

Charleston National Community Association (CNCA) Meeting
Purpose of Meeting: Stated Meeting of the (CNCA) Board of Directors (BoD)
Date: October 24, 2018; Time: 5:30 P.M.
Convened: Heritage Trust Federal Credit Union (HTFCU),
1129 Park West Blvd., Mount Pleasant, SC 29466

Members Present: Jim Barr, Bruce Bingham, Scarlette Bostick, Willie Charles, Chuck Cross, John Desautels, Michael Hagedorn, and Karol Queen.

Members Absent: Bill Harkness

Guests attending during the Open Session of the board meeting were: Ed Downs and Bob Bostick

Management Present from SCS: Chris Barclay of Southern Community Services (SCS)

- I. **Called to Order:** President Willie Charles at 5:38 p.m.
- II. **Approval of Agenda:** Motion to adopt: John Desautels
Second: Karol Queen
Agenda adopted unanimously
- III. **Reading and Approval of Minutes:** Motion to approve the Minutes: Jim Barr
Second: Karol Queen
Minutes unanimously approved
- IV. **Financial Report – August 2018**

The Chair of the Financial Committee stated that he, as Treasure along with Willie Charles the President of the CNCA did redeem the four CD's approved in the September meeting totaling \$85,300.00. They were transferred (re-deposited) to two 13 month CD's at Synovus Bank which will yield a higher interest rate. Mr. Desautels did a thorough review of the Financial Statements and brought up several issues for discussion and clarification with the CNCA Manager, Chris Barclay and the Board in general. Some of those discussions were concerning: the Operational and Reserve Funds, the Annual Income being below budget, the funds available for Audit Services. The General Ledger shows Repairs and Maintenance being under budget, the annual tax bill is in line with the last quarter, and the utilities account is being watched carefully. He is not concerned overall, his review indicates CNCA is staying within the Proposed Budget for the year 2018.
- V. **Committee Reports**
 - a. **ARC Committee:** Karol Queen;

There were a total of nine requests made to the ARC that were approved, one new request and one pending request. Please see the attached ARC Committee report for further details. In regard to follow-up of the resident who proposed solar panels last month and some of them being on the front of their residence, the issue has been resolved. Ms. Queen working cooperatively with the resident and the contractor has

reworked the original plans so that the solar panels will be on the back of the house. In addition, there was a discussion about 4112 Egret's Pointe the owner requested to remove three trees from the HOA common area behind his house. The Board agreed that we would allow the owner to do that after Ms. Queen and Mr. Cross verify that the trees are not under Mount Pleasant's tree ordinance to protect trees. The owner specified that a professional and bonded tree service will fell the trees.

- b. Lagoons Committee:** Bruce Bingham;
Please refer to the Committee report submitted for details. The Chair stated that Mr. Horner had not yet been compensated for his work on CN11 and suggested SCS make an effort to pay that invoice as soon as possible.
- c. Budget Committee:** Jim Barr;
Please refer to the Committee report submitted for details. Mr. Barr proposed the Budget for 2019. The budget was reviewed by the Board and discussed at length. After collaboration, Mr. Barr made a motion that we approve the Proposed Budget and Mr. Bingham seconded the motion and the Proposed Budget was unanimously approved for 2019.
- d. Landscape/Irrigation Committee:** Chuck Cross;
Please refer to the Landscape Committee Report submitted for details. Mr. Cross began his report with discussion of the Christmas Decorations and the need to measure the area needing to be decorated. A plan was made that the Directors would meet on Friday, October 26th at 9:00 a.m. at the Guard House on National Drive to finalize what may need to be purchased to decorate for Christmas. The clearance of pine trees on Hogan's Alley behind Mr. Downs home was discussed. Mr. Cross is awaiting another bid before making a commitment. The Board agreed to ratify the Hogan Alley issue via technology as soon as all bids were in. A discussion ensued about flowers and Forever Green increasing the "splash" of flowers at the entrance of Charleston National. Mr. Cross questioned the use of rain gauges/cut-off switches and the repair of those tools to help us manage our water usage. The cost should be negligible. He will talk to Mike with Forever Green. Ms. Queen asked Mr. Cross to address the issue of trimming the Magnolia trees back so that trucks will not hit the tree limbs.
- e. Maintenance Infrastructure:** Bill Harkness;
Mr. Harkness was absent. See written report attached. There was no verbal report.
- f. Safety & Traffic Awareness Committee:** Bill Harkness;
Mr. Harkness was absent. See written report attached. There was no verbal report.
- g. Social Committee:** Chuck Cross;

