**Board of Directors**

**December 10, 2022**

**Board Meeting Minutes**

Present: Sonya Hale, President; Belinda Belvin, Vice-President; Patrick Coates, Treasurer; Dan Delano; Keith Cagle and Greg Lohman.

Not Present: Kelly Clark, Secretary

President Hale called the meeting to order at 9:00 am and invited members to join in the Pledge of Allegiance. Members were reminded about the Meeting Code of Conduct.

President Hale then appointed Beth Patterson to keep meeting minutes.

President Hale invited Eddie Rembert to make remarks to the Board. Mr. Rembert and a group of volunteers have been remodeling the Security Building. A budget of $8,500 was previously approved by the Board. Mr. Rembert indicated he was going to be approximately $1,000 short due to increase in cost of wood. A request of $1,000 was requested. Dan Delano made a motion to approve the request and Keith Cagle seconded the motion. Motion carried.

President Hale confirmed minutes of the September board meeting had been approved and were available on the website

Treasurer, Patrick Coates provided an overview of September and October financials. Belinda Belvin made a motion to approve the financials; Keith Cagle seconded the motion. Motion carried. During discussion, it was reported that the collection rate was at 65.4%.

Mr. Coates reported that the audit 2021/2022 should be completed by January 15th.

Keith Litcofsky, General Manager provided his Management Report:

***Lounge/Restaurant***

* Karaoke and bingo are still going strong.
* FoxFire Bar and Grill opened 11:30 am on Saturdays for college football for the first 4 weeks of September. Unfortunately, the support was not there. So, we went to back regular hour
* Hours of operation are Thursday 5 pm to 9 pm. Friday & Saturday 5 pm to 10 pm.
* Kitchen closes one hour before closing.

***Maintenance Updates***

* + Guard building construction has started. The volunteers are doing a terrific job so far.
  + New Holland tractor was picked up and will be repaired soon.
  + Leaf blowing continues to be done.
  + Pool was repaired and refilled. Will be ready for the pool season.
  + Had several companies come look at our courts for repair and ideas. We received some quotes at this time. Hoping to get a few more.
  + Still waiting on quotes on entry system for gym so members can use it after hours.
  + 5 knocked down trees were cut and removed.
  + Pavilion work is almost complete.
  + Roads are still being worked on.

***Updates***

* Ellen has been hired for full-time in the office.
* Office continues to file new liens. They have been mailed and filed to members who are not in good standing.
* Processed 16 new members since last meeting in September.
* Over 60 new notices have been sent out for properties that are in violation with restrictions/bylaws. If the 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 has Foxwood Hills magnets so it can be easily identified.
* Reminder: POA office will no longer take payments. Please make payments online or mail your check or money order to Good Management.
* Make sure you include your account number on the payment if you mail it in.

***Security***

* Black KIA is waiting on one part for another new engine.
* We had 8 incidents reported in September.
* September traffic report- 16 failed to stop at stop sign or speeding violations.
* We had 1 incident reported in October.
* October traffic report- 21 failed stop sign or speeding violations.
* We had 5 incidents reported in November.
* November traffic report- 20 failed to stop at stop sign or speeding violations.
* Had several calls in November about stray dogs and illegal burning.
* IF YOU SEE IT, REPORT IT!

**Committee Reports**

Beautification, Communications & Marketing (Beth Patterson)

**BEAUTIFICATION**

* Letters sent to 9 members notifying them the POA is preparing to file the appropriate motions with the Magistrate Court to declare their mobile home as a derelict mobile home.
  + 2 owners have sold the property and new owners are fixing up
  + 1 owner will know next week if they have a buyer, if not; they want to return property to FH
  + An individual is cleaning up one of the properties in exchange for the property
  + We are petitioning the court for removal and destruction of derelict mobile home on 5 properties
* Status of other beautification efforts included in agenda booklet: Efforts include:
  + Front Entrance
    - Fence to be stained
    - Bushes and crepe myrtles will be trimmed in Feb.
    - Edging around main trees to be completed in Spring.
    - Mulch to be placed on the median by Spring.
  + Clubhouse
    - Pine straw to be placed around trees on side of clubhouse by Spring.
    - Fence will be stained by spring.
  + Pavilion
    - Pavilion to be power washed – Paul will begin the week of Dec. 12.
    - Pavilion to be stained by spring.
    - Area around pavilion – down trees to be removed and leaves need to be blown
    - Planting of azaelas will be completed in the spring.
    - Signs for the area to be ordered.

