

Regular Meeting of the Board of Directors

February 15, 2017

Board Members Present: Willie Charles, Bob Crawford, John Desautels, Mark Wilson, Jim Barr, Karol Queen, Spencer Stegall, Jayne Nendorf, John Cronin

Management Present: Jerry Watson, Gold Crown Management

Homeowners/Guests: Charmaine Gillow, Documents Committee, Chuck Cross, Michael Hagedorn, Eric Churchward, homeowners, Kurt Nendorf, Ponds Committee. Stephanie Chambers and Damien McDonagh from Forever Green Landscapes.

I. Call to order

The meeting was called to order at the Heritage Trust Federal Credit Union at 1129 Park West Boulevard, Mount Pleasant, SC by President Willie Charles at 5:30 PM.

II. Forever Green Landscapes

Forever Green provided a handout describing their company, personnel and a monthly list of services they provide as well as a contract price and list of included and optional services. Mr. McDonagh said Park West and several other local communities are their clients. Mr. McDonagh indicated he would be onsite for Forever Green work performed and will be onsite every week throughout the year and on occasion more than once per week. Trimming and grooming of shrubs will take place before the busy mowing season. He indicated the goal is to complete all scheduled work in one day, weather permitting. The landscaping bid is \$6100 monthly including mowing, edging, blowing, all crepe myrtle and palm tree trimming no matter their height is included, as well as fertilization, pre-emergent treatment, bug and fungus treatments as needed. In the brochure fertilizer is not included in the contract price but for our contract it is included. Pine straw will be charged at \$6.25 per bale installed. An estimate of 2100 bales twice a year at \$26500 but is charged per bale. Annual flowers will be \$35 per flat with an estimate of 200 flats twice a year for a total of \$14000. Flowers will be billed for the number of flats used. Mr. McDonagh will provide the community with flower designs for our approval.

Mr. Stegall indicated that a number of years ago, the community used the services of Forever Green for four years and we had some issues with their service. Stephanie indicated personnel has changed and the company is a more customer oriented business. Mr. McDonagh indicated he will keep the community informed via email of their activities and issues they find.

A contract can be cancelled without penalty as long as payment covers work that has been performed. Ms. Watson asked if the contracted price includes the corridor to Porcher's Bluff Road. Mr. McDonagh indicated it does. Emergency issues will be handled within 24 hours. They will cover items damaged by Forever Green. Irrigation will be setup in the spring at no additional cost.

III. Approval of Meeting Agenda as Presented

A motion was made by Bob Crawford and seconded by Spencer Stegall and approved unanimously to accept the agenda as presented by email.

IV. Approval of Meeting Minutes – January 11, 2017

A motion was made by Bob Crawford and seconded by Spencer Stegall to approve the minutes of the January 11, 2017 board meeting emailed to all board members on 2/14/2017. The motion was carried unanimously.

V. Consent Agenda Items

No items were presented during this period.

VI. Committee Reports

A. ARC – Bob Crawford

Applications Received and Processed:

Approved:

3144 Linksland Rd. - Rear Landscape Beds
1104 Old Course Lane - Back Yard Tree Removal
2501 Charter Oaks Dr. - Back Yard Fence
1305 Divot Ct. - New Roof
3356 Olympic Ln - New Rear Deck
1140 Old Course Lane - Paint Front Shutters
3461 Mulligan Dr. - New Roof
3457 Mulligan Dr - New Roof
3464 Mulligan Dr - New Roof
1219 Medinah Dr - New Roof
1252 Old Course Ln - Solar Panels
3505 Charter Oaks Dr - Back Yard Fence

New Construction - None

Pending - None

Denied - None

Mr. Crawford discussed the house on Charter Oaks that caught fire several years ago and asked Jerry Watson to get a status from the attorneys involved in the litigation.

Mr. Crawford also asked Ms. Watson for ownership status of a house on Hogan's Alley. This property has been in disrepair for a long time. If in foreclosure the bank will have to

clean it up. This property has been sent violation letters. Ms. Watson will check status and let us know.

Mr. Charles indicated that 3044 Linksland has a second shed on the property that has not been approved. Mr. Crawford said he would check it out.

B. Financial – Jayne Nendorf

December 2016 F/S had a total operating expense of \$5,061.32 for a YTD loss of \$4097.23. This is confirmed in the P&L from Gold Crown.

