

I'On Assembly
Board of Trustees Meeting
Thursday, April 28, 2016
Executive Session 5:30 P.M.
Board Meeting 6:00 P.M.
Conference Room
159 Civitas Street, Second Floor
Mt. Pleasant, SC

AGENDA

- Homeowner Forum
- Call to Order
- Approval of Minutes:
 - March 24, 2016 Board Meeting Minutes
- Infrastructure & Landscape Report
 - VOTE to authorize rest of alley repairs and seal-coating. Funding from Reserve budget, total cost \$105,700.
 - VOTE to authorize Phase 2 of Marsh Path clearing. Funding from Capital Projects at cost of \$4,900.
 - VOTE to authorize proposed removal and replacement with sand shell on Westlake path Fernandina side. Funding from the Reserve budget at cost of \$44,828.
 - VOTE to approve funding for design professional to prepare plans and apply for permits for sports court. Funding from Capital Projects budget at cost of \$7,700.
- President's Report
 - VOTE to approve new law firm
 - VOTE to approve the proposed arrangement with the I'On Club regarding Olde Park residents access to boating facilities
- Communications Report
 - Logo Presentation
 - Vote to approve Logo and rollout campaign

- Covenants Report
- Treasurer Report
- IDC Report
- I'On Trust –No Report
- Amenities
- Board of Appeals-Four appeals heard and decisions rendered.
- Secretary Report-No Report
- Adjournment

I'On Assembly Board of Trustees Meeting

March 24, 2016

Members Present: Bruce Kinney, Tom O'Brien, Tony Woody, Chad Besenfelter, Paul Gillis, Lori Feehan, Karen Dillard

Members Absent: David Thompson

SCS: Mike Parades, Lesley Ramey

Guests: Ed Clem 167 East Shipyard Rd., Amy Sage 63 Joggling St.

Homeowner Forum:

Ed Clem and Amy Sage attended to hear the Board meeting.

Call to Order: 6:00 pm by Bruce Kinney.

Approval of Minutes:

Motion to approve the February 28, 2015 I'On Assembly Meeting Minutes with modifications. Motion Seconded. All in favor. Motion passed unanimously.

Request by 45 Saturday Rd for HOA to abandon Parking Easement

Mike Parades informed the Board that the owner of 45 Saturday Rd has requested the Board abandon the parking easement on his property. The Homeowner's letter was included in the Board Packet. Mike Parades stated the easement had been passed from the I'On Club to the I'On Assembly after the purchase of the Creek Club, and the parking area was not used by most of the community. Mike recommended abandoning the parking easement. Tom O'Brien voiced his concern about removing 4 parking spots when parking is already a serious problem in the community especially on Saturday Rd. during events at the Creek Club. Mike mentioned guests of the Creek Club were supposed to park in CV-5. Lori Feehan asked for clarification regarding where the property would go if the parking easement was abandoned. Mike confirmed it would go back to the Homeowner of the lot. Chad Besenfelter

recommended the Board use caution in deciding this matter as there may be a zoning regulation in place that requires a certain number of parking spaces to operate the Creek Club as an event rental facility. Tony Woody stated he was against abandoning the easement as parking is such an issue on I'On it is inadvisable to lose the additional spots. Mike Parades asked about the space potentially being wide enough for a loading zone. Tony Woody stated the space would have to be at least 18 ft deep. Tom O'Brien brought up using the parking area for vans to drop off guests. Chad Besenfelder stated he believes the easement came about for the purposes of fulfilling a zoning requirement. Karen Dillard asked if we were to keep the parking easement and its purpose is for additional parking during Creek Club events, will we enforce that. Karen pointed out the homeowner expects enforcement if the easement is not abandoned by the Assembly as his understanding of the easement is that the parking easement is designated to be solely for Creek Club guests. Mike Parades replied the easement states it is for the purposes of the I'On Assembly's guests and invitees and is not tied to Mr. Russo's lease or specifically Creek Club guests.

Motion to deny 45 Saturday Rd's request for the I'On Assembly to abandon its parking easement on Homeowner's lot. Motion seconded. All in favor. Motion passed unanimously.

Presidents Report:

Mike Parades informed the Board that Deborah Bedell plans to write a letter to the Town of Mount Pleasant regarding the letter sent by Vince Graham to the Town of Mount Pleasant. Bruce Kinney has also heard from several residents they intended to write the town as well.

Motion to approve Chris Colen as the 2016 Exploratory Dock Expansion Committee Chairman and David Beckmann as a committee member on the 2016 Infrastructure & Landscape Committee. Motion seconded. All in favor. Motion passed unanimously.

