

SNEE FARM COMMUNITY FOUNDATION
Board of Directors Monthly Meeting
July 20, 2021 – SF Country Club/Virtual Meeting – 6:00 pm

MEETING MINUTES

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

Board members present: Katie Brennan, Jodi Daniels, David Lane, Jeremy Burnham, Adrian Cain, Mario Rasgo, TJ DelDuca

Absent: Bob Ogilvie, Jenny Hilton

Minutes approved: June Monthly Meeting Minutes approved unanimously.

Invited guest: Ashley Fitch, Property Manager, Ravenel Associates

President's Report: Adrian Cain

Election notices are going to go out tomorrow. We have three positions that will be up for election. Two Board members will not be running for re-election. Jenny Hilton will be running for re-election. The Nominating Committee will meet on approximately August 3rd. Nominations will be due by July 30th. Please let us know if you have any questions.

- *Board of Directors applications can be found on the Snee Farm website (sneefarmcf.com). Please send applications to Adrian Cain (acain@sneefarmcf.com) by **August 10th**. Interviews by the Nominating Committee will be **August 17th** immediately following the Monthly Board Meeting.*

We invite you to join us for the August 17th meeting at the Country Club in-person or via virtual method at 6:00 pm, with interviews beginning at approximately 7:00 pm.

Finance Report: Mario Rasgo

Overall, we are tracking well to the budget year-to-date. For Accounts Receivable we have 73 members who are at 120+ days past due. About 50+ are due to assessments. Only 2 members have passed the lien threshold, which is owing over \$900 or two year's past due assessments. I will be discussing those accounts with our Property Manager, Ashley. I will also be developing a letter to encourage any homeowner that is subject to a lien to pay any amounts owed before the account is turned over to the attorneys. Not only do they have to pay the amounts owed, but also incur the attorney costs. I just want to do everything we can, so it does not escalate to that point.

Communications: Katie Brennan

Nothing new to report from a Communications standpoint. We're trying the hybrid model for the meetings of in-person and virtual methods. We'll work with the community to see what the best format is going forward.

Architectural Control: Jeremy Burnham

We've taken in 12 requests via the website for the month of June and only 5 for July. We actually have a lot more than that for the month of July. I just need to read through text messages and multiple emails.

There are still a lot of projects going on without permits. Dottie Teetor and I have stopped to talk to most of these homeowners. The issue is getting good contact information from and to new buyers. I have been working with Ashley Fitch on this. The new homeowners are not getting good information at closings.

Landscape: David Lane (via email and Adrian Cain)

We lost a cypress tree behind the gazebo. The tree has since been removed and the stump will be ground. We are going to use some of the \$25,000 budget for tree maintenance to replant a tree there and address some of the beds around that area.

Closed Items:

- Mario did the plant replacement walk-through with Reese Artigues. Plants to be replaced in early fall.

Current Projects:

- The Beaumont berm fence needs to be extended one section and the Beaumont side painted.
- Message signs – the locations have been approved. Construction, landscape, and lighting bids complete. To be discussed in Executive Session.
- Plantings around the utility boxes to screen

Maintenance: Bob Ogilvie (via email)

- During the past two months, lights that were not working at the Whipple Road entrance, one light on Liberty Circle and lights at the entrances off of Long Point have been fixed.
- The rusted out 110 AC electrical panel behind the gazebo has been replaced with a new panel. In addition, an outlet for 110 AC has been installed so that any time of day or night, power can be obtained.
- Estimates for boring and fixing two Snee Farm owned street lights are being secured and Board approval sought so that the two lights at Garden Way, that have not been functioning for a long time, can be put back into service.

- I reported a pothole on Liberty Circle to our Property Manager. It has been filled and repaired.
- I found that one of the gates on the Whipple Road fence was left wide open with the 2x4 bar that was installed by Ravenel Maintenance on the ground and the lock as well. I secured the gate.

Manager's Report: Ashley Fitch, Ravenel Associates

Financial: June 30, 2021

Bank Balance:	\$636,600
Reserve Balance:	\$52,809.59

Variance Report:

- Income saw a positive variance of \$1,243.54 for the period due to income received from Snee Farm Lakes and Working Capital of \$1400. There were 7 closings processed in this period. Additionally, the HOA received miscellaneous income from the Country Club for pond service, MPW water refund and violation fines billed to the owners. Also saw the miscellaneous income charge to a homeowner posted under income.
- Total operating expenses for the period were over budget by \$64,978.85. YTD under budget in total operating expenses by \$18,973. This was due to the following:
 - Admin expenses realized an overall positive variance of \$3,323 due budgeted legal fees being underbudget for the period and no bad debt realized in this period.
 - Maintenance was over budget by \$4,614. In this period, the HOA expensed electrical repairs at 3 areas in the community and replaced the entire electrical panel box at the gazebo.
 - Overall landscape budget showed a negative variance of \$63,818. This negative variance is due to expensing the mulch install and additional flowers. We also saw the tree removed at the gazebo that fell during the storm.
- Reserve Expenses this period saw a charge of \$3595 for the land clearing along the Beaumont berm.

Delinquency Update:

Total delinquent as of June 30, 2021: \$30,263.58

There are 73 total delinquent accounts with balances over 90-120 days, which is a decrease of 13 accounts since May financials, but these accounts are still under the lien filing threshold. Statements have gone out to all delinquent owners. The next step for these owners will be to file a lien on the account to secure the debt. Manager will discuss with the Treasurer to get approval to proceed.

Action Items:

- Beaumont fence has been completed

- Electrical repairs have been completed on the lamp post and panel box. Additional repairs are being proposed and completed to Parkway lights
- Graduation banner has been removed
- Liberty Circle pothole has been filled
- Meeting dates have been secured with the Club

NEW BUSINESS

1) Elections – Adrian Cain

- Nominations will be due by July 30th. Please let me know if you have any questions.
- Nominating Committee:
 - To meet on approximately August 3rd.
 - The two members representing the Board are Adrian Cain and Jeremy Burnham
 - There are three homeowners, who were elected last year to serve on the Nominating Committee. Because Mario Rasgo is now on the Board, he was replaced with Tom Blomquist, who agreed to serve.
- Details will be coming out soon.

2) Hybrid method of this meeting – Katie Brennan

- If anyone has any questions or concerns, please email the Board at sneefarmcf.com

The meeting was adjourned at 6:11 pm.