

SNEE FARM COMMUNITY FOUNDATION
Board of Directors Monthly Meeting
October 15, 2019 – Snee Farm Country Club – 6:00 pm

MEETING MINUTES

President Hurst called the meeting to order at 6:00 pm.

Board members present: Kathi Pogorzelski, Jonathan Wilbourne, Adrian Cain, Steve Hurst, Jodi Daniels, Mario Rasgo, Jeremy Burnham, TJ DeDuca

Absent: Jenny Hilton

Minutes approved: September Monthly Meeting Minutes approved electronically.

Invited guests: Sue Shunk, Property Manager, Southern Community Services
Jered Wilkerson, realtor with Oswald Cooke & Associates
Glen Wood, Seacoast Church Administrator

Property Management Report: Sue Shunk, SCS

Compliance Report: The community is driven two times a week by an inspector.

- 1) 34 courtesy reminder letters were sent out
- 2) 1 final notice
- 3) 8 warning letters
- 4) 29 violations were closed or resolved

SCS continues to work on the compliance issues of the community. The biggest issue is still trash cans or debris out before the scheduled time. This includes yard trash being lined up in the street. Loose leaves and branches are causing blockage of the drains.

Suggestion: Addressing this issue in the next newsletter.

Sue met with Board member Adrian Cain, Treasurer, to go over the systems and how to approve invoices.

Dorothy Clinton has volunteered to contact new members of the community. This is going well.

SCS has merged with CAMS – Thank you for your patience as the change takes place.

- 1) SCS will be rebranding in November 2019 to CAMS
- 2) The Board will receive information in November regarding the transition
 - a. The Membership will receive information in the annual billing
- 3) SCS email address will change to camsmgt.com
- 4) Sue will get the logo information to Mario to update the website information on our property management company
- 5) The phone number will remain the same

For those who visit the SCS/CAMS office, we will be moving to a new office at the end of November – same building, new suite.

Question from Steve Hurst: Does our package to closing attorneys request a phone number and email for the new homeowners?

Sue Shunk: I will have to check to see if your association does that. If not, we will ask for that information to be included in the closing package.

President's Comments: Steve Hurst

At last month's Board meeting we discussed making a concerted effort to contact new homeowners. Dorothy Clinton volunteered and has begun this important work. Thank you, Dorothy.

Dorothy Clinton:

- 1) I received a list of closings from SCS that included most of the closings dating back to the end of August. I am in the process of calling all new homeowners for whom I have phone numbers. There were a number of homeowners on the list with only an email address, but no phone number.

It was decided Dorothy will email these homeowners to ask for their phone numbers and/or Mario can put together a welcome email blast.
- 2) Steve and I had created a bullet list of positive information about the community and important items to address. Of those contacted, they were extremely appreciative and eager to talk.

In August Seacoast Church made an offer to purchase the Whipple field for use as overflow parking 18 days a year. The Board rejected that offer. Jered Wilkerson, a realtor with Oswald Cooke and Associates asked to address the Board tonight.

Jered Wilkerson: The original email to get a communication started. The question becomes – Can we start a discussion?

Jeremy Burnham: The Board discussed this at length and agreed that the answer is No. The use of this land in this way will not only affect the houses along the Whipple tract, but may as well affect all the homeowners in Snee Farm. The 1-2 days of use per month, as proposed, would cause noise issues as well as depreciation of home values.

Steve Hurst: We need a much more aggressive offer to consider.

Security: Jonathan Wilbourne

1) Posted by the Mount Pleasant Police Department:

Mount Pleasant was named the least-robbed city in South Carolina!

- a) The definition of robbery is the “taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.”
- 2) The police department is still reminding residents to remove their valuables from their cars, roll up their windows and lock their doors.
- 3) Crime Reports for Snee Farm since the last meeting include:
 - a. Breach of Trust
 - b. Suspicious Activity
 - c. Drunkenness in Public / Resisting Arrest with Assault

Finance: Adrian Cain

- 1) Adrian met with Sue Shunk to review the overall financial picture for the Foundation and reported that the community has approximately \$1,026,000 in its three bank accounts.
 - a. It is planned that for all future Board meetings, a full P&L and balance sheet will be openly available for review.
- 2) The transition of the Treasurer’s role from Michael Hagedorn has gone well.
 - a. Adrian thanked Michael Hagedorn and Steve Hurst for their assistance in the transition
 - b. Adrian also thanked Michael for his work to clean up the Snee Farm Community Foundation’s outstanding Accounts Receivable.
- 3) The budget process for 2020 will begin this month. Adrian will meet with each committee chairs over the next month to build out a draft budget for the presentation at the November Board meeting.