Covenants Committee:

Lori Feehan brought back the discussion from the February Board meeting regarding trash bin screening. Lori sensed there was some misunderstanding as to why the issue was brought up in the first place. The issue came up when

a homeowner objected to trash bins being visible from the canal despite being screened from the thoroughfares. The Committee looked into the issue and discover there were circuitous references between rules, regulations to the I'On Code. The I'On Design Committee considers alleys part of the public realm. Bruce Kinney disagrees with the argument of alleyways being part of the public realm, but could see lakes & canals being included as public realm. Tony Woody asked for clarification regarding the language in the Covenants. Lori Feehan stated the Covenants say trash bins should be screened from the thoroughfare, but the I'On Code says trash bins and mechanical equipment should be screened from the public realm. Lori noted from an enforcement standpoint, considering alleyways public realm would make screening very difficult to enforce. Paul Gillis asked if residents must go to the IDC for screening measures. Lori Feehan clarified that residents did have to go through the IDC. Paul Gillis questioned if there should be a standardization of the method. Bruce Kinney noted there are a variety of ways to screen and standardization would be very difficult. Chad Besenfelder stated the home whose trash bin could be seen from the canal was working to improve screening, but there had been several issues with screening including the sale of the lot next to the home falling through. Lori mentioned she had investigated throughout the neighborhood and there were issues almost everywhere. The issue is further complicated by initial designs of most houses did not allow for screening of the full size bright blue recycling bins that came later. Lori Feehan stated the Committee would like to send a communication out to the neighborhood asking neighbors to be thoughtful with their trash bin placement as well as reminding neighbors to take in their trash bins within 24 hours of pick up. Other than the public education campaign, the Committee will hold on the issue for the time being but reaffirms its position that screening is from thoroughfares defined as public street maintained by the Town of Mount Pleasant. Lori asked the Communications Committee to assist with the matter and Karen agreed to assist.

One suspected short term rental was sent a compliance letter. Mike Parades informed the Board the suspected short term rental owner says they are renting for 30-days minimum. Lori Feehan asked that Mike request a copy of the lease(s) for confirmation. Mike agreed to retrieve documentation.

Lori updated the Board on the progress of the compliance program. The program will be slowed during pollen season, but Lesley will begin 90 Day follow ups to courtesy reminders sent out in April. Mike Parades stated the SCS office is tackling the issue of homeowners feeling targeted by the letters as some homeowners weren't aware of the program and felt singled out. Mike informed the Board that 167 letters have gone out since 01/21/2016 and 30% of those cases have already been closed out. There is another list of 64 homes that has been put on hold until after pollen season. The general response has been positive with few negative responses. Karen Dillard asked if the revised courtesy reminder letter was being received better than the original draft. Mike confirmed it was.

Communications Report:

Karen Dillard updated the Board on the logo development process. Karen plans to present logo options at the next Board meeting in April.

Mike Parades stated he will do a monthly General Manager email blast similar to the community email he sent out in March regarding tiny house, marsh path clearing, and other projects. The Board agreed it was a positive way to communicate landscaping, construction, and other projects to the community. Mike informed the committee The Greenery would be mulching and planting seasonal flowers during the second week of April. The previous seasonal plantings will be pulled out during this time.

Karen asked the Board to clarify its philosophy on emailing out serious information posted on Next Door I'On. Karen highlighted two recent posts regarding a suspicious individual in the Rookery and a coyote on Ionsborough St. The Board agreed Next Door I'On is not an official source, and it would be best to not send emails based on information from Next Door I'On.

Mike Parades informed the Board that new signage was being placed on the Sports Field and the Rookery that explicitly states the hours of operation. Mike has spoken with the Mount Pleasant Police Department asking that they periodically enter the Rookery after hours as well as checking the Sports Field. The new signage will allow the police to enforce the hours of operation of the amenities and help reduce loitering after dark in these areas.

Finance Report:

Paul Gillis informed the Board that financials were looking good, and the transfer fees are ahead of budget so far this year.

Mike Parades updated the Committee that approximately \$25,000 or 3.1% of 2016 Assessments were still considered outstanding as of 3/24/2016. There is a total of \$41,804 outstanding including long term delinquent accounts. Penalties have been applied to those accounts overdue. Mike sent a final email reminder to homeowners with outstanding accounts.

Mike Parades presented the new office space request to the Board. The current office has become cramped between the amount of storage space needed and two full time staff members. A larger office space, double the size of the current space, has opened up in the 159 Civitas building for \$825 a month or \$325 more month than the current office rent of \$500 a month. The new office space will cost an additional \$2925 on office space for the remainder of the budget year. The \$825 price will be locked in until December 2017. Paul Gillis supports moving to the larger office space, adding the Assembly is ahead of budget by approximately \$4,000 as of 3/24/2016.

