



800 Hickory Trail, Westminster, SC 29693

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## 44rd ANNUAL MEETING FOXWOOD HILLS PROPERTY OWNERS ASSOCIATION

### Meeting Minutes

March 19, 2021

1. **Doors Opened at 8:00 a.m.**
  - a. Registration conducted at Entrance
  - b. Coffee and Pastries were provided for all those in attendance
2. **Meeting called to order at 9:00 a.m. – Belinda Belvin**
  - a. Those in attendance participated in the Pledge of Allegiance
  - b. Invocation provided by Greg Lohman
  - c. Reminder of meeting conduct by Belinda Belvin
  - d. General Manager, Keith Litcofsky, provided proof of notice of the meeting  
Member, Kathy Moore, confirmed receipt of notice/ballot on around March 9, 2022
3. **Verification of Quorum by the Nominating Committee – Kellye Rembert**
  - a. 1800 eligible member votes
  - b. Quorum required (5%) – 90
  - c. Number of ballots envelopes received – 385
4. **Review and approval of 2020 Annual Meeting Minutes**
  - a. Patrick C. made motion to accept motion with corrections mentioned, Belinda B. seconded. Motion carried unanimously.
5. **Introduction of the Board and Board Candidates – Kellye Rembert**
6. **Treasurer's Report – Patrick Coates**
  - a. POA Year End Financials as of 02/28/2022 were reviewed and open for questions from the Board
  - b. Approved budget for 2022/2023 reviewed for information
7. **Manager's Report – Keith Litcofsky**
  - a. Keith Litcofsky General Manager, had 14 operational goals for 2021-22. He provided a status on each of them.
  - b. He will present goals for 2022-23 for the Board's review at the Board meeting in May.



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## 8. Committee Chair Reports

### Architectural Control Committee (ACC) – Mike Smith, Chair

- a. 349 contacts were made between April 21, 2021 and end of February.
- b. Committee members included John Kozusko and Thomas Hartung.
- c. An average of 3 permits were made a week.
- d. Smith returned over 200 phone calls from potential buyers looking for information on FWH.
- e. Mr. Smith distributed a number of documents electronically to potential buyers.
- f. Mr. Smith hopes to stay on the Committee.
- g. Members needing assistance with ACC, Mike's email address: [realmikes12@gmail.com](mailto:realmikes12@gmail.com)

### Communications and Marketing Committee – Beth Patterson, Chair

#### Communication efforts:

- a. Eblasts
  - a. Total contacts: 931 – this is 78 over last year's number.
  - b. Open rate: 46%
  - c. Information was streamlined this year, majority of eblasts are distributed through the POA Office.
- b. Association Update
  - a. 18 Updates were distributed.
  - b. Updates will continue but plan to distribute 4 Updates following Board Meetings this year.
- c. Website
  - a. Had major issues this year, this will be a priority for the committee this year.
  - b. Eric will be adding a new section highlighting the Bar and Grill.
  - c. Van West has recently volunteered to help with the website.
- d. Foxwood Hills Fan Page
  - a. Committee member, Denise Savidge, developed and is the administrator for Fan Page. Fan Page promotes neighbors, amenities, happenings, etc. of FWH.
  - b. 351 members signed up.



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### **Marketing Efforts**

- a. Continue to feature FWH in 3 major publications
  - Lakehouse.com
  - Rvparkstore. Com
  - Rvproperty.com
- b. Welcome Packet for Visitors
  - Packet was updated for 2021-22.
  - Committee member, *Maria Stamey* is revising packet to have a more polished look. Near completion.
  - Maria is also developing strategies for reaching out to large employers and offering materials on FWH.
- c. Brochure: Welcome to FH – Visitor Guide
- d. Printed more for 2021-22 and will revise for the new year.
- f. Collaborate with Susan Mangubat of RedHot Homes
- g. Published 3 publications and distributed: Building Homes, Mobile Living and RV Life.
- h. 38 lots were sold, compared to 25 sold in 2020 and 7 in 2019.
- i. Committee member *Penny Epperson* worked with EZ Log Cabins and brought them to FWH. Terms being offered could not be negotiated.
- c. Continue to work with Oconee County Enforcement to clean up properties on Black Jack and Little Choestea
  - a. Committee member, *Kathy Moore*, is point person for this effort.
  - b. Much progress being made.
  - c. Major issue with Oconee Office is with staffing.
  - d. Continued to submit photos and reports.
- d. Upload testimonials, property for sale, amenities on lobby tv monitor
- e. Completed and monitor is on every day.
- f. Will revise for new year – want to focus on volunteers, members should also submit ideas for the update.



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- g. Update Signage in Community
  - Signs were completed and installed.
  - Still waiting to complete work for the sign on corner of Blackjack and Little Choestea.
  - New sign for pool rules received – will hang closer to pool season.
  - Need to look at replacing Mountain Bay Park sign.
- h. Begin work on the Fitness Trail
  - 10-station fitness trail was ordered and received.
  - Will begin laying out at the front entrance.
  - 20 trees were planted at front entrance (dogwoods and crepe myrtles)
  - Committee member, *Denise Savidge*, identified the SC Tree Grant Program which donates trees to be used in beautification projects. We applied and won!

**Roads Committee, Russ Dukeman, Chair (Keith Litcofsky reported in Russ's absence)**

- a. Repairs were completed on Kenwood, Old Smokey, Cherwood, Blue Ridge and Rocky Trail, Shanandoah, Trail Winds, West Sheffield, Kingswood, East Richfield, Fernwood, Sequoyah, Wren, Kinston, Hatteras, Newbury, Hickory Trail, and Chestnut.
- b. D&G Owens Paving completed repairs for a total of \$38,340.
- c. A list of repairs to be completed this year has been completed. Waiting on bids.

Neighborhood Watch

Kelly Clark reported on behalf of Committee Chair, *Debra Jo Michel*. Ms. Michael is recruiting members from each section to be part of Neighborhood Watch. She has reps from Kinston, Section C and Section I. If you're interested in helping out, please contact the POA Office.

Social Committee, Chair Needed

If you're interested in serving as Chair of this committee, please contact the POA Office.

Belinda Belvin thanked *Tom and Jackie Hennessey*, POA Liaisons to Lakeview Assisted Living. They always make sure the residents receive goodies and gifts on major holiday. A huge shout out to those members who donate to this important effort!



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### 9. Recognition of Staff

Belinda Belvin recognized all staff members and thanked them for their hard work and dedication to the POA.

### 10. Recognition of Board

Belinda Belvin recognized outgoing members Patrick Coates and Greg Lohman for their service on the Board.

### 11. Recognition of Volunteers

59 Volunteers were recognized. They included:

Jan Becker	Susan Haney	Kathy Moore
Belinda Belvin	Thomas Hartung	Debbie Morgan
Donna Bryki	Jackie Hennessey	Cindy Parker
Kelly Clark	Tom Hennessey	Mike Parker
Sherry Collins	James Hill	Beth Patterson
Karolina Collins	Wendy Hill	Joe Patterson
Patrick Coates	Lee Holloway	Eddie Rembert
Brian Delaney	Sherry Howard	Kellye Rembert
Sandy Delaney	Tina Hundsdorfer	Charmaine Revitsky
Dan Delano	Christy Isham	Sue Robert
Keith Dills	Bob Kennedy	Denise Savidge
Russ Dukeman	John Kozusko	Greg Sheperd
Shannon Eckolt	Greg Lohman	Perry Slaton
Penny Epperson	Andy Maner	Bob Sloane
Debbie Freeman	Diane McMahan	Mike Smith
Alicia Gasper	Nadine Meece	Maria Stamey
Gary Gasper	Debra Jo Michel	Mike Thomas
Jay Graves	Cindy Moore	Penny Wafford
Sonya Hale	James Moore	Jackie Wallace
Philip Haney		Van West

- a. Volunteer Drawing – There are levels of volunteerism:
- i. Spirit Award (4-39 Hours) – Keith Dills
  - ii. Bronze Award (40-50 Hours) – Jackie Wallace
  - iii. Silver Award (51-100 Hours) – James Moore
  - iv. Gold Award (100 Hours or more) – Sue Robert



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## **11. Announcement of 2022 Election Results – Kellye Rembert**

Quorum required was 90, total votes 386

- a. Board of Directors
  - Greg Lohman: 214
  - Patrick Coates: 178
  - Kim McCaulay: 144
- b. 2022-23 Operating Budget
  - Approves: 187
  - Disapproves: 111
  - Motion Passes
- c. Proposed Bylaws by the Board
  - Approves: 159
  - Disapproves: 114
  - Motion Fails
- d. McCauley's amendments to the Bylaws
  - a. Amendment VIII
    - Approves: 106
    - Disapproves: 5
    - Motion Fails
  - b. Amendment X
    - Approves: 108
    - Disapproves: 5
    - Motion Fails
  - c. Amendment XV
    - Approves: 107
    - Disapproves: 6
    - Motion Fails



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**12. Open Forum**

Much discussion followed about the ballot and Bylaws and how the voting could be changed to be easier to understand and complete.

Adjournment at 10:32am

Recorded by: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_