

I'On Assembly
Board of Trustees Meeting
Thursday, July 18, 2013
6:00 P.M.
Executive Session 5:30 P.M.
Conference Room
159 Civitas Street, Second Floor
Mt. Pleasant, SC

A G E N D A

- I. Call to Order
- II. Approval of Minutes
 - May Board Meeting Minutes
 - Ratification of infrastructure items
 - Flyer posts
 - Dock inspection
 - Marsh path repairs
- III. I'On Trust
- IV. Landscape/Infrastructure Report
 - Rialto/Krier parking area detailed design \$1,200-\$1,500
- V. Treasurer Report
- VI. President's Report
 - Review of Creek Club Litigation Status
 - Board Meeting Date
 - Security
 - Proposed By-law Amendment
- VII. Secretary Report
 - Strategic Plan
- VIII. Adjournment

I'ON
Board of Trustees Meeting Minutes & Homeowner Forum
May 16, 2013

Members Present: Deborah Bedell, Frederik Winther, Martin Hansen, and David Countryman

Members Absent: Tony Woody, Jay Thompson, Martha Morgan

SCS: Trisha Elrod, Staci Houser

Guests: John Bigler, Dave Rosengren, Melinda Armstrong, Jody McAuley, and Jeff Meyer

Homeowner Forum: Deborah Bedell opened the forum by clarifying the policy with respect to the Homeowner Forum. She stated that it was intended to allow the business of the actual Board meeting to be handled efficiently, and to provide an opportunity to bring matters the Board's attention and to pose questions. It is the Board's intent that questions needing short or quick answers would, if possible, be addressed at the meeting, while more complex issues would get a response within two business days. She also encouraged homeowners to contact Board members directly by email or phone, or through the HOA mailbox, at any time they would like to have a more in-depth discussion of community issues.

John Bigler questioned why the website terms of use were taken off the website and questioned the March minutes posting pertaining to his comments. Trisha Elrod explained that various items had been posted, and that nothing had been removed, but because of technical issues, they might not be particularly easy to find. Mr. Bigler also questions the posted March minutes as not including his prepared statement. Deborah Bedell stated that the policy to not post comments was made effective on April 18, but that the March minutes as approved were to include two attorney letters and the addition of Annie Bonk to the list of guests present. John also inquired about the transcript of the 2012 annual meeting. He was told that the transcript had been posted that afternoon.

Call to Order: 6:18

Previous meeting minutes approved:

Motion to approve April minutes as stated with amendment to correct Annie Bonk's name spelling. All in favor. Motion carried.

I'On Trust:

The Memorial Day festivities will be held Saturday night, 5/25/13. The Avengers movie will be shown at dusk. Sunday, 5/26/13, will be the picnic/food/DJ. The Trust is in need of volunteers. Contact Margaret Summers or Melinda Armstrong.

The 4th of July plans are underway for the parade and the decorations. The Trust needs volunteers for the event.

Due to Post Office Improvement Week, the Postal Service will start enforcing a ban against posting flyers for community events and other information on mailbox support structures. A fine of 40 cents per mailbox may be levied for violations. The Trust, the Assembly, and the church will need to find a different method to post community information. It was suggested to e- blast community information more frequently than has been done in the past.

Landscape/Infrastructure Report:

Landscape: Dave Rosengren explained that the Committee had researched options for maintaining street-side rights of way that are intended to be maintained by homeowners. The Committee proposed testing five common areas with hydro seeding spray funded out of the enhancement budget.

Motion to approve five different test strips for \$700. All in favor. Motion carried.

The l'On Company planted 32 sycamore trees at Perseverance Park without removing the wire mesh baskets around the roots. The committee is seeking 100% reimbursement of the \$4,000 cost of digging up the trees and removing the baskets from l'On Company.

Motion that Tony will be authorized to present a letter to the l'On Company requesting that they pay for the remedial work to be done Perseverance Park. All in favor. Motion carried.

Infrastructure: No Infrastructure report.

Treasurer Report:

The committee has consolidated the reserve money to two banks, Harbor National and Ameris. The committee is requesting approval to renew the \$300,000 line of credit at Harbor National Bank in July for a term of two years with the resolution to include Deborah Bedell and Frederik Winther as the two signatures required.