The Finance Committee approved a Communications budget of \$1500. Karen Dillard asked why the amount was lower than what was the Communications Committee had requested. Mike Parades informed Karen the Finance Committee is willing to approve more funds whenever the formal budget is submitted.

Paul Gillis stated the Finance Committee had adopted a policy for new budget item additions. The Finance Committee agreed that the policy would be to adjust the budget as need for new or revised spending plans but only within the total budget amount approved by the Board.

Karen Dillard asked about how the logo rollout will be budgeted to fit in. Paul asked if it had to be in this budget year. Karen stated it was important to have a well-developed rollout rather than piecemeal the logo roll out. Mike Parades asked if a budget estimate could be devised, so the Finance Committee can start planning now. Karen agreed to develop the proposed budget estimates.

Paul Gillis brought up his final item regarding Cashflow from the Reserves. The Reserves now have their statements separate from the operating budget. The Committee wants to be able to forecast out Reserve spending against the

Reserve Study spending plan and have worked to develop more efficient ways to track this information. The Reserves are tied to CDs and it is important to watch liquidity.

IDC Liaison Report:

David Thompson was not available to give an IDC report, but Bruce Kinney remarked the IDC was very busy with new construction and new landscaping. Lori Feehan questioned how many new homes were left to be constructed. Mike Parades stated he would find out the number of lots left.

Landscape and Infrastructure Committee Report:

Tony Woody updated the Board on the Committee's progress on repairing the alleyways. Areas in need of repair have already been identified. In addition to repairing these areas, the Committee is debating how to fix the turn radii and what seal coat material to use. The Committee would like to move forward with the general alley repairs now.

Motion to approve additional \$47,500 from the Reserves to complete alley repair work. Motion Seconded. All in favor. Motion passed unanimously.

Paul Gillis pointed out that items 7 & 8 on page 2 of the Infrastructure and Landscape Report should be from the Reserves, not Capital Projects. Mike Parades agreed.

Bruce Kinney informed the Board of the compliments he had received regarding Phase 1 of the Marsh Path Clearing Project. Lori Feehan asked if the neighbors who live where the marsh path clearing occurred are among those excited about the project. Mike stated there had been one negative comment received and some concern regarding potential violation of DHEC rules. He assured the Board the clearing was done in a manner in line with the regulations from DHEC. Lori Feehan asked what the total price was for the work done so far. Tony Woody stated that \$4,700 was spent on the first section. Mike Parades believes there would be at most 3 more installments necessary to complete the entire marsh path. Tony Woody clarified the initial phase was a sample to see how the project was received and what the visual result was.

Mike Parades informed the Board that both the crosswalks and the pruning rejuvenation projects are complete. Discussion arose regarding the pedestrian

crosswalk warning signs now located at the entrance of I'On. Lori Feehan asked if these warning signs were required. Tony Woody stated the warning signs were required as the crosswalk is treated as a midblock crosswalk, but there was some latitude as to where the signs had to be placed. Mike Parades asked if the crosswalk signs on Mathis Ferry allowed additional latitude to the Assembly's placement. Tony Woody suggested the signs be moved to the other side of crosswalk, so as not to be disruptive to the aesthetics of the entryway. Mike agreed to reach out to the Town of Mount Pleasant in order to determine what can be done.

Jason Weaver of Weaver Construction, Chad Besenfelder, and Mike Parades will walk the alleys in order to finalize the plan to address turn radiuses and/or widening of the alleys. Mike met with the manufacturer of the Liquid Road product who after inspecting alleys advised Liquid Road would not be an ideal choice for I'On; however, there is another product available that is sufficient for the neighborhood's needs that is about 25% of the cost of Liquid Road.

Lastly, the field work for the depth survey of the lake and canals has been done. The full report can be expected in mid-April. Mike spoke with the surveyor and was told the lake's slit level was looking significantly lower than previously thought. If this is accurate, it will have a very positive impact on the Reserves funding.

Amenities Report:

Tom O'Brien requested approval of \$5,000 from Capital Projects for the Waterfront Park Committee to get started on the design of the park, bid packages, etc. Mr. Russo, the lessee of the Creek Club, is on board with the waterfront enhancement, and an amendment to the lease will be prepared.

Motion to approve additional \$5,000 to begin design of the Waterfront Enhancement. Motion Seconded. All in favor. Motion passed unanimously.

Tom updated the Board on the progress of the Sports Court Committee. The question of the Sports Court location not being available in the January Amenities Survey has been resolved. Tom included the exact wording of the Sports Court survey question in the Board Packet. The print out shows the question includes the proposed location of the Sports Court. The Sports Court

Committee is making progress and will have an official bid prepared for the Board for the April meeting.