Please see the Social Committee Report submitted. Mr. Cross told of the great success of the Meet and Greet at Rusty Rudder. There were 64 adult residents and 10 children. Of those, 31% were new neighbors. All Directors who attended had an enjoyable evening and look forward to the next meet and greet. The social committee has a Truck and Treat planned for the Halloween Season on October 27th, and is working on a Christmas Party recommending the Rusty Rudder being the best venue. The food offered is a Low-Country Boil, with a cap proposed of 100 people to attend. At this time the date is set for December 18th from 5:30 p.m. until..., and the cost (at this time) is \$10.00 per person. Mr. Cross will follow-up with the cap on the number of people and the price to be set firmly in place.

- h. **Documents/Communication Committee:** Michael Hagedorn;
Please see the Committee Report submitted for details. Mr. Hagedorn related to the Board that 50% of CN home owners open up CNHOA.org web page. He encouraged the Board to send more e-blasts, for example advertising the Truck and Treat, etc.

VI. **New Business:**

- a. Protocol guidelines for guests in CNCA's By-laws: Discussion ensued and several suggestions were made. The end result is that Scarlette Bostick is to prepare a written first draft considering for approval from the Board and Michael Hagedorn will design a Form for the CNHOA.org website. The draft and the form will be followed up on in the December board meeting.
- b. **Backflow issue: I know that we discussed via email to pay the back flow invoice for \$50.00, that's an ordinary annual expense, as a one-time payment. I didn't hear where we decided as a Board to "sign up for the town's program to automatically inspect back flow preventers," which was indicated on the Agenda.**
- c. Moving the flagpole: No estimates were received in relation to the cost of moving the flag pole. Mr. Cross and Mr. Harkness will work on bringing estimates to the Board in the future. No deadline date was established to move forward on this issue.
- d. Electronic speed machines (monitors): A resident requested these temporary monitors be set in strategic areas of CN to monitor speeders. The Board, after considering the request, discussed first requesting the Mount Pleasant Police Department have an officer patrol more frequently or set up a watch and give tickets if necessary. In Mr. Harkness's absence, it was suggested Chris Barclay is to follow-up. He agreed to do so.
- e. The Board approved the umbrella coverage to the insurance policy: This was done when the Board decided to increase the budget line item. Mr. Barr made that change to the originally proposed budget and sent it out to the Board. Mr. Barclay is to coordinate with the insurance company to see when the increase would take effect and to confirm that there will be no lapse in coverage.

VII. **Unfinished Business:**

- a. Chuck Cross: Christmas decorations update

- b. Chuck Cross: Christmas Party at the Rusty Rudder (caps on number of people, can we reserve the Rusty Rudder exclusively, and price per person)
- c. Bruce Bingham: Financial Review vs. Audit research and analysis update. Mr. Bingham requested initiating a “Formal Bid” for Financial Audit from the CPA firm of Gerrard, Nowell and Russell. He mentioned several companies who use them and related that Gerrard, Nowell and Russell come with a High Review. The Board agreed unanimously.
- d. Bill Harkness: Painting of faded signs in CN (John Desautels collaborating)
- e. Karol Queen: Moving of the Flag Pole, no proposals at this time (Mr. Harkness and Mr. Cross)
- f. Scarlette Bostick: Will prepare a first draft for Protocols for Guests attending open BoD’s meetings and Mr. Hagedorn will prepare a form for the Protocols

VIII. Ratification of Business via Electronic Consensus:

The ratification of the Hogan’s Alley Proposal via email: Three itemized proposals were considered to remove trees. Andrus Tree Service was recommended at a bid of \$1,236.00. The Board was asked to approve the following motion using up to \$2000.00 to negotiate getting the entire area cleared.

