**SNEE FARM COMMUNITY FOUNDATION**

Board of Directors Monthly Meeting

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

MEETING MINUTES

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

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

**Absent:** Jeff Kline

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

**Minutes approved:** February Monthly Meeting Minutes approved electronically

**President’s Report: Adrian Cain**

Thank you all for joining us this evening. It is our pleasure to serve the community. We have a very full agenda this evening and so we appreciate everyone’s understanding as we run through our reports. Please respect zoom protocols. We have a few items that we will encourage you to join in the conversation. Please hold to be recognized and maintain your comments to two minutes.

Since our last meeting, we have noticed an increase in overnight parking. We will be taking steps to enforce this moving forward. Additionally, we have received an inquiry from a prospective home buyer about the number of pets allowed on each property. The HOA has been working with our council to investigate our best options to provide guidance based on our ADAR and we will discuss later.

Please reach out to the Board, should you have any questions. Now to our reports.

**Restrictions: Jenny Hilton**

1. Article IX. O. Signs

No signs of any description can be displayed on any lot with the exception of a “for sale” or “for rent” sign. Graduation signs are not permitted.

* 1. *In recognition of our 2021 graduates, the HOA would like to create a Congratulations banner with the names of our graduates.* 
     1. ***Please submit your graduate’s full name to the Board at*** [***board@sneefarmcf.com***](mailto:board@sneefarmcf.com)

***by April 30, 2021.***

Ashley Fitch will be reaching out to Blue Wave Prints to get a quote and a timeline for creating the banner. I will work with our Landscaping Committee to determine the best placement for the banner.

1. Article IX. K. L. Vehicles Parking / Disabled Vehicles

No vehicles can be parked overnight on a street. Vehicles can only be parked in driveways or garages. No disabled, inoperable, wrecked vehicle or vehicle parts can be parked or kept on a lot at any time unless contained in a garage.

* 1. We have received multiple calls and complaints about vehicles parking overnight on streets and in yards. In addition, there have been several occasions where a disabled vehicle has been parked on the street for several days in a row.
     1. We will begin doing overnight inspections for these violations.
     2. Please note if you have overnight guests that require additional parking space, you can request a *parking permit* from the Board at any time.

1. Article IX. T. Pets and Animals

No wild animals, livestock, poultry, wild birds, reptiles or amphibians can be kept on a lot. Dogs, cats, fish and birds in reasonable numbers, kept as pets are allowed. All animals on property are not allowed to become a nuisance or annoyance to neighbors.

Article IX. Y. Nuisance and Annoying Activities

No activity tending to cause discomfort, annoyance, or is a nuisance to nearby residents is permitted. A dog barking for an extended time is considered an annoyance and nuisance under this declaration.

Pursuant to Article XIV, Section A.

The Board is empowered with the authority to enforce the above declarations and restrictions.

The Board, in its sole discretion, has determined that a reasonable number of K9 dogs is limited to four (4). K9 dogs in excess of 4 would not be reasonable and would/could become an annoyance or nuisance to neighbors.

**Landscape: David Lane**

1. Open Items
   1. Street lights STILL not working – two on Garden Way island, Honeysuckle, Indigo Cut

Work order placed with L&M for Garden Way and Indigo Cut

Work order place with Dominion Energy for Honeysuckle

1. Closed Items
   1. Liberty Circle ferns – looks like they are bouncing back
   2. Christmas decoration, wires and other hanging material removed
2. Current Projects
   1. Beaumont berm fence

Waiting for survey company to reflag property line to move forward

Construction will begin soon after that

The fence will be painted Charleston Green

1. Pending Projects
   1. Snee Farm Parkway lighting – boring quote received.

Requested and re-requested quotes for:

* + - 1. Plantation Circle up-lighting
      2. Pathway down-lighting
      3. Main entrance column lighting
      4. Center islands along SF Parkway up-lighting
  1. Loyalist/Plantation Lanes “triangle-circle” re-landscape
  2. Re-sod main entrance
  3. Enhance main and Whipple entrance plantings (annuals and perennials)?
  4. White wash front entrance bricks

1. Upcoming
   1. Plant replacements, utility box screening at end of SF Parkway (April)
   2. Mulch, pine straw (April, after live oaks shed their leaves. Cost confirmed)
   3. Spring annuals – after mulch is put down
   4. Will do walk through with Landscaper soon, replacing plants as needed. The landscaping company has guaranteed the plants

**Maintenance: Bob Ogilvie**

1. Whipple Road Fence Evaluation
   1. Barrier is intact with exception of gates
   2. Wood condition: overall good, some rotted slats at bottom
   3. Paint condition: Snee Farm Green paint okay

Need to discuss re-painting

Jeremy – fence was last painted in August 2018

Bob will ask Ashley to get bid for repairs and repainting

1. Signs at Exits are all being cleaned
2. Gazebo Painting and Rehab
   1. Ravenel Maintenance has replaced all rotten boards
   2. Ashley is getting bids for painting

Ceiling is a light blue

Decking – Bob suggests a light gray

*Steve Little – Have you considered using a wood sealant?*

Adrian: Ashley, please get quote on that, too.

* 1. Lighting – all works well, except dome light

Ashley is checking on the light out

* 1. May consider cost of replacing the roof

**Architectural Control Committee: Jeremy Burnham**

1. Requests:

February – 17 total - 7 were through the website portal

March - 12 to date - 7 were through the website portal

1. Questions for Real Estate Agents

Many questions have been received from real estate agents about ADAR restrictions

Jeremy to send Katie the commonly asked about restrictions – will be highlighted under the ACC portion of the website

**Communications: Katie Brennan**

No updates tonight. Will follow through on making communications easier.

**Treasurer’s Report: Jeff Kline (via email)**

* February results
  + Total cash balance as of 2/28/21: $725,822
  + $7,435 surplus to operating budget for month of February (YTD surplus of $1,946)
    - February surplus largely driven by savings to budget in following categories:
      * Tree maintenance
      * Landscape maintenance
      * Bad debt expense
      * Legal expense
  + Overall, we are in good shape and tracking for the year
* Assessments
  + Spoke with Ashley, and she was going to be following up with folks who were still unpaid as of early March. This process is underway
* Reserve fund
  + Also spoke with Ashley on the topic of the reserve fund. She said the standard for funds held in reserve is typically based on the results of a reserve study. In the absence of a reserve study, she said a good rule of thumb is to save approximately 10% of your annual operating income. We saved more than that last year and are budgeted to save slightly less than 10% in 2021. We are in good shape, but I think a good next step would be to take a look at our reserve study.
  + Setting a long-term goal of amassing some multiple (2x or 3x) of our annual expenses as a reserve may be a good target. The Board will discuss.

**Property Manager’s Report: Ashley Fitch**

Financial – February 28th, 2021

Bank Balance: $702,418.03

Reserve Balance: $59,319

Variance Report:

* Income saw a very minimal negative variance for the period due to income budgeted from sub-associations not received. During this period, the HOA received additional $200 over budget for working capital at closings, and also miscellaneous income from the Country Club for pond service.
* Total operating expenses for the period were under budget by $7,695. This was due to the following:
  + Admin expenses realized an overall positive variance of $3,344 due to less than budgeted legal expenses and no bad debt realized in this period.
  + Minimal maintenance repairs were seen this period. Next period, there will be electrical repairs, along with general maintenance for the gazebo seen in the financials.
  + Overall landscape budget showed a positive variance of $3,432. All line items showed positive figures except the irrigation maintenance. This period we saw the bi-monthly irrigation contract expensed.

Delinquency Update:

Total delinquent as of 2/28/2021 is $48,873.32. This is a decrease of $31,982 since January 31st. Of that figure, $43,733.12 are assessment payments delinquent 31-60 days. As of March, late fees will begin to be applied.

Since this report was sent to the Board, another $7100 has been collected.

Action Items:

* Boundary survey contractor has been chosen and will complete, hopefully, by end of March. Once completed, the Beaumont fence project can commence.
* Electrical repairs have been approved and now Manager is awaiting schedule with L&M. On the schedule for next week.
  + Addendum: Manager has been following up with electrician almost daily. Working this week, to be completed soon.
* Sign Proposal – Consultation/Conceptual proposal has been approved. Napporn has been set up as vendor and the invoice has been processed.
* Manager noted 9 ACC requests since last Board meeting.
* Gazebo repairs made – replaced a few rotten boards. Manager working with Maintenance Chair, Bob Ogilvie, to get quote for repainting the gazebo.
* Continuing to monitor habitual enforcement violations.
* Manager has provided quotes to Landscape Chair, David Lane, for boring and additional up-lighting along Snee Farm Parkway (in process).

**OLD BUSINESS:**

*Question: What is the timing for trimming the azaleas at the front entrance?*

David: The landscape maintenance crew has been directed to cut back the azaleas after they bloom and not to trim again after that. There should be more blooms next spring.

Bob: Before the Landscape Project, the azaleas were cut down low because they were old. I disagree. Let the azaleas grow and don’t trim at all.

David: Middle ground – trim once, then let grow.

Adrian: We’re trying to “polish” the landscaping as the plants mature.

**NEW BUSINESS:**

*Question (Kelly): Can we revisit the dog issue? I have been on the Board for a local rescue and am disheartened with the limit of 4 dogs per household. I sometimes foster dogs. It’s not the dogs, it’s the person and how they control their dogs.*

Jenny: I understand your concerns. The Board is trying to maintain a quality of life in our neighborhood. We need to put some kind of cap on this, because not all pet owners are responsible. We don’t want to create the potential for a nuisance.

Adrian: We needed to react to this particular instance because it was due to a potential new homeowner. We can discuss adding a waiver for fostering and/or if a homeowner’s dog has a litter. The Board will revisit as we formalize this process, before it is filed with the County.

*Kelly: I want to be protected from someone potentially complaining about my number of dogs, for example when fostering.*

*Question (Dawn): Why were the azaleas at Liberty Circle removed?*

Jeremy: It was Outdoor Spatial Design’s (the Landscape Architects for the Landscape Project) opinion that those azaleas had reached their lifespan. The design at Liberty Circle was part of the whole design and plan. The Board had a few PowerPoint presentations for the homeowners.

Adrian: Those PowerPoint presentations are still available on the website. We are always open to hear homeowner’s comments and suggestions.

*Question (Nick): Are you going to talk about our vendors? Is there a way for vendors to submit a bid, for example to be considered for the landscape maintenance contract?*

Adrian: We require 3 bids for a contract. If someone is interested, they can reach out to Ashley Fitch, Property Manager with Ravenel Associates, to be a part of the process. Regarding landscape maintenance, we are currently under a multi-year contract. This will be put out to the community for rebidding when the time comes.

*Question (Nick): Regarding social media – are we going to have a specific site (Katie – is this the right term or what Nick asked about?) covering our neighborhood?*

Katie: TJ and I are working on this for the neighborhood and to keep residents informed. Yes, a social media strategy would be good. Please send me your ideas.

*Steve: I’m all for social media, but don’t let this become our main platform.*

Katie: Social media will just be used as an augmentation. Anything pertinent will be on our website.

**The meeting was adjourned at 7:26 pm.**