Motion to renew of line of credit with Deborah Bedell and Frederik Winther as signatories. All in favor. Motion carried.

President's Report:

The Assembly's attorney has filed a Motion to Compel against all parties to provide copies of the drafts of settlement agreements. May 22 is set for hearing on motions for continuance, and May 28 is actual hearing on the motion to approve the settlement.

The Creek Club Agreement for Assembly has been reached. The Assembly will pay for one day per month for the pot luck dinner, with the exception of December, when two days are needed for the Annual Meeting as well as the pot luck. The Creek Club contract is same as previous years with the exception to provide trash cans.

Motion to sign Creek Club contract. All in favor. Motion carried.

The mid-year meeting is set for June 25 and will be combined with a pot luck dinner which will begin at 5:30. Matters relating to physical arrangements, sound system and supplies were addressed. Each board member will provide a review of the committees' work to residents. There will be no business to discuss. This meeting is to report and have dialogue with residents and to suggest the importance of approvals from IDC for homeowner projects.

l'On Design Committee:

The hand over date is scheduled for the end of September, maybe sooner. There were 21 submittals for projects and remodels to IDC.

Amenities Report:

Dog Park: The dog park committee is ready for the finance committee to discuss funding of \$7,000 for the dog park. The committee will proceed with additional funding and design planning when the funds are available.

Boat dock committee: The committee suggested amending the rules to provide that boats are not to be left for more than 72 hours and to include signage providing that swimming and diving at your own risk. Trisha suggested removing 'diving' due to insurance and liability risk. Matters concerning repairs will be determined by the engineer's report to address any issues with the dock. The Board will research cost of insurance. The Board may need to order a survey to get the deed drawn before the conveyance.

Thunder Ball Arena: Jody McAuley requested funds to install a Thunder Ball game structure in The Ramble playground. Jody will place the order and submit receipt to SCS for reimbursement.

Motion to fund \$2,000 for game arena materials. All in favor. Motion carried.

Communications Report:

No Communications Report.

Secretary Report:

Board committee policy: On behalf of Martha Morgan, Deborah Bedell presented a proposed policy to provide guidelines for committees appointed from time to time to assist and advise the Board, as well as for standing committees.

Motion to accept proposed board committee policy. All in favor. Motion carried.

Strategic Plan: The board needs to schedule for a Strategic Plan prior to preparing the 2014 budget in October.

Compliance Report:

The Board suggested amending rules to allow golf cart parking in any driveway at the June meeting, which the notice can be mailed with the meeting packet.

Trisha addressed historical sign missing at Maybank Green, suggesting that Mahoney Signs might have the template. The stop signs have been restored and added to police report.

The proposal for Signal 88 is in. Trisha suggested looking into a company that deals more with HOAs. Matters regarding security need to be addressed.

The "do not swim" signs at the lake have been reinstalled.

Meeting Adjourned at 7:52 P.M.

BOARD COMMITTEES

The purpose of a Board Committee is to gather information and make recommendations for the area of interest as defined by the Board.

Each committee has a Board member who is also a committee member or liaison to the Board. All committee members are appointed by the Board and need to be property owners in I'On in good standing

Some (Landscape, Finance, IDC etc.) are standing committees with rotating members over time.

Other committees are created by the Board for a specific issue in the community (dog run, boat docks etc.). These members focus on doing research and analysis for formulating a recommendation or proposal to the Board on how to proceed.

Neither the committee nor its individual members represent the opinion of the Board. It is the ultimate responsibility of the Board as to what action is taken on all issues.

BOAT RAMP – DOCK RULES

Boats must not be left overnight.

Live aboards are not permitted.

Boat Trailers may only park at boat owners home, not in parking lots or street.

THE CREEK CLUB DOCK AND RAMP
ARE FOR THE USE OF I'ON
RESIDENTS & MEMBERS OF THE
CREEK CLUB WITH PROPER DECAL

Discharging oil, bilge water, etc. is prohibited while docked.
Discharging marine heads is prohibited while docked.
Garbage and Trash must be bagged and placed in receptacles.

Major repairs involving outfitting/refitting of vessels at dock is prohibited.

Swimming and Diving from Dock is prohibited.

Fishing from the Dock is permitted, although cleaning fish is prohibited.

