

Charleston Harbor Home Association

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November 18, 2020 CHHA Board Meeting Minutes CHHA

BOARD OF DIRECTORS

Brent DePhillips President
Susie Hanna Vice President
Dave Swiss Secretary
Daniel Argall Treasurer
Kay Foxxe Member
Mark Kasik Member
Troy Muckerheide Member

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The Board of Directors for the Charleston Harbor Homes Association (CHHA) held a working meeting at 5:15 pm on November 18, 2020 in the garage at the home of President DePhillips due to the current Covid-19 protocols for safety (masks and distancing). All members of the Board and Jason White of Brookwater Management, LLC (Brookwater) were present.

The Board received an additional bid from one contractor to remove the deteriorated asphalt trail located on the south side of the Lake. The Board discussed whether potentially using homeowner volunteers to perform the work (with rental of equipment and dumpsters) would be feasible, versus hiring the contractor to do the complete work of removing 7,355 square feet of the trail and hauling and disposing of all the removed material for a bid of \$7,000. The Board decided to use the contractor for efficient and safe asphalt trail removal and authorized Brookwater Management to proceed with the contractor on an available date.

The Board discussed the progress of action on homeowners with delinquent assessment accounts due to the Association. Brookwater reported that the collection lawsuit in small claims court previously filed in October had resulted in a mediation on November 12 with the homeowner and a court mediator; and that a payment plan settlement had been agreed to with the homeowner to have the amount due paid in installments in full by January 1, 2021. If the settlement agreement is not met, then a court date of January 11, 2021 has been set for further proceedings.

The Board reviewed with Brookwater other delinquent homeowner assessment accounts and directed Brookwater to file four additional separate collection lawsuits in small claims court against homeowners whose assessments are delinquent. In total as of November 18, 2020 those four accounts amount to \$2,738 due to the Association.

The Board reviewed the budget and expenses for 2020, and discussed the expenditures expected

for 2021 budget year. The General and Administrative costs in 2021 should be fairly consistent with the 2020 budget. The Board received and reviewed budget and expense requests from several of the Association committees. The most significant operational expenses will be the pool operating and maintenance costs and pool repairs; and the operations overseen by the Landscape Committee for Lawn and Landscape contracts, the snow removal contract, as well general expenses for the common property areas (seeding, planting etc. and other volunteer work by the committee members). Further, the Board is reviewing bids received for lighting at Quincy Commons and potentially lighting at the pool parking lot. These expenses will be addressed in conjunction with expected receipts from dues assessments for 2021 and the budget will be put into final form at the Board's December meeting.

Finally, the Board considered that there are several requests to purchase the remaining park benches with recognition etchings. The Board will ask Landscape Chairman Earl Wilson to recommend potential bench installment locations at both the Lake common area and the Quincy Commons area for which a purchaser could request the placement of a bench. That report will be addressed at the December Board meeting. Once again, the next Board meeting will not be available as an open meeting due to the continued Covid – 19 pandemic protocols.

Secretary's note: on November 19, volunteers with the Landscape Committee put up the Holiday decorations/lights at the pool and at the entrances to the neighborhood. Thank you to all who cheered up our holiday spirits this year.