

CHARLESTON NATIONAL COMMUNITY ASSOCIATION, INC.
REGULAR BOARD MEETING
August 9, 2017

The Regular Board meeting was held at Heritage Trust Federal Credit Union on August 9, 2017 at 5:30 pm.

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

Management Company Representative: Jerry Watson, Gold Crown Management Inc

Guests: Debra Whitfield and Brooke Payne

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 John Desautels to approve agenda as presented

SECOND Bob Crawford

All In Favor

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

MOTION by Jim Barr to approved minutes as presented

SECOND by Karol Queen

All In Favor

IV. Financial Report – John Desautels

A. July Financials

Mr. Desautels reviewed the July financial reports. He noted the following items:

- Last month I reported that my program indicated a January deposit in GCM records of \$891.17 did not exist in bank records. GCM research indicated that the entry was a duplicate deposit entry and would be removed from GCM statement in July financials. It has been removed in the July financial reports.
- The same program found a discrepancy in February statements that showed a \$1333.35 transfer to the reserve fund from the operating fund that is not reflected in bank records. There had already been \$5833.32 transferred in February. There

was no transfer in January. GCM has not responded yet. This error offsets the previous bullet point indicating GCM operating account balance should actually go up by \$442.18. My records have been updated and will probably show greater difference from GCM account balance until changes reflected in GCM financial statements.

- GCM forwarded a statement from Regions Bank indicating the monies from two CD's will transfer to South Carolina due to inactivity. I went to Regions Bank and signed both forms. They were faxed at the branch to HQ. I have confirmation of the fax.
- GCM has overfunded the reserve transfers and has made an adjustment by returning \$1750 from the reserve account to the operating account.
- I have questions about the July Reserve financial statement. Discussing with GCM for resolution.
- Budget areas to focus on:

	YTD	Budget	%
Legal Fees	\$2828	\$1000	283%
Legal Fees to Owners	\$1360	\$1235	110%
Postage & Mail	\$3602	\$4000	90%
Web Site	\$546	\$600	91%
Irrigation & Backflow	\$1809	\$2500	72%
Pond Maintenance	\$7724	\$10000	78%

MOTION by Karol Queen to accept the July financials as presented.

SECOND Jim Barr

All in Favor

- B. 2017-02 Discretionary Spending Proposal
The Board discussed the proposal as presented. It was determined the percentage should be increased from 20% to 50% of the approved quote, not to exceed \$300.00.

MOTION by Jim Barr to increase the percentage to 50% of the approved quote and not to exceed \$300.00.

SECOND Mark Wilson

All in Favor

V. Consent Agenda Items

- A. Ratify acceptance of Forever Green Proposal 1010-9290 for removing wax myrtle stump and covering the area with pine straw at a cost of \$88.75. Item was approved via email.

MOTION by Jim Barr to approve Consent Agenda Item as presented.

SECOND Chuck Cross

All Board Members in Favor

VI. Committee Reports

- A. ARC – Bob Crawford

Mr. Crawford provided the following report to the Board. He further noted owners within the community are cutting down trees without ARC approval and leaving debris at the street.

Approved:

3068 Linksland Road - Paint House Exterior
3328 Olympic Lane - Replace Bad Siding, New Gutters, Driveway Extension
1275 Royal Troon Ct. - Remove Privacy Fence
1280 Royal Troon Ct. - Pod in Driveway
3273 Heathland Way - Replace broken Window, Replace Fence Damaged by Storm
1312 Royal Links Drive - New Fence, New Rear Deck, Paint front Door and Shutters
3338 Merion Place - Tree Removal
1320 Royal Links Dr. - New Back Yard Pergola, Patio, Play House, Outdoor Kitchen

New Construction: None

Pending: None

- B. Maintenance – Lagoons – Jim Barr

Mr. Barr presented the follow report to the Board.