THE CREEK CLUB & THE I'ON ASSEMBLY RESERVE THE RIGHT TO REFUSE DOCK SPACE TO ANY VESSEL DEEMED TO BE IN UNSAFE CONDITION.

IT MAY BE NECESSARY TO CLOSE THE BOAT RAMP & DOCKS WITHOUT NOTICE FOR REQUIRED MAINTENANCE & OR CONSTRUCTION.

THE CREEK CLUB & THE I'ON ASSEMBLY ARE NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED BY VANDALISM OR THEFT. OWNERS ARE RESPONSIBLE AT ALL TIMES FOR THE SECURITY OF THEIR VESSEL.

THE USE OF DOCK SPACE IS AT THE SOLE RISK OF THE OWNER.
THE CREEK CLUB AND THE I'ON ASSEMBLY SHALL NOT BE
LIABLE FOR THE CARE AND PROTECTION OF ANY VESSEL, IST APPURTENANCES,
OR CONTENTS. THE CREEK CLUB AND THE I'ON ASSEMBLY SHALL NOT BE HELD
RESPONSIBLE FOR INJURIES TO OWNERS OR THEIR GUESTS OCCURING ON OR
AROUND THE DOCKS.

IMPORTANT PHONE NUMBERS
CHARLESTON COUNTY EMERGENCY PREPAREDNESS 740.6400
POLICE FIRE AMBULANCE 911
U.S. COAST GUARD 724-7616 OR 723-9378
CREEK CLUB 606-2083 ION ASSEMBLY 849-7062



"FAMILY OWNED AND PROFESSIONALLY OPERATED SINCE 1977"

May 30, 2013

Southern Community Services
Trisha Elrod
Suite #201
3301 Salterback Creek
Mount Pleasant, SC 29466

RE: Mail Box "Notification" Posts [Revised]

Trisha:

Per your request, I offer the following:

"Notification Posts"

\$3,524.00

- Installation of [43] 6" x 6" Pressure Treated 8' Posts
- 6' of posts will be above ground, remaining 2' in ground, cemented.
- All Posts will be Painted and "Capped."

Please feel free to contact me if you have any questions or require any additional information.

Sincerely,

Steve Walker
Vice-president

April 25, 2013

Via Email
telrod@scs-carolina.com
woody.t@thomasandhutton.com
Page 1 of 2

Ms. Trisha Elrod
I'On Assembly Manager
Southern Community Services, AAMC
3301 Salterbeck Street, Suite 201
Mt. Pleasant, SC 29466

Subject: **Proposal for Structural Engineering Services**
I'On Community
Mt. Pleasant, SC
ADC Project No. 13131

Ms. Elrod:

ADC Engineering, Inc. appreciates the opportunity to submit the following proposal for your consideration. Our understanding of the scope of services and proposed fee are as follows:

SCOPE:

ADC will perform a drawing review of available existing drawings and perform an inspection of the accessible and visible elements of the existing bulkhead wall and the two loading docks near the boat landing within the I'on Community in Mt. Pleasant SC. The inspection will be shore based and will not include any underwater inspection. ADC will provide a written report of our findings and recommendations. Construction documents for any repair work can be provided as an additional service but is not included in this proposal.

FEES:

The proposed fee for this scope of work is **\$2,340.00** plus expenses. Expenses may include mileage, reproduction, photography, and/or delivery with a ten percent overhead fee affixed.

Services other than those outlined in the Basic Services Scope will be provided as requested as an additional service. Unless agreed upon otherwise, additional services will be billed as hourly services in accordance with ADC Engineering's hourly rate schedule plus 1.1 times actual expenses.

In the absence of any other executed contract this letter shall incorporate the general conditions of the architect – engineer AIA standard contract C401, except as noted otherwise by this proposal.

1226 YEAMANS HALL ROAD
HANAHAN, SC 29410
843-566-0161
ADCENGINEERING.COM



If acceptable, please sign where indicated below, keep one copy and return one copy to our office. Your signature will serve as our *Notice to Proceed*.

Thank you for considering ADC Engineering, Inc. If you have any questions or comments, please do not hesitate to call.

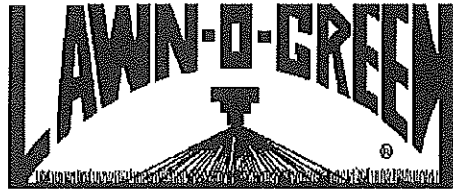
Sincerely,
ADC Engineering, Inc.