There is a Reserve balance of \$259,139.48 with \$28,916.37 remaining in the Reserve Deferred Maint. expense account, leaving total reserves of \$288,054.85. Details of the reserves distribution for 2016 were discussed in the January meeting.

There are currently no signers on the CD's at Regions Bank and after speaking with Calvin on 1/30/17 about the best security measures, he suggested we keep it the way we have it. With two signers at maturity, any one person can withdraw the CD.

Ms. Nendorf recommends that bank statements be included with F/S to the board on a monthly basis going forward.

Financial reviews were completed in 2010, 2013, 2014, 2015. Ms. Watson indicated all reviews except for 2015 reviews were not signed by the board therefore were informal. The selection of a company to perform an audit of the community books was tabled until the March or April meeting. The audit can be done anytime during the year.

January 2017 F/S indicated the reserve fund was not funded this month but have confirmed with Ms. Watson two months deposits will be made in February. As of January 2017, there is a net income of \$318,999.47. Operating bank balance is \$241,454.54.

There was a discussion of reserve spending versus operating fund spending. The \$4097 loss stated above is relative to the operating expense account, not the reserve account.

Attention was paid to the excessive water bills and Ms. Watson stated they have contacted the Town of Mt Pleasant Water Dept. to obtain a refund for a portion of the excessive water bill due to a leak in our irrigation system. As of yet the Water Dept. has not responded with a position on this. Mr. Wilson discussed options for monitoring water leaks until the implementation of the town real time water alerts. Mr. Charles said we should have a discussion with our landscaping contractor to record water usage numbers from our meters while they are here mowing.

A motion was made to accept December 2016 and January 2017 financial statements by Spencer Stegall and seconded by Karol Queen. The motion was carried unanimously.

C. Maintenance – Lagoons – Jim Barr

Jim and Willie had a meeting with Tim Kane to discuss the meaning of the document regarding the CNCA obligations to provide access to water for the golf club. There was a disagreement about the responsibility of the community, but it was a respectful discussion. Jim and his committee as well as Tim Kane inspected CN11 then some toured the entire pond system with Karl Rokes. Jim will make recommendations to the board regarding CN11 after Karl, Time Kane and the ponds committee, meets with the Army Corps of Engineers, DHEC and the town of Mt Pleasant. Jim indicated they observed some erosion around the outfall pipes in the Isaac German creek. This may need attention as well when/if actions are identified for this area.

D. Maintenance – Landscape/Irrigation/Lighting/Signs/Structures – John Cronin

As we consider future expenditures for maintenance Jim Barr requested we review the cost of the solution and the current standing of the budget for that account.

Fences at Egret's Pointe & Rees Row.

A motion was made by Karol Queen and seconded by Willie Charles and approved by all for Gold Crown Management to power wash, paint and replace missing post caps at a cost of \$1295. Two additional bids were received for this work but were more expensive than the Gold Crown bid.

Landscape Contract Proposals.

Mr. Charles believes that Forever Green will be the less expensive vendor for our landscape contract due in large part to the extras that are included eg. fertilizer, chemicals, and palm trees. The pine straw installation is less expensive as well. There was discussion about using Wayne to do some of this work but consensus was that one contractor should do all turf related activities. Wayne could be considered for irrigation maintenance or other needs where there is no overlap with the landscape contract. This item was tabled until the references for Forever Green can be verified by Jerry Watson. A contract needs to be in place for March 1, 2017. Motion will be handled by email after reference verification, for a one year contract.

Mr. Charles asked Ms. Watson to notify Mary Kate to stop deadheading the flowers at a cost of \$400 per month.

Karol Queen discussed the entrance to St. Andrews. Wayne has replaced some of the grass in this area with Zoysia grass. Now it is a patchwork. As we review the budget we should consider completing sod replacement. The rough estimate is approximately 5 to 6 palletes for a total of \$1800 to \$2000.

E. Safety & Traffic Awareness – Jim Barr

Mr. Barr indicated that the town has awarded contracts with vendors to replace the community temporary speed humps with permanent speed humps. No date for implementation is available as yet, but must be completed by June to meet the terms of the town contract. Mr. Barr mentioned some neighbors in the Rees Row and Egret's Pointe area would like to see a speed hump on National Drive. Ms. Gillow indicated the town has already stated the town will not approve a speed hump in this area because it is too close to existing speed humps and they must be a minimum distance from curves for the purposes of emergency vehicles. Jim asked for suggestions for slowing the traffic on National Drive in this area.

