

**SNEE FARM COMMUNITY FOUNDATION**  
Board of Directors Annual Meeting  
September 16, 2020 – Snee Farm Country Club/Virtual – 6:00 pm

**MEETING MINUTES**

**President Cain called the meeting to order at 6:02 pm.**

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

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

**President's Comments: Adrian Cain**

At your seats, you each will find a packet. Contained in the packet are last year's Annual Meeting Minutes.

**Motions were made and the 2020 Annual Meeting Minutes were approved.**

Let us know if you have any questions, as you have a chance to review the packet contents.

Board members and Property Manager were introduced.

**Treasurer's Report: Mario Rasgo**

The 2020-2021 year started off with Jeff Kline as Treasurer. Due to Jeff's relocation in April, the Board appointed me to serve as his replacement.

This year's assessments increased by \$5.00 to a new value of \$373 per lot. This amounted to \$332,000 in total assessments for the year.

(Note: to keep things simple, these numbers have been rounded.)

Our biggest expense at \$215,000 is for landscaping throughout the neighborhood. This includes:

- Landscaping contract
- Mulch
- Lake/Pond management
- Irrigation
- Tree maintenance
- Utilities
- Holiday decorations

For the plants that were installed down the parkways and in the circles during our major landscaping project, they will be replaced free-of-charge, if they do not survive.

Overall, we are on budget for the year. However, we did go over-budget in the maintenance area due to much needed electrical repairs at the gazebo and Garden Way. The repairs at Garden Way are still in progress.

At the end of the year, we anticipate our reserve to be \$450,000. This could potentially be used for new message boards, the Beaumont fence or cleanup following major storm damage.

Adrian Cain: On pages 13-17 of your packets you have the current financials through August 21, 2021 for full transparency. We attempt to post each month's financials on the SFCF website 72 hours following each Monthly Meeting.

Ashley Fitch: If you have any questions concerning your community's financials, please email me and we can go through these together.

### **Landscape Report: David Lane**

We work with Artigues Landscaping on the maintenance, and they do a nice job.

On an annual perspective, we had three main projects this year:

- The fence that was built between Snee Farm and Beaumont. This is complete, except for painting the Beaumont side.
- We are beginning the process to replace the message boards at all four entrances. This will probably happen next year. Soon information regarding designs, etc. will be sent out to the community.
  - Locations have been approved.
  - Construction, landscape, and lighting bids have been completed
  - Timeline TBD by SFCF Board
- Modification of front entrance landscaping

Pending Projects under consideration:

- Additional landscape lighting along SF Parkway and at Plantation Circle
- Re-sodding the main entrance
- Installing a Little Library in the New Charlestowne neighborhood
- Loyalist/Plantation "triangle-circle" re-landscape
- White wash front entrance bricks?
- Gazebo flower beds landscaping
- Utility box screening at the end of SF Parkway

Upcoming Projects:

- Fall/Winter Annuals

- Holiday Decorations

I would encourage anyone to submit comments and/or questions anytime. We welcome feedback.

### **Architectural Control Committee: Jeremy Burnham**

It's been an extremely busy year for the ACC, with home sales in SF and homeowners updating their homes. With new homeowners, we've found that many do not realize they need permits for any exterior improvements and/or tree removal. The ACC is working with homeowners who started projects without approval, but this can be challenging, especially when the homeowner doesn't live in the house. We can't catch everything.

If you see exterior changes or a tree being removed without a permit displayed in a front window, please email or text me.

### **Restrictions: Jenny Hilton**

Ashley Fitch has done a tremendous job with the drive-throughs and making us aware of violations. At this point, Restrictions are pretty clean. Our goal has been to be a kinder, gentler Board regarding violations.

### **Communications: - Katie Brennan**

We have hoped the Communications position would take more involvement in the community with better, broader connectivity throughout the neighborhood.

- I send the emails about the community updates and handle the virtual meetings.
- It is important that new homeowners in SF know to sign up for the email list.
- There will be some communications coming out over the next few days/weeks for holiday opportunities and events.

We are thankful to the community for emailing the Board directly when they have a question. This helps us get them the correct answer most quickly.

### **President's Report: Adrian Cain**

It's nice to see people in person and virtually. The Board has strived this year to increase our communications and our transparency to be sure we're being as responsive to the community as possible. We continue to make investments in the community, like the Beaumont fence. We're about making the community as good as it can be, but that's only as strong as each of you being an active part of the community. As we look forward to the future, we want to see even more opportunities to pull folks together to reinforce the great place we all live.

