

Charleston Harbor Homes Association

www.charlestonharbor.org

September 22, 2015 Homes Association Board of Directors Meeting Minutes

The Meeting of the Board of Directors of the Charleston Harbor Homes Association (CHHA) was held at the community room at Shoal Creek Police Station. The meeting was called to order at 7:01 PM by President Chaz Wood. Other officers and Board members present were Karl Bloss, Larry Janacaro, Joe McCune, Karla Oyler, Erin Pham, Marlin Roberts, Alice Roxburg, and Jerusha White. In addition to the Board, fourteen homeowners were present. A quorum was present to conduct business.

<u>CHHA</u> <u>BOARD OF DIRECTORS</u>	
Chaz Wood	President
Marlin Roberts	Vice President
Karla Oyler	Secretary
Jerusha White	Assistant Secretary
Karl Bloss	Treasurer
Larry Janacaro	Assistant Treasurer
Joe McCune	Member
Erin Pham	Member
Alice Roxburg	Member

The minutes of the August 25, 2015, board meeting were read by Secretary Oyler. Craig Maynard offered that the address of the Association was incorrectly stated in the August 25 minutes and should be corrected to 6715 North Charleston Drive. After the correction was accepted, the minutes were moved, seconded, and approved by acclamation.

The first agenda item was formation of Covenants-required Architectural Review and Landscape committees and a call for those interested in being on these committees. Jason Hussar questioned the responsibilities of the Architectural committee and was referred to specific language in the Covenants and Restrictions, and the importance of architectural changes maintaining the look and feel of the neighborhood.

Those interested in being on the Landscape committee included Tim Moon and Jerusha White. President Wood reminded that being on a committee doesn't necessarily mean that committee members must do all the work, but may involve volunteers, or have work done by a contractor as budget permits.

With regard to the Pool, Lake, Social/Welcome, Governmental Relations, and Yard Lights committees, additions and changes include: Karl Bloss joined the Pool committee; Frank Russo will be on the Lake committee; Jerusha White drops from the Social committee and joins the Landscape group; and Marlin Roberts left the Welcome committee to concentrate on his other committees. At the 8/25/15 meeting, David Swiss expressed interest in being on the Architectural Review committee, but contact and confirmation has not occurred.

Treasurer Bloss read the treasurer's report which included the statement of financial position as of 9/1/15, copies of the balances from the bank records, statements of activity from 8/31/15 to 9/22/15, and the statement of financial position as of 9/22/2015. A member asked about the movement of funds from the checking account to the money market account, and Karl Bloss responded that it was done to maximize interest. A motion was made to approve the Treasurer's report, which was seconded and approved.

Report of Committees:

- Architectural Review – A member at 6821 North Charleston Drive has requested approval to install solar panels on the house. After confirmation that previous standards were being proposed, a motion was made to approve the request, seconded, and approved by acclamation of the Board. Additionally, two requests for roofing changes have been received and are under review by the committee.
- Communications – The committee developed an 11-page homeowners survey to garner attitudes and opinions of the neighborhood. Examples of survey questions were distributed to the members. Members in attendance agreed that although having a survey was a good idea, it was too long and they felt responders would be put off and not participate. Other approaches, such as a very short open-ended survey, topic-related focus groups, or a series of smaller surveys were discussed. Back to committee.
- Welcome – Five new residents received packets, a sample of which was available for member review. A motion was made, seconded, and approved by acclamation to include the 'Resident Guide' as a document on the websites.
- Safety & Security – No criminal activity was reported for this period in the neighborhood. Speeding, however, has been reported to the Board as a problem. Alternatives might include a 25-mph speed sign at the NE 71 Terrace entrance and on the vacant lot at 6830 North Charleston Drive. Also suggested were speed bumps, and a three-way stop at NE 68 Terrace and Charleston Drive. According to the report of government liaison Tom Gorenc, the City will conduct a survey of our streets to determine if additional signage is needed.
- Government Relations – A written report by Tom Gorenc was read to the Board and attendees. A copy of his report will be included as an addendum to the minutes. Discussion ensued about the silting problems in the lake, its history, and what the City is doing to determine the origin of the silt (Carriage Hills North, street runoff, etc.). The Lake committee will take this under advisement.
- Yard Lights – Marlin Roberts reported his discussion with Tammy Woods of Garry Associates, the Association insurance agent, and her research of our policy indicates that our volunteers are covered for any damage caused by their work for the Association, but are not covered for any medical event. With this in mind, willing volunteers will resume their efforts to repair and replace yard light parts. Two up-lights were donated to illuminate the lighthouse. Thank you, anonymous donor.

Old Business:

A question arose about dues delinquencies, and the President responded that the Board is working on verifying delinquent dues and with legal advice, pursuing a letter requesting payment and notice of action to be taken if payment is not made.

The past Board discussed building a free-loan Little Library structure in the neighborhood. A review of the records shows there were some donations committed but not collected. When attendees were asked for current interest, there was no response; thus this business was tabled.

The Board has interviewed and recommends an arrangement with attorney James Kessinger,

who has HOA experience and offers a rate less than competitive fees, at \$150 per hour for our Association business. A motion was made to contract with Mr. Kessinger on an hourly basis; the motion was seconded and approved by acclamation.

U S Bank requires that the Board's four check-signers all arrange to appear at the Bank on the same day to complete the signature process. This will be accomplished.

New Business:

Fall Cleanup, October 24, 2015, 8:45AM to noon. Three dumpsters have been ordered for this fall event, two for brush and one for household goods; the City picks up the dumpsters at noon. Announcements will be made on the website and will also include information about the Social event, "Taste of Charleston Harbor." Board members and volunteers will provide a light lunch for cleanup workers and their families on the pool veranda, with Crock-Pots of soup and chili, hot dogs, and desserts. The Board welcomes all support.

The topic of whether to expand the size of the Board at this time was tabled until the next Board meeting.

Vice President Roberts suggested that signage at the lake and pool is becoming faded and will need replacing. He suggested a "Catch and Release" sign to discourage consuming fish that may be affected by the runoff and silt.

Also discussed was the acquisition of "Slow Down" and "Kid Alert" images which aren't technically signs but have been reported as effective in getting drivers' attention. It was decided that the Board should review the Covenants and Restrictions wording and intent, speak with the developer, and research the cost before pursuing this approach. Tabled for Safety & Security committee review.

Other HOAs' use of a property management company to obtain bids, manage services, collect dues, and handle other administrative functions was introduced to the Association. Specific information regarding providers, services, and feasibility will be brought before the members in the future after a more comprehensive review.

Assistant Secretary Jerusha White presented a bid procurement procedure that the Association might adopt to use when deciding upon service providers. Procedures include establishing a basis for award, developing technical specifications, going out for bids, assigning opening and closing dates for bidding, and evaluating and choosing vendors based upon best value vs. price. It was recommended that the Board take time to review this procedure and discuss it thoroughly before bringing a motion to accept the bid procurement procedure. Back to Board review.

After allowing time for questions and comments, and thanking everyone for their attendance, President Wood moved to adjourn the meeting at 8:38 PM. The motion was seconded and approved.

Respectfully submitted,

Karla Oyler, Secretary