

SNEE FARM COMMUNITY FOUNDATION
Board of Directors Monthly Meeting
June 30, 2020 – Virtual Meeting via Zoom – 6:00 pm

MEETING MINUTES

Interim President Hilton called the meeting to order at 6:03 pm.

Board members present: Jenny Hilton, Kathi Pogorzelski, TJ DelDuca, Mario Rasgo, Adrian Cain, Jeremy Burnham, Jodi Daniels

Absent: Jonathan Wilbourne

Minutes approved: February Monthly Meeting Minutes approved electronically.

Coordinator of meeting guidelines: Sue Shunk, Property Manager, Community Association Management Services (CAMS)

Invited guests: Ronda Bossert, Regional Vice President, Charleston Region, CAMS
James Leyder, Community Manager, CAMS

Interim President: Jenny Hilton

Steve Hurst resigned from the SFCF Board of Directors effective June 17, 2020. We would like to thank Steve for his excellent leadership and *many* volunteer hours in serving the Sneer Farm community, as well as overseeing the completion of the Landscape and Sign Project.

Property Manager Report: Sue Shunk, CAMS

Violations:

- 1) The Violations Report was not working in the system – approximate number available
- 2) Approximately 289 violations during the month of June
 - a. Drove one day specifically looking for mailbox violations – 25 cited
 - i. Most of these were for plants covering the house numbers
 - ii. Most have been corrected

Graduation Signs:

- 1) 31 residents displayed graduation signs – these were allowed for due to COVID19 restrictions for graduates
- 2) These signs will need to be removed as of July 1, 2020
 - a. Drive around on July 1st to note any remaining signs displayed

Worked with Treasurer on Financials and reports for the Board of Directors

Letter to be sent out prior to the Annual Meeting on Sept. 8th

- 1) This letter will be sent to homeowners with a balance due
- 2) Residents with a balance due are not allowed to vote in the Board elections at the Annual Meeting

Trash Cans

- 1) We continue to monitor trash cans out before 2 pm on Mondays.
- 2) A reminder went out to the community – some confusion
 - a. This was just a reminder of the ADAR restrictions regarding trash cans. It was not a notice of a violation.

Acting President's Comments: Jenny Hilton

Congratulations to all Snee Farm graduates. We wish you the best!

We apologize for the miscommunication with our management company, which resulted in several homeowners receiving a violation for the displayed graduation signs. We have now extended the approved time period to July 1st for displaying graduation signs. There was never any intention for homeowners to be fined for displaying these signs. This exception was made due to the challenges COVID-19 presented to graduation activities.

We will be providing an overview of the Landscape Project at the July meeting, when we will attempt to have an in-person meeting.

We have agreed to work with our current management company, CAMS, through August 31 in order to allow them to address several concerns we have with their service and for them to provide corrective action. We have interviewed other management companies in the event that we need to make a change.

Violations for on-street overnight parking (11 pm to 5 am) have been brought to the Board's attention by homeowners in Snee Farm Gardens. Please provide the Board with photos of vehicles parked at night and the next morning in order for violation letters and fines to be assigned.

Finance: Adrian Cain

Adrian thanked all participants for joining the meeting and recognized the challenging times. He expressed appreciation for everyone's continued understanding as the Board works to serve Snee Farm.

Adrian apologized for any delays due to his work's needed response to help small businesses in our region during this COVID-19 pandemic. Adrian works in Economic Development for the Tri-County Region. Despite his work taking precedent:

- 1) Our HOA is up-to-date on paying our bills and has met the expectations of our vendors
- 2) The external bank statements were delayed in being sent to our management company during this time, however
- 3) After working with the Accounting Team from CAMS after hours
 - a. We are caught up

- b. Have made several enhancements to financial statements, systems and processes.
- c. Will increase overall transparency for our homeowners
- d. Have created a full accounting of the capital project

Adrian discussed five major areas:

