

SNEE FARM COMMUNITY FOUNDATION
Board of Directors Monthly Meeting
August 17, 2021 – Virtual / Snee Farm Country Club – 6:00 pm

MEETING MINUTES

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

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

Absent: TJ DeDuca, Bob Ogilvie

Invited guest: Ashley Fitch, Property Manager, Ravenel Associates (absent)

Minutes approved: July Monthly Meeting Minutes approved by the Board.

President's Report: Adrian Cain

Adrian explained the Robert's Rules of Order for approving Monthly Meeting Minutes for future meetings. The previous month's meeting minutes will be approved by the Board at the start of the following month's meeting. At that time, the minutes will be posted on the SFCF website. Portal information offers financials, information available to all homeowners.

Maintenance Report: Bob Olgivie (via email)

Adrian: Thank you to Bob Ogilvie for all his wonderful, thorough work as he served out the Board position as Maintenance Chair.

Bob removed a sign advertising a pressure washing business that had been attached to a traffic sign at Law Lane and Liberty Circle.

Bob also fixed the additional writing on the front entrance sign.

Treasurer's Report: Mario Rasgo

Overall, we are on budget for the year. Our Property Manager will go over specific budget items in more detail in her report.

We are currently looking at upgrading our email plan and getting pricing for 10 unlimited email accounts. This will allow us to have an account for each Board member and one to archive

accounts when members leave the Board. All information in the archived email accounts will be easily available to current Board members. Also, if an email accidentally gets deleted, we can use the “vault” function to retrieve any incoming/outgoing emails.

We currently have two homeowners who have passed the lien threshold, which is either two years past due assessments or over \$900 owed to the HOA. Before we start the lien process, we will be sending a final letter strongly encouraging them to pay or make arrangements to pay the amount owed, as we do not want the matter to go to the attorneys. Once we turn it over to the attorney’s office, the homeowners are subject to legal fees associated with filing a lien. We would like to avoid having any homeowner incur these additional costs.

Communications: Katie Brennan

Katie spoke with a couple homeowners about some neighborhood events as it starts to cool down.

A Holiday Decorating Committee is to be formed. The Board is asking for volunteers.

Architectural Control Committee: Jeremy Burnham

The biggest problem is that new homeowners are not getting our contact information and we are not getting theirs.

Adrian will talk with Ashley about the new homeowner packet with the necessary information.

Homeowners need to put in requests on the website. This is an easy process and 99% of the requests are approved.

Restrictions: Jenny Hilton

Ashley does an excellent job of reporting fines and restriction violations. I am so appreciative! Ashley is doing the leg work, but she is letting us handle the inspections and potential violations.

Homeowners need to fill out the form and then we will then come by to chat.

Landscape: David Lane

Current Projects

- Beaumont side of berm fence has not been painted. Waiting to hear back from Maner Painting, as the expectation was for both sides to be painted
- Garden Way street lights – working on taking care of getting these repaired.
 - Since the meeting, quotes have been received for electrical repair work and boring. The Board has approved this work.

Pending Projects

- Message signs – locations approved. Construction, landscape, lighting bids complete. Timeline TBD by SFCF Board
- Snee Farm Parkway lighting
- Loyalist/Plantation “triangle-circle” re-landscape
- Re-sod main entrance
- White wash front entrance bricks?
- Gazebo flower beds landscaping
- Little Library
- Utility box screening at end of SF Parkway

Upcoming Projects:

- Fall/winter annuals
- Holiday decorations

Adrian: The landscaping looks great!

Property Manager’s Report: Ashley Fitch, Ravenel Associates

Financial: July 30th, 2021

Bank Balance:	\$554,319.04
Reserve Balance:	\$51,637.66

Variance Report:

- Income saw a positive variance of \$886.40 for the period due to income received from Working Capital of \$2200. There were 11 closings processed in this period. SFCF receives \$200 per closing.
- Total operating expenses for the period were under budget by \$7,172.41. This was due to the following:
 - Admin. Expenses realized an overall positive variance of \$3,452 due to budgeted legal fees being underbudget for the period and no bad debt realized in this period.
 - Maintenance saw a minimal expense of \$85 this period for a trip charge associated with dumpster rental for cleanup of a homeowner’s yard.
 - Overall landscape budget showed a positive variance of \$2,581.25. All expenses in line with budget, except the irrigation expenses were over this period due to increased usage from high heat wave.

Delinquency Update:

Total delinquent as of July 30, 2021 is \$20,093.41.

There are 54 total delinquent accounts with balances over 90-120 days. This accounts for 85.45% of the delinquent balance. 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. Manage will discuss with the Treasurer to get approval to proceed.

Action Items:

- Beaumont fence has been completed, except for painting of the Beaumont side.
- Manager is meeting with electrician and boring company on the 18th for Parkway lights.
- Manager is getting estimate for installing dog stations along Parkway walking trail to be considered for install.

Adrian: We received information from the landscapers that homeowners are not always cleaning up after their dogs.

PUBLIC COMMENT:

Dottie Teetor: The pond maintenance is not being done thoroughly.

Adrian: I will speak with Ashley about this.

Tom Blomquist: Any word on Brightwater (Snee Farm Village) HOA joining us?

Jeremy: I have had no response from all levels.

Adrian/Jenny: It's my understanding that after a certain amount of the homes have been built out, these decisions are handed over to their president. All the lots have been sold, but about 89% have been built out. Once they have a functioning HOA, we'll contact them.

Dorothy Clinton: Will the front entrance pavers be repaired and will Brightwater be responsible for some of the cost due to the construction causing some of the damage?

Adrian: I will call Steve Hurst to see what the history of this issue is.

The meeting was adjourned at 6:20 pm.