

CHARLESTON NATIONAL COMMUNITY ASSOCIATION, INC.
REGULAR BOARD MEETING
APRIL 12, 2017

The Regular Board meeting was held at Heritage Trust Federal Credit Union on April 12, 2017 at 5:30 pm.

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

Members Absent: None

Management Company Representative: Jerry Watson, Gold Crown Management Inc.

Guests: Damien McDonagh and Stephanie Chambers, Forever Green

I. Call to Order
The Meeting was called to order by Mr. Charles at 5:30 pm.

II. Approval of Meeting Agenda as Presented

MOTION by Jim Barr to approve agenda as presented

SECOND Karol Queen

All In Favor

III. Final Approval of Meeting Minutes – March 8, 2017

MOTION by Mark Wilson to approved minutes as presented

SECOND by John Desautels

All In Favor

IV. Approval of February & March Financials – John Desautels

MOTION by Chuck Cross to approve February 2017 financials as presented

SECOND Bob Crawford

All In Favor

The Board reviewed the March 2017 financials and the following items were discussed:

- Mr. Desautels noted the reports are on a cash basis.
 - Mr. Hagedorn has completed a review of the monthly water expenses and provided information to the Board on the major increases and the amount paid during 2016. The highest areas of concern were National Drive and Linksland.
 - Mr. Barr asked that Ms. Queen and Mr. Wilson check on the irrigation clocks. Mr. Charles also asked them to get with Forever Green to understand where a problem would exist.
 - Mr. Wilson asked that communication to MPWW for the Rehab Project be forwarded to him for review.
 - Ms. Watson was asked to let Mr. Wilson and Ms. Queen know if water bills are high.
 - Ms. Watson discussed the overage in the Landscape Contract area with regard to The Retreat and the portion payable by Charleston National.
- No further discussion was held.

MOTION by Jim Barr to accept March 2017 financials.

SECOND John Desautels

All In Favor

ACTION: Ms. Watson will forward MPWW Rehab Project emails to Mr. Wilson and Mr. Hagedorn.

V. Consent Agenda Items

- A. Ratify email approval for irrigation repairs by Forever Green in the amount of \$874.75 on March 13, 2017.

MOTION by Bob Crawford to approved irrigation repair invoice as noted.

SECOND Willie Charles

All In Favor

- B. Ratify approval for pinestraw proposal in the amount of \$12,500 and flower proposal in the amount of \$7,000 on March 21, 2017.

Clarification was provided by Ms. Queen on conversations with Forever Green with regard to the numbers of bales quoted. The Association will only be billed for the total amount used to complete the project.

MOTION by Karol Queen to approved proposals received by Forever Green for pinestraw and flower installation.

SECOND Chuck Cross

All In Favor

VI. Committee Reports

A. ARC – Bob Crawford

Mr. Crawford noted a few issues regarding compliance from Lot 680 for completing the ARC application prior to beginning work. Mr. Charles met with the owner to discuss the matter and review the work in progress.

Approved:

3405 Oxfordshire Lane - Solar Panels
3107 Heathland Way - New Landscaping
3559 Stockton Drive - New Windows
1147 Old Course Lane - New Roof
1237 Spoon Court - Driveway Basket Ball Board
3298 Heathland Way - Back Yard Shed, New Roof, New Sod
1309 Divot Ct. - New Windows
1346 Somersby Lane - New Landscaping
1243 Haig Lane - New Landscaping, New Fence
1245 Haig Lane - New Back Yard Fence
3469 Mulligan Dr - New Roof
3510 Stockton Dr. - New Landscaping, Move HVAC unit
4108 Egrets Point Dr. - Paint House new Color
3491 Stockton Dr. - Small Fence to hide Propane Tank
1167 Old Course Lane - Tree Removal
1140 Old Course Lane - New Roof, Back Yard Tool Shed
1152 Medinah Dr. - Tree Removal, Paint Shutters, Pool Deck Repair
1287 Hogan's Alley - New Landscaping
3479 Stockton Dr. - Propane Tank and Bushes to hide it
1244 Old Course Lane - Storm Doors, Invisible Fence, Cut Tree
4124 Egrets Point Dr. - New Deck, Screened Porch to Sun Room
1326 Belhaven Dr. - New Fence
3279 Heathland Way - Install Back Yard Pergola
3433 Oxfordshire Ln. - Cut Pine Trees
3579 Stockton Dr. - Dumpster in Driveway for Remodel Junk

