**SNEE FARM COMMUNITY FOUNDATION**

Board of Directors Meeting

May 18, 2021 – Virtual Meeting – 6:00 pm

MEETING MINUTES

**President Cain called the meeting to order at 6:03 pm.**

**Board members present:** Adrian Cain, Katie Brennan, Bob Ogilvie, Mario Rasgo,

David Lane, Jodi Daniels

**Absent:** TJ DelDuca, Jeremy Burnham, Jenny Hilton, Property Manager Ashley Fitch

**Minutes approved:** April Monthly Meeting Minutes were approved by unanimous vote.

**President’s Report: Adrian Cain**

Adrian welcomed attendees. Meeting and zoom protocols were read.

**Communications: Katie Brennan**

Katie sent an email to the community asking for names of graduates for the graduation banner to be displayed in the neighborhood. Flexibility is available with the company making the banner, so graduates’ names will be accepted until the end of the week.

Adrian: The banner is an opportunity to recognize our graduates, since yard signs are prohibited per the ADAR. Last year with Covid, graduation signs were allowed. This year the Board is being more prohibitive in order to follow the restrictions.

**Maintenance: Bob Ogilvie**

Gazebo repairs, painting and walkway painting have been completed.

Electrical issues are being investigated at the Whipple Road entrance, Liberty Circle, and the two entrances off of Long Point Road. An electrician has been informed and we are waiting for estimates of the cost for the work.

Driving by the gazebo Sunday, I saw that the event was quiet, traffic was flowing, and overall looked okay.

**Landscape: David Lane**

Open Items

1. Street lights still not working – two on Garden Way island, Indigo Cut. Ashley has reached back out to L&M to gather clarification.

 Since the meeting, Ashley has engaged another electrical company for the work.

1. 1191-1198 Moss Bluff

Closed Items

1. Dead trees removed on berm along SF/Beaumont property line

Current Projects

1. Beaumont berm fence is under construction
2. Message signs – locations and design to be approved. Landscaping and lighting to be considered. Construction to go up for bid.

Pending Projects

1. SF Parkway lighting
2. Loyalist/Plantation “triangle-circle” re-landscape
3. Re-sod main entrance
4. White wash front entrance bricks?
5. Gazebo flower beds landscaping?

Upcoming Projects

1. Plant replacements walk-through
2. Utility box screening at end of SF Parkway (after fence is built)
3. Mulch, pine straw – delayed due to equipment problems. Should be soon
4. Spring annuals – to be in ground this coming week.
5. Front entrance re-landscaping - will adjust and add to the front entrance planting material at the same time spring annuals are installed.

**Finance: Mario Rasgo**

As of April 30, 2021, our costs are in line with our overall budget for the year. Our Accounts Receivable is sitting around $37,500, which mostly consists of uncollected annual assessments. This is typical for this time of year.

Adrian: Residents can log onto the website portal to see a line-by-line report of the finances. (Mario – did I say that (Adrian’s) sentence correctly?)

**Restrictions: Jenny Hilton (via email)**

Boat parking: Just want to send a friendly reminder that boats may only be parked behind a fence or behind some type of natural barrier, so that the boat is not visible from the street. If there are extenuating circumstances, please notify the Board for review.

**Property Manager’s Report: Ashley Fitch (via email)**

Financial – April 30th, 2021

 Bank Balance: $671,193.06

 Reserve Balance: $59,567.61

Variance Report:

* Income saw a positive variance of $558 for the period due to income received from Working Capital of $1200. There were six closings processed in this period. Additionally, the HOA received miscellaneous income from the Country Club for pond service and violation fines billed to homeowners.
* Total operating expenses for the period were under budget by $63,634. This was due to the following:
* Admin expenses realized an overall positive variance of $7,052 due budgeted Federal Income Tax not expensed ($5,000) and no bad debt realized in this period. (Is this sentence correct? Should there be a comma between “…due, budgeted…”?)
* Maintenance was still underbudget by $409, but you did see some gate maintenance on Whipple Road and electrical repairs to light at New Charlestowne and Moonlighting repairs in this period.
* Overall landscape budget showed a positive variance of $56,050. This large positive variance is due to not expensing the mulch install this period. You will see this expense in a future period.

Delinquency Update:

Total delinquent as of 04-30-2021 is $36,808.95. This is a small decrease of $2,582.89 from March. There are 16 total delinquent accounts with 11 of these with balances over 90-120 days. Statements have gone out to all delinquent homeowners. The next step for these homeowners will be to file alien on the account to secure the debt. Manager will discuss with the Treasurer to get approval to proceed.

Action Items:

* Beaumont fence has been started.
* Manager met with new electrician on Thursday to finish electrical repairs at Whipple Road, SF Parkway, Liberty Circle, breaker box at gazebo and meter repair at last median on SF Parkway.
* Dandridge Painting completed the gazebo painting and the sidewalk painting.

**NEW BUSINESS**

1. Adrian: Katie, Jeremy and Adrian met with TOMP recently to address additional speed humps in other areas of the neighborhood. The Board will take this summer to study additional ways, besides speed humps, to address driver “suppression.” The Board is working with the TOMP to put together a comprehensive strategy.

Katie: Driving is our personal responsibility.

HOMEOWNER COMMENTS:

*Karen Barker: If the Board wants more homeowners to attend the meetings, the meetings need to posted on the website calendar and/or message boards sooner.*

 Katie: The meetings are always on the 3rd Tuesday of the month. I will make sure the website is more clear on that.

*Blake Smith: I attended the TOMP meeting regarding the speed humps. There are many others in favor of the speed humps on Law Lane and it is felt that the Board is over-reaching since Law Lane is a state road. What was approved by the TOMP is what we’re going with.*

 Adrian: It is the Board’s responsibility to assess the safety within the entire community. The goal is to get drivers to slow down throughout the neighborhood. We fear the TOMP’s view of that “zone” is somewhat limiting for other streets in the neighborhood. We’ll speak with the Town, then invite you and others to discuss this. I’ll ask you to represent your street (Law Lane).

*Blake: I’d be happy to represent Law Lane.*

**The meeting was adjourned at 6:26 pm.**