Mark Dillon, P.E.

ACCEPTED BY: _____
I'On Community Date

This Proposal may be accepted by executing where indicated herein and returning the executed Proposal within ninety (90) days of the date of this Proposal. After ninety (90) days, this Proposal and its contents become invalid and will be voided.



"FAMILY OWNED AND PROFESSIONALLY OPERATED SINCE 1977"

May 30, 2013

Southern Community Services
Trisha Elrod
Suite #201
3301 Salterback Creek
Mount Pleasant, SC 29466

RE: Marsh Path Refurbishment [Plantation Mix]

Trisha:

Per your request, I offer the following:

Marsh Path Refurbishment:

\$4,435.00

- Install 2" depth of Plantation Mix along Marsh Paths [where needed]
- Areas will be prepped prior to Plantation Mix Installation
- Areas installed with Plantation Mix will be mechanically compacted after installation
- Approximately 20% [2100 square feet] of the path requires refurbishment
- Clean Up and removal of any remaining, stumps and roots.

Please feel free to contact me if you have any questions or require any additional information.

Sincerely,

Steve Walker
Vice-president

P.O. Box 40248 • Charleston, SC 29423-0248
(843) 552-6610 • (843) 552-3682
www.lawnogreen.com
Email: lawnogren@bellsouth.net

**I'On Trust Report for the I'On Assembly HOA Board Meeting
July 18, 2013**

Again this year, the Trust produced a very successful July 4th CelebratI'On which included a morning parade, Salute on the Square and concert at Westlake Amphitheater. We also coordinated with The I'On Club to begin the day with a new event; the Firecracker 5K. We had a wonderful turn out for the parade which included nearly thirty floats. The Salute featured a ceremonial flag-raising and the reading of the Declaration of Independence. We were privileged to have members of the armed services participate in the reading and to have the Color Guard and Choir Group from the Naval Nuclear Power Training Command in Goose Creek. In the late afternoon we had hundreds of neighbors and friends gather at the Amphitheater for a concert with Palmetto Soul. We thank everyone who participated and volunteered to help make the day so special.

Upcoming Events for the Fall

Screen on the Green
Halloween in the 'Hood
Giving Lights of I'On
Holiday Festival
Women's Coffees

We appreciate the second quarter payment of \$5,000 from the Assembly in support of our programming for 2013.

Landscape Committee (LC) Report July 2013

Project Updates:

1) Right-of-Way Hydro Seeding: Five test areas with a range of shade were identified and hydro seeded; all are responding well, however we hope the grass fills in to provide a thicker cover. The LC will continue to monitor and if successful, other areas will be proposed for hydro seeding.

2) Palm Tree Pruning: All common area and right-of-way palms have been pruned to remove fronds and seed stalks. In addition these palms have been fertilized with palm stakes.