- 4) A few new efforts will be undertaken to improve communication to homeowners:
 - a. To improve communication for homeowners with outstanding fees
 - i. Adrian and SCS will work together to institute a new notification process:
 - A series of 3 mailings, one notification each month, for at least the first 90 days following a fee being assessed to a homeowner.
 - After that, they will notify homeowners quarterly.
 - ii. This is an effort to reduce surprises at the end of the year.
 - iii. We will pilot this process for at least 6 months, beginning probably next month.
- 5) In early 2020 we will do a capital reserve fund assessment to ensure adequate reserves are being dedicated to the community's long-term care, maintenance and capital enhancements
 - a. We are currently investing \$30,000 a year into a reserve fund.
 - b. The Landscape and Signage Project is projected to cost approximately \$640,000.
 - i. Following this community capital project, the reserve balance will be approximately \$386,000.
 - This represents over a year's worth of operating costs
- 6) Adrian reports that we have 10 pending requests for fee waivers.
 - a. Adrian and Sue Shunk, SCS Property Manager will meet to review each request.
 - b. The priority is consistency and transparency for both the Board and homeowner.

Jim Ball: For years the annual assessment fee increased by the Consumer Price Index, which was minimal. Considering Snee Farm has one of the lowest annual fees, is this something to consider for the future so that the funds are available when needed?

At this time, the comment was noted.

Maintenance: Jonathan Wilbourne

- 1) We still need to resolve the power issue at the Hwy. 17 entrance, but Steve Hurst indicates that will be resolved as part of the larger entrance project.
- 2) Quite a bit of maintenance is being impacted by all of the new planting at the entrances and other location in Snee Farm.
- 3) New irrigation is being installed to support the new plantin

Landscape: Kathi Pogorzelski

- 1) Routine maintenance continues prior to the start of the Landscape Project
- 2) Whipple Road tract was recently mowed.
- 3) Anyone interested in helping with the Christmas decorations, please email Kathi at kathip@sneefarmcf.com. The Decorating Committee welcomes any time and talent!

Question: Will the Christmas decorations be limited this year due to the Landscape Project?

Kathi: Yes, they may be somewhat limited. We hope the front entrance will be completed enough, so that we can decorate that area nicely for the holidays.

Restrictions: TJ DelDuca

After a reprieve following the hurricane, debris and trash restrictions began again as of September 30th. These are recorded weekly on Mondays and Thursdays by SCS, along with all other restrictions.

Comment: On the right along Parkway, just off the circle, it looks like someone discarded remnants from a Beaumont fence (wooden posts, etc.).

Steve will call the TOMP regarding this issue.

Architectural Control: Jeremy Burnham

8 requests that came through the website for September
2 requests for October to date

There have been a lot of homes under construction where no permit has been requested. Pictures have been sent to SCS.

Communications: Mario Rasgo

- 1) 3rd Annual Turkey Trot
 - a. This is a fun run around Thanksgiving time and raises money for charity.
 - b. I have suggested to the organizers that we send out an email blast now with the preliminary details, following up with a second email blast as the event approaches.
 - c. They anticipate a large turnout and have contacted the Club and MPPD to assist with this event.

- 2) Debra Wilbourne has volunteered to create a Snee Farm Newsletter. She plans to generate this newsletter every 2 months. Looking forward to seeing the first issue.
- 3) The website has been updated, but I ask each Committee Chair to review his/her section of the website to see if he/she would like any additional changes or updates.

TJ DelDuca: Can we send out an email blast regarding safety on Halloween night – children walking, golf carts, added traffic, etc.?

Mario: Yes, an email will be sent out for safety awareness.

UNFINISHED BUSINESS:

At our June Board meeting I estimated the Landscape Project to be \$598,000. Our current estimate is \$640,000. Most of the increase is attributable to the

- 1) Sign upgrades requested by the community
- 2) A better understanding of potential irrigation and boring costs

As a result of escalating costs, the landscaping of our three bridges will be postponed at this time.

- 1) An estimate to landscape the bridges is \$50,000 – in addition to the \$640,000.

Michael Hagedorn and I attended a mandatory mediation of the Gobi lawsuit on October 7th. We did not arrive at a settlement. We have a trial date set for December 16th.

Homeowner Comments:

Michael Hagedorn: SFCF received an insurance check for \$4800 due to the car accident that damaged the front entrance sign.