The Waterfront Park/Enhancement Committee will be meeting in the week following the Board meeting to look at bids for getting freshwater out to the dock. Lori Feehan asked if the water can be secured. Mike Parades said it was possible. Tony Woody suggested the Committee ensure the existing permit allows for freshwater.

Mike Parades asked for Tony's opinion on the Earthsource bid on seeding and fraze mowing the soccer field. Tony Woody agreed it was a good price for the work needed as any land disturbing activity in I'On requires several permits to be filed.

Final Comments

Lori Feehan asked for an update regarding Aherne vs. I'On Homeowner's Association. The latest information she received was that the plaintiff did not attend the most recent court date. Bruce Kinney confirmed the plaintiff was not in attendance at the last court date. The judge dismissed the case. Lori asked if the Assembly was over on its Legal Budget. Bruce confirmed there was a variance on the Legal Budget due to a few legal situations that have arisen thus far. The Creek Club litigation is not the primary source of legal costs this year. Bruce assured the Board there was extreme caution being used when seeking outside Counsel.

There being no further business to come before the Board of Trustees, the meeting adjourned at 6:55 pm.

Respectfully submitted by

April 25, 2016

I'On Communications Committee Board Report

The communication committee met at 9 am on Thursday, April 21, 2016. The following is our report:

- Suggestion to have a presentation on shade gardening to the community from an experienced horticulturist at The Greenery. Lesley followed up and the Greenery is currently doing some test planting on the topic. They would like to conclude testing before sharing ideas with homeowners. Someone from the Greenery will address the subject at the June 14 mid-year homeowner's forum.
- The committee wants to evaluate our current website and decide if it can meet our needs. We would like to build a mobile app on top of our website, yet Association Voice is not mobile ready nor does it have a mobile application today. I met with Mike and Lesley on April 22 and Mike agreed to contact Association Voice to have them come to I'On and present on their future roadmap as well investigate which website features they have that I'On may not be using today. Once we evaluate Association Voice's current capabilities and future roadmap we will make a recommendation as to whether or not we should considering migrating the website to a new, mobile ready vendor.
- Craig McLaughlin joined our meeting to present I'On logo options. He presented three options and the committee unanimously agreed on the best choice. This logo will be presented to the Board during Thursday's Board meeting for approval. Once approved, we will work with the Finance committee on money available for a roll-out plan including new signage, banners, t-shirts, etc.

PRESIDENT'S REPORT

Creek Club Litigation

Nothing new to report.

General Counsel

Shawn Willis from Turner Paget Graham & Laney has been the Assembly's general counsel for more than a year. Last week Shawn advised us that he was leaving Turner Paget to join the firm of Nelson Mullins Riley & Scarborough in their Charleston office. Nelson Mullins has more than 500 attorneys and professionals practicing in fifteen offices on the east coast from Massachusetts to Florida. Shawn has served the Assembly well in a variety of areas, and the legal committee strongly recommends that we continue to have Shawn represent the Assembly.

Aherne vs. I'On Homeowners Association

Last month I reported that the case had been dismissed because Mr. Aherne did not show up for the scheduled bench trial. He requested a second chance, and a new trial is now set for May 4th.

Phase 11 Tiny House

I was copied on two letters written by Vince Graham to the Town of Mount Pleasant zoning and building department heads requesting permission to proceed with placing a tiny house in Phase 11. I responded on behalf of the I'On Assembly to both letters challenging Mr. Graham's request based upon existing zoning. On April 14, Kent Prause, Chief Zoning Administrator, informed Mike Parades that he had advised Mr. Graham that the tiny house would not be permitted. More details will follow as they become available.

Boating and Dock Usage by I'On Club Members

I believe the Assembly is close to reaching an agreement with the I'On Club that will permit Olde Park Club members to have access to the boating facilities in time for the May 1st boating season, as well as deal with the Club's past due cost sharing obligation. I hope to have something for the Board to vote on at Thursday's meeting.

Board Charter

Over the past couple of years Charters have been written for various standing committees including the Board of Appeals, Covenants and the IDC. The Charters outline the purpose of the committee, its structure and procedures. A group of I'On residents recently met and have requested that a Charter be written for the Assembly Board. I agreed to take this on, emphasizing the Board's duties under the Governing Documents as well as its role in building the social and civic well-being of the community. I intend to have a draft before the next Board meeting for Board members to review and comment on.

