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**Board of Directors Special Meeting
September 12, 2020**

Directors Present: Belinda Belvin, Patrick Coates, Greg Lohman, Kellye Rembert, Greg Sheperd
Management: Louise Moisan

1. Greg Sheperd, President, called the meeting to order
 - a. All were asked to join in the Pledge of Allegiance
 - b. Sheperd reminded everyone that this was a special meeting. Noted that comments specific to the agenda would be accepted due to the low number in attendance. New items should be brought up in Advisory.
 - c. Removal/Appointment of Officer (Secretary)
 - i. Greg Lohman made a motion to remove Kimberly Clark as Board Secretary, Patrick Coates seconded. Motion carried by unanimous vote.
 - ii. Coates nominated Kellye Rembert for Board Secretary; Belinda Belvin seconded. Motion carried by unanimous vote.
2. Patrick Coates, Treasurer, provided the following report:
 - a. July 2020 Financials
 - i. Updated financials were received late the afternoon before this meeting and were distributed to Board for review. Special note was given to the \$107,000 bad debt expense on page 2 of Statement of Revenues and Expenses 7/1/2020-7/31/2020 – this is due to lots turned over to FLC and the recognition of that revenue because CAMS uses accrual accounting instead of modified cash. Currently, we have \$648,333.12 in the bank. \$83,00 left on pool loan. \$100,000 in pool reserves account. \$236,000 in combined roads and cap ex accounts. Rembert moved to approve the financials, Belvin seconded. Motion carried by unanimous vote.
 - b. 2018-2019 Audit Submission
 - i. Two findings are the same as '17-'18 audit: (1) The same person writing checks was same person approving checks – that has since been corrected, but not in time for this audit; (2) Bank reconciliations – accounts are being reconciled, but a third party is not looking over them. Once we have GoodManagement on board, this will be corrected satisfying segregation of duties. Treasurer's position description will reflect process for review of financials. Communications committee will help draft this.
 - c. 2019-2020 Audit Update
 - i. Elliott Davis is working on the audit. Everything has been delivered for that audit, to date. Hopefully, this will be completed by the end of the calendar year.
3. The following was provided as a part of the Manager's Report given by Louise Moisan:
 - a. *Lounge/Restaurant*: A review of the kitchen hours (posted on-line), dining room operations, take out contact information (864-647-9075), and weekly specials.



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- b. *Office Updates:* Delinquent accounts have been submitted to Aspen for collection, and preparation for transition to GoodManagement.
- c. *Staffing Updates:* Social planning a party for end of pool season on September 26, annual Employee Appreciation Day is September 27 – volunteers to help are appreciated.
- d. *Kingston Comfort Station:* Covered under Old Business.
- e. *Committees:* Several committees in need of members, please contact the office.
- f. *Security:* Request for adherence to speed limits, especially in the RV sections; any vehicle parked on a roadway for more than 24 hours will be classified as abandoned unless the office is notified otherwise.
- g. *Maintenance:* The New Holland tractor is in for repair. So, focus is being put on primary roadways for grass cutting.
- h. A letter from member in good standing, Bob Kennedy, was read.
- 4. Member Comments:
 - a. Carolyn Ogle – issued a challenge to the Board: remember every time you vote that you serve a very diverse community. The Board serves all of the communities in Foxwood Hills. Never vote in retribution.
 - b. Janet Malone – Hatteras mailbox issue. Is there something happening to the mail causing the Board to move toward centralizing mailboxes? This is a matter in New Business and will be discussed at that time.
- 5. Old Business
 - a. Lot Swap Discussion (Panola Lot 163 for POA's Section F Lot 118)
 - i. Belvin led discussion regarding a member who requested a lot swap through the office and has received no update on his request. Our realtor was brought into the discussion. She came up with an estimate of the cost of this swap. She determined that, if allowed, the member would be responsible for an estimated \$1600. The lot is on a non-paved road and does not have utilities. Any contract would stipulate that those potential costs could be in addition to the \$1600 estimate. Attempts to reach out to this individual have been unsuccessful. If no response, this will be removed from Old Business.
 - b. Golf Cart Usage (Penalties for unregistered and underage use)
 - i. Postponed to October meeting – leave on Old Business
 - ii. If SC State Law dictates that a driver of a golf cart must be 16 years old, our policies must follow that.
 - c. Enforcement of SC golf cart laws on FWH roadways
 - i. Postponed to October meeting – leave on Old Business
 - d. Security Fines
 - i. Postponed to October meeting – Leave on Old Business
 - e. Bylaws Committee Update – Belinda Belvin
 - i. Continue to meet regularly and have regular communication. Have had one member resign. Belvin is looking at applications and will have a nomination for next meeting. They still have a quorum, so business can continue. Facebook group is working well. They have gotten to Article 10, but there they are



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reviewing a number of red-line items. Suggestions are being taken into account as they come in. They will need definitions for specific types of housing. Sheperd raised the question as to why this is relevant to the bylaws as opposed to the restrictions since restrictions are being handled by individual sections via grassroots efforts. Belvin will take back to the committee for further reflection. Have had requests from membership to listen to regular meetings. This would be logistically very difficult. The recording of the meeting could be made available, but this will be at the discretion of the committee and the Board.

- f. Budget Committee Members Appointment – Patrick Coates
 - i. Chair, Keith Cagle, has recommended Adam Hayes, Larry Hartley, Bill Gillespie and Gary Gasper. Coates moved to accept the four nominees. Lohman seconded. Motion carried by unanimous vote.
- g. School Bus Survey – Update
 - i. Beth Patterson, chair of communications committee, provided a summary of the results of the survey. There were 29 responses. Purpose was to see if a central location for pick-up/drop-off is supported. After much discussion, Coates moved that we allow the busses to continue to drive through the community to pick up and drop off the children. Lohman seconded with the following amendment: add that we will contact the school district to speak to drivers to slow down. Coates seconded the amendment. Signage will be put up in community to indicate slow driving. Amendment carried. Main motion, as amended, carried.
- h. Key Card Locks – Update
 - i. Key card locks scheduled for installation on September 14. Key cards are available for pick up during business hours. Only one keycard per household (due to limited number available).
- i. GoodManagement – Update
 - i. Moisan and Sheperd had a recent meeting with GoodManagement. October 1st still a good “go” date. Projects are being completed to ensure an accurate database and financial management.
- j. Chapter 11 – Update
 - i. Time period for responses to complaint has passed. A part of the community is being represented by counsel. An extension has been granted to counsel, title companies, etc. Two contracts have been signed but are contingent upon bankruptcy court decision to allow us to sell.
- 6. New Business
 - a. Centralizing Mailboxes in Hatteras
 - i. We had some information from a member regarding moving toward centralizing. This issue seems to be getting fixed. No further discussion. This will die and be removed from future agendas.
- 7. Adjourn 9:54 AM



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Respectfully submitted, _____

Kellye Rembert, Foxwood Hills POA Board of Directors Secretary

Approved by, _____

Greg Sheperd, Foxwood Hills POA Board President