



800 Hickory Trail, Westminster, SC 29693

Fax 864-647-7669

Website: www.foxwoodhills.net

Phone 864-647-9510

Email: poaoffice@foxwoodhills.net

**Board of Directors Meeting Minutes
September 24, 2022**

1. Meeting called to order at 9am by Sonya Hale, President
Present were Sonya Hale, Kelly Clark, Patrick Coates, Dan Delano, Belinda Belvin, Greg Lohman, Keith Cagle
 - a. Pledge of Allegiance
 - b. Reminder – Meeting Code of Conduct
2. Confirmation of Approved Minutes- (Kelly Clark, Secretary)
 - a. Board Meeting Minutes for July - Approved on August 13, 2022 by email
 - b. Special Board Meeting Minutes for August - Approved on August 18, 2022 by email
3. Treasurer's Report (Patrick Coates, Treasurer)
 - a. Approval of Financials (June, July and August 2022)
Motion made by Greg Lohman to accept financials as written for June, July and August 2022 and 2nd by Sonya Hale. Motion carried unanimously
 - b. Discussion of Audit 2021/2022
Patrick Coates discussed switching auditors from Elliot Davis to PKS & Company. Good Management supports change based on better pricing and good working relationship with PKS & Company
Motion made by Greg Lohman to change audit company from Elliot Davis to PKS & Company and 2nd by Dan Delano. Motion carried unanimously
4. Managers' Report (Keith Litcofsky, GM) See attached Managers report
5. Committee & Restaurant Reports
 - a. Beautification, Communications & Marketing (Beth Patterson) See attached Committee Report.
 - b. Neighborhood Watch (Kelly Clark, Board Liaison)
Still looking for NHW chairperson, need volunteers, NHW signs that need to be replaced let POA Manager know.
 - c. Roads (Russ Dukeman)
Russ has been working with paving Contractor. Contractors is having some employee and equipment issues; they are 2 -3 weeks behind. Committee is going around FWH identify paving issues.
Large construction equipment on our roads, report it to POA.
 - d. Social (Denise Savidge) See attached Committee Report.

e. Restaurant (Eric Oakley)

Restaurant will have German inspired foods for month of October. Bar T shirts will go on sale soon and pricing will be announced shortly. Foxfire Friday's drink specials begin this Friday!
Live music in lounge October 8th 2022 and hope to have more live music going forward. Halloween party in lounge and details will be announced by Eblast.

6. Legal Update (Sonya Hale)

- a. Adversary- The adversary procedure is closed as far as the Dodd Group is concerned. There is one remaining defendant, Chris Pierce and his hearing has been set to start February 23rd.
- b. TESI- (From Attorney) Because of the settlement agreement in principle, we do not think there is anything further that needs to be done with the Public Service Commission case. I spoke to CSWRSC's (TESI's proposed buyer) attorney today, and he told me that he thinks the September 21 hearing will get postponed so his client can continue negotiating with the Office of Regulatory Staff ("ORS"). In addition, he agreed that CSWRSC and the POA have a deal, and we discussed getting the settlement agreement between CSWRSC and the POA signed next week. Further, it was confirmed that the September 21st hearing was postponed.
- c. Busbee/Lazado Vasquez (from Attorney) As of today, we are still proceeding forward with the defense against the Busbee's complaint. At the last motion hearing, Judge McIntosh ruled that the bus issue was moot and that the Busbees are not members of the POA and cannot being derivative actions against the POA. The judge did not dismiss the whole action at that hearing due to fact(s) still being in dispute (Permission and Derivate Action.) Attorney is planning on filing a motion for summary judgment once it has been determined that violations have been taken care of. In today's mail, attorney received notice of a motion hearing schedule by the Busbees to compel Mr. Vazquez to reply to the discovery requests. That is scheduled for October 13. Attorney hopes to piggyback off of that hearing in order to get the POA dismissed from the case.

7. Unfinished Business (Sonya Hale)

- a. Bylaws – Bylaw vote will take place during annual meeting with Board Elections. We are still planning on having another Town Hall Meeting to address concerns about bylaws prior to Annual meeting.

8. New Business

- a. Code of Conduct Policy- (Sonya Hale) (See Attached Policy) updated Item 5 to read: Harassed FHPOA personnel or Members, including stalking, unwelcomed and inappropriate sexual overtones or defamatory or abusive language (whether in person or via other communication media) or threatening behavior. The FHPOA is in an employer/employee relationship, and harassment can create a hostile workplace while exposing the association to potential legal liability.
Item 6 was added to Member Code of Conduct to read: Consumed alcohol in an irresponsible manner. Intoxication is strictly prohibited. Persons deemed to be intoxicated will be required to leave the Common Area Property. Management and Board of Directors reserve sole discretion in determining whether or not a user is intoxicated.
Sonya Hale made motion to approve and finalize Code of Conduct and 2nd by Dan Delano. Motion carried unanimously
- b. Social Media Policy – (Sonya Hale) A motion was made by Sonya Hale to approve new Social Media Policy (see attached Policy) and 2nd by Dan Delano. After much discussion, motion carried by 5 approved 2 against vote.

- c. Adding Interest on Accounts including Payment Plans- (Patrick Coates) Currently members pay 1 percent interest per month on outstanding balance due except on payment plans. Patrick Coates informed Board and Members starting next year all payment plans will also pay 1 percent interest per month on all outstanding balances due.
- d. Mailboxes- (Patrick Coates) Patrick Coates discussed adding 2 new Cluster Mail Pods to Kinston. Greg Lohman made motion to add 2 new Cluster Mail pods to Kinston and to follow Postal Guidelines as to installing and passing out keys. Dan Delano 2nd motion. Motion passed unanimously. Dan Delano requested and Board of Directors agreed adding in minutes POA will never charge a fee or lock members out of Cluster Mail Pods and will follow all federal law regarding Cluster Mail Pods. Board of Directors directed POA Manager to explore requirements from Post Office to add Cluster Boxes to Hatteras 1.
- e. Reserve Study- (Patrick Coates) Patrick Coates discussed and made a motion to update Reserve study from 2015 at a cost of \$3,750.00. Keith Cagle 2nd and motion passed unanimously.
- f. Football – (Sonya Hale) As discussed in Manager Report, Sonya Hale wants Members to know Foxfire Lounge is open on Saturday for College Football. If Lounge is successful POA will consider opening on Sunday for NFL football.

Members Open Forum

Membership, during discussion with Social Media Policy would like a forum to ask board question and get official board answer on a Website or FB page. Members want to know which FB pages are officially maintained by POA. Beth Patterson, Chairperson of Communications will look into this and see what we can do.

A member is having concerns about speeders in Kinston and would like speedbumps added. We would get cost, information and requirements and would get back to members.

Same member had concerns and made a statement about cost of Amenities. Same member had questions on financials and wanted more of a breakdown on specific costs to include Petty Cash expenses. Financials are posted on Website and if a member needs more information on breakdown of expenses to contact Keith of herself.

Another member stated that as a homeowner and a new employee she is trying to cut cost and help out where she can with ideas. Greg Lohman addressed both comments saying lounge is getting better every year and there will always be a cost to members for amenities.

A member had a statement about Pickleball/Tennis / basketball court. The courts are getting busier with more Members using courts all hours of the day. Unfortunately, courts are in need of major repair at this time.

Member wanted to thank the Board of Directors for starting the process to obtain Bids to repair/replace Courts and looks forward to seeing things progress.

Board meeting adjourned at 11:38 and Board of Directors met in Executive Session.

Minutes approved by email on October 10, 2022 and submitted by Kelly Clark, Secretary



800 Hickory Trail, Westminster, SC 29693

Phone 864-647-9510

Fax 864-647-7669

Email: poa@foxwoodhills.net

Website: www.foxwoodhills.net

Managers' Report September 24, 2022

Lounge/Restaurant

- New dishwasher was installed.
- Look for fall menu to be out soon.
- Karaoke and bingo are still going strong.
- Fox Fire Bar and grill will be open 11:30 am on Saturdays for college football.
- Hours of operation are Thursday 5 pm to 9 pm. Friday 5 pm to 10 pm.
- Saturday 11:30 am to 10 pm. During football season. Kitchen closes one hour before closing.

Maintenance Updates

- John deer hydraulics system has broken on mower deck. Looking for the parts and getting quotes for repair.
- New Holland tractor braking system is still broken. It is on the schedule to be picked up & repaired 8-10 weeks from now.
- Clutch went out on one of the zero turn mowers. Waiting on parts to come in.
- Pool was drained and work has begun. Should be able to fill it back up early next week.
- Had several companies come look at our courts for repair. We have not received any quotes at this time.
- Getting quotes on entry system for gym so members can use it after hours.
- 7 knocked down trees were cut and removed.
- Fitness trail is open

Office Updates

- 40 new liens have been mailed and filed to members that are not in good standing.
- Processed 16 new members since last meeting in July.
- 5 new violation notices have been sent out for properties that are not being in code with the bylaws. If violation is not rectified after 30 days, Member can be charged \$33 a day until rectified.
- The ACC usually goes through the community on Monday. The pickup truck does have Foxwood Hills magnets
- Reminder: POA office will no longer take payments. Please make payments online or mail your check or money order to: Foxwood Hills POA care of Good Management. PO box 12967 New Port News, VA. 23612
- Make sure you include your account number on the payment if you mail it in.
- Pool attendance for this year was 11,942

Security

- Finally received the black KIA with new engine after 3 months.
- 8 stop signs have been stolen in the past month.
- We had 8 incidents reported in July.
- July traffic report- 29 failed stop sign or speeding violations.
- We had 4 incidents reported in August.
- August traffic report- 22 failed stop sign or speeding violations.
- IF YOU SEE IT, REPORT IT!

Beautification, Communication & Marketing Committee
Report to Report of Directors
September 24, 2022

Beautification Efforts

1. Status report included in booklet

Marketing Efforts

1. Welcome Book (Maria)

- a) Maria has recommended pocket folders
 - i. 500 would cost \$1,836
 - ii. 1,000 would cost \$2,018 (this is much more cost-effective)
 - iii. Folders would be customized to include map of FWH, Message from the Board, Member testimonials, and List of Amenities.
 - iv. Information in pocket folders would be tailored based on purpose; large employers, new members, realtors, etc.

2. Code Enforcement (Kathy)

- a) No new reports submitted
- b) Follow up on the properties now needed

3. Mtn. Bay Park (Marsha)

Pavilion – We lease the land which includes the ramp. Pavilion will be inspected in January or February, if we don't renew lease the property gates or concrete barricades will be installed at both entrances. The county would remove from the lease and close it. If closed, dock would have to be removed and relocated elsewhere. POA is responsible for restoring the pavilion to the condition it was when we first leased it. The county will provide a final inspection report to Army Corps, who they have a lease with.

- a) Marsha and Keith met with and reviewed bids from Dolly's Roofing, J&A Consulting Services, & Ramey Home Builders
 1. Dolly's Roofing: \$42,400 for roof replacement and renovation of bathrooms
 2. J&A Consulting Services: \$39,000 for roof replacement & bathroom upgrades
 3. Ramey Home Builders: \$26,2800 for roof replacement and renovation of bathrooms
- b) Safety issues were assessed – Beth and Marsha met with Philip Shirley of Oconee County to discuss issues that the inspector will be looking for.
- c) It was noted that the area between the bathrooms was for a small kitchen/storage area to be completed in the future.
- d) Light post has been installed at the park.

4. Car Show

- i. Car show is postponed until Spring

5. Community Signs

- i. Sign for Fit-Trail - ordered and placed upfront
- ii. Section signs - Committee decided to not to take this on this year
- iii. Consistency of signs (Hatteras, Newbury & Kinston), should be pursued – consistent signage would give more of a feel of a community. Discussions needed, this will be addressed next FY.
- iv. Russ ordered and placed a larger sign for the entrance indicating NO TRUCKS, cost was \$40
- v. The sign at the end of Loblolly only has on one side. Another sign will be ordered and posted.
- vi. Two more Foxfire Bar and Grill signs needed.