1. Still waiting on word from Carl that I can inspect work done on CN7, W1, W3, W4, W8 and E2. The invoices were paid prior to the HOA Board meeting for the work. Mr. Barr is waiting to meet with Carl for inspection and confirm completion of the work.
2. Spoke with Tim Kane about having Wayne help clear out sediment to ensure flappers could open to allow water to leave the lagoon system in the event of a high water event. He was not willing to do that, as he was concerned it could appear he was okay with waiting for the permanent solution to be implemented. Next step is to try to hire someone to go in with shovels and clear it out--will try to get bids.

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3. Have meeting scheduled with Hillary from Town of Mt Pleasant on 25 August at 10:00, meeting at CN11. Invited Tim Kane 2 and entire Lagoon Committee.
4. I requested language from Carl for us to share with homeowners and Forever Green on how to maintain banks around the lagoons prior to last month's meeting- will reach out again.
5. Responded to 2 homeowners regarding complaints with VP1 and CN6.

After presenting his report Mr. Wilson feels it would be a good idea to have a workshop for owners on maintenance of their property if they border a lagoon/pond.

C. Landscape/Irrigation/Lighting/Signs/Structures – Mark Wilson
Mr. Wilson provided the following report to the Board:

1. Dog stations
 - Dog station relocated to The Gallery. Several homeowners have offered thanks and one complained on Nextdoor Charleston. ☺
 - Forever Green and Gold Crown have made offers to reduce maintenance costs. The offers are not apples to apples right now and we need to finalize this decision. I recommend sticking with weekly maintenance for now regardless of who does the maintenance. Chuck has had no luck so far with the veterinarian donation idea. Still seeking offers.
2. Tree Removal
 - Recently downed wax myrtle off of Linksland has been removed by FG. This was a large myrtle that did some minor damage to the light pole in that area. Damien now requesting to improve this area. Waiting on proposal.
3. Irrigation
 - John D completed mapping out remaining areas. All zones now identified, heads counted, itemized according to type, and water usage estimated for 5 minutes per zone. This should be very helpful moving forward. Special thanks to John! This was a significant time commitment.
 - Discovered a new valve leak on National Drive. Damien identified and repaired.
 - All turf zones set to three days/per week as of August 3. This was misreported in July. I thought FG had made the changes but we had a communication gaff (my bad). Three zones off National Drive/Linksland now set to two days per week as a test to determine if two days might suffice for all zones. Unfortunately, until the rain subsides, I doubt we can reach any conclusion. Flower zones remain at daily.

4. Lighting

- Light sensor in The Gallery Circle replaced by Moonlighting.
- Erica reported an issue on National Drive Monument that reportedly needs conduit to protect some work that was done some time ago by Michael (GC). I need to inspect this before requesting repairs. Not sure why it is just now being reported.
- No other lighting issues at this time

5. Egrets Entry Landscaping-Homeowner complaint

- Holding for fall

6. Forever Green

- We received a complaint from a resident regarding the condition of Royal Links circle and surrounding areas. This circle is in bad shape, full of weeds (yellow sedge being most problematic). I have been communicating with FG for several weeks about this area. FG is hand pulling weeds today and will treat with herbicides again later today. Damien believes the recent rains have caused the herbicides to be ineffective. I have spoken to the resident and have attempted to schedule a time to meet to address additional concerns he has with regards to the drainage easement behind his home. Photos sent to the Board of the circle weed infestation.
- Deer repellent has been added to all flower beds. Rain is also causing problems keeping this fresh.

7. The Retreat

- Have yet to meet with Charmaine to reassess mowing of banks along the lagoon. Requested a meeting for later today.

In closing Mr. Wilson noted he will ask Forever Green for a more detailed proposal for 1010-9334.

Mr. Barr noted he would like to have all doggie stations removed due to the high costs associated with removing waste. The Board briefly discussed the proposals that had previously been submitted. The Board also discussed removing the containers and supplying only the bags.

