

MINUTES

The Preserve at Indigo Run, HPR

Meeting of the Board of Directors

Wednesday, April 15, 2020

1:00 pm | via Zoom

- I. **Roll Call/Call to Order** – Joe Muenkel called the meeting to order at 1:04 p.m.
 - A. **Directors Present via Zoom** – Joe Muenkel, President; Mike Gregory, Vice President; Elizabeth Davis, Secretary; Christopher Leibham, Treasurer
 - B. **IMC Representatives Present via Zoom** – Jennifer Meisel, Community Manager; Garrett Hamilton, Principal/VP Accounting & CFO; Jaclyn Phillips, Minutes
- II. **Executive Session** – *The Board entered into executive session at 1:05 p.m. and came out at 2:16 p.m.*
- III. **Approval of minutes**
 - A. **January 13, 2020** – Joe made a motion to approve the minutes of the January 13, 2020 Board meeting. Elizabeth seconded the motion. The motion passed without opposition.
- IV. **Resignation**
 - A. **Jerry Faulkner** – Jerry Faulkner resigned verbally to John Babbitts on January 24th due to personal coaching commitments. The Board accepts and ratifies Jerry's resignation.
 - B. **John Babbitts** – John Babbitts submitted a written resignation dated March 18th to be effective March 31st. John felt the President of the Association should be a full-time resident of the community. John also expressed a concern with remaining on the Board because of numerous other personal and social commitments. The Board accepts and ratifies John's resignation.
- V. **Ratifications**
 - A. **Board Appointment (Chris Leibham)** – Joe made a motion to appoint Chris Leibham to Jerry's vacant seat. Mike seconded the motion. The motion passed without opposition.
 - B. **Restructure Board Positions** – The Board discussed the following positions: Joe as President, Mike as Vice President, Elizabeth as Secretary and Chris as Treasurer. **Joe made a motion to accept these positions as stated. Elizabeth seconded the motion. The motion passed without opposition.**
 - C. **Compactor Repairs and Paint** – Joe made a motion to hire American Pride for \$1200 to repair the compactor and paint it. Chris seconded the motion. The motion passed without opposition.
 - D. **ArborNature Tree Removal Estimate for 22 Bldg.** – Joe made a motion to accept the estimate for \$2750 for ArborNature to remove a tree at the 22 Bldg. Chris seconded the motion. The motion passed without opposition.
 - E. **Southern Lawn Concept Landscape/Sidewalk Repair Estimate for #1321** – Joe made a motion to accept the contract for Southern Lawn Concept to build a retaining wall to

resolve the soil erosion at the edge of the sidewalk behind #1321. Elizabeth seconded the motion. The motion passed without opposition.

F. Landscape Contract (Ocean Woods to Summit Landscaping) – Joe made a motion to terminate Ocean Woods effective February 28, 2020 and to hire Summit Landscaping effective March 1, 2020. Mike seconded the motion. The motion passed without opposition.

VI. President's Report – Joe reported that there have been complaints that the Board has not been forthcoming and transparent about the resignations of Jerry Faulkner or John Babbitts. He also indicated that there were complaints that with these resignations the Board is not fully and properly staffed. In an effort to answer these concerns, Joe pointed out that at the time of the first quarterly meeting the Board was a full Board of 5 members. Jerry and John's resignations occurred in the interim between that meeting and this second quarterly meeting. Those resignations could not be officially accepted and ratified on the record until this second quarterly meeting. Joe reports that the Board could not verbally or by newsletter announce those resignations until they were officially ratified and was following proper protocol in not making such announcements.