Bruce Kinney 4/25/2016

Covenants Committee Meeting April 20, 2016
Minutes

Members Present: Lori Bate, Lori Feehan, Adam Robinovitz

Members Absent: Scott Alderson, Linda Rinaldi

Also Attending: Mike Parades, Lesley Ramey

A property on Mises Street with a backyard strewn with lawn furniture and “object d’art” was judged not to be violating our covenants (things are in good order and repair, the grass is trimmed etc). The committee recommends the IDC approach the owner about constructing a privacy fence to screen the yard from neighbors’ view.

The complaint about the Rialto views of the alley off Latitude and behind Ponsbury was reviewed. The vacant lot is trimmed and the other two homes have landscaping in place. The trash/recycle cans are not visible from either Ponsbury, nor Latitude. I verified that the bins are barely visible from the alley as they are screened by plants. The Covenants Committee feels it would be difficult to insist on trash can **invisibility** in light of the more than 30 or so others visible at any given time one rides around I’On. A photo survey on April 25th of just some of the streets showed many cans visible from the public streets, neighbor’s front views and the alleys. We continue to believe a PR campaign by the Communications Committee about trash can courtesy is the best way to handle this.

The compliance program is underway with 198 citations sent out and being followed up. The next batch of letters will be going out this month. There are particular standouts on Montrose, Saturday Road and Civitas that need aggressive action as the properties are deteriorating.

The committee reviewed the text for the follow up compliance letter and will be recommending a standard fine structure for maintenance non-compliance to the Board at the May meeting.

Finally, the issue of loose dogs was revisited. Several residents have complained of being frightened by encounters with loose dogs, on and off the trail, and it appears we may want to revisit I’On’s pet rule to make it consistent with Mt. Pleasant’s leash law.

It is difficult for residents to deal with animals not under sufficient “voice control”. This was the subject of 82 comments in the initial community survey as well as a good number of comments in the amenity survey relating to a Dog Park. Part of our pet waste problem may well be attributable to dogs off leash. The committee wishes Board input on a potential rule revision.

The meeting adjourned at 5pm.

Respectfully submitted,

Lori Feehan, Chair, Covenants Committee

Treasurer Report

April 2016 Report

March Budgeted Revenues and Expenses – *starting year on a positive trend*

- Transfer fees of \$28,900 YTD significantly ahead of budget by \$15,400
- YTD Expenses were slightly over budget by about \$1,000
- For the 3rd year in a row legal fees are running significantly ahead of budget

Balance Sheet – *cash position strong and 2016 dues collections progressing*

- Operating cash of \$634,400 as of 3/31/16 represented 10.1 months of average monthly expenses
- Efforts are ongoing to force action on 2 large, multi-year unpaid dues balances
- Uncollected HOA dues at 3/31/16 were \$36,000; reinitiated foreclosure on one property

Reserves – *reserve spending to pickup in 2016 with some reserve study work accelerated*

- The HOA is well reserved with Contingency, Insurance and I'On Trust reserves established and funded
- The Replacement Reserves and Capital Projects Reserves were funded out of the operating account at \$39,000 and \$46,000, respectively, during March
- Reserve and Capital Projects spending for the balance of the year forecasted at \$220,000 for alley work and West Lake path work
- A new Reserve Study to be budgeted for early 2017

Reserve Investments – *One CD matures in April for \$160,000*

- Value of CD investments total \$1,164,000 as of 3/31/16 plus money market cash of \$240,250
- The portfolio consists of a series of FDIC insured CDs from various financial institutions with a weighted average yield of .67% and weighted average maturity of .6 years with estimated income of \$9,495.
- Reserve cash available for project spending as of mid-April was approximately \$400,000