Question: When do we expect to see some new landscaping?

Steve Hurst: We expected to start today, but we have not yet signed the contract with the landscaper. We plan to have an agreed upon contract signed this week.

The meeting was adjourned at 6:53 pm.

Executive Session

October 20, 2019

Present: Kathi Pogorzelski, Jeremy Burnham, Jenny Hilton, TJ DelDuca, Adrian Cain, Steve Hurst, Mario Rasgo, Jodi Daniels, Dottie Teetor, Michael Hagedorn

Absent: Jonathan Wilbourne

The Board met to discuss the following:

- 1) Policy development for Restrictions and ACC enforcement
- 2) Definition of vague descriptions of standards in the ADAR
- 3) Amending the ADAR
- 4) Storage of records

Restrictions: TJ DelDuca

Identifying violations:

- Easiest: trash cans, debris, recycling out too early
 - o *not before 4:00 pm the day before pick-up*
- Challenging:
 - State of a homeowner's yard - shrubbery overgrowth, lawn upkeep, etc.
 - Businesses being run out of a home
 - Chronic offenders
 - Overnight parking on the streets, cul-de-sacs

Yard Maintenance:

- 1) Clarifying the terms of restrictions in the ADAR – Communicate to homeowners
 - a. TJ will generate guidelines for yard maintenance suitable:
 - i. For an email blast to the community with a timeline for enforcement
 - ii. To be included in a Snee Farm newsletter
 - iii. For Sue at SCS to enforce
 1. A copy of the email blast will be included with a warning letter

Business Activity at Homes:

- 1) There are 269 registered businesses in Snee Farm
- 2) Activity:
 - a. Business vehicles parked in driveways
 - b. Business traffic to/from a home

Overnight Parking on Streets / Cul-de-sacs:

- 1) Communication to homeowners:
 - a. *Parking Passes are available* for guests, etc. – include in newsletter
 - b. Make residents aware this includes parking overnight in cul-de-sacs
 - i. This is prohibited for safety reasons
 - ii. Call MPPD to ticket or tow overnight parking in cul-de-sacs
 - c. Send reminder to community for holidays
- 2) Residents are bound by the ADAR not to park on streets/cul-de-sacs overnight
- 3) Definition of ‘overnight parking’ and plan to enforce
 - a. Board intention – parking on the street at night vs. on street overnight
 - i. 11:00 pm to 5:00 am – prohibited
 - b. No concensus was reached
- 4) Steve will invite MPPD to speak at a Board meeting about cul-de-sac parking safety issues

Architectural Control Committee (ACC): Jeremy Burnham

Areas to be defined:

- House colors
- Homeowners starting projects without a permit

Approved Exterior House Colors:

- 1) Create a list of an approved palette of colors
i.e. - Sherwin Williams Historic Colors, Historic Colors of Charleston
 - a. Gives homeowners a starting point – still have to have color approved
 - b. Apply for a variance to slightly modify the color
- 2) Jeremy will generate an exterior paint guideline suitable for posting

Enforcement of Permit Application Process

- 1) Homeowners are required by the ADAR to apply for a permit prior to starting a project
 - a. Permits last for 6 months
 - b. Changes to the permit – must resubmit for approval or fine applies
 - c. Communicate to residents – newsletter, email blast

- 2) Enforcement of violations of this process – new and retroactively
 - a. Jeremy will generate a list of questions regarding permits and the Board’s ability to enforce violations
 - b. The Board will seek legal advice on these issues

The Board voted unanimously to spend up to \$2,000 for legal advice on compliance regarding our restrictions.

Snee Farm Gardens:

Once the intent of the plans for the new house in Snee Farm Gardens is received, Jeremy will call a special meeting of the SFG homeowners to discuss whether they favor compliance or deviation from the neighborhood’s existing house plans for the new home.

Amending the ADAR:

The consensus was that we should begin with a limited number of Board members studying the issues and that there is no particular urgency. Jodi, Jenny and Adrian agreed to do this. It was suggested that each Board member highlight a copy of the ADAR with his/her concerns and suggestions.

Record Digitization:

There are 50 years of records in boxes in the storage unit. It was agreed the records should be stored digitally. Steve suggested enlisting volunteers from the community after the first of the year.

Landscape Contract Update:

No contract has been signed at this time. Including the three bridges in the project has been postponed for now due to the cost of the project. Without the bridges, the total cost is \$650,000 and this includes the four signs, irrigation and hardscapes. The cost of the three bridges is estimated at an additional \$35,000 plus potential boring.