



2022-23

# New Member Handbook

*Foxwood Hills Property Owners  
Association - A Great Place to Live*

## MESSAGE FROM THE BOARD OF DIRECTORS

Welcome to Foxwood Hills!

We would like to take a moment to officially welcome you to the neighborhood. You made a decision to move into a very special and unique community. We are proud of Foxwood Hills and know you will be too. As you settle in, you will note the quiet and peaceful nature as well as the sense of belonging to a small and caring group of neighbors. You will find that you can be as involved and active as you want to be.

As Directors, it is our mission to provide effective and fiscally responsible services in a manner that promotes a high standard of community life at Foxwood Hills. Moreover, we hope to promote an atmosphere of goodwill to the community's residents and guests.

The Directors encourage you to participate on POA committees and in our many social activities and events. Involvement will allow you to meet your neighbors and help create a close-knit community that will meet all your hopes and expectations.

There is a lot more information for you on our website, so please take a few moments to visit it and then to check it often as we are always updating and posting important community information and activities. Also, we are trying to move away from the use of paper and migrate to an email communication process, so please provide us with a working email address.

You should have received a "welcome letter" including a list of information to assist you with your transition to our community. If, for some reason, you did not receive, please go by the POA Office to get a copy of this.

We hope you will soon feel at home in your new surroundings and that you will find much to enjoy and appreciate here at Foxwood Hills.

## Table of Contents

About Foxwood Hills-----	3
Amenities and Benefits-----	4
What is a Property Owners Association?-----	5
What Does A POA Do?-----	5
POA Contact Information-----	6
Association Organization-----	6
Committees-----	8
Billing and Collection Policy-----	10
Pool Rules-----	11
Committee Interest Form-----	13
Amenity Access Form-----	14

## About Foxwood Hills

Foxwood Hills is a community of primary and vacation homes nestled along the shores of Lake Hartwell in the northwest corner of Oconee County, SC. This peaceful area of the Blue Ridge Mountains is otherwise known as the Golden Corner of the Upstate and for good reason. Members enjoy fishing, boating and hiking, as well as, many community amenities.

A short winding road leads to the Foxwood Hills Clubhouse, where the **Foxfire Grill and Bar** - produces a fun, relaxing atmosphere. You can enjoy a good meal in the dining room with a beautiful view of the surrounding hills or while watching your favorite sports team in the bar. At the Clubhouse you'll also find our administrative offices, fitness room and game room.

Foxwood Hills offers a wide variety of recreational opportunities and activities to help residents build a stronger and more enjoyable quality of life. A calendar of events and activities is posted on the Association's website [www.foxwoodhills.net](http://www.foxwoodhills.net).

Members receive on-going announcements and messages but you must provide the office with your email address and approval to receive Eblasts.

Beautiful state and county parks, rivers, waterfalls and lakes add a special spark to Foxwood Hills' life. Or you can drive 20 to 30 minutes to one of the county's quaint towns for shopping, antiquing, museum visits, entertainment or just window shopping. Our community is just minutes from Clemson University campus activities and only an hour from the Greenville-Spartanburg International Airport. You can enjoy a variety of festivals throughout the year, hosted by local organizations and our towns. Learn more about all Oconee County offers by visiting [www.scmountainlakes.com](http://www.scmountainlakes.com) or dropping into one of the three Chambers of Commerce in Westminster, Walhalla and Seneca.

## **Amenities & Benefits**

Among the many benefits of your ownership in Foxwood Hills is patrolling security.

The following list describes other amenities and benefits that are available to POA members and their guests:

### ***Located at the Clubhouse (upper level):***

- Manager's Office
- Administrative Office
- The Foxfire Bar and Grill
- Wi-Fi

### ***Located at the Clubhouse (lower level):***

- Pool Cafe
- Fitness Room
- Dressing Facility - Restrooms & Showers
- Game Room
- Book Exchange
- Community Room (available for reservations)
- Olympic-sized saltwater swimming pool with kiddie pool - open from late May through September

### ***Located behind Clubhouse:***

- Basketball court
- Tennis courts
- Playground
- Volleyball
- Pickleball

### ***Located at Main Entrance Behind Security Shack***

- Fit Trail - 10 Stations

## **What is a Property Owners Association?**

A Property Owners Association (POA) is an organization of property owners. A buyer becomes a "member" with the purchase of a lot or home within the development.

As a member in good standing, each owner has the right to speak at Association meetings and to vote on matters that concern the Association. This vote may be cast during the regularly scheduled annual meeting or at special meetings of the general membership.

The POA is an incorporated, non-profit organization operating under the laws of the state of South Carolina and recorded land agreements through which each lot owner in a described area may be a member. Each member is subject to assessments for maintenance of the common property and to support other necessary activities of the organization.