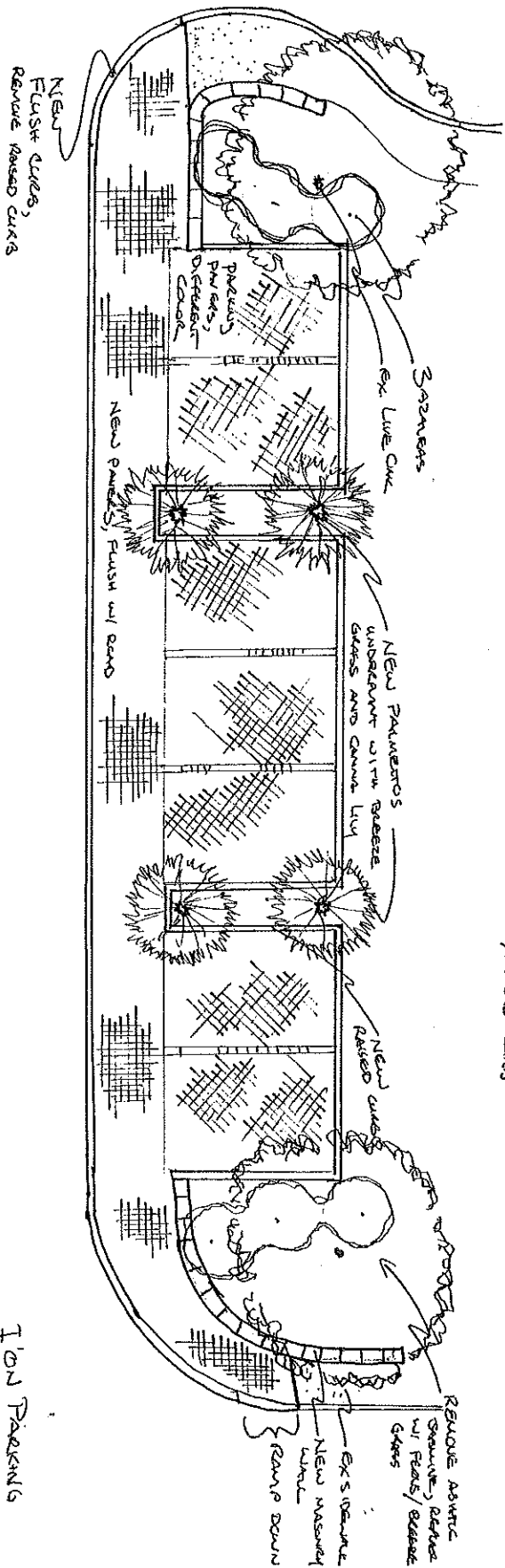
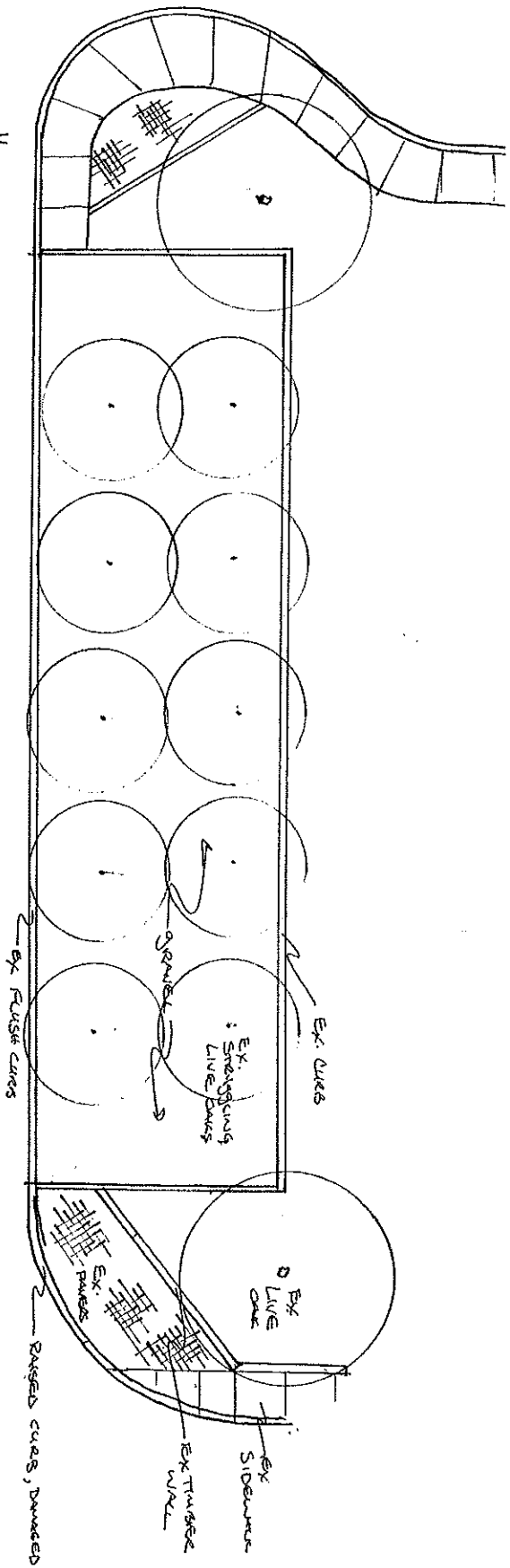
3) Rialto/Krier Parking Areas:

Status:

- Review preliminary design concept
- Landscape Architect to quote deliverables and fee for developing detailed landscape plan
- Assembly Board to approve cost for detailed landscape plan; projected cost \$1,200 - \$1,500

Next Steps:

- Detailed landscape plan developed/delivered
- Review plan with Town
- Review plan with impacted neighbors