Heather Evans, you did such a great job with the 4<sup>th</sup> of July golf cart parade.

Bob Ogilvie has done a tremendous job as Maintenance Chair to catch us up on some things. He has been incredibly thorough and dedicated. He single-handedly solved the gazebo remodeling, which looks gorgeous. Thank you, Bob.

### **Maintenance Report: Bob Ogilvie**

I've had a great time working with this very responsive and friendly Board since January. I have been offered the opportunity to continue, but will not be doing that. If anyone sees anything around the neighborhood that needs attention, like lights that are out or potholes, contact the Board.

Ed Hutson, on the corner of Governors Rd. and Casseque Province contacted me. Dominion Energy is replacing a transformer that has rusted out prematurely. Ed asked if there were something about the golf course irrigation or fertilizer that is causing this. We may need to reach out to the TOMP or whomever to look into this.

### **Ashley Fitch**

David Lane recognized Ashley for her work with projects that fall under Landscaping in assisting with quotes for fencing, lighting, painting. She has a lot of "bullets" coming her way. She does a wonderful job figuring it all out and providing information in a timely manner. She has been a real asset and I appreciate you.

Jenny Hilton, Adrian Cain and the entire Board seconded these sentiments, saying that Ashley has been by far the best Property Manager Snee Farm has ever had! Thank you, Ashley.

### **Property Manager's Report: Ashley Fitch, Ravenel Associates**

Ashley voiced her appreciation for the Board being an active board that gives clear and concise directives. I have enjoyed working with the Board.

We did reach quorum tonight, which is great in this time of uncertainty.

If you have any questions or concerns, please reach out to me via email and I will get back to you. I try to be accessible as possible within 24-48 hours.

Adrian: We have a very extensive website. It answers many potential questions. Please utilize the website at [sneefarmcf.com](http://sneefarmcf.com).

Financial – August 31, 2021:

Bank Balance:           \$547,954.11  
Reserve Balance:       \$54,061.76

Variance Report:

- Income saw a minor negative variance of \$389.54 for the period due to less than budgeted income being received from working capital.
- Total operating expenses for the period were under-budget by \$6,332.56. This was due to the following:
  - Admin expenses realized an overall positive variance of \$3,895.82 due to budgeted legal fees not realized for period and no bad debt realized in this period.
  - Maintenance was under-budget this period by \$662. Only expense seen this period was for signage for the graduation banner expensed by the HOA.
  - Overall landscape budget showed a positive variance of \$1,671.40. All expenses in line with budget except the irrigation maintenance was over-budget for repairs to system.

Delinquency Update:

Total delinquent as of 8-31-21 is \$16,667.11. This is a decrease of \$3426 in accounts receivable since July.

There are 42 total delinquent accounts with balances over 90-120 days. This accounts for 82.34% of the delinquent balance. Statements have gone out to all delinquent homeowners. The next step for these homeowners will be to file a lien on the account to secure the debt. Manager will discuss with the Treasurer to get approval to proceed.

Violation Update:

This period the HOA sent out 30 violation letters for ADAR enforcement/ACC issues.

ACC Updates:

Manager reported receiving 11 new ACC requests this period.

Action Items:

- Beaumont fence has been completed. Awaiting comp bid for painting Beaumont side of fence
- Boring was postponed from the 9<sup>th</sup> due to weather. Should be completed the week of 13<sup>th</sup>-17<sup>th</sup>
- Placed work order in with TOMP for pothole repair at Ambling Way

**NEW BUSINESS – Adrian Cain**

2022 Project Perspectives: Each year the Board budgets a good amount for tree maintenance, which includes potential cleanup after a major storm. If there is a surplus, we are often able to carry that into the next year. We've used that money in previous years in order to make some investments forward, as long as we end in a positive position.

1. Screening for the utility boxes at the end of Snee Farm Parkway
2. Boring for electricity to enhance our landscape lighting and for holiday decorations
3. Painting the Beaumont side of the fence
4. Message Board Replacements

### **ELECTIONS – Adrian Cain**

We had three prospective Board members who were screened by the Nominating Committee. I would like to call for any nominations from the floor at this point. Not hearing any nominations from the floor, proxies have been submitted, we have reached quorum, the three elected candidates are hereby accepted to the Board for the term of 2021-2024. All three positions are for full 3-year terms.

