**SNEE FARM COMMUNITY FOUNDATION**

Board of Directors Monthly Meeting

June 15, 2021 – Virtual Meeting – 6:00 pm

MEETING MINUTES

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

**Board members present:** Katie Brennan, David Lane, Mario Rasgo, Jenny Hilton,

Bob Ogilvie, TJ DelDuca, Adrian Cain, Jeremy Burnham

**Absent:** Jodi Daniels

**Minutes approved:** May Monthly Meeting Minutes approved by the Board

**Invited guest:** Ashley Fitch, Property Manager, Ravenel Associates

**President’s Report: Adrian Cain**

Good evening everyone. Welcome and thank you for being here. A motion was made, seconded and the May minutes were unanimously approved by the Board.

David and Ashley thank you! The Beaumont fence looks great! Bob, thank you! The gazebo looks amazing! Katie, thank you for getting the graduates banner up. It looks great!

**Landscape: David Lane**

Open Items

 1. Street lights still not working: two on Garden Way island, one on Indigo Cut

Current Projects

 1. Beaumont berm fence – construction is completed. To be painted soon.

 2. Message Boards – locations and design approved. No problems with approval of the message board location near the drainage off Whipple Road. Construction up for bid. More to report on that next month, with landscaping and lighting plans.

Completed Projects

 1. Spring annuals – looks good, a nice variety

 2. Re-landscaping of front entrance

Pending Projects

 1. Snee Farm Parkway lighting

 2. Loyalist/Plantation “triangle-circle” re-landscaping

 3. Re-sod main entrance

 4. White wash front entrance bricks?

 5. Gazebo flower beds landscaping?

 6. Little library

Upcoming Projects

 1. Plant replacements walk-through

 2. Utility box screening at end of Snee Farm Parkway (after fence is built)

 3. Mulch, pine straw (almost complete)

Adrian: Are the plants that have died going to be replaced as part of our contract?

 David: Yes. There has been some delay in meeting with the landscaper. Plan on by the next Board meeting that I have an answer for this.

**Finance: Mario Rasgo**

We are currently over-budget in the electrical category. This is due to much-needed electrical repairs in several common areas. I anticipate making this up from under-budget categories at the end of the year.

We currently have $653,000 in our operating account, which is approximately $400,000 more than we need to fund expenses through the end of the year/beginning of next year. It was determined that all excess funds would be transferred to our reserve accounts each year. The dollars in the reserve accounts are used for capital expenditures and to repair any damage caused by natural events (i.e. hurricanes). Therefore, we will be transferring $190,000 to our reserve account. This will give us a balance of $250,000, which is the FDIC insurance coverage limit. At the end of the year, we are looking at our reserves to be over $450,000 allocated between two reserve accounts.

**Architectural Control: Jeremy Burnham**

For the month of May we had 16 total requests. For June we’ve had 8 requests to date. There are about five outstanding requests I need to get to yet. Overall, it’s been fairly quiet.

I have had an issue with new homeowners moving in and getting the necessary contact information. Some new owners have immediately begun projects without approval.

Adrian: Dorothy Clinton used to provide a welcome packet to new homeowners. Are the new owners still getting ACC and ADAR information?

 Ashley: They get a welcome letter from Ravenel, once the transition of ownership takes place in our system through the closing department. This includes the owners account number, management information. I just made a note to have their contact information and address transferred over to Jeremy.

Adrian: Can you please send this to the full Board? The information is sometimes needed by Board members for different reasons and general knowledge.

 Ashley: I’ll get with closing to make this transfer of information.

TJ: Can we consolidate this to weekly, every two week?

Every other Monday when the violations reports are shared works for the Board members.

**Vice President’s Report: TJ DelDuca**

Mario, welcome to the Board!

I’m happy to see the Board members taking on these new projects to completion. Everything looks good.

**Maintenance: Bob Ogilvie**

Ashley reached out to Burch Electric and he has been hired. I met with him and the following work has been completed.

Electrical Repairs

 SF Parkway Drive: fixed and working

 Removed defective lamps and both ballast from lamp pole fixtures

 Retro lamp fixtures and installed (2) new 30-watt LED bulbs

 Whipple Road: fixed and working

 Installed new wiring and underground PVC conduit to lamp pole

 Removed defective lamp and ballast from lamp pole fixture

 Retro lamp fixture, installed photocell and a new 30-watt LED bulb

 Liberty Circle: fixed and working

 Removed defective lamp and ballast from lamp pole fixture

 Retro lamp fixture and installed a new 30-watt LED bulb

 Gazebo Area Electrical Panel will be replaced next week

 Replace corroded electrical panel, wiring, photocell and breakers

 Install a GFI outlet on pole under new panel box

Mario: Are the outlets in the gazebo going to remain live? Are they on the same circuit?

 Bob: Yes, they’ll remain live. They are live at night because they are on a photocell. That’s why we’re putting an outlet on the pole by the new panel box, so power is also available during the day. They are on the same circuit.

Adrian: To address the overage on the electrical, Bob found a safety issue and had that addressed. Thank you for taking care of that, Bob.

**Communications: Katie Brennan**

Credit to Red Balcony for the banner. They were incredibly easy to work with. We have had some nice feedback from the neighborhood.

