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Board of Directors Meeting Minutes

March 19, 2022

1. Belinda Belvin called the meeting to order at 11:15 am. Present: Belinda Belvin, Kelly Clark, Patrick Coates, Sonya Hale, Dan Delano, Jay Graves
2. Election of Board of Director Officers
 - a. Belinda Belvin made a motion for Sonya Hale to act as president, Kelly Clark 2nd - motion carried.
 - b. Sonya Hale made a motion for Belinda Belvin to act as Vice President, Jay Graves 2nd – motion carried.
 - c. Belinda Belvin made a motion for Patrick Coates to act as Treasurer, Jay Graves 2nd – motion carried
 - d. Sonya Hale made a motion for Kelly Clark to act as Secretary, Belinda Belvin 2nd – motion carried
3. Assignment of Board Liaison to Committees
The following were assigned as Liaison to Committees:
 - a. Belinda Belvin as Vice President will be Liaison to Advisory Committee (as stated in Bylaws)
 - b. Belinda Belvin will be Liaison to Marketing and Communication Committee
 - c. Jay Graves will be Liaison to ACC Committee
 - d. Greg Loman will be Liaison to Road Committee
 - e. Kelly Clark will be Liaison to Social Committee
 - f. Kelly Clark will be Liaison for Neighborhood Watch
 - g. Dan Delano will be Liaison for Nominating Committee
 - h. Patrick Coates as Treasurer will be Liaison for Budget Committee (as stated in bylaws)
4. Meeting Dates Set Board Meetings every other Month for 2022 - 2023
 - a. May Board Meeting will be held May 21, 2022
Advisory Meeting May 7, 2022
 - b. July Board Meeting will be held July 23, 2022
Advisory Meeting July 9, 2022
 - c. September Board Meeting will be held September 24, 2022
Advisory Meeting will be held September 10, 2022



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- d. December Board Meeting will be held December 10, 2022
Advisory Meeting will be held December 3, 2022
- e. January Board Meeting will be held January 28, 2023 (no advisory meeting in January)
- f. Annual Meeting will be held on March 18, 2023

5. Treasurer's Report, Patrick Coates, Treasurer:

Approval of Financials for January 2022 were approved as read by Treasurer. Dan Delano made motion to Approve January 2022 Financials, Sonya Hale 2nd - Motion Carried

6. ABC Policy for 22/23 Year:

Patrick Coates, Treasurer reviewed ABC policy that was included with annual billing from Good Management. See attached ABC Policy as sent to membership (exhibit A)

7. Reserves: Operating, Roads, Legal, Allocation of Funds

- a. \$75,000.00 to legal
 - b. \$29,600.00 to road reserve
 - c. \$25,000.00 to operating account surplus rollover to 2022/2023
- Motion to approve by Patrick Coates, 2nd by Kelly Clark- Motion carried

8. New Business:

Belinda Belvin asked for discussion regarding ACC \$50.00 refundable permit fee.
After discussion, motion was made by Dan Delano, and 2nd by Patrick Coates to change \$50.00 Permit fee from refundable to nonrefundable fee. Motion carried with 5 Yes votes, 1 no vote

9. Belinda Belvin Adjourned meeting at 11:48.

Submitted by: Kelly Clark, Secretary

Approved by: _____

Exhibit A

Foxwood Hills Billing and Collections Policy and Calendar for 2022/2023

February

- Mail Annual Meeting Notice and Ballots the week of February 21, 2022

March

- Mail Annual Invoices the week of March 7, 2022 reflecting April 1 due date

April

- Begin April 20 to update liens to reflect the increase in the balance on all accounts that had a past-due balance and a lien filed prior to the beginning of the most recently ended fiscal year.
 - 1) payment plans of no more than 10 (ten) equal payments, occurring no less frequently than monthly, must be signed by member
 - 2) all payment plans must be paid in full by January 15, 2023

May

- Add Late Fee of \$45.00 to all delinquent accounts on May 1, 2022
- Start process to create and mail First Late Notice
 - 1) receive and process all payments received at Good Management and at FWH
 - 2) compile list of delinquents
 - 3) print late notices, suspension notices and process for mailing
 - 4) mail First Late Notice by tenth working day of May

June

- Begin June 1 to prepare Second Late Notice for current and past delinquency.
- Second Late Notice to include that "All unpaid balances at July 1 will be turned over for third-party collections."
 - 1) receive and process all payments received at Good Management and at FWH
 - 2) compile list of delinquent accounts
 - 3) add 12% interest to all past due accounts
 - 4) print late notices and process for mailing
 - 5) mail Second Late Notice by tenth working day of June

July

- Begin July 1 to prepare list of accounts to be sent to third-party collections.
 - 1) receive and process all payments received at Good Management and at FWH.
 - 2) compile list of delinquent accounts which will be confirmed at FWH.
 - 3) file liens against past-due accounts.
 - 4) send accounts to third-party collections agency by end of July.
Third-party agency may credit report to credit bureaus no less than forty-five (45) days from date of placement with agency.