**SNEE FARM COMMUNITY FOUNDATION**

Board of Directors Monthly Meeting

November 17, 2020 – Virtual Meeting – 6:00 pm

MEETING MINUTES

**President Cain called the meeting to order at 6:15 pm.**

**Board members present:** Adrian Cain, Jenny Hilton, Jeremy Burnham, Katie Brennan, Jodi Daniels, TJ DelDuca, David Lane, Jeff Kline

**Minutes approved:** October Monthly Meeting Minutes approved electronically.

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

**OFFICER AND COMMITTEE REPORTS**

**President’s Report:  Adrian Cain**

Good evening and thank you for joining us this evening.  We appreciate the opportunity to serve Snee Farm and represent each of you in our community.  Since we last came together at the Annual Meeting, a great deal of work has gone on behind the scenes.  We have been working closely with Ravenel & Associates and our new Property Manager, Ashley Fitch.  We appreciate her quick attention to the community and the Board is thrilled to be working with such a great team at Ravenel.

Following the election of our new Board members at the end of September, we came together last month for a board planning retreat.  We covered a great deal of ground during the retreat and this evening you will hear about some of our efforts to enhance our efficacy as a board and engagement with our community.  I am honored to serve as the President of the Board, and let me say that we have a great group of dedicated homeowners serving alongside each other.

Since we last met, a few changes have occurred.  Kathi Pogorzelski regrettably resigned from her seat on the Board in October.  Additionally, yesterday evening I heard from Jonathan Wilbourne that he, too, will be resigning from his seat.  We wish them both well and send our sincere appreciation for their service and dedication.  Following Kathi’s resignation, the Board met and elected David Lane to fill her seat.  David is now the Landscape Chair, and I know that he has a lot to report this evening.  Thank you for being willing to serve, David, and we look forward to your leadership and attention to our grounds as Landscape Chair.  Following our meeting this evening, the Board will convene to consider replacements for Jonathan’s unfilled two-year term.  Please reach out, if interested in serving.

I am excited about the year ahead.  Hopefully, it comes with us meeting again in person and seeing our lives resume to some level of normalcy.  Until then, we will continue to conduct our meetings virtually.  We encourage you to actively participate and reach out to any of us with questions.

A few of my priorities as we look to 2021:  I would love to see more homeowners involved in the Board’s work.  Please reach out if you have interest in helping.  We hope to continue to increase our communications and enhance our business operations.  Most immediately, you will hear about two new policies this evening and a focused effort to increase community engagement.

I’d like to introduce Ashley Fitch, our new Property Manager with Ravenel Associates.  Feel free to reach Ashley at [afitch@ravenelassociates.com](mailto:afitch@ravenelassociates.com) with any questions.

**Treasurer’s Report:  Jeff Kline**

Review of October 2020 Financials:

* Cash Balance as of October 31, 2020
  + Operating Account: $465,730
  + Reserve Account: $77,203
  + Total Cash Balance: $542,933
  + HOA is in strong cash position to meet upcoming expense obligations and fund future capital projects
* Income Statement for month ended October 31, 2020
  + Generated operating income of $18,106 for the month
  + Brings year to date budget surplus up to $75,270

Review of 2021 Budget:

* Overview of key items / changes from 2020 budget
  + Assessment Fee Income: Increase of 1.4% (CPI Increase) that amounts to approximately $5 per household.  Additional revenue will help offset some increased ongoing maintenance costs related to the recent landscaping and infrastructure projects
  + Landscaping expenses
    - $87,000 for landscape contract (no change from 2020 budget)
    - $52,500 for groundcover (mulch) and annual plantings
    - $25,000 for tree maintenance (decrease of $20,000 from 2020 budget to bring in line with actual spending)
  + Website - Increase of $1500 over 2020 budget.  funds to be used for website modernization/refresh
  + Replacement Reserves: $28,823 leftover to replenish reserve cash account to be used for future capital projects
  + No capital projects recorded in 2021 budget but specific projects will be assessed on an ad hoc basis throughout the year.  Plan to create formal list with prioritization and cost estimates

Collections and Lien Policy:

* Board approved new collections and lien policy detailing fine/interest structure (5% late fee and 12% interest per annum) for unpaid assessments and minimum fine threshold that must be achieved before a lien is placed on a property ($900 or 2 years of unpaid assessments)

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**Architectural Control Committee:  Jeremy Burnham**

To date there have been 6 approval requests for the month of November.

Parking Passes:  If you need a temporary overnight parking pass for guests, please contact any Board member.  These passes are used on a *temporary* basis for:

* Guests in town and not enough room for all cars to be parked in driveway overnight
* Need to park on the street during driveway repairs/construction

**Communications:  Katie Brennan**

1)  Website refresh

a.  Katie and TJ met to discuss opportunity to freshen up the website

b.  Jeff Kline has allotted additional funds for website update

2)  There is interest in a broader social media presence

a.  The Board will discuss strategy to ensure usefulness

**Restrictions:  Jenny Hilton**

1)  The property management company will do drive-byes through the neighborhood once every   two weeks now.

2)  There were 23 violations, which were all courtesy letters for the month of October.

a.  The majority were for trash/debris out too early or exterior home maintenance issues

3)  We are re-evaluating the way we assess fines.  Our current HOA Rules & Regulations (ADAR) allows a fine of $20 a day maximum.  We are evaluating more of a ‘fine per violation’ enforcement.  Look to hear more about this in the next Board meeting.

**Landscape:  David Lane**

1)  Projects / Quotes:

a.  Quotes have been requested from Moonlighting for up-lighting on Snee Farm Parkway and the Whipple Road entrance.

