

Minutes of Board Meeting
Rose Dhu Creek Plantation Property Owners Association
A Corporation Not-for-Profit
February 16, 2017

The meeting of the Board of Directors was held on the date, time and at the place set forth in the notice of meeting dated February 16, 2016 as listed on the RDC web site.

Board Members Present: Absent: none

Fred Wallace
John Pittman
Joan Pierce
Diane Doughty
Greg Van Zandt

Property Owners: Art Gopalan, Tom Sharkey
Home Owner Association consultant, Laphanie Banks was present as well

Note: Action items are noted in **bold** type.

1. Call to Order

The meeting was called to order at 4:34 PM by Fred Wallace.
A motion was made by Fred to move to the Nomination of Candidates to be the first item on the agenda; a second was made by Greg. A vote was taken and the motion passed.

2. Approval of December Minutes

January meeting minutes were reviewed. A motion made by Fred and second by John. A vote was taken and the motion passed.

3. Financial report

The January financial report was present by G. VanZandt as prepared by CRC our Financial Services.
As of the end of December, 2016 the following balances are reported at Coastal States Bank:

- Operating Account: \$143,750
 - Of which \$38,300 is from 2017 assessments
- ARB and Builder Compliance Deposits: \$70,365
- Capital Account: \$119,215

In mid-December, we billed 113 properties for 2017 Annual assessments for a total of \$210,350 and as of February 14, 2017 we have received full payment from 75 members, 19 opted for the payment plan and 19 are outstanding. The \$210,350 is set as prepaid assessments as a liability on the balance sheet and we will recognize 1/12th each month as Regime/Assessments Income. The balance at the end of January in the prepaid account is \$192,819.

We finished the month of January with a net income of \$11,907.

A motion was made by Fred and seconded by Diane to approve the January financial report. A vote was taken and the motion passed.

4. Safety Committee Report;

Tom advised the road signs have been ordered. He inquired as to when they would be erected and put in place. Fred mentioned there are 22 new signs to replace all the signs, plus several new ones. That he and Greg will be working on the posts in a week or two and that the signs should all be in place by end of March. Art then made a motion that the gate on May River Road be named the *South Gate* and the Old Miller Road gate be named the *North Gate*. John rephrased the motion, Fred made a second and the motion passed. John then mentioned that construction traffic that comes to the South gate are told they need to go the construction gate, but there are no directions as to how to get there. He suggested a simple set of instructions be added to the existing sign giving such information, All agreed. He also suggested the new entrance names be posted inside each gate so property owners get accustomed to the new nomenclature.

Tom then advised new 52XXXX gate codes would be in effect for all pad code users starting on March 1. That on Wednesday, February, 22, the Safety Committee will be standing at each of the entry gates asking drivers using the key pad, what code they are using and indicate the time of day then entry was being made to help get a better understanding of what codes are being used. Tom also asked for the email listing Fred has been using. Fred indicated he would send both Tom and Greg a copy of what he has.

Tom then mentioned he, Susan Cramer and Greg will be walking the bridal paths as Susan had contacted Greg about the fallen trees and other path issues she has come across.

Tom then suggested there be a post mortem review of the cleanup efforts after hurricane Matthew, so we are better prepared next time (hopefully that doesn't come). All agreed. Fred then mentioned that FEMA has completed all their pickups that Popeye will be coming back to clear some of the fallen trees across the bridal paths and will remove several threatening trees in the next few weeks.

5. Annual Meeting Update – Fred mentioned he did an email blast to neighbors and encouraging them to either give him their proxies or come to the Annual meeting as we will need at a minimum 56 proxies and/or property owner attendees to make quorum.

6. Operating Processes – JoAn commented there are two documents for review by the Board today:

- Records Retention: Our attorney has reviewed, made several updates and has approved this document. JoAn then made a motion for the Board to accept this new document to be added to the approved RDC Broad Standard Operating Processes. A second was made by Greg, a vote was taken and the motion was approved.
- Operation Process: JoAn explained the highlights of this document to the Board. Fred suggested the document review should be tabled for the new Board for consideration and review. After a short discussion all agreed.

JoAn then mentioned there are several documents that should be posted to the web site, namely: Public Policy (General Public Assess); the reference guides in PowerPoint "Understanding you bylaws"; and the revise gathering Place contract. Greg asked for JoAn to send him the final revised versions of each and he will have them all posted.

JoAn then suggested the Board review and finalize the process by which the Owner Value Maintenance Committee will function. Fred agreed this needs further discussion, but suggested the document review should be tabled for the new Board for consideration and review. After some discussion, all agreed to table the discussion.

7. Old Business:

Greg brought up for discussion and approval three stages of delinquency letters from a year ago but never voted on for the board to consider for this year. After some discussion, John made a motion to accept the letters a second was made by Diane, a vote was taken and the motion was approved.

8. Executive Session

None

9. Carry Over Item Listing

Joan pointed out left over action items from the last Board meeting:

1. Gathering Place pavilion regulations need to be drawn up and posted **Not Assigned**
 - a. Diane mentioned the regulations are outlined on the form under "Rules & Guide Lines", but the form needs to be updated
2. The RDC operating books audited are now in process of being audited so the findings are available for the Annual meeting in February **Joan – In Process**
3. Greg and Fred need to be Bonded for Fidelity Bonding as they handle the date to day RDC money transactions **Fred & Greg – In Process**
4. Wet land markings Included in signage plan **Open**
5. Creation of new Committees:
 - a. New Property Owner Orientation - **Diane**
 - i. Greg mentioned His wife Anne and Libby Hardy have been going to new homeowners to "welcome them to the neighborhood". Greg feels an orientation would be great to add to the web site for everyone to view. **Joan** is working on putting a PowerPoint together.
6. Developing more Business Processes:
 - a. Such as at what dollar amount is there a requirement to get multiple quotes for a project or purchase **Board – In Process Delete this. It is complete and well defined in the new bylaws. The amount is \$5,000. I think the discussion may have been do we need a process on how the bid process would be completed. I can do this.**
 - b. Minimal square footage for future homes is not noted. Fred suggested a requirement of 2500 square feet. Joan to propose changes to the ARB documents. **Joan – Complete and ready for review with the board**
 - c. Greg mentioned that the Board will have a secure place for all Board related matters such as these to be stored in Goggle Docs. That all Board members first need to have access to Google docs. Then a URL and sign on will be developed and passed over to the Board. Folders can then be made in Google Docs that will house all important documents that the current and future Boards can access. **Greg – IN Process**

10. Adjourn

A motion to adjourn was made by Fred and seconded by John. A vote was taken and the motion passed. The meeting adjourned at 5:45 PM.

Respectfully submitted,

Greg Van Zandt