- I. Review of Balance Sheet
 - II. Review of Statement of Revenues and Expenses for 5/1/2020 – 5/31/2020
 - III. Review of Account Balances and transition from First Reliance Bank
 - IV. Review of Capital Project Actual Expense Summary
 - V. AR Collection and Balance Update
 - VI. Election Preparation
- I. **Balance Sheet** – as of May 31, 2020
- a. We held \$535,403.77 in our operating accounts
 - b. We held \$87,314.05 in our reserve accounts
 - c. We held \$44,714.41 in outstanding AR
 - i. Steps have been taken to correct 2019 billing and accounting for the income from Beaumont for property line maintenance and from Dominion Energy for the cell tower lease at Whipple Road. Going forward this income will be included in our outstanding AR. This billing and collection have been transitioned to our management company. The 2020 payment for these items was collected in June and will be reflected in next month's statements.
 - d. SFCF uses a Modified Accrual Accounting and our assessment payments are accounted for in Deferred Revenues.
 - i. We had a balance of \$191,053.35 in Deferred Revenue
 - e. Our total assets net of all liabilities was \$643,152.47 for this period
- II. **Statement of Revenues and Expenses** – 5/1/2020 to 5/31/2020
- a. Areas of significant variance:
 - i. We continue to track in line with our budget for assessments and anticipate to over perform in this area as we close in on year end.
 - ii. The Board is working to establish clear lines of communication with Beaumont to avoid resistance with payment.
 - iii. Repairs, Grounds and Maintenance continue to perform below budget.
 - iv. Administration fees are above budget.
 - 1. The expense of damage to the pillar at the main entrance is offset by income from an insurance payment.
 - v. Professional Fees are above budget due to the ongoing Gobi lawsuit.
 - vi. We continue to make monthly investments in our reserve and are on track to meet the \$42,490 budgeted for 2020.
 - vii. The insurance payment for the main entrance sign damage will appear as other revenue in future statements
- III. **Bank Statements**
- a. As Treasurer, it is important to Adrian that the Board continue to enhance our transparency. He included the list of bank accounts held by SFCF and CAMS.

- i. Since the close out of our capital project, the accounts with First Reliance have been closed.
- ii. Adrian is holding a cashier's check made out to SFCF for the amount of \$10,433.87. This will be added to our reserve account held with CAMS at Union Bank
- iii. Lacking the history of why we had three separate accounts at First Reliance, Adrian feels strongly that it would now be better to utilize our management company when undertaking large scale projects. This will lead to cleaner financial statements and increased accountability and transparency.

IV. **AR Balance Update**

Overall, the AR balance for the Community Foundation is low. We have made significant progress over the last 60 days to collect on outstanding balances.

The Board decided to pause all collections efforts in March and April due to COVID 19. We made this decision on the heels of the challenges that we experienced at the end of 2019 with the Annual Assessment billing. This issue was well-documented and discussed at previous meetings of the Board. CAMS has since worked to rectify the situation.

We are pleased with the recent progress and appreciate the effort by CAMS to collect. We began taking more deliberate steps in May and June and expect to see continued reductions in our AR balances.

As of 3:00 pm on June 29, 2020

We have a total of 55 accounts with outstanding balances totaling \$33,631.53:

- 5 items are with Attorney in HOA or Bank Foreclosure
- 16 account are "Intent to Lien." They have received a letter from the Attorney
- 1 account is on Payment Plan – this will continue to be reflected in AR until paid
- 1 account is the \$200 from the sale of a home closing documents received on June 29
- 8 accounts are under \$40, three of which are \$20 fines

V. **Elections**

As we prepare for the Board of Directors elections, homeowners will receive an email blast reminding them of the upcoming election and expressing the importance of participation.

- a. Homeowners with an outstanding account balance will receive notification explaining the suspension of their voting abilities. This includes outstanding fines, fees and assessments.
- b. This notification prior to the election is to increase communication and to ensure residents are not surprised at voting time.

Landscape: Kathi Pogorzelski

- 1) Christmas decorating update for 2020: We plan to get estimates from outside vendors to professionally decorate all entrances of Snee Farm.
 - a. The yearly budget allows for decorating expenses
 - b. Homeowners are asked to submit any names of vendors they may know who provide seasonal decorating services.
 - i. Please contact Kathi at kathip@sneefarmcf.com
 - c. Looking for volunteers to form a Decorating Committee!

Restrictions: TJ DelDuca

- 1) TJ acknowledged that the Board did not financially impact home with fines during April and May, but did cite the violations.
- 2) There was a miscommunication regarding the display of graduation signs. TJ apologized for CAMS execution of this issue.
 - a. Graduation signs must be removed by July 1st to avoid full violation fines.
- 3) There were two violation appeals on June 30th.
- 4) Awards for *Home of the Month* for April, May and June will be dispersed later this month.

