

**PINE FOREST COUNTRY CLUB COMMUNITY ASSOCIATION, INC.**

P.O. BOX 2134

SUMMERVILLE, SOUTH CAROLINA 29484

Email: [info@pineforesthoea.com](mailto:info@pineforesthoea.com)

Website: [www.pineforesthoea.com](http://www.pineforesthoea.com)

January 1, 2024

Re: Annual Meeting of the Members of Pine Forest Country Club Community Association, Inc.

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 16, 2024 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.

Of a quorum is not present at the first annual meeting, then you are hereby notified that a second meeting will be held on **January 16, 2024 at 6:15pm** at William Reeves Elementary School, 1003 Dubose School Road, Summerville SC 29483. A quorum is not required at this meeting.

One of the responsibilities of the Board of Directors is to set the annual assessments for the Association. In the event that you are interested, 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 via email at [info@pineforesthoea.com](mailto:info@pineforesthoea.com) at least 24 hours prior to the meeting. Before submitting your questions, please visit our website at [www.pineforesthoea.com](http://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](mailto: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 **2024 Homeowners Dues**.

We look forward to seeing you at the annual meeting.

With kind regards, we remain,

Sincerely yours,

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

# **Pine Forest Country Club Community Association, Inc.**

## **2024 Budget**

### **Revenue**

Homeowners Dues	\$198,035
Interest Income	<u>300</u>
Total	198,335

### **Expenses**

Advertising	\$ 100
Bank Fees	35
Insurance Expenses	4,400
Website/Internet Expenses	2,400
Landscaping and Grounds Keeping Expense	23,080
Professional Fees	20,000
Office Supplies Expense	250
Postage Expense	750
Property Tax Expense	500
Rent Expense	400
Repairs and Maintenance Expense	110,000
Pond Maintenance	20,000
Signage Expense	3,000
Utilities Expense	<u>8,000</u>
Total Operating Expenses	\$192,915
Contribution to Reserve	\$ 5,420

## ARCHITECTURAL REVIEW BOARD FAQs

Completion of a **Proposal Form** is required for **ALL** renovations, modifications, or additions to home or lot. Here are a few examples of things you may not construct without approval: roof, sunroom, garage, room addition, fence, storage building, greenhouse, shed, pool, hot tub, deck, patio, pavement, solar, pond, etc. This is not an all-inclusive list. Approval is needed for ALL modifications.

### Roofing and Solar Panels

All roofing shingles must be black in color — architectural or 30 year shingles are advised. Solar panels will only be considered for approval when proposed placement is on the rear roof. Solar panels proposed on the front or side roof will not be considered or approved.

### Parking

No vehicular parking on streets overnight. Parking is enforced by the Town of Summerville.

### Signs

NO promotional signage shall be placed on private property or in public right of ways, common areas, street corners, etc. The HOA may place signage pertinent to the community as a whole in these areas. Signage such as FOR SALE, OPEN HOUSE, etc., may be placed only on the specific lot where the activity is taking place. Political signs, per Town of Summerville regulations, may be placed on individual yards only for a period of 30 days prior to election.

### Mailboxes

All mailboxes and posts must be black. Mailbox coverings or artwork are not allowed. If your mailbox has been damaged, [click here](#).

### Boats, Trailers, etc.

No boats, trailers, campers, etc., may be parked in driveways or yards.

### Moving PODs

PODs or storage bins may be used during the moving period only.

### Dogs

All dogs must be walked on leashes and waste tended to by dog owner.

### Home Additions

Any and all exterior additions shall be presented to the ARB through this review request Proposal Form. This includes fences, sheds, sunrooms, additions, etc.

Wood fencing is to be wood with 1" spacing between boards and scalloped/swagged.



Black metal fencing is allowed.

### Swimming Pools

All pools require approval. Above ground pools are not allowed and will not be approved.

### Yard Sale

The HOA sponsors one (1) **community garage sale annually**. The sale is held on the third Saturday in September.

### Air Conditioners | HVAC

Window units are not allowed.

### Paving

All paving projects require a permit from the Town of Summerville.

### Fine Policy

Please familiarize yourself with the PFCCCA, Inc. Fine Policy which can be found on our website – [pineforesthoa.com](http://pineforesthoa.com).

Pine Forest Country Club Community Association  
Inc  
PO Box 2134  
Summerville, SC 29484 US  
info@pineforesthwa.com  
www.pineforesthwa.com

Invoice

BILL TO

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
	01/01/2024	\$440.00	01/31/2024	Net 30	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	ACTIVITY	AMOUNT
	2024 HOA Dues Assessment	440.00

BALANCE DUE \$440.00

Reserve at Pine Forest

Pine Forest Country Club Community Association  
Inc  
PO Box 2134  
Summerville, SC 29484 US  
info@pineforesthoa.com  
www.pineforesthoa.com

## Invoice

BILL TO

Pine Forest Homeowner

Summerville, SC 29483

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
	01/01/2024	\$240.00	01/31/2024	Net 30	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	ACTIVITY	AMOUNT
	2024 HOA Dues Assessment	240.00

BALANCE DUE

**\$240.00**

Master HOA

Pine Forest Country Club Community Association  
Inc  
PO Box 2134  
Summerville, SC 29484 US  
info@pineforesthwa.com  
www.pineforesthwa.com

Invoice

BILL TO

Pine Forest Homeowner

Summerville, SC 29483

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
	01/01/2024	\$119.00	01/31/2024	Net 30	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	ACTIVITY	AMOUNT
	2024 HOA Dues Assessment	119.00

BALANCE DUE **\$119.00**

Lot Invoice