

SNEE FARM COMMUNITY FOUNDATION
Board of Directors Monthly Meeting
July 16, 2019 – Snee Farm Country Club – 6:00 pm

MEETING MINUTES

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

Board members present: Kathi Pogorzelski, Jodi Daniels, Jenny Hilton, Steve Hurst, Michael Hagedorn, Jeremy Burnham, Mario Rasgo, Ed Hutson

Absent: TJ DeDuca

Minutes approved: June Monthly Meeting Minutes approved electronically.

Invited guests: Sue Shunk, Property Manager, Southern Community Services
Nopporn Kichanan, SF Homeowner, Landscape Architect

Property Management Report: Sue Shunk, SCS

Prepared for the period ending: **June 2019**

Operating Balance Sheet

Summary:	Total Operating Cash:	\$449,452.43
	Reserves Total Cash:	\$553,625.22

Accounts Receivable:

Total Receivables:	\$53,837.35
Current:	\$1188.00
Over 30 days:	\$52,649.35
Over 60 days:	\$0.00
Over 90 days:	\$0.00

Income / Expense Statement:

We are pleased to report that the Association continues to operate within budget; except for the variances this period and previous period, which are as follows:

Significant Items are:

- 1) The Legal/Professional (GL6500) is over budget by \$2,968.00 in June due to the ongoing lawsuit with previous vendor.
- 2) The Ground Maintenance is under budget for the month of June at \$1,238.83.

Violations:

118 violations for the month of June
47% for rubbish/debris
28% for maintenance

President's Comments: Steve Hurst

Congratulations Sneec Farm Swim Team. Another big victory!

- 1) James Aton, TOMP, advised we are another 2-3 months out on street sign replacement.
- 2) Sarah Mittermeier, TOMP, reported the revised completion date for the Stormwater Project is Labor Day. If this holds, they will have finished in half the time they estimated. Original completion date was July 2020.
- 3) As we have reported in the past, our Property Manager, Southern Community Services, is in the process of merging with or being acquired by another firm. Although we are sympathetic to the transition process, we are not receiving the services we have contracted for. The accounting and restrictions work are unacceptable. We will likely be forced to explore other options.
- 4) James Huffman, Brightwater Homes, reported they have a home under contract and expect to complete the three under construction by October. They intend to break ground on three more within the next two weeks.

Signage Update: Nopporn Kichanan

- 1) Steve, Michael and I met with Outdoor Spatial Design (OSD) regarding the budget of the main entrance sign. The estimated cost was within the projected budgeted cost.
- 2) Steve asked Nopporn to take a study how the design at the main entrance fit at the Whipple Rd. entrance.
 - a. Nopporn's professional opinion is that the main entrance sign should be more grande, with scaled-down designs at the other entrances
 - b. Two design schemes were presented:
 - i. A consistent design/shape as the main entrance brick and masonry sign
 - ii. A rectangular design/shape complimenting the main entrance sign
 - c. Two sign placement/orientations were presented, both within the median at Indigo Cut:
 - i. Parallel to Whipple Rd.
 1. Drivers would see a side-view of the sign in this position
 - ii. Perpendicular to Whipple Rd.
 1. More visible to drivers in this position
 2. Concern expressed regarding placement for safety – ability to see approaching pedestrians/cyclists, as well as car traffic
 3. Sign would be set back from the road and sidewalk
 4. Message would be at eye-level for drivers
 5. There would be lighting on the sign and landscape lighting
- 3) The signage was not part of OSD's scope of work.
 - a. Nopporn is volunteering his time to help with this part of the Landscape Project.
 - b. The Board had initially met with a sign company that produced 3 concepts.
 - i. The concepts were presented to the community for feedback
 - ii. The concept with the "Classic" design had overwhelming favorability.

- iii. Based on the feedback from the community, Nopporn took the preferred concept and brought it to the next level.
 - iv. The enhanced design was sent out to the community for final comments and was well received by all.
 - v. The evolution of the design can be viewed at www.sneefarmcf.com/entry-sign-designs.
- 4) Next step – to get pricing for construction of the signs

Security: Ed Hutson

No reports received from MPPD this month.

Finance: Michael Hagedorn

On March 29th, after its merger with the CAMS, SCS announced that it was launching new management software named Vantica, effective April 1st, which promised: “Online Board Member Portal: full transparency of the association’s financial records (Targeted availability June 1st).”

The Board has been very patient with SCS during this transition, but the promise of full transparency has not materialized and on-going errors in the financial statements have not been resolved. In short, the financial statements are not accurate and cannot be relied upon. I have expressed my concerns to SCS senior management, Ken Tamsin, our former property manager, Jessica Turner, our current property manager Sue Shunk, and SCS accounting and collections staff, who acknowledge these errors but have failed to resolve them.