Joe then addressed the issue of the number of Board members necessary to operate as a Board. Article IV, Sec. 1 directs " the affairs of the Association shall be governed by a Board of Directors comprised of three (3) to five (5) persons. Section 7 addresses vacancies and indicates that " a vacancy shall be filled by a vote of the majority of the remaining members even if they constitute less than a quorum" and each person so appointed shall remain a member until he or she is elected at an annual meeting of the Association in December. Joe reported that as long as the Board has three (3) members the appointment of additional members is totally in the discretion of the Board. Joe reported that the Board seeing the need for additional help appointed Chris Leibham to the Board based on his educational experience and working background. Joe reported the Board wishes everyone to Stay Safe and Be well.

VII. Financial Report – Garrett reported on the cash position and budget variance as of 3/31/2020. He then stated that the insurance renewals are upcoming and as soon as quotes are received, they will be forwarded for Board review.

VIII. Old Business

A. Appointment

1. Social Committee/Report – Elizabeth Davis is the Social Committee chair and Board liaison. Elizabeth stated February 22nd was the first social event and the committee plans on hosting a social event once a quarter. The following owners are members of the Social Committee: Julie Dolan, Unit #621; Deanna Goldowsky, Unit #2022; Heather Witherspoon, Unit #1521; Eadie Parody, Unit #4221; Cindy Savell, Unit #2111; Alison Todd, Unit #2120; Ellen Higgins, Unit #3111; Anita Cadman, Unit #2223; Pam Fox, Unit #2420; Kate Holland, Unit #2421; Jack Biel, Unit #2322

2. Beautification Committee/Report – Mike Gregory is the Beautification Committee chair and Board liaison. The following owners are members of the Beautification Committee: Rita Etheridge, Unit #1310; Liz Leibham, Unit #721; John Witherspoon, Unit #1521; Mickey Pavona, Unit #623; Pam Carson, Unit #3522; Ellie Smith, Unit #3523; Kathleen Fetherolf, Unit #2521; Ellie Dagle, Unit #2620; Ray Rohling, Unit #221; Jack Biel, Unit #2322; Kate Holland, Unit #2421; Jill Warga, Unit #1021; Kirk Warga, Unit #1021

- B. Maintenance** – Joe stated that he is personally supervising Roger Arn and his 4-man crew and is working with him on HOA issues. Roger will be focusing exclusively on HOA work as of April 15th.
- C. Street Flooding Between 36 and 38 Bldgs.** – Joe stated that this issue is a French drain being clogged. BrightView has taken over the landscaping division of Summit (parent company). Ryan Maffiet is the project manager for BrightView and will submit an estimate to resolve this street flooding issue.

IX. New Business

- A. Petty Cash Account (South State Bank)** – Joe made a motion to cap this petty cash account with South State Bank at \$2,000. Mike seconded the motion. The motion passed without opposition.
- B. Finance Committee Appointment** – Due to John Babbitts' significant background in finance, he would like to remain involved in The Preserve's financials and assist the Board. The Board unanimously agreed to form a Finance Committee and have John Babbitts serve on this committee and to assist Chris Leibham as the Treasurer. Chris is the Board liaison of this committee.
- C. 2019 Audit** – Garrett stated that the audit of the 2019 books is currently being performed. When the draft is received, Garrett will forward it to the Treasurer for review.
- D. Gutters (continuing issues)** – Thoroughly discussed issues with the gutters and downspouts. The Board is considering increasing the size of the gutters and downspouts to accommodate increased water flow and debris from trees.

**Mike Gregory left the meeting at 3:09 p.m.*

- E. Water Meter at 14 Bldg.** – Joe stated that the water meter at the 14 Bldg. is completely covered by hedges and cannot be accessed by the water company. This must be addressed by the landscaper.
- F. Road Issues at 20 Bldg.** – The road issues at the 20 Bldg. are due to a tree root and the water company must be involved in order to not cut a main line.
- G. Flooding at 26 Bldg. Parking Lot and Drain Issue** – The lid on the drain at the 26 Bldg. will not come off to be able to unclog this drain. Jennifer to contact the company to come back out to remove the lid.

- X. Adjournment** – With no further business to discuss, the meeting adjourned at 3:20 p.m.