Architectural Control: Jeremy Burnham

- 1) There were a total of 69 requests, with 65 of those being requested through the proper forms on the SFCF website:

Requests:	February	16
	March	13
	April	13
	May	15
	June	12 to date

- 2) There are still many projects being done without ACC approval. Most of these are tree removal.

Applying for ACC approval to begin a project or to remove a tree:

It is an easy process to apply through the website.

- a. Go to sneefarmcf.com
- b. Click on **Community Docs/Info**
- c. Click on **Acc Forms**

If you have questions, contact **Jeremy Burnham** at:

jburnham@sneefarmcf.com or text him at **843-367-9202**

***** A homeowner will be fined \$20 a day if a project is started without approval. This continues until the project is approved by the ACC.**

Communications: Mario Rasgo

Over the last few months, we have sent several email blasts. For a recap, the following are the highlights:

- Phase 3 for the garbage container exchange program has been postponed until further notice due to the COVID 19 virus. This is the program that will automate the weekly garbage collection by utilizing a pickup/dump mechanism on the truck.
- Folks should refrain from using the golf course during operating hours. Stray golf balls and maintenance equipment pose safety hazards. Not all golfers are accurate and the workers on the maintenance equipment may not see you when conducting their tasks.
- An “Adopt a Senior Program” was organized in the neighborhood to further support our 2020 senior graduates. For those who participated, they selected a senior (or multiple seniors) and did something special for them. This included sending a note of encouragement, sending them cookies.... Whatever the participant wanted to do.
- The Town of Mt. Pleasant will soon be changing out the street and traffic signs in the neighborhood. They offered to collect the old street signs and make them available to whomever wanted them. We received 90 requests for the signs and created a list, based on when the request was made. The project is anticipated to take 8 weeks. We will distribute the old signs as we receive them from the Town.
- Unfortunately, we had to cancel the March/April Newsletter. Much of the content was no longer occurring.

With the completion of the Landscape Project, the website has been updated with an image of the new front entrance sign. You will see it in the slide show on the Home Page

A new page on the website was created to highlight the “Home of the Month” initiative. The winners for January, February and March have been posted. The winners for the second quarter will be posted soon.

FOUNDATION MEMBERS COMMENTS:

Debra Port and Omar Fakhoury – Regarding overnight parking on the street

The ADAR has not been distributed to all homeowners to use as a reference.

Question: Why is there no overnight parking?

- Overnight parking is considered leaving a vehicle parked on the street between 11 pm and 5 am.
- For safety reasons, to keep the roads clear
- Please send pictures to CAMS or the Restriction Chair, TJ DeIDuca

Question: Has the Board thought of increasing fines for repeat offenders?

Jenny Hilton will contact Debra and Omar directly to discuss this issue.

Jeremy Burnham: We can issue a temporary overnight parking pass for certain circumstance such as you're having a new driveway poured, extra cars at your house during holiday time, guests staying with you.

Please contact Jeremy Burnham.

Dorothy Clinton

Question: How many actual letters for violations have been issued over the last 30 days?

Sue Shunk: 289 violations in June.

Question: What is the percentage of response?

Sue was unable to report this due to problems with the CAMS system.

TJ DelDuca: We did cite many violations in June. If a homeowner receives a warning, he/she has 14 days to rectify. We may not see the impact of the responses for 14 days.

Heather Evans

Question: This is to follow up on some complaints in the neighborhood. Some residents have received notices for needed pine straw and having bare spots in their yards. It would be helpful to have guidelines of the expectations.

TJ DelDuca: We did publish recommendations and preferred guidelines on the website. It would be worthwhile to send this information out on a monthly basis as a reminder. I will be glad to follow up with Heather on this issue.

Mario Rasgo: This can be sent out to the community as an email blast.

Regarding all homeowners receiving a copy of the ADAR:

Adrian Cain: Dorothy Clinton is now contacting new homeowners when they move into the neighborhood. We are being more deliberate about making them aware of the Snee Farm website as a reference.

Jeremy Burnham: Part of the Real Estate Agents' responsibilities is to give new homeowners a copy of the ADAR. We're finding this often is not done.

Dorothy Clinton: In one way or another, I have contacted all the new homeowners whose contact information I have received. They are very positive in responding. Many have said they have received no copy of the ADAR.

