

Charleston National Community Association (CNCA) Meeting
Purpose of Meeting: Stated Meeting of the (CNCA) Board of Directors (BoD)
Date: September, 19 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, Bill Harkness, and Karol Queen.

Members Absent: None

Guests attending during the Open Session of the board meeting were: Kurt Nendorf, Ed Downs, Mark Wilson, and Pam Love

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

- I. **Called to Order:** President Willie Charles at 5:31 p.m.
- II. **Approval of Agenda:** Motion to adopt: Jim Barr
Second: Bruce Bingham
Agenda adopted unanimously
- III. **Reading and Approval of Minutes:** Motion to approve the Minutes: Mike Hagedorn
Second: Chuck Cross
Minutes unanimously approved
- IV. **Financial Report – August 2018**
Chair, John Desautels stated the Financial Reports were received the day of the BoD’s meeting. Therefore he did not have time to do a full analysis of the reports. However, his cursory analysis looked pretty good. There was an unresolved question concerning the water bill. There was also concern about the Ending Balance not equaling the Beginning Balance. The Chair will do a more in-depth analysis. However, a request was made of the Manager of SCS by a Board Member addressing the issue of receiving the Financial Reports from SCS at least two days before each future Board meeting. Every Board Member deserves an opportunity to review the Financials’ before the stated meetings. Other Members agreed. Receiving the Financial Reports prior to the BoD’s meetings will keep the Board from always working from behind and resolve concerns in a timely manner. Chris Barclay is to look into a difference of \$450.00 in regard to the ARC Income vs. \$900.00, this issue was mentioned at the last stated board meeting and has not, at this time, been resolved. The Reserve Account was mentioned as being healthy.
- V. **Committee Reports**
 - a. **ARC Committee:** Karol Queen;
There were a total of six requests made to the ARC that were approved. No pending requests. /there were also no new submissions for new construction. The new

construction of Charter Oaks is finished and the persons involved want their deposit back which has been approved. Another concern was raised about a swing in a front yard. However, the resident is not breaking any Bylaw rules (reference Section A, Article 2, #17). It was recommended that the ARC Chair ask the residents if they would consider moving it to the back yard. Please refer to the ARC Report for further details.

b. Lagoons Committee: Bruce Bingham;

Please refer to the Committee report submitted for details. The Chair stated that CN 11 is working well. He also gave praise to Bob Horner for a job well done. Conversation about other ponds ensued, but no action was necessary. No mention of the floating islands developed.

c. Budget Committee: Jim Barr;

Please refer to the Committee report submitted for details (both the Budget Committee Report and the two resolutions). Two Resolutions were presented to the BoD's. The first resolution is to implement a resolve to provide Directors, who are chairing select committees that have board approved budget lines in the annual budget, the flexibility to save the association money by procuring items for repair and executing the repair by the committee with no labor costs. This authority is capped at \$250 per expenditure. The second resolution is to implement the ability to get pre-approval from the full Board of Directors allowing a vendor to execute a repair when they evaluate the problem and provide an estimate. This is not a temporary trial period procedure, but permanent resolves. In addition, a discussion of investing CD's to increase the Boards' reserve monies was recommended. The Budget Committee recommends four Regions Bank CD's totaling approximately \$85,000.00, earning a maximum of .33% be redeemed. The money will be transferred to two 14 month CD's at Capital Bank earning at least 2.25% interest. The difference in these rates will earn in excess of \$8,700.00 over a five year period. Willie Charles (the President of CNCA) and John Desautels (the Treasurer of CNCA) will be cosigners on the new CD's. This motion was made by Jim Barr, seconded by Karol Queen and unanimously agreed upon by the Board of Directors. Finally, Committee Chairs should provide 2019 budget requests at the September meeting so the Budget Committee can draft a budget for Board consideration in October. Submitted by James Barr and John Desautels.

d. Landscape/Irrigation Committee: Chuck Cross;

Please refer to the Landscape Committee Report submitted for details. Mr. Cross listed five activities considered for the past month. The first was the Oak tree at Hwy 17/National Drive entrance. The second is a summary of the Review of Hogan's Alley property, Ed Downs, a guest, interacted appropriately in this discussion. Another guest, Pam Love also was heard from. Estimates from Forever Green and the consideration of other bids for cleanup ensued. The third involved a meeting taking place about the

management of the National Drive Corridor. Activity number four centered around Dog Stations on National Drive, and number five is an update on grass cuttings and the rain. Once again there was mention regarding the damage to Charleston Nationals property caused by the installation of the light installed for Costco. It was suggested once again that a request be made to the Town of Mount Pleasant for repair.

e. **Maintenance Infrastructure:** Bill Harkness;