**COMMUNICATION**

* Eblasts: 821 total contacts - during the past 12 months, 109 new contacts
* Foxwood Hills Fan Page: 588 contacts
* Website:
  + Social events should be added by this weekend
  + Van is recommending adding a secure member portal part of the site for internal documents; much discussion followed. Final decision was: a good procedure was needed; logical sequence of events and Van will contact App.Net about costs.
  + Homestead restrictions need to be added – need a more legible copy
* Welcome kit: funds have been set aside to purchase folders and paper ($2,500)
* Final Association Update will be completed and sent by the end of the month

**MARKETING**

* Contract work on pavilion completed
  + Maintenance (Paul) will initiate painting, if time allows.
  + Needed sign should read: Property managed by Foxwood Hills POA, Patrolled by Security”
  + Will need garbage cans, picnic tables – picnic tables to be built by a member.
  + Boat dock. ( need to post no trespassing - property of FWH)
  + Also, while water is down we need to chain it off – post: stay off as dock is not safe currently.
  + Housekeeping to be put on schedule for bathrooms once a week.
  + Pavilion sensor lights/camera (Keith taking care of)
  + Ribbon cutting ceremony will be held according to Mayor and Board’s availability.
  + Office will be determining party function cost and hours.
* Tent with FH logo has been ordered and received.
* Our plan is to revitalize the park – members having suggestions please let Office know.

Ms. Patterson reported that the committee’s budget of $7,500 will be spend. They currently have close to $2,000 left.

**Neighborhood Watch** (Need Chairperson)

Members interested in this volunteer position should contact the General Manager.

**Roads** **(Russ Dukeman)**

Mr. Dukeman provided a written report, as was not available to attend the meeting.

Work on the roads continues, as weather permits. The hope is to complete this year’s list by mid-January.

He thanked the maintenance team for placing signs on a dangerous curve on Chilhowee Dr. and a “No Trucks” sign at the entrance on Hickory Trail.

There is a drainage issue in Newbury and several more throughout the neighborhood.

Patching should be completed and overlay will start next year.

Work on next year’s plan for roads and drainage has begun.

**Social (Denise Savidge)**

**Meetings Oct 14, Oct. 23, and Dec 4, 2022**:

* Several members have resigned. New members will be very much welcomed. We have had some great ideas thrown out there, but there is only so much our core team can take on.
* Members decorated the lodge for Fall.
* A collection bin was placed in the lobby and candy donations were solicited. Distribution occurred on Retreat St. on Halloween. Thank you to all who donated! There was a steady stream of Trick or Treaters for two solid hours who got candy!
* The first Annual “Foxgiving,” a Thanksgiving potluck meal, was well attended on Sunday, November 27. We hope this will become an annual event as the food was wonderful and the turnout was very good!
* Bingo continues to be extremely well attended and funding at $50 per game is remaining on budget.
* Veterans Day was well attended. About 21 Veterans attended and had a free dinner funded by Social Committee.
* Social Committee Members decorated the lodge for Christmas on Dec. 4th.
* Southern Traditions is booked and will be paid for by Social Committee to play at the Christmas party Dec. 10 from 7-10.
* The Christmas party will feature a “Naughty Santa Steal” game with participants bringing a funny or fabulous Christmas gift between $10 - $15.
* A Tree Decorating Competition is going on now. There are bare trees available. Social Committee voted on prizes and have secured a trophy that will be awarded and updated each year for the winning team. Trees are still available and the winners will now be announced at Saturday’s Christmas Dinner, 12/17.
* Social Committee wishes to thank the Security team for always being there to open doors when the lodge is closed and for posting signs at the bath houses to help with communication efforts!

**Rounding out the Fiscal Year:**

* A Valentine’s Day dinner/dance is scheduled for February 11th. Peanut Butter Whiskey Band was booked to play. Eric has been informed of the plan.
* Social Committee would like permission to revive the Super Bowl Sunday Potluck – which happens to be on Sunday, Feb. 12th – at the lodge unless the Bar/Grill is going to be open.
* The Social Committee has requested to meet with Eric, Belle, and Keith L. to set the calendar for 2023. We are entertaining the idea of a quarterly newsletter for those who do not get information online but need dates confirmed in advance to do this. It has been suggested a Take-Out menu be included on each newsletter.
* Social committee will have spent it’s entire budget of $4500 by 3/31/2023.

Social Committee Sponsored Events – 2023

Bingo every other Thursday with prizes funded by Social Committee. 24-26 games.

**Legal Update** (Sonya Hale)

Busbee/Lazado Vasquez – case is ongoing and in January Sonya and Keith will be deposed by Renee Busbee.

**Unfinished Business** (Sonya Hale)

The Revised Bylaws will not be pursued.

Ms. Hale reported that members had voted down the Revised Bylaws and the current Board will support member’s wishes.

**New Business**

**Road Assessment for Next Year’s Budget.**

There was much discussion among board members about the assessment. The final recommendation was: $414 for the maintenance fee and $236 special assessment for roads for a total of $650. Numbers are subject to change once Budget Committee puts final numbers together.

The board’s goal is to invest more in the road and Funds to be set aside for tennis courts ($250K).

**Party Tonight – Ms. Hale reminded members about the party and encouraged attendance.**

The meeting adjourned at 10:45 and the Board went into Executive Session.

Secretary, Kelly Clark was not present at Board Meeting December 10, 2022. Notes of meeting were prepared and submitted by Beth Patterson to Secretary Kelly Clark

Kelly Clark, Secretary prepared minutes from notes and submitted to Board of Directors for approval. Minutes approved by Board of Directors on December 14, 2022