

SNEE FARM COMMUNITY FOUNDATION

Board of Directors Monthly Meeting
August 18, 2020 – Virtual Meeting – 6:00 pm

MEETING MINUTES

Interim President Hilton call the meeting to order at 6:04 pm.

Board members present: Jenny Hilton, Adrian Cain, Jonathan Wilbourne, Mario Rasgo, TJ DelDuca, Kathi Pogorzelski, Jodi Daniels

Absent: Jeremy Burnham

Minutes approved: July Monthly Meeting Minutes approved electronically.

Invited guests: Sue Shunk, Property Manager, CAMS
Shannon Powell, Property Manager, CAMS

Property Manager Report: Shannon Powell, CAMS

- 1) Manager transition from Sue Shunk to Shannon Powell began July 20, 2020. Beginning August 19, 2020 Shannon Powell will be the primary contact. Snee Farm will be the sole property Shannon will be managing.
- 2) Board meetings
 - a. July's Monthly Meeting was held 7/21
 - b. Executive Session was held 7/27 to discuss Annual Meeting procedures
 - c. Annual Meeting will be held virtually September 29 at 7:00 pm.
- 3) Annual Meeting timeline prepared for the Board

- 4) Violations report:
 - a. Approximately 256 Violations for the month of July 2020
 - b. The goal is to close or resolve as many as possible
 - i. 154 were closed
 - ii. 22 were resolved
 - iii. 9 homeowners were fined
 - iv. 3 given continuance
- 5) Two drives through the neighborhood a week
 - a. Monday – looking for trash cans out before 2 pm – by Bruce Koedding
 - i. 42% of violations were for trash cans and debris out prior to 2 pm.
 - b. Thursday – full community inspections
 - i. by Sue Shunk 7/2, 7/9, 7/16, 7/23, 7/30
 - ii. by Shannon Powell beginning 8/6
- 6) If a homeowner is moving or going on vacation, please let Shannon know so your property can be skipped. *The best way to reach Shannon Powell, Property Manager is:*
Email: spowell@camsmt.com

Interim President's Report: Jenny Hilton

- 1) The GOBI lawsuit has been completed and SF won the case. We are responsible for attorney's fees only.
- 2) Street and Traffic Sign Replacement continues throughout the neighborhood
 - a. TOMP called to report several more stop signs removed at cul-de-sacs where newly installed
 - i. These signs are Town property
 - ii. The property where signs are installed is a Town easement
 - iii. Those removing the signs could face criminal charges
 - iv. If you know the location of any missing signs, please contact the Board
- 3) Calls regarding violations/fines about lawn care
 - a. We are working with the CAMS to create more detailed guidelines about what restrictions should take precedence.
 - b. It is not the intention of the Board to assign frivolous fines, but to focus on violations that are extreme and may devalue property in our community.
- 4) Annual Meeting – September 29, 2020 at 7:00 pm
 - a. We encourage anyone who would like to participate to please apply.
 - i. We are accepting applications for:
 1. Board of Directors
 2. Committee volunteers

3. Nominating Committee for 2021

- b. A detailed packet regarding the meeting will be sent out by CAMS in the coming weeks.

Security: Jonathan Wilbourne

- 1) The biggest security issue in the neighborhood is cars being left unlocked.
 - a. Two reports to MPPD on Snee Farm Parkway
 - b. Other reports on social media
- 2) Two STOP signs were stolen from the neighborhood in August.
 - *** Defacing or stealing traffic control signs is a felony ***

Finance: Adrian Cain

The Snee Farm Community Foundation financials are overall very strong, and we continued to see budget performance in line with expectations. Additionally, we continue to work to ensure accuracy in our accounting and responsiveness and transparency to our homeowners.

The Balance Sheet and Revenue and Expenses Reports will be posted on our portal within 72 hours. Please email or call with any questions.