Please refer to the committee report submitted. Mr. Harkness purchased two LED photo sensitive lights for the island on Royal Links. A Board member asked for a different type of light rather than the LED's. There are loose wires at the guard shack on Medina, and a member inquired about the lights on the main entrances guard shack of Charleston Nationals brick wall.

f. **Safety & Traffic Awareness Committee:** Bill Harkness;

No monthly written report was submitted.

g. **Social Committee:** Chuck Cross;

Please see the Social Committee Report submitted. Mr. Cross only listed his committee members are reviewing Christmas decorations. John is seeing if there are sales available. Karol provided an inventory of what was currently on display in Dec. 2017 and suggestions for what we might need in the future. Some of the inventory that we had at that time has been discarded because it was not in good enough condition to use again. Chuck and Bill will have information for next month and John is sending the link for estimated costs for 2018 decorations. The information will be available for the September Stated Meeting.

h. **Documents/Communication Committee:** Michael Hagedorn;

Please see the Social Committee Report submitted for details. The topic for discussion was Collections and Foreclosures. The Board agreed that we should follow the policies set forth for collections and foreclosures for persons listed that are two years overdue.

VI. New Business:

- a. Guest speaker Jonathan Swartz was a No Show.
- b. The Christmas Decoration discussion was recorded in the discussion above in the Social Committees report.
- c. No conversation was had regarding the Solicitation signs.
- d. The Board unanimously approved to pay the Gator Getters Invoice of \$200.00 for the removal of a decomposing deer.
- e. Fire hydrants were painted and homeowners were notified.

VII. Unfinished Business:

Violations of the covenants of Charleston National have been sent out to the offending residents.

VIII. Ratification of Business via Electronic Consensus:

The ratification of anchoring a leaning tree, to another tree was considered an emergent event and to prevent it from falling and causing harm or damage to property or person the majority of the Board voted to anchor the tree.

IX. Next Meeting Date: September 19, 2018 at 5:30 pm at Heritage Trust Federal Credit Union, 1129 Park West Blvd., Mt. Pleasant, SC 29466

X. Adjourn: Motion made to Adjourn at 6:45 pm by: James Barr
Seconded by: Karol Queen
Unanimously approved

Submitted by: Scarlette Bostick

Please see attached Committee Reports

William Harkness: Maintenance/Infrastructure

Aug 14, 2018, 3:15
PM

Committee Report

to Bruce-Karol, Bruce, Chris, Chuck, James, John, me, Michael, Willie

Board,

I will keep it short and to the point,

I purchased and replaced broken photo sensors that we not working all lights should be good at this point.

Nothing else to report at this time.

How's that for short and to the point?

See you Wednesday night.

Bill

W Chuck Cross: Social Committee Report

Tue, Aug 14, 9:56
AM

to me

1. Reviewing Christmas decorations

Slow month

W. Chuck Cross
(904) 874-0301

CNCA August 2018 Communications Chair Report

MTB requested, and I provided, CNCA Board meeting minutes from October 2015 to March 2017.

Contact Your Board inquiry: *There is a tire swing (an old tire) hanging from a tree with an orange rope in the front yard of 3199 Linksland Dr. Is that approved landscaping?* Action requested: Decide if tire swings are in compliance.

Sheri Cothran, SCS' collections person, has implemented CNCA's agreed upon collections policy with immediate and favorable results:

3413 Oxfordshire Lane, M3 status, paid in full: \$1,104.75

1570 Strathene Court, M3 status, paid in full: \$606.32

1256 Brasie Court, M3 status, paid in full: \$606.32

1208 Mashe Court, M3 status, paid in full: \$606.32

4076 Harleston Green, M3 status, paid in full: \$460.13 (The homeowner is on the agenda to appeal to the Board)

Evidently, long standing debtors are responding favorably to the collections policy.

In accordance with CNCA's collections policy, Sheri will be escalating M3 (lien) status delinquent to M4 (foreclosure) status for delinquent homeowners over two years in arrears and refer the account to MTB.

Sheri is asking how the Board would like to proceed: 1) mailing a final warning letter with a \$150 SCS fee, notifying the homeowners that foreclosure is the next step if immediate full payment is not made, or 2) immediately invoking MTB with no additional warning letter. All delinquent homeowners have received 30, 60, 90-day letter and are in M3 (lien) status. Action requested: Vote on option 1 or 2.

Jim Barr asked me to research CNCA's archive for evidence of a resolution regarding how homeowners can notify the Board to be placed on the Board meeting agenda. I could not find any resolution and I have asked Jim to draft a resolution for Board approval.

