**SNEE FARM COMMUNITY FOUNDATION**

Board of Directors Monthly Meeting

January 19, 2021 – Virtual Meeting – 6:00 pm

MEETING MINUTES

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

**Board members present:** Jenny Hilton, Katie Brennan, Adrian Cain, David Lane, Jeff Kline,

TJ DelDuca, Jeremy Burnham, Jodi Daniels

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

Nopporn Kichanan, Landscape Architect, SF resident

**Minutes approved:** The December Monthly Meeting Minutes were approved.

**President’s Report: Adrian Cain**

Thank you all for attending this evening. We appreciate you taking time to join the Board. I hope that everyone had a wonderful holiday and New Year. Here’s to a Healthy and Safe New Year!

A few things to report on my end. A few thank you’s:

1. We received nice feedback about our first holiday decorations and learned a few things in the process. Thank you, Jodi, for your hard work to make this possible. We are addressing our electrical access needs in order to increase options for next year’s holiday decorations, as well as to install up-lighting to enhance the new landscaping.
2. Many of you may also be aware that Katie and one of our residents organized a Christmas parade. I was fortunate enough to drive Santa Claus through the neighborhood, and we were astounded at the turn out. While not an official Foundation event, I hope that we can make this a more recognized opportunity to engage our community next year. Thank you, Katie.
3. We ended the year in a strong financial position and you will hear more from Jeff. With our strong position, we will be outlining a series of capital projects and working through ensuring our current assets are maintained. Thank you to David Lane for working with Ashley, our Property Manager, to move forward on our continued landscaping and capital projects. You will hear more about those shortly.

As reported during our last meeting, the Board passed two new policies to address our fine enforcement and our lien and collection process. Both were signed with our attorney on December 29th and filed with the County. Both took effect on December 31, 2020.

Neighborhood incident: A homeowner called to report hearing tapping on glass. If you ever feel uncomfortable inside or outside of your home, please call the MPPD directly to report a concern.

The Board would like to welcome Dr. Bob Ogilvie. He will finish the two-year term vacated by Jonathan Wilbourne. Bob, thank you for volunteering and for your time. We look forward to working with you.

Thank you, again, for the opportunity to serve our community. We look forward to hearing from you.

**Vice President’s Report: TJ DelDuca**

Due to the holiday, trash and recycling pick-ups will be one day later this week.

**Treasurer’s Report: Jeff Kline**

* Overview of 2020 full year financial results:
  + For full year 2020 the association generated a budget surplus of $72,242
  + Surplus will be transferred to the reserve fund for future projects
  + Cash balance as of 12/31/2020 of $551,458 (combined operating and reserve fund accounts)
* Reminder to pay assessments prior to January 30th deadline

**Architectural Control Committee: Jeremy Burnham**

There have been 7 requests for the month of January to date.

I am now talking with the TOMP about two larger renovation projects.

**Communications: Katie Brennan**

As new people move into the neighborhood, please feel welcome to reach out to your new neighbors to ensure they’ve signed up for our emails. It’s the most efficient way for the SFCF to communicate with the neighborhood.

**Restrictions: Jenny Hilton**

The number of violations has significantly decreased, since we have revised our procedure on drive-throughs and implementation of fines.

Currently, there are 25 open violations. Most are for property maintenance and landscaping.

I am working with Ashley Fitch, Property Manager, to clear homeowners’ accounts that are now compliant.

The Annual Assessment HOA dues are $373.00 per year. Late fees will not be charged until January 31, 2021. At that time if you have not paid your Annual Assessment, a late fee and interest fees will be applied to your account.

**Landscape: David Lane**

Open items – We are working on all the non-working lights at this time.

1. SF Gardens – Honeysuckle street light and Garden Way island lights not working
2. Indigo Cut light not working
3. 1129 Yorktown

Closed items

1. Tree trimming status – drove through the neighborhood and checked out potential areas that had been outlined before. Nothing seems urgent
2. Gazebo – a little wood rot, but nothing major
3. Main entrance sign lighting – breaker continued to trip, was replaced with a new one
4. Daffodil Court palm tree removed

Current Projects

1. Beaumont berm fence – contract received
2. New message boards at entrances – initial sketches complete
   1. Thank you to Nopporn for his work on this and his previous pro-bono work on the entrance signs, especially the main entrance and Whipple Rd. signs