## **What Does the POA Do?**

The major responsibility of the POA is to protect the assets of the Association. As one part of its obligation of protecting the owners' investment, the POA is charged with the maintenance and operation of the common areas. The common areas of Foxwood Hills include the areas of Foxwood Hills which are for the common use and enjoyment of all owners, residents and their guests.

The Association has other responsibilities such as:

- Hiring and overseeing a professional general manager
- Obtaining insurance for the common areas and facilities
- Operating an effective communication system for all members
- Enforcing the covenants, conditions and restrictions
- Operating within budgets proposed by the Board of Directors and approved by the membership, for operations and maintenance
- Collecting funds, and
- Accounting and reporting to members

Your POA is governed by a group of legal documents which are available on the POA website ([www.foxwoodhills.net](http://www.foxwoodhills.net)). These documents contain more explicit, comprehensive information regarding your POA and its day-to-day operations. The information included in this welcome guide has been compiled for your convenience and should not be used as a governing document for your POA.

## **Contact Information**

### **Security**

864-247-1461

### **POA Office**

Office: 864-647-9510

Fax: 864-647-7669

800 Hickory Trail

Westminster, SC 29693

Email: [poa@foxwoodhills.net](mailto:poa@foxwoodhills.net)

Office hours are Monday to Friday 9am - 4pm.

Closed on Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Day and New Year's Day.

## **Association Organization**

### **Board of Directors**

The affairs of the POA are managed by a Board of seven Directors who have control over the affairs and business transactions of the POA, including the setting of fees and assessments.

Each Board Member is elected to serve a three-year (3) term. Board members may only serve for two (2) consecutive terms.

The POA's Annual Meeting is held on the third Saturday in March of each year.

President: *Sonya Hale*

Vice President: *Belinda Belvin*

Secretary: *Kelly Clark*

Treasurer: *Patrick Coates*

Board Member: *Greg Lohman*

Board Member: *Dan Delano*

Board Member: *Keith Cagle*

### **POA Employees**

- Office Staff: *Sherry Collins and Sherri Howard*
- Security: *Keith Dills, Chief; Brandon Brusdage, Jeffery White*
- Maintenance: *Andy Hill, Supervisor; Brandon Burdette*
- Pool: *Carol Fulton, Pool Manager; Bridgette Conley, Susie Wolfe*
- Housekeeping: *Tabby Childers*
- *A number of part-time staff are hired during the summer season.*

### **POA Realtor**

**Susan Mangubat**

- [susan@RedHotHomes.com](mailto:susan@RedHotHomes.com)
- Office: 864-650-4242
- Cell: 864-920-1422

## **Committees**

The following Committees advise and assist the Board in conducting the business of the POA. Interested members are invited to volunteer for committees where they have an interest and feel they can contribute to our community. Please complete the Committee Interest Form found on page 13 if you're interested in serving on a committee. Drop the form off at the POA Office

### **Standing Committees**

#### ***ACC Committee***

The purpose of this standing committee is to administer the Association's guidelines by overseeing changes and modifications to a property through an application and appeal process.

#### ***Advisory Committee***

This committee consists of at least one member of the Board who serves as the Chair and one member from each of the other POA committees. The function of the Advisory Committee is to make recommendations to the Board on matters of concern. Attendance of members is strongly encouraged, as this is the primary avenue for getting involved in preliminary planning of POA activities and addressing issues with the leadership team of the POA. The committee meets two weeks before scheduled board meetings and their recommendations become part of the agenda for the next Board meeting.

#### ***Budget Committee***

This committee is responsible for drafting an annual budget for consideration by the Board and for reviewing financial information on a periodic basis.

### **Ad Hoc Committees**

#### ***Beautification Committee***

This committee reviews residential and common areas in the community that need improvements, and if needed, prioritizes them for action by staff and/or Board of Directors; organizes "clean-up" days and other projects for the community.

#### ***Communications and Marketing Committee***

*The purpose of this Ad-hoc committee is to set the vision for and manage the overall strategic communications, public relations and sales strategy for Foxwood Hills, in coordination with the Association's General Manager and the Board of Directors.*

#### ***Neighborhood Watch Committee***

Get involved in this committee to establish and maintain a cooperative network of residents to protect themselves, their families, neighbors and community from crime and suspicious behavior.

### ***Nomination Committee***

This committee is convened no later than November of each year. Committee members are responsible for providing a slate of nominees for vacancies on the Board of Directors. The committee also investigates potential nominees to determine whether they are current as to all fees and assessments, and in compliance with all restrictive covenants.

