

SNEE FARM COMMUNITY FOUNDATION
Board of Directors Regular Monthly Meeting
November 20, 2018 – Snee Farm Country Club – 6:00 pm
MEETING MINUTES

President Hurst called the meeting to order at 6:02 pm.

Board members present: Jeremy Burnham, TJ DelDuca, Jenny Hilton, Steve Hurst, Jodi Daniels, Kathi Pogorzelski, Mario Rasgo

Absent: Ed Hutson, Michael Hagedorn

Minutes approved: October Monthly Meeting Minutes approved electronically.

Invited guests: Jessica Turner, Southern Community Services

Property Management Report: October 2018

Overall revenues are higher than budget YTD by \$28,071 - primarily due to past dues, fines and transfer fees

Overall expenses are higher than budget YTD by \$23,205 with the following variances:

Positive:

5260	Fences	\$2,478
5265	Gazebo Repairs	\$830 – No YTD expenses
5270	Grounds Maintenance	\$5,763
5276	Lakes Maintenance	\$1,798
5278	Electrical Maintenance	\$2,573
5288	Trees	\$14,600
6286	Meetings	\$1,250 – No YTD expenses
7000	Electricity	\$2,060

Negative:

5267	Grounds – Other	\$540 – Non-budgeted expense
6210	Postage & Delivery	\$1,285
6836	Infrastructure Refurbishment	\$35,586 – Non-budgeted expense
6837	Infrastructure & Replacement	\$7,546 – Non-budgeted expense
7060	Insurance	\$10,379 – Non-budgeted expense

Balance Sheet Comparison: (Oct. 2018 vs. Oct. 2017)

Overall cash is higher by \$94,435 and AR is lower by \$2,832

AP, AR, and Deferred Income match the sub-ledger.

The reserve reconciles.

2nd Attachment October Monthly Violations:

Two homeowners appealed fines. The documentation was reviewed, but the fines were not waived.

Other Notables:

- 4 closings in October
- 2 owners, that were pending association foreclosure, paid in full

President's Comments:

We've had two Executive Sessions since our last Monthly Meeting.

SFCF Board Executive Session – October 18, 2018

Board Members Present: Steve Hurst, TJ DelDuca, Ed Hutson, Jenny Hilton, Kathi Pogorzelski, Jodi Daniels, Jeremy Burnham, Mario Rasgo

Absent: Michael Hagedorn

TOPICS OF DISCUSSION

Procedures:

- 1) *Conducting the meetings:* In discussing how to conduct the meetings and the desired atmosphere, the board members agreed:
 - a. The board will adhere to the agenda, but will use Roberts Rules of Order as a guide. Questions will be entertained as they arise.
 - b. The President will lead the meetings.
- 2) *Writing the agenda:* It was agreed among the members that the agenda is to be written by the President. The agenda will be sent to Mario to post on the website the Friday before each monthly meeting.
- 3) *Records:*
 - a. The board members agreed the meeting minutes are to be kept indefinitely.
 - b. Financial records will be kept for 3 years.
 - c. A request for records from a homeowner must be made in writing. The maximum amount of records available to view will be 3 years from the present date. Records prior to 3 years will not be available.
- 4) *Sergeant At Arms position:* Members agreed this position is not necessary.
- 5) *Expanding the Security Chair position:*
 - a. In addition to Security, working with the Police Dept., Ed Hutson agreed to expand the responsibilities of his position to include Traffic and Town Liaison. Any involvement with utility companies will also go through Ed.
- 6) *Meeting Time:* Upon the request of homeowners at the Oct. 16th meeting, the members agreed to change the meeting time from 5:30 pm to 6:00 pm for the November and December meetings. If there is an increase in attendance at those two meetings, the meeting time will remain at 6:00 pm. If not, the meeting time will go back to 5:30 pm.

SFCF Board Executive Session – November 6, 2018

Board Members Present: Kathi Pogorzelski, Jenny Hilton, Mario Rasgo, Jodi Daniels, Steve Hurst

Absent: Ed Hutson, Michael Hagedorn, Jeremy Burnham

TOPICS FOR DISCUSSION

- 1) Those present agreed to the removal of the Beaumont fence and authorized funding the legal work required to change the agreement and include a provision allowing SFCF to rebuild a fence if deemed necessary.
 - a. SFCF and Beaumont have an agreement where Beaumont pays \$3,000 annually toward Snee Farm's maintenance of the fence. The chain-link fence is now beyond repair. The new landscaping plan includes plantings that will provide a living fence between the neighborhoods.
- 2) As mandated by federal, state and city guidelines, our street signs will need to be removed and replaced in accordance with these guidelines. The Board reaffirmed their decision made in January to use the standard poles and signs. This means the Town will incur all removal, installation and maintenance costs. SFCF will have the option at a future date to install custom street sign poles, if it is decided that the cost of design, production, installation and ongoing maintenance is affordable and desired. The initiative is scheduled for this spring. Additional communication will be sent out at that time.
- 3) Those present, plus Michael by proxy and TJ by phone, agreed to accept the Greenview offer with provisions. Michael will discuss this with SCS and MTB.
- 4) At this time we agreed not to pursue the old memorandum of understanding with the developers of Snee Farm Village.
 - a. When Snee Farm Village was first approved, there was a memorandum of understanding between SFCF and the developers to have Snee Farm Village part of our HOA. However, the change in developers and the minimal financial impact to our HOA does not warrant us pursuing the original agreement.
- 5) The response to the survey regarding the landscape proposal was underwhelming, but we all agreed we are glad it was done and that some valid issues were raised.