- 1) **Balance Sheet** – As of July 31, 2020
 - a. Total Assets: \$599,267.69
 - b. Reserve Account: \$77,009.49
 - c. Outstanding AR: \$31,371.08
 - i. Fines, Fees and Traditional AR \$26,371.08
 - ii. 2019 Outstanding Whipple Tower lease \$2,000
 - iii. Beaumont \$3,000
- 2) **Statement of Revenue and Income**
 - a. We continue to see strong income performance to goal. We are right in line with our budget expectations this month. Please keep in mind that we are accrual-based accounting.
 - b. We continue to manage our expenses closely and, based on our current performance, we are \$24,244.41 below budget at this time.
- 3) **Enhancement of our Accounting Accuracy** – We continue to work with CAMS to improve our accuracy. This month we identified several mistaken fees that we corrected. Two specific mistakes were identified and corrected as part of this process.
- 4) **Elections** – A reminder that eligibility to vote in the election is based on having no outstanding fees or fines.
 - a. With assistance from Sue Shunk and CAMS, emails were sent to all homeowners with outstanding fees. Traditional mail was sent to anyone without an email.
 - b. No one has contacted us with follow up questions.

Maintenance: Jonathan Wilbourne

- 1) At our request, CAMS is collecting bids for painting the gazebo. We would hope to have that ready for award in the coming weeks.
- 2) We have chosen a company to repair the fence gates on Whipple Road. We are verifying the quote and hope to award in the next couple of days.
- 3) We are meeting with the pond maintenance company on Thursday, August 20th. Please pass on your concerns to me in the coming days so that we can get those addressed.
- 4) The Board is getting the message boards repaired. We met to clean and paint them and found them to be in worse shape than originally thought. Replacing the message boards will be considered with next year's capital project fund.

Landscape: Kathi Pogorzelski

- 1) A proposal has been requested from Artigues Landscaping to suggest appropriate plant material for the last 120 feet of the walkway along Sneer Farm Parkway onto Parkway Drive.
 - a. This would screen the multiple AT&T utility boxes from view.
- 2) Several homeowners have questioned whether some plants at the Whipple Road entrance were weeds or plant material the Landscape Architect had in the original plans.
 - a. Artigues Landscaping verified the plants in question are Panicum Switchgrass and will be pruned when the time is appropriate.
- 3) Questions have also been received regarding the mowing of the Whipple Road tract. This area is included in the Landscape Maintenance contract with Artigues Landscaping and will be mowed roughly every two weeks, weather permitting.
 - a. This area is scheduled for approximately 14 mows per year, with the months of December and January omitted.
- 4) A New Charlestowne homeowner questioned if landscaping could be added by the brick columns on Loyalist Lane and Governors Road.
 - a. Artigues Landscaping will look into this, however, there is no irrigation in those areas so plantings will be limited.
- 5) The Christmas Decorating Committee recently met with an outside vendor to obtain a quote for professional holiday decorating at the four entrances, Sneer Farm Parkway, Plantation Circle and Liberty Circle.
 - a. More to follow after the proposal has been received and reviewed by the President, Treasurer and Committee members.

Restrictions: TJ DeDuca

- 1) I have been working with Shannon Powell, the new lead Property Manager for our community.
- 2) Regarding the lawn care violations
 - a. These violations have been changed to warnings
 - b. We are working on defining the guidelines for lawn/yard maintenance

Communications: Mario Rasgo

- 1) It seems that every summer we tend to have more underage golf cart drivers observed in the neighborhood.
 - a. Those drivers are not only operating the vehicle unlawfully, but also unsafely.
 - b. An email blast was sent out to remind everyone of the golf cart laws and to keep everyone safe.
- 2) Elections
 - a. It is that time of year to nominate open positions on the Board of Directors and to select the 2021 Nominating Committee members.
 - b. An email blast was sent with information and links to applications for these positions.
 - c. Applications are due August 21st.
 - d. This information was also displayed on the message boards
- 3) Street Signs
 - a. An email blast was sent out to let those who requested an old SF street sign know that we will distribute the signs as they come in.
 - i. There were multiple requests for the signs and the first added to the list have priority.
 - b. We will send out a final email listing any sign that is still available.
- 4) Garbage Containers
 - a. The Town is making a big push on changing out the garbage containers today. We received a call from the Town this morning and assisted in their efforts by relaying that information via email blast.
- 5) Annual Meeting
 - a. Our (Virtual) Annual Meeting is scheduled for September 29th at 7:00 pm this year.
 - b. A meeting notice, as required, via postcard was mailed on August 7th.
 - c. An Annual Meeting Package will be mailed at the end of August.