### ***Roads Committee***

Our roads are a high priority for the POA. After inspecting the roads in Foxwood Hills, this committee is responsible for developing and presenting to the Board both long-term and short-range strategic plans for maintaining and improving our road system. Members with expertise in this area, or having a strong interest in our road system, are encouraged to serve on this committee.

### ***Social Committee***

Help plan social events for the POA! This committee works together with the POA office and the Board of Directors to plan events for all ages! The committee meets on an as needed basis.

## **Volunteer Recognition Program**

### **Introduction**

The POA has a long history of community engagement and volunteer services. The POA has several working committees of members who are devoting their service to make Foxwood Hills a great place to live. Members and volunteers are essential to our annual success and the POA recognizes the importance of giving back by implementing Foxwood Hills Volunteer Recognition Program.

### **Levels of Recognition**

There are four levels of recognition in the volunteer recognition program. Each level of recognition is based on the number of hours devoted to the POA. Levels are calculated annually (April 1 - March 30). For each level, names will be placed in a drawing for the following awards:

### **Participation Awards**

#### **Level 1: Spirit Award**

- *Members who volunteer and log at least 4-39 hours on the POA Volunteer Form will be entered in the annual Volunteer drawing.*
- *One winner of the drawing will receive special gift donated by an area business.*
- *Winner will receive special mention in newsletter/website.*

**Level 2: Bronze**

- *Members who volunteer and log at least 40-50 hours on the POA Volunteer Form will be entered in the annual Volunteer drawing.*
- *One winner of the drawing will receive a \$50 reduction in POA dues or \$50 restaurant card.*
- *Winner will receive special mention in newsletter/website.*

**Level 3: Silver**

- *Members who volunteer and log at least between 51-100 hours on the POA Volunteer Form will be entered in the annual Volunteer drawing.*
- *One winner of the drawing will receive a \$100 reduction in POA dues or \$100 restaurant card.*
- *Winner will receive special mention in newsletter/website.*

**Level 4: Gold**

- *Members who volunteer and log at least 101+ hours on the POA Volunteer Form will be entered in the annual Volunteer drawing.*
- *One winner of the drawing will have their POA dues paid.*
- *Winner will receive special mention in newsletter/website.*

Along with the three levels of participation, every volunteer will receive a \$10 restaurant card.

**Award Eligibility**

- Volunteers must be members in good standing.
- Volunteers must log their hours of service on the POA Volunteer Form.
- Hours submitted must be verified by Committee Chairs or GM.
- Board members are not eligible for the drawing.

**Frequency**

- The drawings will take place annually at the POA's Annual Meeting.

**Billing and Collections Policy**

When you purchased your property, you became bound to pay assessments levied by the POA in connection with the operation of the Association. Assessments are used exclusively for maintaining the common areas and promoting the safety and well-being of the property owners of Foxwood Hills.

In addition to annual expenditures, the POA must set aside reserve funds to take care of common element replacements and repairs over long periods of time.

POA obligations are no different from your personal obligations. They must be paid in a timely manner. Invoices are mailed with the Annual meeting package during the 3<sup>rd</sup> week in February. An interest fee will be added to all delinquent accounts as of June 1<sup>st</sup>. If payment has not been received by July 1, 2022, your account will be turned over to a collection agency and a 33.33% collection fee will be added.

Foxwood Hills accepts online payment by check, and credit cards (VISA/MC). Online payments incur a ***non-refundable \$2.95 convenience fee***. Credit card payments are subject to the ***\$2.95 fee per transaction*** plus an additional ***3.5% processing fee***. Returned payments are subject to a ***\$25 non-refundable fee*** from the online processor plus an additional ***handling fee of \$35*** due to the Association.

You can also sign up on the residential portal found on ***payment portal*** on our website.

## POOL RULES

Rules are posted at the pool for your convenience. The purpose of these rules and regulations is to provide a safe and pleasant environment for all the members of Foxwood Hills.

- The pool is open daily from **11:00 a.m. to 8:00 p.m.** except for special Association activities that will be posted in advance. Hours may vary due to DHEC guidelines, weather conditions, or any unforeseen pool chemical imbalance. Anyone in the pool area after hours will be considered trespassing.
- Everyone (Member, non-card holder member, guests and renter) **MUST** sign in at the Attendant's station and an Amenity Access Form **MUST** be filled out prior to the arrival of any guest or renter.
- The Association will maintain the Amenity Access Forms for verification.
  - Each **member** must provide a valid, current membership card and picture identification (ID).
  - Each **non-card holder** member must present the member's valid membership card and a picture ID.