6. Fit-Trail

- a) Grand Opening -a ribbon-cutting event will be scheduled. At the same time a “fitness-person” would go through each fitness station with interested members.

7. Other

- Access to gym after pool closes
 - i. Members should contact Security to gain entrance after 5:00
 - ii. Key entry needs repair
- Fitness Room
 - i. Russ inspected equipment – one piece needs to be removed
Balls, stretch bands, mats, free weights, etc. could be purchased
 - ii. Need to check on TV
- Pool table
 - I. Side of pool table has fallen off
 - II. Sherry has been in contact with Leasee to have removed but they indicate they can't due to staff shortage
 - III. FWH has leased table and games since 2009
 - IV. FWH keeps 50% of money and 50% to leasee
 - V. At last committee meeting there was discussion re: why the POA is charging members to play pool
- Foyer
 - A coffee pot should be placed in the foyer for visitors/members
 - Make it more inviting

**Beautification Efforts
STATUS REPORT**

In terms of marketing efforts, the committee recommends that the main entrance, Hickory Trail and the area around the clubhouse should be as clean and pristine as possible. Those areas needing attention include:

AREA – FRONT ENTRANCE	PROGRESS	COMMENTS
Fence needs to be painted at the front entrance	Scheduled for Sept 9 but it rained; Good group of volunteers showed up; Will be rescheduled	We have the paint
Security Shack and message boards need to be painted	Plan to paint with help from volunteers	
Weeds need to be pulled on a continuous basis	Pulled weeds on 07/29 Russ is spraying weeds	More needed
Bushes and crepe myrtles need to be trimmed Edging needed around 6 areas of plants	Crepe myrtles trimmed on 07/29	
Mulch needed for the median		Discussed w/Keith on 08/05 (\$120); 600 feet needed
AREA - CLUBHOUSE	PROGRESS	COMMENTS
Pine straw is needed around the side trees at the clubhouse (purchase one bale of pine straw for every 100 sq. feet of area to apply the pine straw in a 3" layer)		Discussed with Keith on 08/05
Front door of the clubhouse needs painting Fence needs to be painted	Completed Plan to paint with help from volunteers	Plants replaced at front door We have the paint
Weed eating should occur around new community signs	Weed eating completed on 3 of the signs 07/28	Sign on corner of Blackjack and Little Choestea; railroad ties need to be replaced – drought resistant plants should be planted or remove

			ties; Maintenance is now weed eating around signs
		PROGRESS	COMMENTS
AREA - PAVILLION			
Area around pavilion needs work; e.g.; down trees need to be removed; leaves need to be blown			
Pavillion needs to be painted			
Pavement needs to be power washed			

Copies provided to:

Board of Directors
Keith Litcofsky

Documents: Beautification Efforts.Grid

Social Committee Notes for Board Meeting 9/24

Meeting August 13:

- Members present discussed the upcoming luau and decorating plans for Labor Day Weekend. Members agreed to meet and decorate the downstairs area and foyer on Saturday, August 27.
- Discussion of Halloween resulted in members agreeing that neighborhood Trunk or Treat did not go over well and that participating in the Westminster event (Boo on Main?) was a better opportunity for community outreach. Candy donations will be solicited. For Halloween 2023, the committee will look into organizing a hayride for children with previously identified stops for candy.
- Book Club will not be moving forward with the coordinator who suggested forming it since she will not be moving to FWH full-time as thought. If someone has interest in coordinating the event, they can let the Social Committee know. With its demise, Bingo can continue being held every other week rather than twice a month.
- Members present discussed the possibility of Thanksgiving potluck meal returning.
- Members agreed to provide Bingo with \$50 toward purchases but then to request donations from the residents at large for new or gently used prize donations. There will also be a donation bucket for cash. Sonya Hale suggested guarding against any "pay for play" appearances and suggested putting the donation bucket on the piano vs. near the Bingo caller.