MOTION by Jim Barr to remove all doggie stations

SECOND Michael Hagedorn

Motion Failed by a vote of 3 – Yes and 4 - No

- D. Safety & Traffic Awareness – Carina Jansson
No Report Was Presented

- E. Social – Carina Jansson
No Report Was Presented. . The Board did discuss possibly having a BBQ or looking into having food trucks for an Oktoberfest event.
- F. Budget Committee – Jim Barr
Mr. Barr presented the following report:
1. John Desautels drafted a proposal to provide flexibility to Chairpersons for having work done that exceeds the pre-approved board decision. Had input from 3 of 5 Committee Members, so a quorum of the committee, and all recommend approval.
 2. Recommend all Chairperson start preparing Budgets for 2018. Would like to have all inputs by 1 October so Budget Committee can review and develop recommended budget for Board approval.

- G. Communication & Documents – Michael Hagedorn
Mark Wilson brought to the attention of the Board an increase in GCM's hourly maintenance charges from \$44/hr to \$55/hr beginning in May 2016 and the duration of GCM's onsite maintenance visits also increased significantly beginning in May 2016. Michael Hagedorn requested that GCM provide documentation authorizing the increase and an explanation of the increased time spent onsite. In lieu of documentation authorizing the increases or an explanation of the increased time spent onsite, GCM offer to credit the overcharges. The Board voted to accept the credit.

The Board also voted to create a Maintenance billing oversight committee position committee, and Michael Hagedorn accepted the role. During the inquiry into the increased hourly maintenance billing rate, an increase in GCM's per door monthly management fee was also identified that became effective January 2015. Despite repeated requests of GCM, no signed amendment to GCM's contract, as is required by the contract, or email correspondence from the Board President authorizing the increase was provided by GCM. During an open discussion, current Board members that were Board members in 2015, did not recall discussing a formal proposal from GCM to increase its monthly management fee. Mr. Barr suggested this be discussed when they meet with Mr. McCabe.

VII. New Business

- A. Work Order Credit from April 2017 through December 2016
Originally Ms. Watson offered to have Mr. Hettesheimer to revise all of the invoices during the period but once they were reviewed it would have taken a great deal of time to revise all of the invoices. Ms. Watson went through all of the invoices and computed the credit due Charleston National. The amount of the credit came to \$3,382.35. Ms. Watson offered to apply this credit toward the July management fees leaving a balance due of \$732.65.

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MOTION by Willie Charles to accept the offer of \$3,382.35 toward the July management fees.

SECOND Jim Barr

All In Favor

B. Discussion & Vote on Legal Status of 1325 National Drive.

Mr. Hagedorn presented documents to the Board via email regarding this item.

Mr. Barr suggested speaking with the association's attorney regarding this matter.

MOTION by Chuck Cross to have the association's attorney review the material presented by Mr. Hagedorn.

SECOND Jim Barr

All in Favor

VIII. Old Business

A. 1099 Review

Ms. Watson noted the information will be sent to the Board within the next thirty (30) days.

IX. Additional Comments

Mr. Wilson thanked the guests for attending the meeting and ask them to give thought to possibly running for an open board seat at the next annual meeting.

Ms. Whitfield gave a brief report on the Amenities Committee that was recently formed by association members. Approximately 75 owners attended the previous meeting in July. She has met with Mr. Kane and presented a list of priorities. Mr. Kane appreciated the visit. Ms. Whitfield has another meeting coming up with Mr. Kane for another review of the items that need to be addressed. Some progress has already been made.

X. Next Meeting Date – The next regular board meeting will be held on Wednesday, September 13, 2017 at the Heritage Trust Federal Credit Union at 5:30.

XI. Adjourn

With no further business to be discussed the meeting adjourned at 7:30 PM.

MOTION by Chuck Cross to adjourn

SECOND Carina Jansson

All in Favor

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Minutes Submitted by:
Jerry Watson

XII. Executive Session

Ms. Watson was excused from the executive session. Mr. Crawford was the only board member not present for the session. The Board will exercise their contractual obligation to provide a 90 day termination notice of their contract with Gold Crown and go out for bids. Gold Crown will be included in the bidding process.

MOTION by Karol Queen to adjourn

SECOND Chuck Cross

All in Favor