New Construction:

2536 Charter Oaks Dr.

Pending: None

B. Maintenance – Lagoons – Jim Barr

Mr. Barr discussed the lack of permits for work previously performed on CN11. He will go to the Town to see if they will get involved with the current problem and possibly ask check with the engineers to ensure they obtain any necessary permits for work performed.

Mr. Barr reviewed the proposal from The Greenery for clean ups to be performed on lagoons W1, W3, W4, W7, W8 and E2. He also discussed work was needed on CN7 and The Greenery would add that to the proposal for the same cost of \$4,956.00.

MOTION by Jim Barr to approve the 04.10.17 proposal from The Greenery in the amount of \$4,956.00 and to contract The Greenery to include CN7 at no additional cost.

SECOND Karol Queen

All In Favor

ACTION: Ms. Watson will contact The Greenery to include CN7 on the proposal of 04.10.17. Once revised quote is received, work will be scheduled.

C. Landscape/Irrigation/Lighting/Signs/Structures – Mark Wilson & Karol Queen

Damien McDonagh along with Stephanie Chambers attended the meeting. Mr. McDonagh provided the following information to the Board:

- Irrigation repairs have been completed
- Currently working on removing vines and cleaning up sections by cutting shrubbery back. The first shrubs to be trimmed will be the azaleas.
- Sago palms at Royal Links will be trimmed.
- Area at 1311 Royal Links will be cleaned out and strawed.
- Pinestraw bale count will decrease with additional applications.
- Mr. Wilson asked if the do backflow checks. Mr. McDonagh noted they do monitor the backflows.
- Pinestraw applications have been completed and flowers will be installed the week of April 24th.
- Signs will be placed out when turf applications are done.

Mr. Wilson note the irrigation issue on Medinah and quote 1919-8913 received from Forever Green for repair. Mr. Wilson and Mr. Charles will review the area before approval.

It was noted a tree located on common property at 1200 Spoon Court needs to be removed. It is possible an additional tree in the same area may need to be removed as well.

ACTION: Ms. Watson will obtain quotes and forward for review.

Mr. Wilson discussed the lighting issues at the north entrance. He talked with the vendors that provided quotes regarding the work to be done. After discussion, Mr. Wilson suggested to have Moonlighting complete the work.

MOTION by Jim Barr to approve Moonlighting to complete repairs and the cost is not to exceed \$600.00. If no power is found there is to be no charge. If power is found Moonlighting will reconnect the lights at no additional cost to the Association.

SECOND Willie Charles

All In Favor

D. Safety & Traffic Awareness – Carina Jansson

Ms. Jansson noted the old speed humps had been replaced and the Town would be back to remove the old ones.

She noted she had received a phone call about the stop sign at the back entrance on National Drive. Ms. Watson noted Gold Crown had received the call and repairs were completed.

E. Social – Carina Jansson

A Social Committee meeting was held at Ms. Jansson's home on March 29th. The purpose of the meeting was to introduce herself and get to know the volunteers. Present at the meeting was Ms. Jansson, Cindy Jennings, Debra Young and Karol Queen. The following items were discussed:

- Ms. Queen suggested using a separate email for the HOA for responses for any upcoming events. The email address is carinacnhoa@gmail.com.
- A truck from Goodwill will be booked for leftover pickup after the garage/yard sale on April 29th. Discussion was held about using the old garage sale signs but they decided not to use the signs. Information is on the reader boards as well.
- The pool parking area will be open for house owners that do not have enough exposure to visitors during the yard sale. Thus far six (6) owners have contacted Ms. Jansson wanting a spot in the parking lot area. She has followed up with each owner.