NEW BUSINESS:

Mario Rasgo made a motion for the suspension of the voting rights to all members of the SFCF that have outstanding balances. Seconded. Passed unanimously.

FOUNDATION MEMBERS COMMENTS:

Dorothy Clinton: *Is anything being done about power washing the benches around the lakes?*

Jonathan Wilbourne: Will take action on this issue.

Adrian Cain: *Kathi, the Landscape Committee, Jenny and myself are evaluating several future capital projects and will build a list for homeowner feedback as we develop the 2021 budget and future capital reserve plan. We hope that soon we will be able to announce those projects for the remainder of 2020 and into 2021.*

Dorothy Clinton: *Overnight parking is troublesome on Law Lane and off of Casseque. What is being done about this?*

Jenny Hilton: The Board has asked homeowners to take pictures of vehicles parked overnight (11pm to 5am) and send to the Board and/or CAMS to assess fines.

Sue Shunk, CAMS: We get regular reports of overnight parking at two homes on Law Lane. Fines are sent out for those homes.

Shannon Powell, CAMS: Please send pictures to spowell@camsmgt.com

Steve Little: *I am a new resident of Snee Farm, renovating a home on Deleisseline and installing a new driveway. We won't be able to park on the new driveway for 2-3 days. What is the procedure for letting someone know?*

Shannon Powell, CAMS: The procedure is to send me a notice. Temporary parking passes are available for overnight parking on the street. Shannon will drop off the parking passes to Steve at his home.

Nick Mead: *Has there been any update from TOMP about burying the power lines along the easement behind my home? These lines have been hanging in the trees since last September when the Stormwater Project was done. When called, Comcast came out and buried their lines immediately. I have been unable to reach AT&T to get them to take care of this. The TOMP has not had any luck either.*

Jodi Daniels / Jenny Hilton: We will get Jeremy Burnham involved in getting this taken care of.

The meeting was adjourned at 6:44 pm.

EXECUTIVE SESSION

Virtual Meeting 5:35 pm – 7:04 pm

July 27, 2020

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

Invited guests: Sue Shunk, Property Manager, CAMS
Shannon Powell, Property Manager, CAMS

TOPICS DISCUSSED:

1) Annual Meeting

- Date: Unanimous vote to have the Annual Meeting on September 29 at 7:00pm.
- Notices to residents
 - Save the Date
 - Due dates for applications and ballots

2) Guest Speakers for Annual Meeting

3) Election

- Applications for available BOD positions, 2021 Nominating Committee and Committee volunteers
- Ballots – two options for residents
 - Mail-in ballots and drop-off at a lock box at the Club House
- 2020 Nominating Committee:
 - Jenny Hilton, Chair, BOD
 - Mario Rasgo, BOD
 - Tom Blomquist, resident
 - Nikki Dickens, resident
 - Tom Muhs, resident
- 2021 Nominating Committee
 - Jeremy Burnham, BOD
 - Adrian Cain, BOD
 - 3 resident positions to fill – all Board members will interview these candidates
- Ballot Collection and Counting – CAMS will be exclusively responsible for collecting, reviewing and counting the ballots.
 - Reminders to residents to send in ballots
 - Need 10% or approximately 84 ballots to have a quorum
 - Ballot deadline at 5:00 pm on September 24

4) Adrian recommends that the SFCF is audited every other year. It was discussed that a Reserve Study may be beneficial to have once every five years.

5) Airbnb's in Snee Farm

6) Lighting throughout Sneer Farm

- Jonathan will talk with Ed Hutson about the options for consistency of warm vs. cool tone lighting