

**Minutes of 2020 Annual Meeting of Members of
Pine Forest Country Club Community Association, Inc.**

The annual meeting of the Members of Pine Forest Country Club Community Association, Inc. ("Association"), a South Carolina nonprofit corporation, was held on January 21, 2020 at 6:00pm at William Reeves Elementary School, 1003 DuBose School Road, Summerville, SC 29483.

The first meeting was called at 6:00 p.m. There being no quorum present, at 6:15 p.m. a second meeting was called to Order by Lynn Goettee, who acted as Chairman for the meeting. Sandy Meier acted as Secretary for the meeting.

Call to Order

Lynn Goettee called to order the meeting.

Pledge of Allegiance

Lynn Goettee led the Pledge of Allegiance.

Announcements

Lynn Goettee made administrative announcements and introduced/acknowledged the Board Members and Officers:

- D. Sherwood Miler, III, Board member and President (in attendance)
- M. Stephen Varn, Board member (not in attendance)
- Lynn Goettee, Board Member (in attendance)
- Paul Glazar, Vice President (in attendance)
- Lori Miles, Treasurer (in attendance)
- Sandy Meier, Secretary (in attendance)

2019 Minutes

Copies of the minutes of the 2019 Annual Meeting were made available to attendees. Lynn Goettee asked for any objections to the minutes as written. With no objections, the minutes were approved.

Treasurer's Report

Lori Miles presented the Treasurer's Report and the budget for 2020, provided copies of financials to everyone, and answered all budget questions.

Topics discussed were:

1. Discussed the budget vs the actual dues collected.
2. Professional services fees were explained including the budget increase to fair market value.
3. HOA dues for Legacy was questioned and explained with help from Jeff Schreiber, a Legacy section homeowner and attorney.
4. Discussed pond expense, who owns and maintains which ponds, the requirement from town to clean out ponds, and the importance of our reserve fund for pond expenses in the event of disaster.
5. The Reserve Fund was explained.
6. The HOA is debt free, has a reserve fund for disaster emergencies, and in good financial health.

Old Business & 2019 Activity

Paul Glazar reviewed the board activities and topics from the previous year including:

1. Ponds and drainage ditches maintained from overgrowth.
2. Weed and brush control of 11 detention basins, catch basins, and numerous drainage ditches.
3. Maintained all common areas to include grass cutting, shrub trimming, planting, and cleanup.

4. Maintain the two lots that comprise the open space on Congressional (area with a low wooden fence)
5. Maintained/repaired common area fencing and signs due to vandalism and age.
6. Managed dues collection – 900 homes and 13 lots.
7. Mailings to residents who were in violation of covenants regarding garbage cans, boats, trailers, etc. Homeowners are helpful in reporting violations to the HOA.
8. DR Horton has completed the 209 home development of The Legacy addition to Pine Forest.
9. Advertised and supported the Annual Neighborhood Yard Sale in September.
10. Made a yearly contribution of services to The Gables in lieu of money.
11. The HOA assisted the Garden Club in decorated the bridge and light poles with baskets and garland for the Christmas season. The Garden Club donates their time and resources to this effort and does a beautiful job. Neighbors expressed appreciation.
12. Decorated the entrance sign and installed wreaths on the back of the stop signs for the holidays.
13. Worked with the Town of Summerville to make various repairs to streets and sidewalks including adding a blinking stop sign at Renau and Hazeltine.
14. Improvements to the front entrance and cul-de-sacs to include plantings.
15. Cleaned up before and after storms.
16. Work on sign at Renau toward Industrial Blvd.
17. Replaced street signs that were stolen.
18. Managed concerns emailed to the HOA by homeowners.
19. Managed Gables dues invoicing, dues collection, and property sale/transfer requests from attorneys.
20. Replaced the flags and the fountain pump and lights at the main entrance. The light timer is our next replacement as it is not working properly.
21. Increased reflectors on roads

New Business

Paul Glazar introduced new business and thanked homeowners for following the neighborhood covenants and making Pine Forest a great place to live.

1. **Election of Board of Directors Officer:** Lynn Goettee has served as an elected member of the Board of Directors since 2008. It is time for an election to fill this position. Lynn Goettee presented her bio to the attendees and the floor was opened for anyone to be nominated for the position. With no one entering the race, a motion was made and seconded to end nominations. Lynn Goettee will serve another three years.
2. **Property upkeep:** Discussed status and condition of homes in the neighborhood. The HOA wants to be notified about properties where poor upkeep is a concern. Instructions were provided on how to notify the HOA so that we can investigate and correct property upkeep issues.

Question and Answer

Paul Glazar read aloud all questions that were submitted in writing prior to the meeting. The Board Members and Officers first answered each submitted question then opened the floor up for additional discussion as time allowed. Topics of discussion were.

1. **Multiple HOAs and Dues:** Explained where each HOA starts and stops within the neighborhood and what services are provided by each. This HOA is the master HOA and Legacy is a SUB. The Gables is separate. The dues in Legacy are higher because their HOA administration is handled by a management

- company VS our volunteers. Can the Gables or Legacy HOA's be dissolved – NO.
2. **Speed Bumps / Speed Humps / Traffic Calming:** The board explained that the streets are owned by the Town of Summerville and that the town has a specific process including a petition and traffic study in place for homeowners who want to pursue the issue. The process is posted on the HOA website. Homeowners must take on the petition work themselves and pay the cost of installation. There are homeowners both for and against traffic calming measures.
 3. **Stop Sign:** Could a stop sign be considered at Congressional and Glen Abby
 4. **Cars Parked on Grass:** Please report when you see this and the HOA will handle.
 5. **Door Bell Ringing:** Can anything be done about prank door bell ringing? This is not a responsibility of the HOA.
 6. **Ponds:** Discussed where ponds are located, who has access, who is responsible for maintaining, town involvement and regulations, drainage problems, flooding concerns, drain blockage, golf course procedures, things homeowners can do to help such as minimizing grass clipping flow into storm drains.
 7. **Garden Club** Christmas decorations acknowledgement, thanks, and appreciation of the great work. Homeowners were very appreciative and complimentary of the Garden Club.
 8. **Sheds and Driveway Extensions:** All sheds, driveway extensions, modifications to home and lot, require approval from the Architectural Review Board. Explained the type of shed that would be approved and process to complete application.
 9. **Tree Removal:** The Town of Summerville governs tree removal.
 10. **Property Condition:** Complaints were voiced about specific properties that neighbors consider to be poorly maintained or are in violation of covenants with improperly parked vehicles. HOA explained that registered letters are being sent and a fine policy is in place.
 11. **Street Parking:** The Town of Summerville has jurisdiction over on-street parking and enforces laws related to parking such as cars parked the wrong way on the street and parking on the street for more than 24 hours consecutively. Homeowners should inform the police about parking violations while the violation is in process instead of reporting to the HOA, who has no jurisdiction, then when we drive by the car is gone.
 12. **Difference between Master HOA, Legacy HOA and Architectural Review Board (ARB) in Legacy section:** Homes in The Legacy section belong to both HOA's and owners are responsible for both dues. Legacy HOA is responsible for maintenance of common area including ponds in the Legacy section.
 13. **Ponds in Legacy section:** Pond maintenance is handled by Legacy HOA. All ponds are "dry ponds" except the pond by the mailboxes.

Adjournment

At approximately 7:15 p.m., a motion to adjourn the meeting was made. With motion seconded and unanimously carried, Paul Glazar adjourned the meeting.

Minutes submitted by: Sandy Meier

Minutes approved by: