

Foxwood Hills Property Owners Association

Board Meeting Minutes

June 15, 2019

Attendees:

Brandy McCall, AAM

Board: Russ Dukeman, Beth Patterson, Louise Moisan, Kellye Rembert, Patrick Coates, Greg Lohman, Steve Moore

1. Russ Dukeman called the meeting to order.
 - a. All were asked to join in the Pledge of Allegiance.
 - b. Russ reminded members that this is a board meeting. We provide opportunity for community comment at the Advisory Meeting held two weeks prior to Board Meetings.
2. Review and approval May 18, 2019 minutes. Beth moved to approve, Patrick seconded. Motion carried.
3. Russ Dukeman addressed the Board of Directors regarding his resignation as President at the end of this meeting.
4. Review and approval of April Financials (Patrick Coates)
 - a. We do not have financials from SCS. They are still in the middle of a software upgrade. Our expenses are not bad, as of now. We spent just over \$73,000 in the month of April.
 - b. Russ – SCS has been underperforming. We do have a contract with them, but we are going to address this with them. They have breached the contract and there is an out-clause. There is a specific notice of default – this process needs to begin now. We will review the contract and determine the best path to follow. Would we consider reaching out to Good Management? Yes. Will need to ask for at least 3 bids. Greg made a motion to explore 3 bids from management companies as well as to begin process to dissolve relationship with SCS. Steve seconded. Motion carried.
5. Management Report (Brandy McCall)
 - a. Included in packet.
 - b. Greg – are we doing anything to maintain the Bermuda grass at the entrance? Allen has done some spraying for weeds. We may need to bring in someone else to “feed” the grass. Our new maintenance hire may be able to address some of these issues. He begins July 1. Perhaps the Beautification committee can help us out with some of the weeding at the front entrance. Greg will help us acquire some material for weeding.
6. New Business
 - a. Susan Mangubat, Realtor
 - i. Marketing materials – showed initial video. Still working on getting some interviews.
 - ii. Pricing of lots – goal is to get a base price. Between \$4,000 - \$8,000
 - iii. Developer privileges
 - iv. There is a realtor on site Friday, Saturday, Sunday
 - v. We have had 12 requests to surrender properties and Susan has this list. She will look at these properties to determine which ones we do want to take. We

are working with maintenance to make sure POA lots are maintained. We need to make sure she has bylaws/restrictions for all sections.

vi. "Agent on Duty" sign would be helpful.

b. Revisit 2015 policy re: children in Lounge – seating will be made available in the larger dining room to accommodate families. Exceptions to the policy will be considered by the Board.

i. Other issues have been addressed – guests bringing guests to pool and conduct at the pool. Issue with amenities form – wording is vague. This needs to be addressed for next year.

c. Summer hours – we will keep the current hours with flexibility on the closing hours depending upon patronage of the lounge.

d. Golf cart registrations – penalties? Golf carts must be registered with security. We will move forward to address those in violation. To be registered, one should show proof of insurance.

e. Leasing of restaurant – Someone is interested in leasing the restaurant. Very preliminary. They will need to provide a proposal.

f. Board Meetings – every other month? Agenda items must be submitted by the Advisory meeting. No additional items will be added following the publication of the agenda. These items will be open for discussion at the beginning of regular Board Meetings. Business of the Board will follow. Greg moved to have regular Board meetings every other month. Louise seconded. Six in favor, one (Patrick) against. Motion carried. Advisory meeting, two weeks prior to Board meeting, will set the first part of the agenda for the Board meeting. Only agenda items resulting from Advisory meeting will be considered during this time. Need to consider moving to a date past the due date for financials. Move Board meeting to fourth Saturday of the month. Approved minutes need to be published on-line ASAP.

g. Board Retreat – Take a Saturday in July or August to organize around members' skill sets. Take a more futuristic look at business.

7. Old Business

a. The need for a Parliamentarian – should we approach management company to see if they could provide information regarding this (to include in the bids). Greg Shephard will assist in the meantime.

b. Policy – purchase of lot with back dues (under development) – This is still under development. This will be an agenda item for Board retreat.

8. Election of Officers (Beth)

a. Kellye nominated Louise for President, Steve seconded. Motion carried. Greg nominated Patrick for Treasurer, Russ seconded. Louise will maintain AR and make monthly deposits. Patrick will handle other duties as he can from a distance. Motion carried.

Advisory (Louise) – Advisory Committee

June 1, 2019

Committee Updates:

Conversation about having flags on golf carts to identify what section member originates.

Response: Security has flags and registration forms; Forms are also available on the website and POA office.

