**SNEE FARM COMMUNITY FOUNDATION**

Board of Directors Monthly Meeting

February 16, 2021 – Virtual Meeting – 6:00 pm

MEETING MINUTES

**President Cain called the meeting to order at 6:04 pm.**

**Board members present:** Bob Ogilvie, Adrian Cain, David Lane, TJ DelDuca, Jenny Hilton, Jeff Kline, Katie Brennan, Jodi Daniels

**Absent:** Jeremy Burnham

**Minutes approved:** January Monthly Meeting Minutes approved electronically.

**President’s Report: Adrian Cain**

I’d like to introduce Bob Ogilvie as our new Board member, filling the two-year term vacated by Jonathan Wilbourne. We are glad to have Bob join the Board and thank him for volunteering his time. Bob will be the new Maintenance Chair.

There have been some break-ins in the neighborhood recently and I would like to remind residents of the importance of locking your doors at night and taking steps to ensure that your property is well lit. I have reached out to Chief Ritchie to express the importance of MTPD officers and asked that they take more time when residents have concerns.

Each chairperson will go through their reports tonight. I have asked Jeff (Finance) to spend a little time reviewing our ending financials from 2020, as we prepare our thoughts for capital projects for this year. David Lane will have a number of updates with impending projects during his report.

**Treasurer’s Report: Jeff Kline**

Recap of full year 2020 performance

* Ended 2020 in strong financial position
* $70k surplus to budget in FY20

Cash position and capital projects

* Total cash balance as of January 31, 2021 of approximately $700k
* Approximately $300k in operating expense budgeted for remainder of 2021 (February through December)
* Leaves $400k in excess of near-term operating obligations
  + Serves as financial buffer for unanticipated expenses
  + Can also be used to fund capital projects
* David (Landscaping Chair) to discuss potential capital projects in more detail
* Board to determine which projects can be funded in 2021 versus future periods

Reminder to pay assessments – due date extended through end of February

**Landscape: David Lane**

Open Items

1. Street lights not working: Two on Garden Way island, Honeysuckle, Indigo Cut
   1. Work order has been placed with L&M Electric for Garden Way and Indigo Cut
   2. Work order has been placed with Dominion Energy for Honeysuckle
2. Liberty Circle ferns – expectation is for them to come back in the spring per Reece Artigues, but I will monitor

Current Items

1. Beaumont fence
   1. Contract has been signed
   2. 811 is complete
   3. Need to survey for property line (quote received)
   4. Exact fence line to be flagged
   5. The land will be cleared soon, then construction to begin
2. Message Boards – moving forward on that, too

Pending Projects

1. SF Parkway lighting
   1. Up-lighting for live oaks and down-lighting for pathway.
   2. Was waiting to get quote from Moonlighting and boring company until after Beaumont fence line established, but will move forward with this ASAP
   3. Utility box screening at the end of SF Parkway – to be screened with landscaping
   4. Loyalist/Plantation “triangle-circle” – looking to re-landscape
   5. Re-sod main entrance off Hwy. 17

\*All to be discussed further during Executive Session

Upcoming Projects

1. Plant replacements - March
2. Mulch, pine straw – March, after plant replacement walk-through
3. Spring annuals – April

*Question: Missing sign at Liberty Circle*

David: Waiting for the TOMP to finish that project.

**Maintenance: Bob Ogilvie**

Introduction: My wife, Betty, and I have lived in Snee Farm since 1993 and have been married for 61 years. I am a retired physician and still teach online for MUSC and USC medical schools. My work has been in research of the microscopic architecture of the human body. I look forward to serving at Maintenance Chair, as I learn more about the lights and other responsibilities involved with this position.

Main entrance sign light has been realigned.

Adrian: We will be devising a maintenance schedule for the Beaumont and Whipple Road fences that fits with our budget.

**Restrictions: Jenny Hilton**

The number of violations has significantly decreased, since we have revised our procedure on drive-throughs and implementation of fines. Currently, there are 40 open violations. Most of these are for property maintenance and landscaping.

Any homeowner account that was showing outdated fines from CAMS has now been waived. All accounts are current and being tracked through Ravenel Associates Portal.

**Communications: Katie Brennan**

We should have a web design update for next month.

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

Financial – January 31, 2021

Bank Balance: $716,941.57

Reserve Balance: $56,890.53

Variance Report:

* Income realized a negative variance for the period ($11,179.64) due to not receiving Budgeted income from sub-association and waiver of fines and violations per ACC and Restrictions Committees
* Misc. Income from the Snee Farm CC for monthly pond maintenance was received ($550).
* Expenses realized negative variance in current period for the following:
  + Insurance Expense ($14,900) due to this being budgeted in December.
  + Electrical repairs ($435) due to the replacing of wires and control breaker

Delinquency Update:

Total delinquent as of 1-31-2021: $80,855, which includes any past due balances prior to 2021 assessments as well.

Action Items:

* Maner Fence contract has been signed, deposit has been processed, and now along with Landscape Chair, Manager is seeking bids for boundary survey to mark the property lines. Then the area will be cleared and the fence line staked out and scheduled.
* Electrical repairs have been approved and now Manager is awaiting schedule with L&M. Should be completed within the next 2 weeks. Light on Honeysuckle has been reported to Dominion Energy.
* Sign Proposal: Consultation/Conceptual proposal has been approved. Manager is working with Napporn to set him up as vendor and get the invoice processed. Only awaiting signed insurance waiver from the Foundation.
* Manager noted 9 ACC requests since last Board meeting.
* Gazebo repairs made – replaced a few rotten boards. Will revisit with Maintenance Chair for additional repairs and painting.
* Continuing to monitor habitual enforcement violations.
* Manager awaiting directive from Board on any further discussions with Beaumont. Manager will work with attorney to discuss this matter.

**NEW BUSINESS**

**Homeowner Comments:**

Adrian: If you see a project in the community that you’re concerned about, please reach out to the Jeremy Burnham, ACC Chair, or the Board.

*Question: Do the new homes by the Clubhouse have their own HOA? I am concerned about one house with a firepit structure being near the neighboring house.*

Adrian: They will have their own HOA, which is initially controlled by the developer, then turned over to the homeowners.

*Question: There is one remaining Christmas ornament along SF Parkway, closer to the circle, in the median. Will this be taken down?*

David: I’ll be sure to remove that.

**Meeting was adjourned at 6:31 pm.**