Capital Projects Reserves

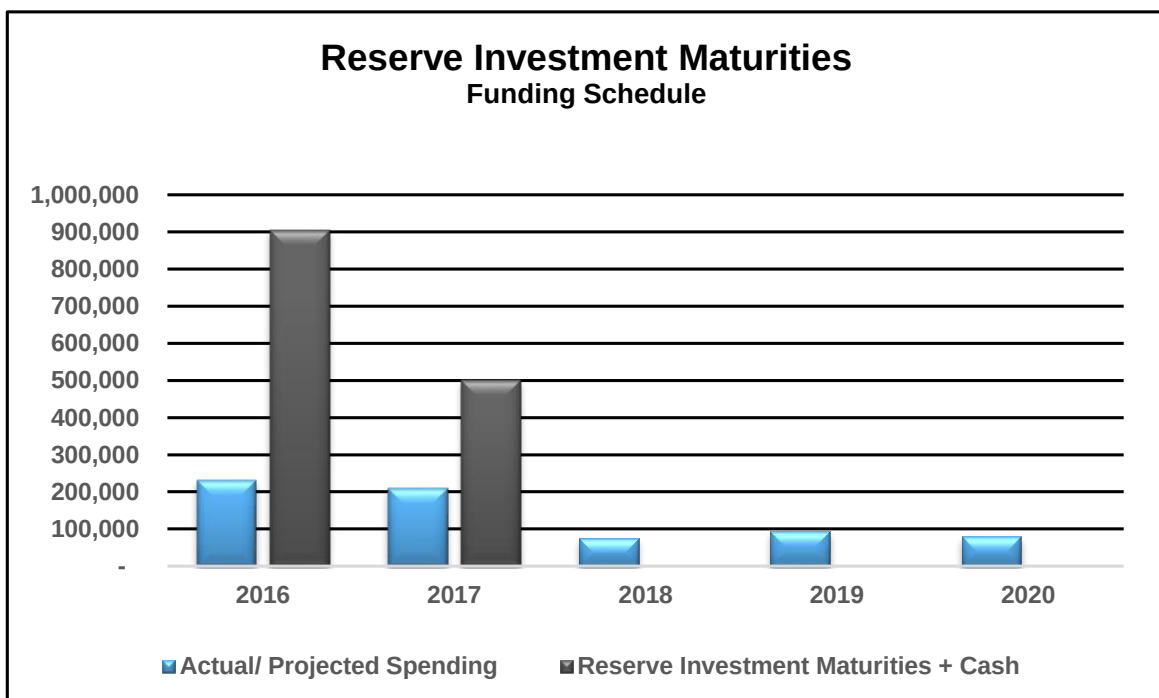
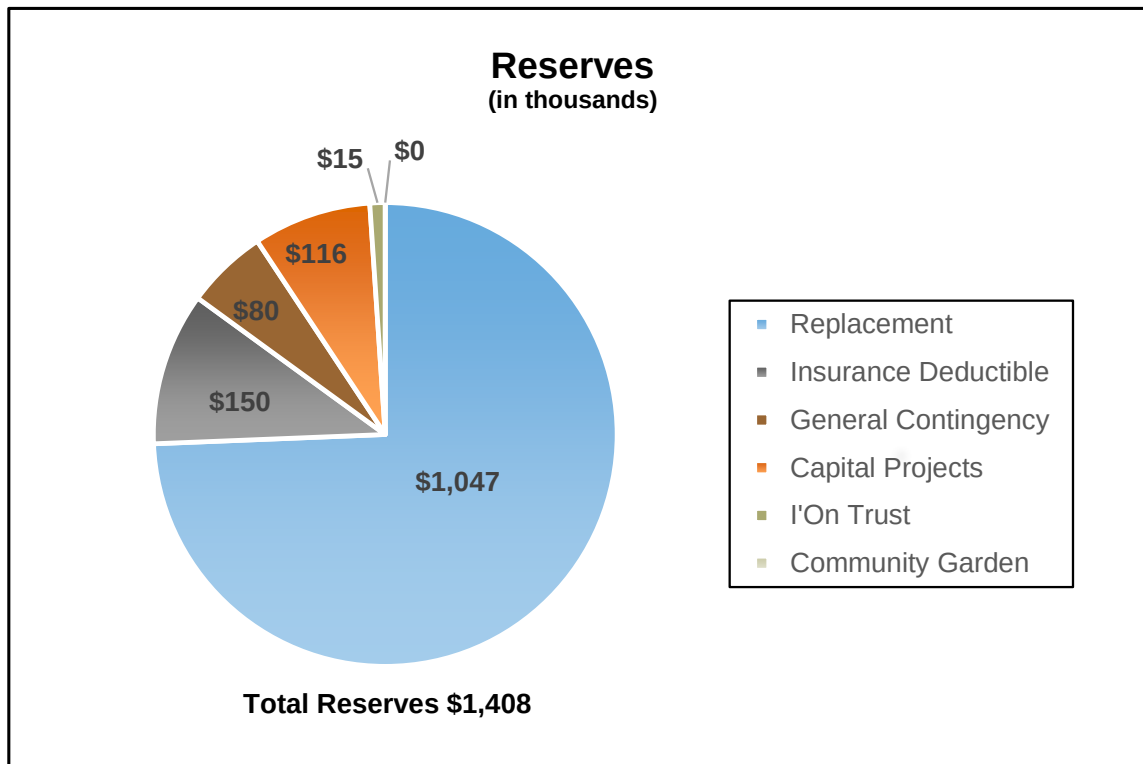
- Balance as of 3/31/16 stands at \$116,000. Amounts committed to be spent during the balance of the year for the Sports Field survey and Marsh Path clearing phase 2 are estimated at \$7,700 and \$4,900, respectively
- Fiscal discipline must be maintained when considering expenditures from the Capital Projects Fund