Ms. Watson indicated her staff was pursuing the town repair of the railing on the National Drive bridge.

F. Social – Karol Queen

Karol provided a schedule for community events. The community yard sale will be 4/29/2017. There will be a fourth of July parade. The community BBQ will be held 10/8/2017 and the community Holiday Party will be 12/10 /2017.

Karol indicated the letters for the community notice boards need replacement. Current letters are missing and in bad shape. Jerry Watson will get some estimates and letters will be purchased. The approximate cost for 3 sets is \$200.

G. Documents – Charmaine Gillow

Completed Tasks:

- 1. Annual Meeting Packet.** The packet has been sent to Willie and Jerry for review. The finalized packet will be mailed by GCM to all Owners early the week of February 13 to comply with our Bylaws.
- 2. Nominating Committee Letter.** I assisted the committee in writing the letter to be sent to those volunteers who were not endorsed. The letter was mailed on Monday February 6. A form letter is included with this report.
- 3. CNCA Committees.** The document listing and describing CNCA committees had become outdated and did not reflect all current practices and procedures. An updated version is included with this report for Board review and approval and posting on the website. The board position on this document will be tabled until the board has had the opportunity to review it in more detail.

Projects Pending/In-Progress:

- 1. BOD Goals 2017.** The draft emailed to the Board for the January monthly meeting needs to be finalized, approved, and posted on the website. The proposed document is

included with this report. A motion was made to approve this document by Willie Charles and seconded by John Desautels. The motion was carried unanimously.

2. Restrictions and Easements (R&Es) Handbook. The Handbook has been edited to clarify the “unofficial” legal status of the document. The edited document is included with this report. All changes are shown in red.

3. Revision of Covenants, Conditions, and Restrictions (C&Rs). The Board currently is reviewing the proposed Restatement. If the current Board/new Board (after the elections in March) decides to pursue the campaign to obtain Owner approval of a revision of the 1992 Covenants, I will meet with the attorney for legal review of the proposed document. Charmaine suggested discussion of this be tabled until a new board is in place. There was consensus this be tabled.

4. Early Records, Deeds. I am still sorting through all CNCA documents and records dating back to the early 1990s. I will pass on to the Board/committees/Management any relevant paperwork and will verify that we have copies of all deeds for property owned by CNCA. Materials that are no longer needed will be discarded as will hardcopy that has been posted on the website in electronic format.

5. CNCA Logo. Jerry is exploring sources that can replace the original CNCA logo with the newly-adopted logo for our various documents and the website. The new logo replaces two dates with two golf clubs and includes the color yellow in the design.

Future Projects:

1. CNCA History. This will be a summer project. I want to check all the files and get in touch with the Golf Club and some of the first homeowners who moved into the community.

2. Documents for the new Board. For the March Monthly Meeting I will update the Board Member roster and terms chart, the BOD Yearly Schedule, and the current list of pond and land ownership.

H: Nominating Committee – Bob Crawford

Mr. Crawford discussed the process used by the nominating committee for interviewing candidates for position on the board. Each candidate expressing an interest in a board position was interviewed by the committee. From those interviews, four of the seven candidates were recommended by the committee based on the procedures established in February 2016. Mr. Crawford indicated the committee used new blood as a consideration in their recommendations. Homeowners recommended are Michael Hagedorn, Chuck Cross, Eric Churchward and Carina Janssen. Mr. Stegall and Mr. Cronin stated their objection to the procedure recommending some of the candidates as opposed to all candidates.

The members of the nominating committee for 2018 board candidates are Mark Wilson, chairman, John Desautels and Jayne Nendorf.

VII. New Business

At the Annual Meeting homeowners will be able to volunteer for committees on signup sheets as was done last year.

VIII. Old Business

None

IX. Next Meeting Date –

Annual Homeowner Meeting is March 2, 2017 at 7:00 PM at Cario Intermediate School.

Monthly Board Meeting is March 8, 2017 at 5:30 PM at Heritage Trust Federal Credit Union.

X. Adjourn

A motion was made to adjourn the meeting at 7:34 PM by Bob Crawford, seconded by Spencer Stegall and unanimously approved.

Minutes submitted by John Desautels