

Charleston National Community Associations, Inc.
Regular Board Meeting
February 21, 2018
Heritage Trust Credit Union

Members Present: Willie Charles, Jim Barr, John Desautels, Mark Wilson, Karol Queen, Bob Crawford and Carina Jansson

Members absent: Chuck Cross and Michael Hagedorn

Management present: Chris Barclay, SCS, Ken Tamsin, CEO of SCS

Guests: Kurt Nendorf, pond committee, Jayne Nendorf, nominating committee. Homeowners Bruce Bingham, Luis Witzleb, Peter Waters

1. Call to order
 - a. Mr. Charles called the meeting to order at 5:35PM

2. Kurt Nendorf – Annual Homeowner Meeting

Requested the board to present status of lawsuit at the annual homeowner meeting in March. Mr. Charles indicated there will be some discussion, however, according to counsel we cannot discuss the status of the ongoing suit.

3. Approval of the February 21, 2018 Agenda
 - a. Motion by Mr. Wilson
 - b. Seconded by Mr. Crawford
 - c. Carried unanimously

4. Final Approval of Meeting Minutes – January 17, 2018
 - a. Motion by Mr. Crawford
 - b. Seconded by Ms. Queen
 - c. Carried unanimously

5. Financial Report – John Desautels
 - a. Finally received financials from Gold Crown for December 2017. Imported data and produced reports that were distributed to the board by email on Feb. 12, 2018.
 - b. Mr. Desautels provided a synopsis of 2017 financials. Our operating account balance position improved by \$38K over last year's yearend balance. The balance in the account on Dec 31, 2017 was \$30,894. The reserve account balance as of Dec 31, 2017 was \$304, 873. This summary will be emailed to the entire board on 2/22/2018.
 - c. Mr. Desautels stated the reserve account balance was transferred to SCS and all but \$2688 of the operating balance was transferred to SCS. The remaining amount should be received this week.

- d. Mr. Desautels indicated he found Live Oak Bank paying 1.0% interest that would accept an application by mail. The Federal Reserve was accessed indicating the bank was certified in 2008 and had assets in excess of \$1B. When our operating account obtains sufficient assets the application to execute this option will be pursued.
- e. No financial information for January 2018 is available as yet.
- f. Mr. Barr suggested some of the operating surplus could be identified to address pond repair work that was discussed in 2017 but deferred due to tight budgetary constraints. No action was taken at this time.
 - i. Ms. Queen made a motion to accept the December 2017 financials as distributed to the board by email.
 - ii. Seconded by Mr. Barr.
 - iii. Unanimously approved.

6. Consent Items.

Nominating Committee

After a brief discussion the nominating committee for adjudicating 2019 board candidates are: Chuck Cross – Chairman, Jayne Nendorf, John Desautels

- i. A motion was made by Mark Wilson
- ii. Seconded by Bob Crawford
- iii. Carried unanimously

7. Committee Reports

A. ARC – Bob Crawford

Applications received and processed:

- 1230 Spoon Court – New Fence
- 1132 Old Course Lane – Tree removal
- 3336 Olympic Lane – Tree removal
- 1266 Hogan’s Alley – Remove in ground pool
- 3053 Linksland Road – New driveway
- 4037 Harleston Green – Temporary moving in trailer in driveway
- 2512 Charter Oaks – Dumpster in driveway for fire house demolition
- 3267 Heathland Way – New roof, same color
- 1192 Royal Links Drive – Tree removal
- 1192 Royal Links Drive – Remove side window and install siding
- 3558 Stockton Drive – Replace bad fence and install new gate and arbor
- 3457 Mulligan Drive – Install small wheel chair ramp in front of front door
- 3499 Stockton Drive – Install solar panels

Work on renovating the house on Charter Oaks that had burned is now underway. Mr. Crawford indicated there was an ARC request for a wheelchair ramp for a resident. We do not have anything in our documentation covering this. Mr. Crawford contacted Charmaine Gillow and she provided a write-ups for this situation. Mr.

Barr indicated that this cannot be added to the CNR's without homeowner approval. The wording of this guideline will be reviewed.

Mr. Crawford will be resigning from the ARC committee at the end of his board term in March. He has been ARC chair for approximately 10 years. He suggested Karol Queen take over as ARC chair upon his retirement.

B. Lagoon Committee – Jim Barr

Met with Carl from the Greenery and Wade Stegall of Hydro Enterprises, a marine maintenance company, on 7 February to discuss flapper maintenance work and removing/replacing old boards and metal plate from the 3 risers at CN11. Willie Charles (CNCA Board President), Sandra Bungerz and Kurt Nendorf (both on Lagoon Committee) participated in the meeting. We could not get a formal bid for repair work until we agreed to a \$2850 contract with McSweeney Engineers to assess the current structures at CN11. When pressed for a ROM, the estimate for the actual manufacture and installation of the flappers was \$32,000. Adding that to the \$2850 assessment resulted in a total ROM of ~\$35,000. We have an estimate from Bob Horner at Weston and Sampson to manufacture and install the repairs for \$24,774. I confirmed with Bob that this would include the engineering assessment of the existing structure. He also confirmed it would be new materials for the flappers and he would address the issue of gaining permission from governing authorities for maintenance, as required. I will introduce a motion at the 21 Feb 2018 meeting to approve the work be accomplished by Weston and Sampson.

i. Motion was made by Jim Barr to approve expenditure of \$24,774 to replace three flapper valves with elbowed valves to raise the height of the outfall pipe including all required permits by Bob Horner's company.