Executive Dashboard 3-31-16.xlsx

Summary Income Statement	Prior Years Actual		Annual	YTD	YTD
	2014	2015	Budget 2016	Actual 2016	Budget 2016
Assessments	\$ 759,570	\$ 760,835	\$ 800,100	\$ 799,050	\$ 800,100
Delinquent Dues	(8,394)	(9,032)	(6,000)	1,364	(6,000)
ITC Revenue	27,350	22,650	15,000	7,050	5,000
Dock Closure Rev	-	21,700	24,500	1,050	2,450
Other	20,050	10,498	6,600	1,076	200
Total Revenue	\$ 798,576	\$ 806,651	\$ 840,200	\$ 809,590	\$ 801,750
Administrative	\$ 218,943	\$ 232,471	\$ 266,596	\$ 56,219	\$ 58,590
Legal	80,209	37,297	25,000	16,031	6,249
Landscaping & Maintenance	351,455	379,963	348,200	87,467	93,302
Utilities and Ins	113,764	106,057	114,484	15,966	16,422
Reserve Contribution	27,500	39,000	39,000	39,000	39,000
Capital Projects	-	-	46,000	46,000	46,000
Total Expenses	\$ 791,871	\$ 794,788	\$ 839,280	\$ 260,683	\$ 259,563
Net Surplus	\$ 6,705	\$ 11,863	\$ 920	\$ 6,720	(1)

(1) Amount ahead of budget

Receivables Delinquent Dues					
	Dec-14	Dec-15		1/31/2016	3/31/2016
Dollar Amount as of	\$ 35,302	\$ 20,738		\$ 140,364	\$ 36,023
% of Assessments	4.6%	2.7%		17.6%	4.5%
# Past Due	33	12		125	16
# of liens filed	1	4		6	6
# in foreclosure	4	2		2	2
Operating Cash on Hand	\$ 398,318	\$ 494,766		\$ 723,862	\$ 634,411
Months in Reserve	6.0	7.5		\$ 10.9	\$ 0.8



April 27, 2016,

To: Mike Parades

From: David L. Thompson

RE: VP report IDC meetings April

Two IDC meetings, 4/5/16 and 4/19/16. I was absent from meeting on 4/5/16

Meeting on April 5, 2016 (20 submissions)

Construction/ADU's - 2

New Homes - 0

Landscape - 10

Maintenance/Repairs - 8

Meeting on April 19, 2016 (17 submissions)

Construction/ADU's - 4

New Homes - 1

Landscape - 6

Maintenance/Repairs - 5

Two pending appeals 4/26/16

No fines approved at April meetings

IDC issues from April meetings:

Artificial turf requests

Steel garage doors

Solar panels

Report
Infrastructure & Landscape Committee
April 18, 2016

Attendees

1. Mike Parades
2. Tony Woody (Chair)
3. Chad Besenfelder
4. David Beckmann

Old Business

1. Alleys – The Reserve Study contemplates doing approximately 1/5th of the alleys each year. None have been done since the original reserve study was completed in 2011. A preliminary review has been completed to include adding turn radiuses where needed, making necessary repairs and then seal coating. Funds would come from Reserves.
 - a. Survey complete and repair areas have been noted on exhibit included in previous report.
 - b. **Asphalt repairs approved last month are in process. \$17,700 has been completed and invoiced.**
 - c. **Committee recommends moving forward with remaining alley work... miscellaneous drainage repairs, widening alleys at certain locations, increasing the radii on alleys in certain locations, and installing an asphaltic seal coat to all alleys. The cost for this work as previously quoted by Weaver is \$88,450. Based on comments from neighbors and observations by the Assembly Manager and Committee members the Committee recommends adding a contingency fund to this work for use in installing bollards, palm trees, and fill and sod to better direct drivers instead of widening certain alley areas. The recommended contingency is \$17,250. The total cost for this work is \$105,700. Funds to be drawn from Reserve Budget. VOTE REQUIRED.**
2. Crosswalks – **The crosswalk at the intersection of North Shellmore and Sowell Street is complete and approved by Town. The crosswalk at North Shellmore and Civitas was not constructed correctly and the Town has required that portions of the assessable ramp on the Square be removed and replaced, and that the stop sign post be removed and replaced with a break-away design similar to the crosswalk sign mounted nearby. The Assembly Manager is currently working with the contractor, and design professional to determine the limits of repair.**
3. Stormceptor cleanout – Committee to evaluate need and set up schedule for cleaning. This item is not a priority. Mike to contact Eddy's for quote. **No change.**