Follow-up:

- Labor Day weekend resulted in an almost complete washout when more than 12 inches of rain fell on all three days. The events for Saturday were postponed until Monday. Monday resulted in about two hours of sunshine at which time about 6 children were able to swim, participate in games, and break the piñata. There is ice cream remaining in the freezer of the cabana that needs to be put to use. Suggestions are solicited and appreciated at this time. There were \$26 in funds deposited to the Social Committee account in cupcake sales. Souvenir cup sales have not been determined, but are approximately \$10 given the sales reported during the event by Chelsea.
- Communication about the postponement occurred via Facebook Fan, POA eBlast, and What the Fox pages. Some residents still complained they were not aware and expected events to be ongoing when rained paused throughout the day on Saturday. The committee is unsure how to better communicate changes of plans.
- Many bingo donations were generously donated during the prize "drive." Alicia is well stocked and was given space in the Social Committee's closet so she didn't have to keep hauling items back and forth to her home.
- Keith Litcofsky kindly asked Sherry C. to compile receipts and ledger notes for all Social Committee expenditures since April. The Committee Chair recognizes the effort and is appreciative of this information to better discuss with social committee members the financial needs for the 2023 fiscal year.

Upcoming:

- At the meeting scheduled Oct. 15, members will discuss the Halloween Trunk or Treat event, whether to proceed with the Thanksgiving potluck, and plans for a Christmas Party on December 10. Members will discuss whether to go with a Hawaiian Christmas theme to utilize the unused items purchased for Labor Day. Southern Traditions has already been booked for this event and the money put aside.

Member Code of Conduct

Foxwood Hills Property Owners Association, Inc. ("FHPOA") Foxwood Hills subdivision is known as a neighborhood of folks with high integrity, great values, and a heart for service. Rarely do we experience inappropriate behaviors on the part of our Members. However, when that situation occurs, the FHPOA Board of Directors must act to protect the interests of the entire community. It is important that all Members are aware of the actions that are prohibited and the potential consequences. Disciplinary action can range from a reprimand to an extended suspension of privileges. Your Board takes this responsibility seriously and will enforce this policy on your behalf.

Stated below are the behaviors for which the Board may take formal disciplinary action against a Member if it is determined that the Member or their household or their guests:

1. Make verbal or physical threats to others.
2. Willfully or through reckless conduct endangered the health or safety of others.
3. Repeatedly failed to abide by the rules and regulations as set forth for the use of FHPOA properties and amenities.
4. Treated FHPOA personnel in an unacceptable or abusive manner.
5. Harassed FHPOA personnel or Members, including stalking, unwelcomed and inappropriate sexual overtones, or defamatory or abusive language (whether in person or via other communication media) or threatening behavior. The FHPOA is in an employer/employee relationship, and harassment can create a hostile workplace while exposing the association to potential legal liability.
6. Consumed alcohol in an irresponsible manner. Intoxication is strictly prohibited. Persons deemed to be intoxicated will be required to leave the Common Area Property. Management and the Board reserve sole discretion in determining whether or not a User is intoxicated.
7. Permitted use of FHPOA amenities by an unauthorized person.
8. Permitted use of their membership account by an unauthorized person.
9. Permitted or facilitated the entry of any unauthorized person into the community.
10. Violated any local, State or Federal laws while on FHPOA property, including the use or sale of illegal drugs while at FHPOA amenities.
11. Willfully or through reckless conduct caused damage to FHPOA property, facilities or amenities.

An "Unauthorized Person" is defined as someone who is not a member, or an immediate family member of a member, or a house guest of a member. .

Resident agrees to indemnify, defend, and hold the Association and/or its respective Agents harmless from any and all claims, actions, cause of actions, or liabilities of whatsoever kind arising out of, related to the distribution and/or consumption of alcohol.