There was discussion about warranties for the work. Mr. Barr indicated maintenance will be needed to keep these valves in good working order.

ii. Seconded by Bob Crawford.

iii. Motion carried unanimously.

Wade and Carl were going to re-look the estimate for the removal of boards and the metal plate on the risers, but have not yet received that proposal. Their initial estimate was \$4162.50 in labor and \$36.50 per board. Jim's estimate is that would be \$2700 in materials for a total of \$6862.

C. Landscape Committee – Mark Wilson

- Follow up: HOA property near 4108 has a split pine tree that is threatening the yard of the homeowner. Chris Barclay and I went out and assessed the tree and spoke again with the homeowner. We were able to confirm that the tree is on HOA

Common ground and all agree that the tree is at risk for falling in an area where neighbors congregate. Chris Barclay is working on obtaining quotes. Mr. Barclay is waiting on a call from the town to determine if the tree is on community property or falls within the wetlands.

- Chris also went out to look at the stump on Linksland/Spoon Court and is obtaining quotes to have it removed within the same quote as above tree removal. I spoke to Damien with Forever Green regarding the general appearance of that area. He is going to spray Round-up to kill the weeds and then cover with pine straw when the next application is due.
- Next pine straw application will likely be towards the first part of April and definitely prior to Memorial weekend. The goal is to wait until all leaves have fallen.
 - i. A motion was made by Mr. Wilson to spend \$12,000 for Forever Green to distribute the spring pine straw throughout the community.
 - ii. Seconded by Mr. Desautels
 - iii. Carried unanimously
- I asked Damien to keep us posted on the spring flower plans as the Board may have a desire to view the plan prior to ordering flowers.
- Wayne Sellars asked to make the homeowner at 1332 Royal Links that the golf maintenance crew will be trimming the large oak tree that resides on her property but overhangs the golf course. I notified her and she understands and supports the need to do this.

Dog stations

I continue to receive complaints about doggy bags not being stocked and collection bags not being emptied. Notified Damien with Forever Green about oversights. He feels some stations may be getting vandalized and bags stolen. Monthly usage is higher than anticipated. He is to keep us posted on volume used. Mark will follow up with Damien to get an assessment of what stations need repairs.

Irrigation

Follow up to water line damaged by owner digging at 1230 Spoon Court: Wayne repaired the broken line and electrical lines and had the remaining lines marked. The neighbor is almost complete with the fence install and has been asked to be very careful in the area where the repair was made. Per Wayne's request, I ran a two-minute test of all zones to check function, and to see if we had any obvious damage as a result of the deep freeze. Only minor head issues found. No leaks identified.

Lighting

The guard house at the front of the community has no power. A line may have been cut from the work on hwy 17 for the traffic light. No power means landscape lighting does not operate nor irrigation in the entrance area. Mr. Barclay will contact the responsible party to determine if they can repair this situation.

Christmas Decorations

Remaining three Christmas Banners and hardware (1 set) were picked up and stored by Outdoor Lighting. The proposal to store Christmas light was denied due to additional charges requested by OL. Karol Queen and Carina Jansson went through and purged decorations that need to be replaced.

D. Maintenance Oversight – Michael Hagedorn

Mr. Hagedorn was not present, report provided by email.

Since CNCA no longer has to be concerned with the property management company unilaterally paying itself for routine maintenance, I feel the maintenance oversight committee is no longer necessary and ask that the Board vote to terminate the committee.

E. Safety & Traffic – Carina Jansson

There was a discussion about speed humps. No action has been approved at this time.

F. Social – Carina Jansson

Carina reported a schedule of social events for the year.

April 21 for the community garage sale 7:00 AM till 12:00 PM

July 4 for bicycle parade

October 21 for Fall Fest

December 9 for community Christmas Party. Carina will have a discussion with the Golf Club about options for this event.

Ken Tamsin CEO of SCS offered some financial assistance for one of our events.

G. Budget – Jim Barr

No report this month.

H. Communication & Documents – Michael Hagedorn

The new website is up and running. Thanks to Karol promoting the website on the reader boards and recent email blasts, 34 homeowners have subscribed on the website for the email distribution list. CN Homeowners Forum, the closed group on Facebook, now has 234 members.

Karol Queen discussed some items she would like to see on the new community web site such as board members, committee members and board meeting schedules. She will discuss this with Michael.

8. New Business

Karol Queen was looking for a key to the Estates guard shack. If we are not able to obtain a key, she suggested having a locksmith set the lock to the same as the guard house in front of the community. Mark Wilson will follow up on this.

Mr. Desautels will perform an audit to determine that all addresses in our community are on the books and being billed for community dues.

9. Old Business

Nominating Committee - Mr. Wilson indicated there were six applications submitted for three board of director positions for the community. Interviews of each of the candidates should be completed by 2/24/18.

There was a discussion about liability insurance for community common areas. Mr. Barclay will have an insurance agent attend the next monthly board meeting to discuss this topic.

10. Next Meeting Date – The Annual Homeowner Meeting will be held on Tuesday, March 20, 2018 at the Cario Middle School at 7:00 PM.

Next regular board meeting will be 4/18/18 at Heritage Trust at 5:30 pm

11. Adjourn

i. Motion to adjourn made by Mr. Wilson at 6:54 PM

ii. Seconded by Mr. Crawford

iii. Carried unanimously

Minutes Submitted by: John Desautels