pool parking lot  
The bar inside the pool area was open and live music was performed by Taylor & partner

	<u>Meals sold</u>
Food trucks: Immortal Lobster	77
Dashi	110
Ice cream treats	? (“made 88”)

The ice cream truck charged a setup fee of \$50 per hour, we pre-booked 2 hours.  
Jerry Watson reimbursed Carina Jansson by check in the amount of \$100.00.

Charleston National Community Association, Inc.

Board Meeting

November 8, 2017

Participation: Many families with children, all in all approximately 200+ in

attendance Feedback: All 3 trucks were very satisfied and called it a great

event.

The feedback from the home owners was overwhelmingly positive. Several parents with smaller children mentioned that they enjoyed the 2-hour time slot giving them some flexibility for the kids.

Many asked for a repeat of the event.

Suggestion: The social committee previously discussed a potential Holiday Party to be held on Sunday December 10<sup>th</sup>.

The suggestion is to have a repeat of the food truck event but have them park outside the club house, so we have access to the bar and bathrooms. This is obviously pending Tim 2s approval. I've e-mailed him to see if this is possible. No response as of yet.

We also talked about having a golf cart holiday decoration competition. There is money for a Santa and some small gift for the kids.

G. Budget Committee – Jim Barr

1. The Budget Committee met on 1 November to draft a budget for 2018. John Desautels, Karol Queen, Chuck Cross, Michael Hagedorn and Jim Barr were present. I sent the proposed budget to the Board on 3 November, and have asked for discussion and potential vote at the next Board Meeting on 8 November. The proposed budget provides for 0% increase for 2018 annual assessment as compared to 2017.

Mr. Barr reviewed the 2018 budget and the following items were noted:

- Ms. Watson is to contact Ashton Woods with regard to the money they agreed to contribute to CNCA for flowers in exchange for allowing them to place marketing signs for Stratton Place. Based on this Mr. Barr suggested removing the \$1,000 from Miscellaneous Income.
- Discussion was held on who would administer the association website. Mr. Hagedorn suggested a website could be created for less than \$100 per year. Mr. Charles noted that Gold Crown had offered a website to CNCA at no cost. The question was asked if the information on the current website could be transferred to the new website. Ms. Queen asked Mr. Hagedorn to provide to the Board a proposal on what the website will offer and what changes he is proposing. It was proposed to change the Website Hosting cost to \$200.00.

Charleston National Community Association, Inc.  
Board Meeting  
November 8, 2017

- Legal fees were increased based pending litigation. Mr. Barr requested a copy of the current legal invoices from McCabe Trotter & Beverly.
- Management fees will be reduced once all proposals are reviewed. Any offset would be added to Reserves.
- \$1,000.00 was added for ARC expense to offset the income received.
- Funds were added to Deferred Maintenance to allow for the CN11 project.
- Mr. Barr will update the budget with adjustments noted during the meeting.

**MOTION by Mr. Barr to accept the 2018 budget as is based on revisions accepted during the meeting with no increase in 2018 assessments.**

**SECOND Chuck Cross**

**All in Favor**

Mr. Barr noted costs had been controlled during 2017 and the budget review was an open process. Mr. Charles thanked the committee for their hard work.

H. Communication & Documents – Michael Hagedorn  
Information provided under New Business.

VII. New Business

- A. Decision on offer of \$500 for account 2512  
The Board would like to counter the offer for assessments owed. Ms. Watson will contact the attorney.
- B. Discussion/Vote on Approving new Website Vendor  
Mr. Hagedorn discussed creating a new website for a lower cost. Gold Crown has also offered a website at no cost to CNCA. Ms. Watson will send information to Mr. Hagedorn on the new website. The question was asked if owners would receive new login information. It was determined that Mr. Cross, Mr. Desautels and Mr. Hagedorn would work on the new website.
- C. Discussion/Vote on Creating official Facebook Page  
Mr. Hagedorn discussed setting up the Facebook page for CNCA. He noted all owners would be invited to join the Facebook page if approved.

**MOTION by Mark Wilson to approve setting up the CNCA Facebook page.**

**SECOND Michael Hagedorn**

**All in Favor**

It was further noted all communication must come from unified board decisions.

- D. Discussion/Vote on Response to Kane's Open Letter  
Upon discussion most of the Board did not feel Mr. Kane's letter was inappropriate. Mr. Charles does not feel a response is necessary at this point.
- E. Discussion/Vote on Communications Chair  
It was noted all communication should go to Mr. Hagedorn first.
- F. Discussion/Establishing Conflict of Interest Policy  
Mr. Cross provided members a copy of the proposed Resolution 04-2017 with regard to Conflicts of Interest. It will be reviewed and voted on at the next board meeting.
- G. Additional Board Comments  
The board discussed changing the time/date of the monthly board meetings. Further discussion will be held to make a decision to begin this in January 2018.

The Board also had a few concerns regarding the timeliness of responses by MTB and wants the opportunity to review information before it goes out. Mr. Barr noted a recent letter that was sent was incorrect and would the document be redone. Ms. Watson will let MTB know of the concerns.

- VIII. Old Business  
No Old Business was discussed.
- IX. Next Meeting Date – The next regular board meeting will be held on Wednesday, December 13, 2017 at the Heritage Trust Federal Credit Union at 5:30.
- X. Adjourn  
With no further business to be discussed the meeting adjourned at 7:50 PM.

**MOTION by Chuck Cross to adjourn.**

**SECOND John Desautels**

**All in Favor**

**Minutes Submitted by: Jerry Watson**