

**CHARLESTON NATIONAL COMMUNITY ASSOCIATION, INC.**  
**REGULAR BOARD MEETING**  
**May 10, 2017**

The Regular Board meeting was held at Heritage Trust Federal Credit Union on May 10, 2017 at 5:30 pm.

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

Members Absent: Chuck Cross and Michael Hagedorn

Management Company Representative: Jerry Watson, Gold Crown Management Inc., and John Reyelt, CEO, Gold Crown Management Inc.

Guests: Nick Diez, CPA, Diez and Associates and Todd Musheff, McCabe Trotter & Beverly

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 Mark Wilson to approve agenda as presented**

**SECOND Jim Barr**

**All In Favor**

III. Final Approval of Meeting Minutes – April 12, 2017

**MOTION by Bob Crawford to approved minutes as presented**

**SECOND by Jim Barr**

**All In Favor**

IV. Financial Report – John Desautels

Mr. Desautels noted he had not received the April financials as of the date of the meeting. He did note he now has access to the Mutual of Omaha bank account and can monitor on a daily basis. He has reviewed the association accounts against the GCM accounts and everything is in order.

V. Consent Agenda Items  
None to Present

VI. Committee Reports

A. ARC – Bob Crawford

Mr. Crawford provided the following report to the Board.

Approved:

3279 Heathland Way - New Garage Door  
1104 Old Course Lane - Back Yard Play House  
1159 Old Course Lane - Paint Shutters and Front Door  
4064 Harleston Green - Remove diseased Tree  
3169 Linksland Road - Repaint House same Color  
1352 Royal Links Dr - Remove and Replace 2 Palm Trees  
3251 Heathland Way - Back Yard Play House

New Construction: None

Pending:

1297 Hogan's Alley - Paint Front Door new Color

B. Maintenance – Lagoons – Jim Barr

Mr. Barr noted The Greenery had treated VP1 located on Victory Pointe Drive and treatment would continue. He will meet with Carl Rokes to review the work approved at the April meeting. Work on this project should begin in June.

C. Landscape/Irrigation/Lighting/Signs/Structures – Mark Wilson

Mr. Wilson noted a new stop sign was needed at National Drive/Victory Pointe Drive.

**ACTION: Ms. Watson will contact the Town of Mt. Pleasant to get a replacement sign and have it installed.**

Mr. Wilson felt with school getting out soon it would be a good idea to send an eblast to the community regarding golf cart safety.

**ACTION: Ms. Watson will prepare an eblast and forward to Mr. Charles for review/approval. He suggested adding additional information on alligators and foxes.**

- D. Safety & Traffic Awareness – Carina Jansson  
No Report was provided
  - E. Social – Carina Jansson  
No Report was provided
  - F. Budget Committee – Jim Barr  
No Report was provided
  - G. Communication & Documents – Michael Hagedorn  
No Report was provided
- VII. New Business
- A. Landscape Committee  
Mr. Wilson noted multiple irrigation repairs have been completed by Forever Green. Irrigation intervals compared to the budget were discussed.  
  
Lighting repairs at the North entrance were approved. The work will be completed by Moonlighting.  
  
Revised bids were requested for tree removal of a cypress tree in St. Andrews. The bids do not need to include stump removal.  
  
Ms. Queen noted she was resigning from the Landscape Committee but would continue to work with the Social Committee. She will let Mr. Wilson know of her resignation.
- VIII. Old Business
- A. Collection Procedure  
Mr. Charles asked Mr. Musheff questions regarding the current collection process. He noted there is a collection agreement in place with the Association. Based on that agreement once the account is ninety (90) days delinquent it is turned over to McCabe Trotter & Beverly for continued collection. This involves filing a lien against the property. Tiffini Allen, Gold Crown Management, handles collections prior to the 90 day period and works with the client and attorney for resolution.  
  
Mr. Charles noted he would like to be notified before any accounts are sent to the attorney for collection.
- ACTION Ms. Watson will follow up with accounting representative, Tiffini Allen, with regard to this request.**
- B. Vendors & 1099's

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Mr. Diez, Diez and Associates, explained the procedures with regarding to how/when a vendor should receive a 1099. He defined the classifications for LLC's denoted as an "S" or "C" Corporation and noted a 1099 isn't required for these vendors. He further noted attorneys should always receive 1099's based on IRS rulings.

Mr. Diez will request the prior filings for 1099's from the IRS for 2013 through 2016. Those will be compared against the GL accounting records for the Association to determine if any filings are missing. This information will be provided to the Board for a decision on additional filings that may be needed. Mr. Diez will then file accordingly. Mr. Reyelt, CEO, Gold Crown Management, noted if any penalties are incurred these would be paid by Gold Crown Management.

**ACTION Ms. Watson will forward information requested by Mr. Diez with regard to this review.**

- C. 2016 Tax Returns  
Mr. Diez explained the different types of filings for the Board and the approximate cost involved with each type. Mr. Diez will prepare the 2016 tax returns. The Board requested that the tax returns be sent to Mr. Desautels first and then to Mr. Charles for signature.
- IX. Next Meeting Date – The next regular board meeting will be held on Wednesday, June 14, 2017 at the Heritage Trust Federal Credit Union at 5:30.
- X. Adjourn  
With no further business to be discussed the meeting adjourned at 7:00 PM.

**MOTION by Karol Queen to adjourn**

**SECOND Jim Barr**

**All in Favor**

- XI. Executive Session  
Mr. Charles provided an overview to the Board regarding a discussion with McCabe Trotter & Beverly on a potential legal matter. A draft letter will be provided to the Board for review and approval.

With no further business to present/discuss the meeting adjourned at 7:15 PM.

**Minutes Submitted by:  
Jerry Watson**