Conversation about security enforcing underage drivers on golf carts without a licensed driver with them.

Response: FWH golf cart policy and registration stipulates that: *"all drivers must be a licensed driver. Any non-licensed operator must be accompanied by a licensed driver of at least 18 years of age. The licensed driver is responsible for the actions of the non-licensed operator."*

BOD will review policy with security and will send a notification to members via e-blast and social media to remind members of the golf cart registration policy and golf cart operation policy while on Foxwood Hills Roads.

Pool

Staff needs to ensure they check IDs and/or membership cards for each person entering the pool

POA is considering hand stamps so people who enter pool get a stamp after showing membership card

- a) Stamp will allow re-entry without showing ID
- b) Stamp is visible to others that person has been checked at gate
- c) Stamp will also ensure that person is a member in good standing

Lounge

Staff need to ensure they check IDs and/or membership cards for each person at each visit to the lounge prior to serving alcohol/food.

Front entrance door will be locked after office is closed; Primary entry will be pool entrance or Lounge entrance

Try to re-establish member sign book in for each person entering the lounge

ACC – Jay McClure, Committee Chair was absent, but Beth Patterson provided an update that Jay has caught up the backlog of ACC inspections.

Beautification – Debbie Cook, Committee Chair

1. Debbie requested a detailed outline of Roles & Responsibilities of the Beautification Committee.
Response: Beth will pull provide more definition of Roles & Responsibilities
2. Debbie submitted several properties that were in violation and she would like to know how the POA is going to address these violations moving forward.
Response: The understanding was a verbal warning was to be issued to those who were in violation

Beth will review with ACC and BOD Liaison to the status of the verbal warnings.

Beth will pull section of the FWH Restrictions that outline areas for the Beautification Committee
3. Oconee County has a Litter Officer for trash left out on properties. POA office will contact Litter Officer to investigate their role and what type of assistance they are able to provide FWH to enforce members who are in violation.

Budget Committee – Greg Sheppard, Committee Chair

1. Month end financials for April still have not been submitted by SCS.
2. Last fiscal year 2018-19; showed a variance of approximately \$106,000.00 but after last meeting with SCS, the updated year financials showed no variance till September where SCS indicated a Bad Debt Expense of \$148,000. This needs to be questioned.

3. Software update from SCS still is not completed and POA office continues to manually record any in office expenses and member payments.
4. Members are registering for the in-house payment plans; response is positive

Lounge Committee – Bob Meece, Committee Chair

1. Memorial Weekend was a great success, some minor hiccups with lack of staff
 - a. Pool attendance was: 196 people Saturday, 293 people on Sunday and 232 people on Monday
 - b. Café brought in over a \$1000 for Saturday and Sunday
 - c. We sold about 80-90% of pork special
 - d. The ¼ hotdog is too large, maybe offer a medium sized hotdog for those who cannot eat the full ¼ lbs. dog.
2. Receiving positive comments about restaurant menu items and food quality
3. POA still looking for employees to fill positions in kitchen, café, and lounge
4. Members commented that they would like to have the Foxwood wings rather than the Hunts Brother wings
 - a. Possibly have wing specials with price/wing
5. Telephones – Are we taking phone orders for food?

Marketing Committee – Wendy Argo, Committee Chair

1. Newbury demo is moving along great
2. Susan the realtor is still investigating possible builders to come to Foxwood
3. Realtor at POA office on Saturdays for potential property seekers

Neighborhood Watch Committee – Muffy Chase, Committee Chair

1. Need an update about the CPR class from POA office
2. Will investigate golf cart flags
3. Facebook NWH page is a great source for quick updates
4. Loose dogs wondering is a growing issue in the community

Roads Committee – Tom Hennessey, Committee Chair was absent
Nothing to report at this time.


Social Committee – Kim and Hugh Macaulay, Committee Chair

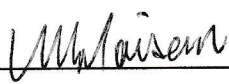
1. Bingo will continue throughout the summer months in the lounge
2. Trivia Thursdays starting downstairs
3. List of June events available – almost every night there is an event
4. June 22 is Prom Night, music, dancing and appetizers available – Stay tuned for more details
5. Some upcoming social events – Father's Day Bad tie day, Flag Day, Kids movie night, Karaoke
6. July activities list almost ready for release
- 9.

Steve moved to adjourn to executive session, Russ seconded. Motion carried.

Meeting adjourned 11:18 AM

Respectfully submitted by: _____


Kellye Rembert, POA Secretary

Approved by: 

Louise Moisan, POA President