Melissa Boron: Maybe it could be the closing attorneys' responsibility to give the new homeowners a written copy of the ADAR.

Sue Shunk: I will check to see if we can add the SFCF website address to the reminder.

Question: Can we continue Zoom meetings as an option, even when the meetings are resumed at the Country Club?

Yes, this will be discussed for future meetings.

Question: What is the best way to contact the Board?

Email the Board at board@sneefarmcf.com

Email CAMS at camsmgt.co

Meeting was adjourned at 6:59 pm.

There were 35 participants at tonight's meeting.

Landscape Project Review

July 8, 2020 – Virtual Meeting – 5:00 pm

Present: Jenny Hilton, Adrian Cain

Landscape Committee:

Kathi Pogorzelski - Chair, Jodi Daniels, Dottie Teetor, Dorothy Clinton

Invited guests: Reece Artigues, Artigues Landscape & Maintenance

Sue Shunk, Property Manager, CAMS

The purpose of this meeting was to review the overall completion of the capital Landscape Project.

Landscaper's Report: Reece Artigues

Outdoor Spatial Design did a great job with the design, which made the application easy to install. The project is completed and I have been paid in full.

My goal is to keep the Maintenance Contract for as long as I am living in Snee Farm.

Weed Growth: It has been a very rainy summer. We will address the weeds once we get a handle on the moisture.

Additional Proposal for Landscaping:

- 1) 120 feet onto Parkway Drive from the circle toward the utility boxes.
- 2) The Board has not seen a bid for this proposal
- 3) Reece will send the proposal and bid

Additional Recommendations:

- 1) Reece recommends replacing the sod/turf between Hwy. 17 and the main entrance to complete the overall improvement of the Snee Farm entrance

- a. Spray the sod on both sides, then replace with one variety of sod
 - b. This is an easement, so we cannot put anything permanent in this area
 - i. Utility companies must restore the area to its previous condition
- 2) Reece will submit this proposal separately from the Parkway proposal.

Landscaping at Bridges:

- 1) Is this a priority?
 - a. Dottie: It is more important to improve the triangle park at Plantation/Loyalist
- 2) Bridge barriers
 - a. Maintenance requirement – to keep any plants from growing under the barriers
 - i. Reece: will remove all creeping fig underneath the barriers
- 3) Recommendations: Reece
 - a. Spend little money at the bridges – these areas are not irrigated
 - b. Remove plants at either end of the barriers
 - i. Reece will take care of this at no additional cost

Whipple Road Mowing: Reece

This area is cut every 2 weeks during the growing season.
Sue has the schedule – possibly mowed 14 times a year.

Mulch vs. Pine Straw?

The Board will need to consider for the 2021 Budget whether to use mulch or pine straw in the beds. As the plants mature and cover more surface area, less mulch/pine straw will be needed. Will need to re-mulch before Spring of 2021.

- 1) Mulch
 - a. Applied once a year
 - b. Has an organic component which adds nutrition to the plants
 - c. Initial cost of mulch for Landscape Project = \$68,000
- 2) Pine Straw
 - a. Applied twice a year
 - b. Price in the contract is \$7.00-\$7.50 per bale
- 3) Option: Put pine straw in some areas (i.e. - circles) and mulch along entrances

Landscape/Tree Budgets:

- 1) Entrance flowers are a separate expense
- 2) \$20,000 line item for landscaping
- 3) \$45,000 budgeted for tree maintenance

Landscape Maintenance Supervisor:

Reece recently lost a good friend, Mike, due to COVID 19. Mike was serving as the Landscape Maintenance Supervisor for Snee Farm. Reece will play the primary role of Supervisor until he is able to find someone to fill Mike's position.

Landscape Maintenance:

- 1) Weather permitting, Mondays will be the normal maintenance day for Snee Farm
- 2) Reece's contact persons – Communication is important!
 - a. Kathi Pogorzelski and Adrian Cain
 - b. Landscape Committee and Reece will meet quarterly
 - c. All Board members bring attention to issues as seen
- 3) Reece Artigues: 843-514-8684
 - a. *Email is better:* mja@artigueslg.com
 - b. Moving office to I'On, above the Square Onion

*Final cost of the Landscape Project: \$682,934
Started in June 2018 and completed in July 2020.*

Meeting adjourned at 5:53 pm.