We have set out wire frames (basic set-up) for the Facebook page. This will be a quick, easy way to share updates and information. More to come there, but we’re toe-ing into the social media world conservatively.

**Restrictions: Jenny Hilton**

Approximately 200 open violations as of today. 106 of those have a 30-day delinquent balance, which is a small portion of the community; approximately 12%.

Most common violation, at the time, is Exterior Maintenance and Landscaping. Sometimes these items have the potential to be time-consuming and costly to the homeowner. If you are in the process of a project, please let us know and we can try to work with you.

Because we have restructured the fine assessment, a homeowner technically receives a 4-week period to resolve any violation before receiving an actual fine. Smaller scale exterior maintenance and landscaping violations, such as pressure washing and trimming hedges, should be able to be completed within the grace period prior to an actual fine.

Adrian: The Board is more than willing to work with homeowners to make adjustments in difficult situations. Please communicate with us so that we can provide plenty of flexibility.

 We had a homeowner who needed some extra assistance. Thank you to Jenny for putting a plan in place and to Reese, our landscaper, for his work and assistance in making that happen. This was a good resolution to what had been a long-standing challenge. The home looks great.

**Property Manager’s Report: Ashley Fitch, Ravenel Associates**

Financial – May 31, 2021

 Bank Balance: $653,744

 Reserve Balance: $61,995.07

Variance Report:

* Income saw a positive variance of $1,105 for the period due to income received from Working Capital of $1800. There were 9 closings processed in this period. Additionally, the HOA received miscellaneous income from the Country Club for pond service, MPW water refund and violation fines billed to the owners.
* Total operating expenses for the period were under budget by $2,463.13. This was due to the following:
* Admin expenses realized an overall positive variance of $3,241.77 due to budgeted legal fees being underbudget for the period and no bad debt realized in this period.
* Maintenance was over budget by $5,332.70. In this period, the HOA expensed the gazebo repainting project and the dumpster rental for 1122 Greenview that is being charged back to the owner. Electrical repairs were also seen in this period from maintenance team installing box covers at the gazebo and Moonlighting making some replacements on the sign lights.
* Overall landscape budget showed a positive variance of $4,416. This positive variance is due to not expensing any irrigation or tree maintenance this period. Mulch expenses will be seen in June financials.

Delinquency Update:

Total delinquent as of 5-31-2021 is $37,722.44.

There are 86 total delinquent accounts with balances over 90-120 days, but under the lien filing threshold. Statements have gone out to all delinquent owners. The next step for these owners will be to file a lien on the account to secure the debt. Manager will discuss with the Treasurer to get approval to proceed.

Action Items:

* Beaumont fence is near completion. Awaiting the hold harmless agreement to provide to MPW.
* Electrical repairs have been completed on the lamp posts. The breaker box at gazebo will be completed next week.

**NEW BUSINESS: Adrian Cain**

Look for this information in July:

1. Message Boards

As we get renderings, we are going to make an effort to involve the community, much like we did with the entrance signs when we redid those.

1. Traffic and Public Safety Studies

We’ll make sure the neighborhood has a way to plug into these conversations

1. The intent of the Facebook page is to have a multi-layer approach to sharing the information.

*Question: Karen Barker*

*I appreciate all your work. I did talk to Katie. I have lived here since 2005 and had no idea we have a homeowners association meeting the third Tuesday of each month. I’m happy that you’re getting into utilizing social media, Facebook more frequently. I am asking that you consider continuing to do virtual meetings when you do in-person meetings as well only because some of us work full-time, have children and cannot make it to the meetings. Please consider continuing to allow a virtual option so that we can still attend and hear what’s going on in our community. I would really appreciate that.*

 Adrian: I talked to the Club the other day and we now have the dates held, with a couple dates that deviate from Tuesdays, but that was because the Tuesdays had conflicts. I took the liberty to move the meeting on the third Tuesday in December from the 21st to the 14th to provide more time before the holidays.

 We have the rest of the year planned for in-person meetings, but we will talk about hybridization. We certainly hear your comments and will circle back to you on our plan. My main concern is be sure it is a conducive experience and one that we can sustain both sides.

 *Question: Karen Barker*

*It is not easy to make a notification that someone is not in compliance. Would you consider a way to make that easier on the website?*

Adrian: By our bylaws, any resident can do that.

 Jenny: I’m really glad you brought that up. Maybe we need to have a link on the website, like for the ACC requests, so that residents could go in and render a complaint or some kind of noncompliance issue with anonymity. This is a great suggestion and we need to look into updating our website to include so that the information comes to me and Ashley.

*Question: Jim Ball*

*I’ve seen some violations on construction sites with builder, interior decorator signs out and have sent several emails with pictures. These signs have been up for months. Some people already have their recycling bins out. One sign has been posted for about 6 months now.*

 Adrian: I have been the recipient of your emails and we do take your emails seriously. We are not going to discuss specific ramifications. Ashley has, in many cases, worked with homeowners to address those.

 We did work with the homeowner on Law Lane to address the parking in the yard. As a Board, we are aware that some homeowners have the benefit of the employment of a commercial vehicle with a logo and we, as a Board, need to discuss.

 I would encourage you to continue to take pictures and send those to Ashley and we will take these seriously and are serious about helping to keep our neighborhood in compliance.

**The meeting was adjourned at 6:41 pm.**