

PINE FOREST COUNTRY CLUB COMMUNITY ASSOCIATION, INC.

P.O. BOX 2134, SUMMERVILLE, SOUTH CAROLINA 29484

Email: info@pineforesthoea.com Website: www.pineforesthoea.com

December 16, 2013

Dear Member,

You are hereby notified that the Annual Meeting of the Members of Pine Forest Country Club Community Association, Inc., will be held on **January 21, 2014** at **6:00pm** at William Reeves Elementary School, 1003 DuBose School Road, Summerville, SC 29483. The meeting will be held in the cafeteria near the **rear entrance** at the bus loop.

A quorum is required for action at this meeting. Pursuant to Article III, Section 6 of the Declaration of Covenants and Restrictions of Pine Forest Country Club Community Association, Inc. (hereinafter "Declaration"), Sixty (60%) percent of the members of the Association, or proxies entitled to cast Sixty (60%) percent of the total vote of the Membership constitutes a quorum. If a quorum is not present at the first annual meeting, then you are hereby notified that a second meeting will be held on **January 21, 2014** at **6:15pm** at William Reeves Elementary School, 1003 DuBose School Road, Summerville, SC 29483. A quorum is not required at this meeting.

The purpose of this meeting is to elect the Board of Directors and to transact such other business as may come before the meeting. The Board of Directors consists of three (3) members. Pursuant to Article III of the Declaration, two of the members of the Board of Directors are elected by Southeastern Country Club Group, the developer of Pine Forest Country Club. The third member of the Board of Directors is elected by the remaining members of the Association. Generally, for the purposes of electing the third member of the Board of Directors, owners of residential lots shall be entitled to two votes for each Family Dwelling unit he owns. An owner of a Residential Lot upon which a Family Dwelling Unit has not been constructed shall be entitled to one vote for each Residential Lot he owns. Owners of Unsubdivided Lands and Development Unit Parcels held and intended for future development by the Company or a third party are entitled to one (1) vote for each \$125.00 paid to the Association. The exact entitlement to and method of computation of votes is further set forth in the Declaration. Nothing herein shall be construed to amend or supersede the Declaration, and we respectfully refer you to the Declaration for further explanation. At the time of the meeting, the two members elected by Southeastern Country Club Group will be announced. The election of the third member of the Board of Directors will take place at the meeting. If you know someone you think would make a good Board Member, please encourage them to run for the position. Nominations for the position will be taken from the floor, and the new member will be elected by a majority vote of the Membership of the Association present at the meeting, not including Southeastern Country Club Group.

One of the responsibilities of the Board of Directors is to set the annual assessments for the Association. We have enclosed a budget outlining the anticipated receipts and expenses for the following year. This budget is provided merely for your convenience and for informational purposes, and is not subject to approval by the membership.

There will be limited time at this meeting for a question and answer period. We encourage all questions to be submitted in writing at least 24 hours prior to the meeting. Before submitting your questions, please visit our website at www.pineforesthoea.com for financial information and association documents that may provide answers to your questions. If prompted for a password to review financial documents, use **pfcc** as both the username and password. Questions may be emailed to info@pineforesthoea.com or mailed to P.O. Box 2134, Summerville, SC 29484 and must include your name and address. Only submit questions that are relevant to the majority of homeowners. Questions that are not appropriate for the meeting, or that cannot be answered in the allotted time, will be answered privately.

Additionally, please find attached your invoice for the **2014 Homeowners Dues**.

With kind regards, we remain,

Sincerely yours,

BOARD OF DIRECTORS
PINE FOREST COUNTRY CLUB COMMUNITY ASSOCIATION, INC.

Pine Forest Country Club Community Association, Inc.

Proposed 2014 Budget

Revenue

| | |
|-----------------|-----------|
| Homeowners Dues | \$89,997 |
| Interest Income | <u>20</u> |
| Total | 90,017 |

Expenses

| | |
|---|--------------|
| Advertising | \$ 100 |
| Bank Fees | 35 |
| Insurance Expenses | 4,500 |
| Internet Expenses | 1,400 |
| Landscaping and Grounds Keeping Expense | 22,000 |
| Professional Fees | 8,500 |
| Office Supplies Expense | 250 |
| Postage Expense | 2,500 |
| Property Tax Expense | 300 |
| Rent Expense | 400 |
| Repairs and Maintenance Expense | 38,000 |
| Signage Expense | 1,500 |
| Utilities Expense | <u>8,500</u> |
| Total Operating Expenses | \$87,985 |
| Contingency Fund | \$ 2,032 |

Pine Forest Country Club Community Association, Inc.

P.O. Box 2134

Summerville, SC 29484

email: info@pineforesthoa.com

INVOICE

TO:

Pine Forest Country Club Homeowner

DUE: 1/31/2014

| DESCRIPTION | AMOUNT |
|--|--------|
| 2014 Annual Assessment – Family Dwelling Unit Be sure to include your HOME ADDRESS on your check. <u>Failure to remit payment by 1/31/2014 will result in a late fee of \$10 per month and/or legal action.</u> | 159.00 |
| TOTAL AMOUNT DUE BY 1/31/13 | 159.00 |

Make cashier's check or personal check payable to:

PFCCCA, Inc.

P.O. Box 2134

Summerville, SC 29484

Failure to remit payment in full will ultimately result in the filing of an action against you for the assessment, late fees, cost of preparing and filing the complaint in the action and, if the Association prevails, interest on the assessment, attorney's fees, and costs of the action.

**Homeowners like you make this a great neighborhood!
Visit your neighborhood website at www.pineforesthoa.com!**



COMPLETE FORM AND RETURN WITH PAYMENT

Homeowner's Full Name: _____

Address of Home in Pine Forest: _____

Mailing Address if different: _____

Email: _____ **Phone:** _____

Pine Forest Country Club Community Association, Inc.

P.O. Box 2134

Summerville, SC 29484

email: info@pineforesthoa.com

INVOICE

TO:

Pine Forest Country Club Lot Owner

DUE: 1/31/2014

| DESCRIPTION | AMOUNT |
|--|---------|
| 2014 Annual Assessment – Residential Lot (due 1/31/14) <u>Failure to remit payment by 1/31/2014 will result in a late fee of \$10 per month.</u> | \$81.00 |
| TOTAL AMOUNT DUE | \$81.00 |

Make cashier's check or personal check payable to:

PFCCCA, Inc.

P.O. Box 2134

Summerville, SC 29484

Failure to remit payment in full will ultimately result in the filing of an action against you for the assessment, late fees, cost of preparing and filing the complaint in the action and, if the Association prevails, interest on the assessment, attorney's fees, and costs of the action.

**Homeowners like you make this a great neighborhood!
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