-The Motion:

Chuck Cross, the Landscape Committee Chair, made a motion to approve using up to \$2000.00 to complete this work using Andrus Tree Service. The motion was seconded by Karol Queen. Discussion ensued. The vote was called and a majority of the Board of Directors approved the motion.

- IX. Next Meeting Date: December 5, 2018 at 5:30 pm at Heritage Trust Federal Credit Union, 1129 Park West Blvd., Mt. Pleasant, SC 29466.** The November regular meeting would have fallen on the day before Thanksgiving and many of CNCA’s Board members were not available to attend because of the holiday. Being that the Holiday Season is upon us, the Board Members unanimously agreed to combine the November and December meeting.

- X. Adjourn:** Motion made to Adjourn at 6:45 pm by: Chuck Cross
 Seconded by: Scarlette Bostick
 Unanimously approved

Please see attached Committee Reports

Maintenance/Infrastructure Report

Guard shack roofs: I have been in contact with the Painters and they are scheduled to paint both guard shack roofs by the end of this month. We have said that we would pressure wash these building however I feel we should wait until after the roofs are painted.

Doggie Stations: The average cost to replace the stations is around \$280.00. We have several doggie stations that need replacement/repair. I would suggest we start with ordering at least two for now but budget three or four for next year.

Safety/Traffic Report

I saw that some residents were asking about the police setting up a speed cart to slow people down. I would suggest instead of asking for the speed cart we ask Mount Pleasant police for some additional speed enforcement in our community.

Christmas Decorations

The Board met and inspected all the Christmas decoration we have on hand. Several were not working correctly and all old non-working lights were removed. Can we try to pick another day hopefully a Saturday or Sunday that several of us

can get together again and walk all the points of entry that we want to decorate.

We need to establish a correct list of all lights and decorations that we need to order for this coming season.

Communications Report:

At the direction of the Social Committee, the CNCA Happy Hour event at Rusty Rudder, promoted for the next three months, on the third Tuesday of the month, and the Halloween Golf Cart parade, have been posted as events on three Facebook pages: CNCA Homeowners (closed group), CN Neighbors (closed group) and CharlestonNationalHOA, the community's public Facebook page, and the community's website: cnhoa.org.

In addition, an email blast was to sent the homeowner distribution list (currently 844 emails), and the open rate was the highest of recent e-blasts at 46%, reports attached.

With confirmation from the Social Committee, an e-blast will be sent to remind homeowners of the upcoming Halloween Golf Cart Parade.

In anticipation of my departure from the Board, I ask that the Board begin soliciting for a committee person and/or individually volunteer to become familiar with management of CNCA's website and Facebook pages and data archive. Management of these services does not require any technical experience, if you can type, you're qualified.

Budget Committee-person contribution:

Jim wanted to remind the Board to consider increasing the Directors and Officer's liability insurance.

I alerted SCS and the Budget Committee about a possible calculation error in the accounts receivable, specifically that outstanding fines are being charged an overdue interest rate, which is not permitted by the CC&Rs, and should be corrected and reversed.

2 Attachments

October, 2018 Lagoon Committee Report

Actions taken in October:

☑ **Did ride-around** with Carl Rokes of The Greenery. Much improvement in algae control. Biggest issue is cutting back dead tree branches in and over the lagoon waters. He will provide cost estimate. Still awaiting mesh cover bids from Bob Horner and Carl Rokes.