Pending Projects

1. SF Parkway lighting
2. Utility box screening at end of SF Parkway
3. Loyalist/Plantation “triangle-circle” re-landscape
4. Re-sod main entrance

Upcoming Projects

1. Plant replacements (March)
2. Mulch, pine straw
3. Spring annuals

**Property Manager’s Report: Ashley Fitch, Ravenel Associates**

**Financial – December 31, 2020**

Bank Balance: $473,437.41

Reserve Balance: $84,495.09

**Variance Report:**

* Income realized a positive variance year to date ($21,195) due to Working Capital funds received at closings and violation fines billed.
* Misc. Income from the Sneed Farm CC for monthly pond maintenance was received ($550).
* Expenses realized negative variances in current period for the following:
  + Stationery and Office Supplies ($569) – postage and printing for annual assessment mailing
  + Legal – Variance of ($1097) seen in this category for additional legal review of covenant enforcement and satisfaction of judgement
  + Misc. expense ($145) for mailchimp setup and zoom account enrollment
  + Maintenance ($108) pressure washing for Christmas decorations and two calls for electrical issues to RABS
  + Irrigation Maintenance ($3294) Expensed repairs to broken irrigation heads, rotors, nozzles, installed freeze plugs and rain sensors
  + Landscape ($1283) – installation of annuals at front entrance and Indigo Cut

**Delinquency Update:**

Total delinquent as of 12/31/2020 is $19,432.

**Action Items:**

* David Lane has received approval to proceed with Maner Fencing for Beaumont fence installation. Manager is awaiting signed contract to execute. Will then schedule 811 marking and schedule clearing with landscaper.
* Christmas Decorations were installed along main boulevard and expensed in this period. Electrical repairs to the gazebo area were made to accommodate the lighting needs.
* Annual Assessment letters were mailed and received by homeowners
* Collection Policy and Violation/Enforcement Policy were adopted and given to Morgan Bryant to file with Charleston County.
* Manager noted 17 ACC requests in the month of December
* Manager reported several uneven sidewalk concerns to TOMP representative to review for repair in New Charlestowne area
* Adrian is assisting all members to complete these open items
* Adrian and Manager are working to find a records storage company to consolidate the physical records in storage to electronic storage
* Manager, Restrictions Chair and ACC Chair are working to clear up owners’ accounts that are compliant

**Open Items**

* Contacted L&M Electric to assess the two lights at Whipple Road entrance. Bill, with L&M, is working with the Manager and Ed Hutson. Ed will continue to assist in reviewing the proposals for the lights, since he has a history and long working relationship with L&M.
* Manager communicated with James Aton in regard to completing the road sign replacements. He indicated it should be complete by February.

**TJ DelDuca:** Some road roadwork was done on Law Lane near Farm Quarter – not sure if they’re finished. The area is becoming rough again. Could you please check into this?

**NEW BUSINESS**

**Message Boards: Nopporn Kichanan**

Nopporn Kichanan, a Landscape Architect and Snee Farm resident, volunteered his time to design the new signs/monuments at all four entrances during the Landscape and Signage Project. Recently, Nopporn has volunteered his time and expertise, again, to create conceptual drawings of the new message boards. The idea is to have the message boards tie into the look of the entrance signs.

**Nopporn:**

* We need to look at the following:
  + Design
  + Location and placement of the signs
    - Main entrance – do we move to make it more prominent?
    - All these signs are in the public right-of-way
      * We need to contact the TOMP first to learn if the signs are in a utility easement, etc.
* Message on the front
  + - Back of board not attractive
    - Screen with landscaping?
    - Snee Farm Gardens – center in the landscaping?
* Some boards address people as they enter the neighborhood; others as they exit
* Conduits on the new column signs – move to be less visible
* New designs – the initial look
  + 6’ x 6’
  + Use same new logo
  + Not white – lessens the sight of the back side
  + White plastic letters on a black background
  + Lighting – Is power already available?
    - Increases visibility
    - Use:
      * Up-lighting
      * Lighting in the panel
      * Solar options
      * Add onto low-voltage landscape lighting
* Main entrance message board – may be able to scale up (make larger) and/or add brick

**Adrian:** As this project and the design progress, we will share this all with the neighborhood. Thank you, Nopporn, for the invaluable information and all that goes into this. David, thank you for leading this project.

*Question:* *Is there an update regarding the three missing road signs at Liberty Circle?*

Ashley Fitch: All the signs are on order and will be installed in February.

**The meeting was adjourned at 6:39 pm.**