* The light post at the Whipple Road island is to be addressed

b.  A quote has been requested from Rainfree Irrigation for rain sensors on all metered         sprinkler heads.

c.  Fence quotes are progressing for the Beaumont berm

d.  Four new message boards are to be designed and quoted

e.  Christmas decorations:  Jodi Daniels

* Money was allotted in the 2020 Budget to upgrade our holiday decorations.
* We’ve been working with Faith Vincent, who installs decorations and lighting professionally, to finalize the decoration options.
* We have also met with Mike Rollins from Moonlighting to determine where power is available along SF Parkway, Plantation Circle and the Whipple Road entrance.
* The planned decorations will be a festive welcome to the neighborhood for the holidays.

2)  Homeowner concerns and open items:

a.  The gazebo and main entrance sign will be pressure washed.  After this, we will     evaluate the need for repairs and painting of the gazebo.

b.  The SF Gardens entrance light is not working, but we plan to have this up and running     soon.

c.  We are working with Reece Artigues on the following:

* Trimming the azaleas along SF Parkway at the recommended time
* Providing some TLC to the island with bench at SF Gardens
* Replacing some missing plants at Garden Way
* Installing plant material to screen the utility boxes at the end of SF Parkway
* Improving the bi-annual landscaping at the main entrance and Whipple Road entrance – you should see some changes in the next couple weeks

d.  We are checking on the status of tree trimming

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

Financial – October 31, 2020

Bank Balance:  $480,219.98

Reserve Balance: $77,203.60

\*\*Reserves due to Operating $11.610.83

Variance Report:

* Income realized a negative variance this period ($1006) due to budgeted neighborhood assessments billed but not received.  Additional positive income of $1590 seen from Misc. Income from the Snee Farm CC for monthly pond maintenance and Fines/Violations
* Expenses realized negative variances in current period for the following:
* Stationary and Office Supplies ($375) – expensed invoice from prior management S&S Services $733.70
* Legal – Variance of ($519.50) seen in this category for expensing

enforcement and Annual Meeting ballot tally

* MISC expense ($129) expensed reimbursement to TJ for 3rd quarter HOM gift cards
* Water – ($406) accrued water expenses for the period

Overall positive variance of $17,520 primarily seen due to monthly landscape invoice not received for the period and budgeted cost of tree maintenance not expensed in October.  I have reached out to the landscape vendor to provide necessary invoices.

Delinquency Update:

Total delinquent as of October 31, 2020 is $22,807.  I have sent the report to the ACC Chair and Restrictions Chair to see if there are any fines that should have been waived prior to transition.  If so, these will be removed from the accounts.

Open Items:

* David Lane has started as Landscape Chair and is beginning the work of meeting with Artigues Landscape to review the contract, flower and groundcover bids, meeting with fence companies for the berm issues at Beaumont, and receiving lighting proposals and needs.
* Manager is scheduling with Under Pressure to have gazebo area and front entrance sign cleaned.  Also providing proposals from Moonlighting for additional lights and quotes from Rainfree Irrigation for installation of rain sensors to help reduce water cost on metered systems.
* Jodi Daniels is spearheading and coordinating to get all the necessary electrical repairs needed for holiday decorations to be installed
* Jeff Kline is revising and presenting the 2021 Budget for approval.  Additionally, he has the revised collection policy to submit for approval.
* Jenny Hilton is reviewing and finalizing the inspection violation fine policy.  Will be submitting resolution for approval to the Board.
* Katie is actively working on the website updates
* Jeremy is reviewing several ACC requests
* Adrian is assisting all members to complete these open items

**NEW BUSINESS**

Policies and Procedures:  Adrian Cain

In the next few months, we plan to redefine some policies that have been enforced for years in order to create a more formal structure regarding the enforcement of these policies.  These clarifications will be put down in writing so that homeowners can reference them and the Board has a standard going forward.  This presentation is the first set of steps to ensure the Board is operating with high efficacy and working to serve the community in a transparent way.  This is our first pass at a couple of these redefined policies.

1)  Compliance Enforcement and Fine Schedule – to be presented at the next Board meeting

2)  Collections and Lien Policy:  Jeff Kline, Treasurer

* Board approved new collections and lien policy detailing fine/interest structure (5% late fee and 12% interest per annum) for unpaid assessments and minimum fine threshold that must be achieved before a lien is placed on a property ($900 or 2 years of unpaid assessments)
* This policy was passed unanimously by the Board.

**FOUNDATION MEMBER COMMENTS**

*Question:  Will Landscaping be addressing the dilapidated message board on Whipple Road?*

Adrian Cain:  Yes.  We’re going to address replacing all the message boards as an early priority for 2021.  We will be working with those who designed the entrance signs, with plans to coordinate the look of the new message boards with the look of the new monument entrance signs.

*Question:  Is it possible to replace the green street signs with something more unique to our community?*

Adrian Cain:  We understand your sentiment and many others agree with you.  The State DOT required the change out of those signs due to safety protocol and breakaway process.  We have identified making the poles look more attractive as a possible capital project for 2021.  We were not responsible for the cost of removing and replacing the signs, but in the event that we change the signs in any way, we then take on full responsibility for the maintenance and replacement of any of the street signs in the future.

*Question:  On Liberty Circle three of the four street signs have not been replaced.  Is the TOMP aware of this or is there a plan in place to have these replaced?*

Adrian Cain:  Ashley, our Property Manager, has made note of that and we will check into this and let you know.

**The meeting was adjourned at 6:48 pm.**

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