Landscape Committee Report - August 2018

In

W Chuck Cross

Mon, Aug 13, 11:19
AM

to wcharles51, jamesabarr, desautel, me, Bruce, Bill, cnhoaarc, michaelhagedorn.cnca, David

Activities of the past month:

1. Requested approval to wire the diseased Oak tree at Hwy 17/National Drive entrance and was approved. The request was considered urgent due to the heavy rains and its foundation being unsound.
2. Reviewed the Hogan's Alley property per the request at last Board meeting of homeowner at 3083 Linksland. Trees need to be trimmed and maintained to avoid overgrowth of vines into neighbors backyards. Requested Forever Green to provide estimated cost to clean up the berm behind homes. It came in at approximately \$9000. We should first engage the neighborhood around the berm property before doing any major clean up. If approved proper bidding would be done and the cost for this clean up will need to be allocated in next year's budget.
3. Willie and I met with The Retreat's president, Paul Meierer, and Landscape Chair, Charmaine Gillow to discuss (a) outstanding Pine Straw invoice and (b) their concern about the management of the National Drive Corridor in The Retreat.

After my follow up with Forever Green, it was determined they put out pine straw that was not authorized and the invoice was being withdrawn.

We are working with Charmaine to gather any and all documents to determine who actually owns the property along the Corridor to determine who should maintain it. We all expressed a desire to work together. Having a joint Board meeting was discussed in how to get to know each other better. The Retreat is open to discussing using the same landscaper as CNCA especially if it lowers the overall cost.

4. We discovered a major disconnect between Forever Green and CNCA on who was to maintain the three (3) dog stations on National Drive in The Retreat. I was told Forever Green was maintaining them but Forever Green stated they had never been told to maintain them and they were not included in their contract bid. It seems Gold Crown has been maintaining them until a few weeks ago and quit. Going forward Forever Green will maintain them.
5. Heavy rains this last month have disrupted the grass cutting to avoid damaging the property. All cutting are update with the few dry days we have had lately. Spraying of the nutsedge weed at the Royal Links round-about and Somersby pond have been done twice (2)

as of last week. The large bush in The Gallery roundabout that several neighbors complained about blocking their view of cars while walking their pets has been cut back.

August, 2018 Budget Committee Report

- Budget Committee met on 9 August 2018 at 1336 Royal Links Drive. In attendance were Michael Hagedorn, Karol Queen, John Desautel and Jim Barr. Bruce Bingham has replaced Chuck Cross on the committee but was not able to attend this meeting.
- The committee discussed and agreed upon two draft resolutions to be presented to the Board of Directors at the 15 August 2018 meeting.
- The committee discussed alternatives for investing the reserve funds that are currently held in Certificates of Deposit. The committee reached consensus on an investment strategy which will be presented by the Treasurer to the Board of Directors at the 15 August 2018 meeting.
- The committee determined that Committee Chairs should provide budget inputs to the Budget Committee at the September 2018 HOA Board meeting. The Budget Committee will meet to draft a proposed budget for submission to the Board of Directors prior to the October HOA Board meeting. The intent would be to get an approved budget at the October meeting if possible, but no later than the November meeting. This schedule will permit us to publish the 2019 budget for the management company to be able to send out the assessment notices in the normal schedule.

Two Resolutions:

This resolution is being established to provide Directors, who are chairing select committees that have board approved budget lines in the annual budget, the flexibility to save the association money by procuring items for repair and executing the repair by the committee with no labor costs. The intent would be to get repairs made organically by the HOA rather than obtaining competitive bids where the work required does not warrant gaining bids, and it doesn't make financial sense to

do so. The following criteria must be satisfied:

1. It is reasonably expected that making the repair organically would not exceed estimates received through competitive bids.
2. The remaining funds in the line item of the approved budget exceed the expenditure.
3. This expenditure would not be expected to result in exceeding the approved budgeted amount for that line item by the end of the year.
4. Issue is of a minor nature that can be repaired by committee members safely, and a waiver form is signed prior to the work being accomplished.
5. The repair can be made in a timely manner.
6. Expenditures do not exceed \$250.
7. Receipts/invoices are presented to the Treasurer and Management Company for the exact amount of funds to be reimbursed. These receipts/invoices must not be self generated, but must be from an official place of business. Neither the chair nor any committee member, nor any of their family members or members of their household, can have a financial interest in the business providing the receipt.
8. There is no charge for labor or miscellaneous expense not validated with receipts.

9. The Committee Chair briefs the full Board of Directors at the next scheduled regular meeting on the of the line item budget for the year, the repair(s) made, the expenditures realized, and the remaining funds in the line item of the approved budget.

10. This resolution is to be used for emergent issues, and not for pre-planned capital improvements that should be considered by the full Board of Directors for prioritization.