- The Fourth of July golf cart/bicycle parade was discussed and extending the parade route. Three (3) or four (4) members of the community will be judges and crown the winning participants.
- The new parade route will be Egrets Pointe – National Drive – Linksland Road – Heathland Way – back to Linksland Road – National Drive – Medinah Drive – Merion Place around the roundabout and back ending at the pool. Flags will be put along the parade route. Ice pops will be handed out to all kids after the parade. Mr. Kane will be asked to provide garbage cans outside of the pool area.
- More details will follow on the fall and Christmas events.

F. Budget Committee – Jim Barr

The Board discussed the proposed changes to the 2017 approved budget as recommended by the Budget Committee. The changes are as follows:

- Social Event Income – from \$2,320 to \$0
- Website Hosting – from \$2,039 to \$600
- Audit Service – from \$950 to \$2,700
- Annual Meeting – from \$100 to \$170
- Social Activities - \$9,000 to \$880
- General Maint – from \$14,400 to \$24,000
- Turf Treatment – from \$2,000 to \$1,000
- Landscape Supplies – from \$2,400 to \$1,508
- Annual Flowers – from \$24,800 to \$14,000
- Annual Mulch – from \$24,050 to \$27,000
- Landscape Contract – from \$80,200 to \$78,500
- Irrigation Maint – from \$4,500 to \$2,500
- Tree Maint & Supplies – from \$2,500 to \$3,500
- Lagoon Maint – from \$1,500 to \$10,000
- Holiday Lighting – from \$3,500 to \$1,500
- Electricity – from \$15,489 to \$12,500
- Water & Sewer – from \$28,000 to \$19,000
- CD Reserve – from \$3,500 to \$0
- Operating Contingency – from \$0 to \$20,000

The Board noted Gold Crown is to pay contracted items and utilities. Any discretionary items will be approved by the Board. Ms. Watson will inform GCM maintenance only weekly visits are allowed for dog stations and monthly light checks.

Mr. Desautels suggested watching the budget monthly to monitor cost. If there appears to be an issue the Board can then adjust accordingly.

MOTION by Bob Crawford to accept 2017 budget as modified

SECOND Willie Charles

All In Favor

ACTION: Notify maintenance on changes as approved by the Board.

- G. Communication & Documents – Michael Hagedorn
Mr. Hagedorn will provide a proposal and demo at the next board meeting on a new website. He will also review the Committee Charter & Resolution and make changes. He will provide the revised document to the Board for review.

VII. New Business

- A. North Entrance Parcel
The Board discussed the TMS parcel 614-00-00-337 that has been maintained by the Association for many years. It was suggested writing a letter to the owner in hopes of getting an easement granted. Ms. Watson will prepare the letter.
- B. Lighting Proposals
This item was discussed under section VI, C with regard to the proposals presented.
- C. Landscape Proposals
The landscape proposals submitted by Forever Green for irrigation repairs of a broken zone at The Estates (1010-8913) and for capping off irrigation at The Estates (10-8905) were placed on hold.

VIII. Old Business

No old business was presented.

- IX. Next Meeting Date – The next regular board meeting will be held on Wednesday, May 10, 2017 at the Heritage Trust Federal Credit Union at 5:30.

X. Adjourn

With no further business to be discussed the meeting adjourned at 7:46 PM.

MOTION by Karol Queen to adjourn

SECOND Chuck Cross

All in Favor

Charleston National Community Association, Inc.
Board Meeting
April 12, 2017

XI. Executive Session

The Board discussed legal matters regarding association property. Ms. Watson will provide information to the President as requested.

Further discussion was held regarding financial matters with regard to water usage of the association. Mr. Hagedorn will continue with further review and provide the information to the Board.

With no further business to present/discuss the meeting adjourned at 9:30 PM.

Minutes Submitted by:
Jerry Watson