☑ **Got work order** cost estimate from Bob Horner for mesh covers for the 3 gates at CN11 and provided it to the Budget Committee.

☑ **Got estimate** for additional artificial islands that would capture nutrients away from and thereby reduce bottom vegetation. Provided to Budget Committee for consideration.

☑ **Carl will get** a second estimate in addition to the estimate of the cost of dredging an island in Victory Point 1 provided by Aquatic Environments South East. Discussed with the Budget Committee as a long-range capital plan.

☑ **Bob Horner** provided work order cost estimate for the CN 10 Back Surge trench issue brought to my attention by Tim Kane. Copy provided to TK, who is scheduling a meeting with me, Kurt Nendorf, Horner on site to review concept and advance discussion.

☑ **Updated Lagoon Status** Worksheet (attached).

☑ **Emailed Hillary Repik**, TMP Storm Water Manager, during the storm and we shared contact info. Will try to arrange a meeting in October to exchange ideas.

Respectfully Submitted,
Bruce Bingham

Lagoon Status Report**AS OF 3 OCT 2018**

ID	Owned By	Notes	To Do's/ Conditions/Ideas
W1	CNCA	dyled, pine straw in water,	needs cutback
W2	CNCA	connected to W5, flows into wetland	parrot feather weeds mostly gone, dyled, needs algae treatment & cutting aback
W3	CNCA	has spillway and floating island	ok
W4	CNCA		still needs cutting back
W5	CNCA	T-shapedye just put in.	Carl will watch
W6	CNCA	Big pond	looks good
W7	CNCA	outflow to marsh, connected to W8	ok
W8	CNCA	connected to W7	ok
E1	CNCA		looks good, needs big branch cleared
E2	CNCA		greatly improved, dead branch to cut
VP1	CNCA	largest, shallowest, heavy algae, minimal flow to VP2 & VP3	New herbicide doing good job. Looks good. Carl getting second bid for island work.
VP2	CNGC		
VP3	CNGC		
VP4	CNGC		
VP5	RCN		
RCN1	RCN		
RCN2	RCN/JP		
CN1	CNGC	by pool, highest water source	
CN2	CNGC		

CN3 CNGC

CN4 CNCA at Heathland & Sam Snead, dredged recently Low water level. Algae better, but much pine straw in water

CN5 Private

CN6 CNCA pump house connected, primary golf irrigation Looks good. Needs big branch cut back. Carl providing labor estimate.

CN7 CNCA Dead limb in water & cut back growth

CN8 CNCA ok

CN9 CNCA needs emergent treatment

CN10 CNCA/CNCG Has board to control flow from CN6 ok

CN11 CNCA has aerator, gates off German, boards into German, boxes preventing saltwater in CN10 which connects to CN6 New gates working well

CN12 CNCA

CN13 CNGC

CN HOA ARC REPORT – SEPT. 18 THRU OCT. 14, 2018

REQUESTS APPROVED:

1217 Sam Snead Dr. – remove river birch tree from front yard

1337 National Dr. – repaint back deck and railing

1209 Mashie Ct. – installation of above ground pool

2536 Charter Oaks Dr. – paint house different color

3535 Stockton Dr. – install solar panels (the contractor re-worked original plans so that panels would only be on the backside of the house.)

3051 Linksland Rd. – install vinyl panels on existing screened porch

4008 Harleston Green Ln. – install 4 ft. fence to back yard (on lake side)

4044 Harleston Green Ln. – replace roof with same color and shingle

3283 Heathland Way – change all landscape in front yard and remove 2 trees and trim the rest

9 TOTAL REQUESTS

NEW CONSTRUCTION:

3583 Somerset Hills CT. – final plans have been approved and construction should start soon.

Charter Oaks Dr – new build documents have been supplied to builder, Crescent Homes

PENDING REQUESTS:

1155 Old Course Ln. – pending request for tree removal in front yard

Submitted by Karol Queen

CN HOA ARC Chair

Landscape Committee Report

>> Activities for the month:

>>

>> 1. Christmas decorations were reviewed by the whole Board (except for the Rutgers fan). Garland and Wreaths were examined and lights not working were removed. Another session needs to be held to determine the amount of garland needed and placement of wreaths. Separate lighting strings need to be replaced on garland and new bows will need to be attached. Garland and majority of wreaths were determined to be reusable this year. Some additional Garland and Wreaths maybe needed

>>

>> Next action - Need to establish date for measuring garland length needed and placement of wreaths. Installment and Take-down of decorations need to be determined.

>>

>> 2. Hogan's Alley was visited by multiple Board members (Willie, Jim, John, Bill & I) to review. It was determined two large pine trees need to be trimmed to avoid limbs falling in neighbors yards. Vines that are climbing the trees need to be removed to avoid them killing the trees. One Wax Myrtle needs to be removed to allow landscaping equipment to enter property. Three bids were requested - Forever Green, Andrus Tree and R & R Tree.

>>

>> 3. Concrete runoffs along National Drive were determined to be maintained by City of Mt. Pleasant. The City of MtP has put CN on their schedule to clear debris to help avoid flooding of National Drive in the area before entering the Retreat.

>>

>> 4. Palm trees that are close to the CN Golf Clubhouse are believed to be on their property not CNCA.

>>

>> 5. Broken irrigation pipes that were spraying water at the Hwy 17/National drive and by the Guard House on Merion Drive were repaired by Forever Green.

>>

>> 6. A water faucet was located next to cart part on Merion Drive near the Guard House. We are not aware of any purpose for it. Someone turned it on and was spraying the road. We feel it should be capped.

>>

>> 7. Fall flower planting was reviewed in a ride-around. Forever Green will start a process to integrating perennials in the flower planting. This will provide color but require less watering and less new flowers in the future. A couple of flower beds by Hwy 17/National Drive will be reduced in size to enhance the beds in front and to the right side of the Guard House on

National Drive. This will still be within the current budget.

>>

>> 8. We are recommending the Flag Pole be moved from behind the traffic light to in front of the Guard House on National Drive. The area where the flag pole is currently located will be used to expand the Flower bed to enhance the entrance.

>>

>> W. Chuck Cross, Chair

>> CNCA Landscape Committee

On Fri, Oct 12, 2018: Social Committee Report for October 2018

> 1. The Charleston National "Meet & Greet" of neighbors is set for Tuesday, October 16th at the Rusty Rudder. Rusty Rudder is providing 10% discount cards for Charleston National residents on ALL food and drinks. Rusty Rudder is donating \$50 to match our \$50 for five gift certificates. Cost to CN is \$50.

>

> 2. CN Halloween Golf cart parade and "Trunk or Treat" in pool parking lot on Saturday, October 27th. I requested, and got, approval by Tim Kane to use the pool parking lot. He expressed appreciation of asking approval and he extended the pool closing to the end of October. Cost expected to be under \$200.

>

> 3. CN Christmas Party- Considered CN Club House, Hamlin Planation Club House and Rusty Rudder. We feel based on our skinny budget, a menu of Low Country Boil best meets our need with a few side Dips on Tuesday, December 18th. Rusty Rudder will prepare the boil and serve it from the pots at our tables outdoors. If adverse weather, we will be able to move into the building and have the majority of the room or (for additional \$400) put up a 40x20 tent. Heater will be provided in dining area outside. Drinks will be self-serve from the Tiki Bar. Drinks are subject to 10% CN discount. We propose charging \$10 per person to help offset cost. Total cost for 100 participants is \$1700 (less participant cost). If 100 people attend and we charge \$10pp our net cost would be \$1200 (and within budget). Rusty Rudder capacity is 150 people. We must confirm the number of attendees at least one week in advance

>

> W. Chuck Cross, Chair

> CNCA Social Committee