November 20, 2018 Comments:

I've authorized MTB to address the wording on our annual meeting ballots, file our short-term rental resolution in accordance with HB3886, and draft an amendment to our agreement with Beaumont. Our storage unit has been downsized to a new location at approximately half the size and cost.

A lawsuit has been filed against the Foundation by Gobi Inc., the company that formerly administered our restrictions compliance. It has been forwarded to our insurance carrier.

Security:

Ed Hutson reported there were no police reports this month.

Finance:

No Finance report was available.

Maintenance:

Contracted lake and irrigation work continues on schedule. Ed, Jeremy and I met with L&M Electric and received a quote of \$3,450 to move the Indigo Cut electric service into the center island. This work is mandated by the Stormwater and Sign Replacement projects.

Landscaping:

Kathi Pogorzelski reported that a drive-through was done with Mike Mahaney of Forever Green with special attention to specific areas that may need additional work and assessing the cost of such projects.

Landscapers have blown leaves each week and spread pine straw for three weeks.

Forever Green volunteered to hang the Christmas bows from Snee Farm light poles. Bows will be hung the first Monday after Thanksgiving. Mike Mahaney and Crew Chief Tyree both have list of light pole locations.

Steve Hurst, Michael Ferrazzano, Michael Hagedorn, Dottie Teeter and two landscape designers from Outdoor Spatial Design walked the area that is being discussed for a plantation mix walkway along Parkway Drive.

Restrictions:

TJ DelDuca reported that we are still averaging around 20 violations per week.

The mailbox rejuvenation project is ongoing and will, hopefully, come to a close by Dec. 1st with all mailboxes completed.

With the Thanksgiving holiday approaching, we will be cognizant of that when doing our checks.

Architectural Control:

Jeremy Burnham reported that there were 14 requests for the month of October and 6 requests for November to date. Three permits still need to be issued.

Homeowners need to submit requests through the SFCF website by completing the ACC Request Form.

Communications:

The email template we use to send out the email blasts has been updated to include links to the main menu pages on our website. The links include Home, Living,

Directory, Projects, Doc/Info and Calendar. The links were included to further integrate our communication mediums and to more easily direct homeowners to our website.

The email blasts sent out last month include the following:

- 1) The Master Landscaping Plan – This provided background on the project and directed homeowners to a downloadable presentation they could view and provide feedback. In this email blast we also included a reminder on the time, date and place of our monthly HOA meeting and a link to the Town’s website regarding the mandatory street sign replacement initiative.
- 2) Correction on Master Landscaping Plan – This let people know the name Snee Farms was a typo in the presentation and the name remains Snee Farm.
- 3) Landscaping Feedback Reminder – This reminded people to email their feedback by the deadline date. We also included a notice that the HOA meeting time was changed to 6 PM for the convenience of our homeowners to attend.
- 4) Board Meeting Reminder and Recycling – This was a reminder of when our next HOA meeting will be held and that the meeting agenda can be downloaded from our website. We also let everyone know the recycling collection was moved to Friday due to Thanksgiving.
- 5) The Turkey Trot – This was a courtesy email on behalf of the organizers of the 2nd Annual Turkey Trot 5K Run being held the morning of Thanksgiving Day. It included the schedule and route of the run.

We received valuable feedback regarding The Master Landscaping Plan, which was all forwarded to Outdoor Spatial Design for their consideration. Overall, homeowners felt the project is warranted and had a positive viewpoint. Other common comments from residents included:

- 1) The landscaping portion of the project is good. Everyone liked the landscaping/plant material enhancements.
- 2) The entrance signage design was of concern. Not everyone was “wowed” by it. Thoughts included:
 - Need to consider designs that better represent the heritage/history of Snee Farm.
 - Need to have designs that are more visible from the roads.
 - Need designs with good lighting in mind, especially off Long Point Road.
- 3) Scrap the bridge painting plan. Not received well for various reasons.
- 4) Questions on cost need to be addressed – i.e. cost for signage vs. landscape and how it is going to be paid for.

Other Reports or Information:

Summary of Community Input on Landscape Project – There was further discussion of the proposed signage in the initial landscaping presentation. Outdoor Spatial Design is in the early stages of the planning. A meeting will take place with a sign company to discuss ideas, designs, materials, etc. A walk-around took place with a few board members and landscape designers. Half of the areas were reviewed. Another walk-around will take place the first week of December.

Covered signs at Indigo Cut – At this time the board is unaware of the purpose of these signs.

Pest Problems – As an FYI, a homeowner reported problems with rats chewing through exterior electrical wires and the presence of subterranean termites.

Thanks – A long term Snee Farm homeowner expressed his gratitude for the improvement in communication. The audience also expressed appreciation for the positive messages on the signboards.

The meeting was adjourned at 6:55 pm.