This resolution is being established to provide Directors, who are chairing select committees that have board approved budget lines in the annual budget, the ability to get pre-approval from the full Board of Directors allowing a vendor to execute a repair when they evaluate the problem and provide an estimate. The intent would be to permit a vendor to make a repair on their first visit rather than obtaining competitive bids where it would reasonably be expected that the cost of executing the repair would not justify obtaining multiple bids prior to executing the repair.

The following criteria must be satisfied:

1. It is reasonably expected that it would cost less to pre-approve the repair to be executed in advance of the initial visit, rather than seeking multiple competitive bids and then having the repair executed.
2. The Committee Chair gains pre-approval from the full Board of Directors prior to having a vendor provide the estimate and execute the repair.
3. The pre-approved amount will be capped to a specified amount in the request by the Committee Chair and the approval of the Board of Directors.
4. Expenditures should not typically exceed \$300 above the cost for an estimate, as a

competitive bid may be more advantageous to the HOA.

5. Invoices must be processed through the Management Company.

6. The vendor executing the work must have a 1099 on file with the Management Company.

7. The committee chair briefs the full Board of Directors at the next scheduled regular meeting on the of the line item budget for the year, the repair(s) made, the expenditures realized, and the remaining funds in the line item of the approved budget.

August, 2018 Lagoon Committee Report

Actions taken in August:

- Angled Flappers installed at German Waterway off CN-11 !!!!!!!!!!!!!!!!!!!!!
- Confirmed that Sandra Bungertz will continue to serve on the Lagoon Committee
- Spoke with Tim Kane II to see if he had any input for this report. He walked me to the emergency surge runoff trench just over the fence near National Drive and CN10. This seems to be the last long-term 'capital' issue he has and he'll send me paperwork on this.
- New Boards now secured in place at CN11 installed and working well. Bob Horner will make mesh covers for the drains to keep branches out of the new angled flappers. Carl Rokes will also provide a bid.
- Had a ride-around with Carl Rokes on 31 July and we noted the following:
 - o Overall, water quality looks much better than 6 weeks ago.
 - o Tough time last 2 weeks in July treating emergent weeds. Chemicals need to be on the weeds at least 4 hours to be effective, but frequent rain has delayed treatments. Will be done in next week.
 - o Met with owner and observed the shore maintenance issue at 1273 Hogans Alley. Carl will treat algae week of 6 Aug, provide plan for cleaning up shoreline brush. I will discuss maintenance on golf course side with Wayne at CNGC.
 - o Saw algae complaint issue from owner of 1216 Old Course Lane. Pretty bad, and will be treated within 3-4 days. Same from 4080 Egrets Point Rd.
 - o Carl will provide more information on the 8 artificial islands we have and

how/how much \$ is involved maintaining and adding to them.

o He is getting an estimate of the cost of dredging an island in Victory Point 1 so we can move on a long-range capital plan. Algae treatment working-much better.

□ Crickets from Hillary Repik, TMP Storm Water Manager, about my request for an introductory meeting.

Respectfully Submitted,

Bruce Bingham

CN HOA ARC REPORT – JULY 17 THRU AUGUST 12, 2018

REQUESTS APPROVED:

1322 Belhaven Dr. – new roof, different color

1261 Hogans Alley – place dumpster in driveway, approve new exterior color, approve new roof

3057 Linksland Rd. - new roof, different color

3558 Stockton Dr. – replace stucco front with hardiplank, same color

3094 Linksland Rd. – paint exterior and trim, different color

4092 Egrets Point Dr. – add steps from back deck down to back yard

6 TOTAL REQUESTS

NEW CONSTRUCTION:

3583 Somerset Hills CT. – no new plans submitted yet

PENDING REQUESTS: None

Submitted by Karol Queen

CN HOA ARC Chair

September 19th Committee Reports Submitted

CN HOA ARC REPORT – AUG. 13 THRU SEPT. 17, 2018

REQUESTS APPROVED:

1225 Spoon Ct. – remove rotten river birch tree from front yard

3433 Oxfordshire Ln. – new roof

1337 National Dr. – remove dead sago palm from front yard

1361 Royal Links Dr. – remove magnolia tree (53/4" diameter) tree from front yard

3168 Linksland Rd. – remove and extend existing deck and add concrete patio with landscaping

3461 Mulligan Dr. – remove 6 pine trees and 1 oak (12.42" diameter) from back yard

3279 Heathland Way – replace existing driveway and add walkway to back of house

7 TOTAL REQUESTS

NEW CONSTRUCTION:

3583 Somerset Hills CT. – revised plans submitted to architectural firm on 8/23, waiting for approval

PENDING REQUESTS: None

Submitted by Karol Queen

CN HOA ARC Chair