- In the event a non-card holder member or renter of a member is to use the amenity without the member present, that non-card holder member or renter must be registered by the member with the Association office seven (7) business days prior to the use of the amenity.
- The Member is responsible to ensure their guests and renters abide by all amenity rules.
- Only six (6) people can be at the pool at one time with one membership account. If a member would like to bring more than six (6) people to the pool, pre-arrangement with the Association is required.
- A Member, who is not in Good Standing, may NOT utilize amenities as a guest of a Member who is in Good Standing - this will be considered trespassing.
- The pool is designated as a non-smoking area.
- Any person having an apparent skin disease, sore or inflamed eyes, cough, cold, nasal or ear discharge is prohibited from using the pool.
- No horseplay or causing undue disturbance in or about the pool or surrounding areas is permitted.
- Proper swim attire is always required. Please remove all loose metal objects, i.e., bobby pins, jewelry, etc.
- Glass is not allowed in the pool or deck area.
- While Non-alcoholic beverages, light snacks (chips, crackers, cookies & fruit) and sandwiches are allowable, no outside alcohol can be brought in.
- All inexperienced swimmers must always be accompanied by a capable swimmer.

## COMMITTEE INTEREST FORM

(Return to POA office)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Committees advise and assist the Manager and Board in conducting the business of the Association. Interested members are invited to volunteer for committees where they have an interest and can contribute to the community.

Please check all committees on which you would like to participate; ***add a second check if you are interested in chairing that committee.***

\_\_\_\_\_ **Architectural Control Committee (ACC)**

The purpose of this committee is to administer the Association's guidelines by overseeing changes and modifications to a property through and application and appeal process.

\_\_\_\_\_ **Beautification Committee**

Reviews residential and common areas in the community that need improvements, and if needed, prioritizes them for action by staff and/or Board of Directors; They, also, organize "clean-up day(s)" or other projects for the community.

\_\_\_\_\_ **Budget**

Responsible for drafting an annual budget for consideration by the Board for reviewing financial information on a periodic basis.

\_\_\_\_\_ **Communications and Marketing**

*The purpose of this Ad-hoc committee is to set the vision for and manage the overall strategic communications, public relations and sales strategy for Foxwood Hills, in coordination with the Association's General Manager and the Board of Directors.*

\_\_\_\_\_ **Neighborhood Watch**

Neighbors helping neighbors create a more alert and reporting community to assist our Security team with notifications of crime and/or suspicious behavior.

\_\_\_\_\_ **Nomination**

Provide a slate of nominees to the Board of Directors for annual elections. Investigate any potential nominee to determine they are current as to all fees, dues, and assessments and in compliance with all restrictive covenants. They ensure a secured process for ballot tally each election.

\_\_\_\_\_ **Roads**

Roads are a high priority for the POA. After inspecting the roads, this Committee is responsible for developing and presenting to the Board both long-term and short-range strategic plans for maintaining and improving our roads. Members with expertise in this area, or having a strong interest in our road system, are encouraged to serve on this committee.

\_\_\_\_\_ **Social**

Plan and execute social events to keep the community engaged and active for all age groups.

## AMENITY ACCESS FORM

(Return to POA Office)

Section/Lot# \_\_\_\_\_ Account(s)# \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
1st Name (as on Deed) \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone # \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
2nd Name (as on Deed) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

ANYONE ON THIS LIST UNDER 16 YEARS OF AGE NEED TO BE ACCOMPANIED BY AN  
ADULT WHO IS ALSO ON THIS LIST

2nd Name \_\_\_\_\_  
3rd Name \_\_\_\_\_  
4th Name \_\_\_\_\_  
5th Name \_\_\_\_\_  
6th Name \_\_\_\_\_

For Renters:

Rental Start Date:

Rental End Date:

ONLY SIX (6) PEOPLE CAN BE AT THE POOL AT ONE TIME WITH ONE MEMBERSHIP  
ACCOUNT

INFORMATION FOR FOXWOOD HILLS MEMBERS: Members must have this form completed and on file with the POA office. Members must show their membership card and photo identification on each visit. A Member, who is not in Good Standing, may NOT visit the Pool as a guest of a member who is in Good Standing.

INFORMATION FOR RENTERS: The Member renting their home is responsible for filling out this form and informing their Renters of this Amenity Access Form. Provide the names of each guest in the rental party. Renters must have this form completed and on file with the POA office. All Renters visiting the Pool must show photo identification and have a current Member Card at each visit and be listed on this form.

I have read the Amenity Rules and Pool Access Information. The rules will be strictly enforced.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Foxwood Hills POA Representative

Date: \_\_\_\_\_



#### **Disclaimer and Referral to Documents**

The New Member Handbook is designed to familiarize members briefly with the POA and its policies and procedures. A more comprehensive reference to any item concerning the POA can be found in the Articles of Incorporation, Bylaws and Restrictions that should have been issued to all owners at the time that they took title to their property. In case of any conflict between this handbook and the documents described above the above-mentioned documents take precedence.