ION PARKING



Infrastructure Committee Report

Committee Members:
Tony Woody, John Powers, Trisha Elrod

July 18, 2013

1. **On-street Parking** – The Infrastructure Committee met with the Town of Mount Pleasant (TOMP) to review the areas to receive painted on-street parking spaces, and the complaints / suggestions made by various neighbors over the last few months. The areas scheduled for installation of on-street parking spaces are Jane Jacobs Road, Duany Road and Robert Mills Circle. The Town has stated that the work will be accomplished as they have time and manpower, but there is no date certain. We will continue to monitor the situation. If there are any comments or concerns after the installation those can be forwarded to Trisha and me for review.
2. **Stormceptors** – The Committee met with the Town to review the existing Stormceptors and discuss cleaning. We have two (2) on Hopetown, and one (1) on Robert Mills Circle. The Stormceptors should be cleaned each year. The Committee will determine a price for this activity and include it in each year's budget going forward.
3. **West Lake Stormwater** Outfall Structures – Town recommends that we remove the wooded dock from the top of each structure. During a very large storm event the top of structure is designed to accept runoff from the lakes to prevent flooding of the adjacent properties. The Committee is investigating the removal of the wooded docks, and will report its findings.
4. **Hydro Mixer** – The Committee met with The Greenery that was hired to manage the lakes. After reviewing the canals they believe the each will maintain itself without the use of the hydro mixer with one exception. The area on the northern canal nearest East Lake expands at the bend and the additional area appears stagnant. The one working hydro mixer will be moved to the stagnant area. There is no research that we know of so this is a trial and error process. We will keep the Board informed of the progress.
5. **Hospitality Pond Aerator** – not working. Investigate problem and repair.
6. **Handover of Amenities** – Plans are still in place for a handover of the amenities in phases 7, 9, and 10 from The I'On Company before July 31, 2013 when the I'On Company completes their repairs to the areas identified in the previous walk through. On June 18th we completed a second walk through for a portion of the area and noted some discrepancies. A follow up walk through was scheduled, but the I'On Company cancelled and to date it has not been rescheduled. I am concerned that the final turnover will be delayed. Additionally the I'On Company informed us that the turnover will not include the park on Robert Mills as it has not been constructed. No date for completion of the park or for its turnover has been provided. We will keep the Board informed of the progress.
7. **Canal Bulkhead and Dock Inspections** - The Committee awarded the contract for the inspection of the canal bulkheads and the community docks to ADC. That work is underway.
8. **Marsh Paths** – The Committee awarded the contract for repairs to the marsh paths to LOG. The work will begin shortly.
9. **Notification Post** – The Committee awarded the contract for the installation of notification post adjacent to each post house, and mailbox station to LOG. The Committee and LOG are scheduled to review the location of each post on Friday, July 19th. Installation will begin shortly thereafter.