If it has been reported that a Member, a member of the Member's household or a house guest of a Member may have, or in fact did, violate any of the above restrictive actions then the following will apply:

1. The Board of Directors will review all instances that require formal disciplinary action, up to and including suspension of privileges as detailed in the Bylaws.
2. While the Board of Directors considers the complaint, the Member will enjoy all membership privileges to which they are entitled prior to the complaint.
3. A Member shall be notified by certified mail of a suspension, setting forth the reasons therefore and giving the Member an opportunity to either request a hearing before the Board or to file a written appeal not less than thirty (30) days after notification of such suspension.

A suspended Member shall continue to be liable for such Member's obligations to FHPOA, including such Member's obligation to pay assessments and other charges on a timely basis.

1. Suspension of Member privileges includes, but is not limited to: amenity use privilege and association participation privilege, and those of the Member's household, any tenant household with respect to FHPOA Lots owned by the Member, as well as all privileges of membership of such Member's renters and/or guests, if any.

Policy

Introduction

This policy governs the publication of and commentary via social media by members of the FWH Staff and Board of Directors when they are speaking as FWH Employees or Board members. For the purposes of this policy, social media means any tool for online publication and commentary, including, but not limited to blogs, wikis, Facebook, LinkedIn, Twitter, Flickr, and YouTube.

Staff and Board member posts on social media can help FWH expand its reach and increase its impact by: helping to raise awareness about the mission and work of the Board and the association, building a sense of community among members and potential members, providing a virtual means to engage members and potential members, and more.

Social media is an effective communication tool but sometimes it can be challenging for our Staff and Board members to reconcile their public and private social media activities in terms of their role as a FWH Staff and Board member. Social media is designed for self-expression and encourages conversations. This policy provides a framework for Staff and Board members to engage in these activities effectively and ethically.

Following the Policy

It is best to err on the side of caution. If a Staff or Board member is unsure whether or not something is appropriate to post on social media, he or she should contact the General Manager or President before making the post live. If a Staff or Board member, for whatever reason, takes an action that is in conflict with this policy, he or she will be contacted by the General Manager or President to resolve the situation and may be asked to withdraw, correct, or revise postings.

Guidelines

Logistics

- In order to help distinguish when you're speaking as an individual and when you're speaking as Staff or a Board member, you may want to consider setting up two accounts for each of the social media tools on which you post. One account would be used for your role as a Staff or Board member the other account would be used for your personal postings.
- Use your real name, be clear who you are, and identify what capacity on staff you serve or what capacity on the Board and do not post anonymously, using pseudonyms or false screen names.
- Use tags when posting organizational content (e.g., #FWH or @FWH) to help ensure your message reaches its targeted audience.
- Know and respect your audience, including FWH and its members
- Be smart and protect your privacy by taking simple steps such as avoiding posting personal details, like phone numbers; reading web sites' privacy policies, making use of privacy settings on social media sites, etc.
- Avoid social media arguments and debates and alert the General Manager and the President if you see a misrepresentation made about FWH in social media. If you yourself are accused by anyone of posting something improperly, inform the General Manager or President of the situation promptly in order to determine best next steps and to quickly resolve the situation.

Content

- Regardless of what account you use for posting as Staff or a Board member, be sure to limit your FWH-related posts to sharing information about the work of the FWH, news and announcements from the Staff or Board, etc. Personal opinions about individual Staff or Board members, specific Management or Board decisions, etc. are not appropriate. Once Management and the Board has taken action on a particular issue, they speak with one voice--even if a particular Staff member or Board member's issue was a dissenting opinion.
- Differences among Board members must be respected and encouraged, but once a vote is taken those who dissented must accept the decision and support its implementation.
- Before posting, ask yourself if the post will improve knowledge or skills of FWH members, if it contributes directly or indirectly to the improvement of FWH, if it builds a sense of community or it helps to promote FWH's mission.
- Write about what you know (if needed, verify any Board or FWH related facts, dates, etc. from the General Manager or President).
- What you publish will be around for a long time so consider the content carefully. Strive to make sure it is accurate and professional.
- Always ask for permission from the General Manager or President before identifying a member and never discuss confidential details of any individual's or organization's engagement in FWH.
- Use your best judgment and be sure to make it clear that any views expressed are yours alone and do not represent the official views of FWH.