Only SFCF’s operating account is affected by these reporting errors; actual bank statements and canceled checks confirm that SFCF’s accounts payable are correct. SFCF’s reserve accounts are separately vested so there are no concerns about those assets.

Additionally, SFCF’s established and required invoice approval process is not being followed, because the Vantica software is not producing accurate invoice reports, resulting in delayed and incorrect payments to vendors and utilities, which has forced the Board to create supplemental processes to assure accuracy and timely payments.

SFCF’s contract with SCS requires written notice of failure to perform its contractual duties and obligations and give SCS 30 days to cure these deficiencies. I intend to call for a vote of the Board, to formally notify SCS on 8/1.

Maintenance: Steve Hurst

- 1) Contracted lake and irrigation work continue on schedule.

- 2) We have not yet had our irrigation restored at Hwy. 17. The developer of Snee Farm Village has agreed to assist us in trying to get the gas line subcontractor to complete this work. We do not have any resolution at this time.
- 3) I recommend we do extensive pruning to the interior of the Whipple Road fence in the next year. The longevity of the fence will be compromised if we do not keep it clear.
 - a. As this will involve homeowner property and plantings, we will need to take a measured approach.

Question: Will seasonal flowers be planted at the entrances?

The Board made the decision to forego spending a few thousand dollars on the entrance seasonal plantings in anticipation of the Landscape Project starting. At this time the project is predicted to start in the next 30-60 days.

Landscaping: Kathi Pogorzelski

Forever Green continues weekly clean-up, weed control and shrubbery pruning as needed.

Restrictions: received via email – TJ DelDuca

Violations are ongoing. Working with SCS to improve the consistency of their ride-throughs twice a week.

Architectural Control: Jeremy Burnham

Requests: 15 for June, at least 5 homes where people were doing work without permits.
4 to date for July

Many of the ACC Permits are contingent upon the necessary TOMP permits being received. Homeowners are required to pull/obtain their own permits from the TOMP. The Town knows all of Snee Farm's covenants.

*** Please submit requests by going to sneefarmcf.com and completing the ACC Request Form.

Communications: Mario Rasgo

The email blasts for the month of June were as follows:

- 1) **The 4th of July Parade** – This informed everyone the details regarding the annual 4th of July Parade. This was a fun event that was led by a Mount Pleasant Fire Truck and followed by decorated bikes and golf carts. The parade route started at Rebel's Camp and finished at the SF Country Club where everyone enjoyed popsicles.
- 2) **Recycling Reminder** – This reminded residents the recycling collection schedule was pushed to Friday due to the 4th of July holiday.
- 3) **Board and Nominating Applications** – This informed foundation members that the Board is now accepting applications for Board and Nominating Committee members. A download link to the application was included in the email blast. Applications for the

Board are due on 7/22 and interviews will be on 7/24. Interviews for the Nominating Committee applicants will be on 7/17.

Message Boards:

The message boards were utilized for a few days the week of 7/8 to further convey the Board applications. That message was swapped out with an encouragement message for the Snee Farm Swim Team at City Meet, followed by a congratulations message for being the 2019 Champions. The Apply for Board by 7/22 message will be swapped back prior to the application due date.

LANDSCAPE PROJECT UPDATE:

- 1) The Board met this afternoon with our landscape architect and the two final landscape contract bidders. We hope to award a contract within days. Permitting and design revisions are complete.
 - a. Both contractors said they are prepared to start within 30-45 days.
- 2) The delays have allowed us to avoid the heat of the summer months, in the end being to our advantage due to Fall being the better time for planting.
- 3) After the soil sample tests are completed, the estimated time to complete the Landscape Project is 8-10 weeks.
 - a. Things will be ugly for 2-3 months! The first 30 days of the project will involve demolition of the existing plant material and preparing the site.
- 4) The Board is not pleased this project has been delayed for so long, but it is more important that it is done right.

ELECTION UPDATE:

The Board consulted with our attorney, Morgan Bryant, to confirm that our process is compliant. As a result, we have replaced our ballot mailing with a proxy mailing. This will ensure homeowners have more voting options than in the past.

We have also solicited volunteers to serve on the Nominating Committee.

The meeting was adjourned at 6:57 pm.

EXECUTIVE SESSION

Committee Members included:

- 1) Discussion of Signage

- a. The Board voted to go with the flat rectangular design (not the arched design) without the Rice Plant emblem for the Whipple Road entrance.
 - i. Traffic Engineers will dictate the placement of the sign.
 - b. This Whipple Road sign will be more expensive than the main entrance sign because:
 - i. Columns need to be built
 - ii. This is a double-sided sign
- 2) Discussion of Landscape Contractors
- a. Pros and Cons of the two contractors interviewed were discussed

Board Members only:

- 1) President's comments on social media
 - a. The SFCF Board cannot use Next Door as an official form of communication.
- 2) Open discussion