Infrastructure Committee Report

Committee Members:
Tony Woody, John Powers, Trisha Elrod

July 18, 2013

10. **Neighborhood Crosswalks** - original plans for replacement to be done in phases with Phase I being the crosswalk in front of the Church at Sowell and N. Shellmore, Phase II being the Crosswalk at Sowell & Ponsbury and the Crosswalk at Sowell & East Lake, and Phase III being the Crosswalk at the neighborhood entrance. In addition, the Committee has been in discussion with the Square Association regarding sidewalk modifications and a pedestrian crosswalk at the Civitas and Shellmore intersections. No plans or cost are finalized. To date we have had casual discussions that the Square Association and the Assembly would share the cost. We received comments and support at the Mid Year meeting for a speed table at North Shellmore and Sowell and the crosswalk to North Shellmore and Civitas to aid in traffic calming for this section of North Shellmore. We will keep the Board informed of the progress.
11. **Flag Pole** - The existing flag pole has severe rot, and will need to be repaired and or replaced. The Committee is considering several options with sensitivity towards the historic nature of the existing pole. We hope to have a recommendation and pricing for the repair and or replacement at the September Board meeting.
12. **Wooden Bollards behind 345 Civitas** - At the request of the home owner wooden bollards will be installed behind the home to prevent Square patrons from parking in the yard.
13. **East Lake Boat House** - Requested proposal to Pressure wash entire facility and paint handrails. Deck will need replacement soon.
14. **West Lake Bridges** - Requested proposal to pressure wash and paint.
15. **West Lake Amphitheater Building** - Requested proposal to pressure wash and paint.
16. **Ramble Fence** - Requested proposal to pressure wash fence.
17. **Lakes** - Lakes were stocked with tilapia to aid in algae removal. The Committee requested that the fish population (brim and largemouth bass) be sampled in each lake. This is a no cost service provided by The Greenery. We will report the findings.
18. **Curb Radli** - There are a number of locations around the neighborhood where vehicles run off the pavement at the intersections with no curb. These areas are rutted and unsightly. The Committee will be inventorying these areas and requesting a proposal to install Belgian block to effectively increase the radius size and prevent the unsightly condition. We will bring the cost to the Board for approval.
19. **West Lake Path at Boat Ramp** - The path at the boat ramp is steep and regularly washes out. Committee has requested a proposal to install concrete in this area. We will bring the cost to the Board for approval.
20. **East Lake Path Between Bridges** - Path between bridges regularly washes out. Committee will request proposal to install concrete. This should be a minor cost.
21. **Street Signs** - The Committee will inventory street signs, including the brass plates in the sidewalks (Montrose plate missing at intersection with N Shellmore), and recommend replacements. We have requested that the I'On Company provide the supplier so we can closely match the existing.
22. **Mailbox Labels** - We will replace all the labels on the mailboxes (not the post houses) with the same style labels.

PRESIDENT'S REPORT

July 2013

LITIGATION UPDATE

The plaintiffs have publicly confirmed that earlier settlement talks have collapsed, and we are now set to go to trial on 6 January 2014. At this point, we have still had no contact from the plaintiffs' attorney, although the 148 Civitas defendants have publicly posted that their position was that the Assembly should be involved in final settlement talks.

SECURITY ISSUES

We have received a report from the police department of a verbal altercation involving a resident and a security officer on the Fourth of July, although we have had no direct communication from the resident. With Trisha's help, we are trying to determine more facts, as well as to determine whether this officer has been involved in other somewhat problematic incidents in the community, and we are taking a look at our use of security services.

A resident individual has been arrested and charged in connection with the theft of street signs and the historic marker at Maybank Green. The Assembly will be pressing charges in connection with this incident.

We have had several reports of home break-ins in I'On, and urge all residents to be mindful of locking house and car doors on a regular basis.

FALL PLANS

By fall, we plan to do a skills inventory of current Board members with the goal of identifying skills needed for new Board members, as three seats are open at the end of this year. We also want to explore beginning a strategic plan for the community, with some limited assistance from our outside consultant, keeping her support within our budget for consulting fees and doing as much of the planning work as possible ourselves.

BOARD MEETING SCHEDULE

It now appears that moving the meeting to the third week of the month to accommodate the newsletter deadline is making it difficult for our finance team to properly report to us on financial results on a timely basis. THEREFORE I WILL PROPOSE THAT WE REVERT TO OUR FORMER FOURTH WEEK SCHEDULE—**Vote required at the meeting.**

July 17, 2013

The proposed By-law amendment is as follows:

Article VIII, Section 8-103:

Except as otherwise provided in the Declaration or these Bylaws, all notices, demands, bills, statements, or other communications under the Declaration or these Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by United States mail, first class postage prepaid:

(a) if to a Member, at the address which the Member has designated in writing and filed with the Secretary, or, if no such address has been designated, at the address of the Lot of such Member. At the property closing the Member shall provide their telephone, email and preferred mailing address for the HOA Secretary's use in communications sent to the entire community for the benefit of all.

IDC UPDATE--CONFIDENTIAL

July 2013

Frederik and I have met with several candidates to replace Chad as Neighborhood Design Coordinator and to discuss various aspects of IDC operations. Here's what we've done so far:

- We first met Phil Clark, who's currently on the IDC and is a practicing architect who's designed many homes in I'On. We were favorably impressed with Phil and some of his ideas about productive changes that could be made to the IDC. However, after over two months and several follow-up emails, Phil has completely failed in his commitment to provide a written proposal for our consideration. This seems to indicate poor follow-through and administrative abilities, as well as a lack of real interest in getting this appointment. As a result, Frederik and I have essentially ruled him out as a candidate.
- We then met Mackie Hill, the original developer of the I'On Code and the community patterns for I'On, as well as, at one time, almost a one-man IDC. Mackie expressed real interest in helping with the IDC again, gave us some good background on how the IDC had functioned in the past, and clearly had the best knowledge of our standards and practices. However, Mackie is not easy to manage (by Vince Graham's own admission), and we felt he might not fit in well with a more systematic and managed approach to the IDC—rather than his previous somewhat autocratic and idiosyncratic approach—and we felt he is probably not the right candidate for the NDC, although we might want to appoint him to the IDC, depending on its structure going forward.
- Julie O'Connor met with us and expressed a strong interest in the NDC position. She also has designed many houses in I'On, and already runs an ARB in another community. She shared with us some concerns about how well and professionally communications from the IDC have been handled. Appointing Julie would potentially pose some of the same conflict of interest issues that we have with Phil, and we haven't yet figured out the best way to address them. We left it that Julie would call to make an appointment to talk to Chad about the NDC responsibilities and would then get back to us with a proposal as to a compensation scheme. At this point, we don't have any confirmation that she has set up a meeting with Chad yet.
- Finally, we met with Bill Marshall, introduced to us by Tony. Bill has run the ARBs at both Kiawah and Daniel Island, and works with the city of Charleston to approve commercial construction projects outside the downtown historic district. He was very

professional and had some good ideas about ways to use technology to improve IDC operations and communications. He is going to try to get our design documents down from our website, and also set up a meeting with Chad to discuss the NDC position. He will also provide a written proposal for how we work together.

We have a number of issues that need to be addressed as we transition to managing the IDC ourselves. There is no real requirement that we operate in exactly the manner in which the I'On Company has been doing it, but Frederik and I felt that making as few changes as possible initially would make the I'On Company the most comfortable in handing over the reins of the IDC as promised on 30 September—or even before. We can see possibly being ready for the handover by the end of August.

We're thinking of making some changes like adding a landscape designer/architect to the IDC, adding an additional architect so that anyone with a conflict of interest can rotate out of the meeting where a plan is discussed, increasing fees to make the IDC more self-funding, and requiring electronic submittals for better communication and for archival purposes. We don't have any proposals or plans formalized yet. The first step is to choose a new NDC and establish a budget. From that point, we get the Grahams to hand over the reins, and then we develop a mission statement and charter for the IDC with the help of the new NDC. We think the first step could easily be accomplished by 31 August, once the Board approves the new NDC.

Secretary Report July 18, 2013

Update from June

As we had no monthly board meeting, just the mid-year meeting; necessary business was completed online.

The Board **voted on:**

I'ON NOTIFICATION POSTS EXPENSE

Bids completed for Notification Posts next to all mailboxes for community announcements. Lawn-O-Green submitted a bid of \$2,885 to install 43 6x6 posts that are 6ft high, painted and capped. Go ahead? **APPROVED**

MARSH PATH REPAIR EXPENSE

Bids have been completed for Marsh Path repairs with plantation mix in select areas. Lawn-O-Green submitted a bid of \$4,435 to refurbish 2,100 sq. ft. of paths. Go ahead? **APPROVED**

CANAL BULKHEAD INSPECTION EXPENSE

Bids have been completed for a structural engineer to inspect and provide a report on the canal bulkheads, the docks and the boat ramp. We recommend the selection of ADC for the work at a cost of \$2340. They submitted the lowest offer and are more than qualified to perform the work. Go ahead? **APPROVED**

Staffing

The new Admin. Assistant hired for us by SCS was unable to meet the requirements as originally defined and resigned after one month. Trisha is actively interviewing for her replacement but until this position is operational, the backlog of work will continue.

History Files

The history boxes from AMCS have been completely sorted. The important documents that need to be scanned are waiting for our new assistant. We will then have all the basic HOA documents on the website. The additional paper files will be kept in a file cabinet at the office in I'On. Additional research is needed before a policy on Document Retention can be drafted.

Website

Our website is the online resource for the important HOA documents. Content-rich documents such as Board Minutes need to be easily accessible. The only way to search within these documents (vs. by title only) all need be converted to 'searchable PDFs'. SCS purchased the required Adobe software (annual subscription) that we've uploaded onto the I'On office computer. This conversion process will begin as soon as we have a new assistant up to speed.