

MINUTES

Jarvis Creek Club, POA
Board of Directors Meeting
Wednesday, June 29, 2016 at 3:00 p.m.

- I. **Call to order and certification of board quorum** - Board President Peter Kristian called the meeting to order at 3:00 p.m. A quorum was present to conduct the office business of the Jarvis Creek Club POA.
- A. **Directors Present in Person** - Peter Kristian, President; Chuck Lobaugh, Vice President; Joyce Biales, Treasurer; Matt Edmunds, Director
 - B. **Directors Absent** - Caroline Harrington, Secretary
 - C. **ARB Committee** - Frank Martin and Henry Guglielmi attended representing the ARB Committee.
 - D. **Owners Present** - Tim Schoon, #21 Jarvis Creek Way; Kevin Horton, #23 Jarvis Creek Way
 - E. **IMC Representatives Present** - Dave Lewellen, Association Manager; Garrett Hamilton, Chief Financial Officer; Annette Fioravanti, Minutes
- II. **Approval of 4/27/16 Board meeting minutes** - Joyce made a motion to approve the minutes from the April 27, 2016 Board of Directors meeting. Matt seconded the motion. The motion passed without opposition.
- III. **Owner forum (limit 2:00 minutes per owner/per topic)**
- A. **Fines** - The owner of #21 JCW asked if fines are being assessed to owners in violation. Dave advised him that fines are being applied to owners in violation once warnings have been sent.
 - B. **Lagoon** - The owner of #23 JCW expressed concerns regarding the lagoon. He stated that it gives a messy appearance with miscellaneous objects floating in the back lagoon. Dave will call the lagoon maintenance company to clean out the items.
- IV. **Financial Report**
- A. **Cash Position 5/31/2016** - Garrett reported on the cash position as of May 31, 2016.

Operating Checking – AAB	\$46,073.76
Insurance Reserve – AAB	\$ 2,047.58
Replacement Reserve – AAB	\$66,410.12
Title Transfer Reserve – AAB	\$12,884.25
 - B. **Accounts receivable 5/31/2016** - To be discussed under executive session at the end of the meeting.
 - C. **Budget variance report as of 5/31/2016** - Garrett reported on the budget variance report as of May 31, 2016.
- V. **Update on the bridge project** - Peter stated that the state DOT will advise him of a start date for the bridge project. Once more information is obtained, the Board will notify the community.
- VI. **Committee reports**
- A. **ARB** - Henry stated that everything is going well.

- B. Pool** - Chuck inquired about the pool sign that was knocked down for the second time. Dave will follow up with Sweetwater Pools regarding the sign. Matt advised all present that there will be a volunteer pool cleanup this Saturday at 9:30 a.m. and stated that the pool deck will be power washed as well. It was reported that the lights on the pool timer appear to be off possibly due to power outage. Dave will look into this. Peter ended by stating that a table, umbrella and four chairs have been ordered for the pool.
- C. Security, covenants & bylaws** - Frank reported on various gate options. The Association will consider cameras and lighting options and some feel the present lighting is inadequate around the gate area. Frank will research the cost of additional lighting and report back to the Board.
- D. Finance** - No report.
- E. Nominating** - It was stated that there will be two terms up for election at the next Board meeting. The incumbents will be approached to see if they are interested in running for another term.
- F. Grounds and entrance** - Dave stated that the pine straw has been approved and will be installed on Friday. Dave went on to state that some areas surrounding the pool deck have been weeded and he will speak with Aaron at Hilton Head Landscapes regarding providing additional supervision for his crew when on property.

VII. Old Business

- A. Update on agreement with KHOV** - Peter stated that KHOV has done mailbox cluster walkways. The sign issue became moot due to the Town indicating KHOV cannot have any signs.
- B. Update on trimming of main lagoon** - Dave reviewed two estimates from Hilton Head Landscapes: 1. Trim all wax myrtles that border the lagoon; trim all branches that are hanging over the water using a small boat; and remove and dispose of all associated debris off-site. 2. Remove the wax myrtles that boarder the lagoon using equipment, install drip irrigation, planting grasses and spreading pine straw bales. Dave will obtain a tree company quote to remove all wax myrtles.
- C. Update on adding stop sign** - Chuck stated that a temporary stop sign has been added at the intersection of Jarvis Creek Lane and Jarvis Creek Court. Peter requested Dave obtain a quote to move a permanent stop sign to that location. The Board thanked Joyce for donating a pole for the stop sign.
- D. Other**- Peter spoke about the wetland disturbance over the weekend by an owner.

VIII. New Business

- A. Discuss policy on owner gate clickers once a home is sold** - Chuck feels a policy should be implemented when someone moves out. The Board to discuss further.
- B. Policy on lagoon fishing** - Dave stated the issue has gone away.
- C. Review of insurance package** - Garrett stated that there were some holes in the Association's insurance coverage. He recommended: replacement property coverage mainly to cover the pool house and mailbox kiosks at a cost of \$1,300 annually for \$75,000 coverage; and a \$500 premium to obtain \$5,000,000 at a cost of \$2,461 should also be added. **Chuck made a motion to increase the replacement property coverage to \$75,000, and budget for remaining year. Matt seconded the motion. The motion passed without opposition**

D. Other: Fines - Dave stated that for the lack of mowing maintenance (and most other violations) a 1st notice will be sent with 7 – 10 days to correct, then 2nd notice will be sent with a fine. There is a fine schedule depending on the circumstance.

IX. Set date for next board meeting - August 31, 2016 at 3 pm at IMC.

X. Adjournment - Joyce made a motion to adjourn the meeting at 5:05 pm. Chuck seconded the motion. The motion passed without opposition.

APPROVED