Motions were made to accept as nominated and all three were unanimously approved as new incoming Board of Directors members.

Bryan Carter – lives on Parkway Drive – his first 3-year term  
Jenny Hilton – lives on Colonial Drive – her second 3-year term  
Carrie Domico – lives on Deleisseline – her first 3-year term

Election Committee: This group does the initial screening per our by-laws for prospective Nominating Committee members and prospective Board members. During the last Nominating Committee meeting, which was last month, the new members approved to serve on the Nominating Committee for 2022-2023 are:

Jeremy Burnham and Jodi Daniels, as Board representatives;  
Bob Ogilvie, Dottie Teetor, Dorothy Clinton and Heidi Hildreth as community members

Motions were made and these members were approved unanimously for the 2022-2023 Nominating Committee.

### **HOLIDAY COMMITTEE – Adrian Cain**

If anyone would like to get involved, here is a chance to do so.

***Please tentatively hold Saturday, December 11<sup>th</sup>, for a Holiday Golf Cart Parade***

- It will start at the Club, tour the neighborhood and end at the Club, with Santa here at the Club as part of it.

### **HOA Public Comments:**

Heather Evans

*1) The landscape maintenance crew has been seen blowing debris into the drains in the common area off Whipple Road. Others have also seen this occur in other areas.*

David Lane: This has been addressed and will be addressed, again, more vigorously.

Mario Rasgo: For homeowners, please clean up any leftover debris after the TOMP picks up on Tuesdays to prevent clogging the drains.

Adrian Cain: This would be good to send out a reminder message to homeowners and to pass on to privately hired landscape maintenance crews.

2) *From a Restrictions standpoint, thank you for the current way of handling violations. I think it has had a positive impact on our neighborhood.*

3) *Katie – we talked about activities at the gazebo. I'd like to get together to talk about the ideas. This includes the New Homeowner Welcome Reception once a quarter or twice a year. Heather volunteered for this committee.*

4) *Transformer replacement – I would like to know more about this. There is an old transformer on Law Lane. There is an issue with it after every storm.*

Adrian: I will call Ed Hutson for some guidance.

5) *December 11<sup>th</sup> is the Snee Farm Swim Team 50<sup>th</sup> Anniversary Gala, which presents a conflict with the Holiday Golf Cart Parade*

Adrian and Katie: We will look at other dates.

### Jim Ball

1) *Debris is also being put in the ditches. It has been a question of whose responsibility is it to clean the ditches. TOMP doesn't have the manpower. Perhaps homeowners can be responsible for the ditches near their homes.*

2) *I'm looking forward to the new message boards. I'd recommend we have at least 12 new messages a year.*

### Norman Stiepel

1) *With regards to the entrance message boards, can they be digital? There are a lot of ways to make it tastefully done.*

Jeremy Burnham: That has been talked about. Many people don't like the look of a digital screen because SF is a 1971 neighborhood.

Adrian Cain: We can look into that. Whether it ends up being digital or analog, our goal is to use larger letters and offer more information. When the final set of designs are completed, we will put those out to the community for feedback.

2) *There aren't any areas to congregate. What about clearing an area, like the land off the canals by Casseque, and put in a playground and/or a pavilion for adults and activities?*

Dottie Teetor: This idea was presented a few years ago for this same property and it was not passed.

Homeowner

1) *What is a Little Library?*

Heidi Hildreth: It's a free little community-formed library where neighbors go to deposit and retrieve books. It's freestanding and looks like a cabinet or big bird house. I've worked with David Lane to choose a design and a good spot for it.

Karen (virtually)

1) *Can we send out an email to the neighborhood to remind them of a safety concern? Many people don't remember that there is an ordinance that you need to run and walk **against** traffic and bike **with** traffic.*

Adrian Cain: Yes. We have been in active conversations with the TOMP. We know speeding is an issue in our community. We're working on a couple ways to mitigate and suppress (their term) speed. Look for some opportunities this coming year, as we work with the TOMP to address speeding in our community.

Ashley Fitch, Property Manager

If there is a light out in the neighborhood, you can call me. Please take a picture of the medallion on the lamp post and send it to me. I have a direct contact at SCE&G / Dominion Energy to put in a work order for these repairs. The lights should be OFF during the day. If you see a light ON during the day, it means the solar unit is not functioning. Just give me a call.

**The meeting was adjourned at 6:53 pm.**