4. **Five Year Plan**- Greenery prepared a five year plan to rejuvenate the various hardscape and landscape common areas throughout the neighborhood. See attached I'On Five Year Plan document.
 - a. **Initial marsh path clearing is completed and the greatest majority of comments have been extremely positive. The Committee recommends performing the same work on the next section of the marsh path. The cost for the work is \$4,900. Funds to be drawn from the Capital Projects budget. VOTE REQUIRED.**
5. **Lake Aeration** – Assembly Manager to investigate removal and replacement of pond aeration systems for East Lake and West Lake and bring recommendation and cost to Committee for review. Committee recommended proceeding with West Lake aeration and holding on East Lake aeration until next year. The cost to remove and replace the current aeration system is \$8,000. Funds to come from the Reserve Budget. **Complete.**
6. **Lake Survey** – Committee recommends performing a hydrographic survey of the two lakes to use as a basis for determining the cost of lake dredging. The Reserve Fund a lots a significant amount of funds to this work that may or may not be necessary. The cost for the work is \$5,656 and will come from the Capital Projects fund. **Field work is complete and we are awaiting report.**
7. **West Lake Path** – The Committee discussed the West Lake path improvements identified in the Five Year Plan published by the Greenery. At the direction from the Board the Committee evaluated installing concrete paths instead of the current plantation mix. **The Committee received two proposals from the Greenery. Proposal 1 is for the removal and replacement of the current sandshell path on the west side of Westlake. The cost for this work is \$44,828. Proposal 2 is for the removal of the current sand shell path and replacement with a concrete path of similar width and treatment to the existing sections. The cost for this work is \$58,308. The Committee recommends removal and replacement with sand shell at a cost of \$44,828. Funds to be drawn from the Reserve budget. VOTE REQUIRED.**

NEW BUSINESS

1. **Sports Field** – Committee received a fee proposal from the design professional to prepare plans and apply for permits for the sports court. The cost for this work is \$7,700. Funds to be drawn from the Capital Projects budget. **VOTE REQUIRED.**
2. **Sophie's Park** – Furniture is in disrepair and in need of replacing. The Assembly Manager is researching options using hard plastic and teak materials. Committee hopes to make a recommendation at the next meeting.
3. **130 North Shellmore** – Owner has requested that the alley behind home and adjacent to Ramble be widened to allow better access to garage. Cost is included in alley work above.



EARTHSOURCE ENGINEERING

CIVIL ENGINEERING | SITE PLANNING | LANDSCAPE DESIGN | LEED DESIGN

March 10, 2016

Mr. Michael Parades
Southern Community Services
3301 Salterbeck Street, Suite 201
Mount Pleasant, SC 29466
mparades@scs-carolina.com

Subject: Proposal for Schematic Design & Coordination, Civil Engineering Design & Permitting
For Required Permitting Submittal Packages
Proposed Multi-Purpose Court
+/-0.25 Acre Portion of Tract TMS# 535-06-00-001
Eastlake Road
Mount Pleasant, SC

Dear Mr. Parades:

Thank you for the opportunity to submit proposal for the above referenced project located off Eastlake Road in the Town of Mount Pleasant, SC. Based on our discussion and our knowledge of the site and requirements of the Town of Mount Pleasant, the scope of work includes completion of schematic design and coordination for the development of civil engineering plans for a multi-purpose court. We will need an as-built survey of existing parking and structures to begin work which you have previously provided. The planned services for approval through the Town of Mount Pleasant are outlined below:

DESCRIPTION OF SERVICES

I. Schematic Design & Coordination

- A. Schematic Layout based on your Previous Planning
- B. Coordination with the Property Manager
- C. Coordination with Town to Verify Permitting
- D. Finalize Plan based on Feedback Received

II. Civil Engineering Design

- A. Existing Conditions & Tree Removal Plan
- B. Final Site & Layout Plan of Hard Surface Court
- C. Erosion Control Plan
- D. Construction Details
- E. Senior Engineer Review

III. Permitting, Review & Approvals (If Needed)

- A. Town of Mount Pleasant Planning Review/Approval (*Landscape/Zoning*)
- B. SCDHEC OCRM NOI for Stormwater Discharge Permit (*Less Than 0.5 Acre*)
- C. Town of Mount Pleasant Engineering Review/Approval (*Stormwater*)
- D. Town of Mount Pleasant Public Works (*MS4 Approval*)

SERVICES NOT PROVIDED

The following items are not included in this proposal, but can be coordinated by EarthSource Engineering as an additional service:

Any other coordination with/or permitting through the governing boards or agencies other than outlined above, i.e. rezoning of property, variances, etc.

Specifications Book (*All specs provided on Civil Design Drawings*)

Bidding & Negotiation of Contracts

Surveying

Wetland Delineation/ Certification

Wetland Fill Permitting

Lift Station Design

Landscape Design & Details

Town Dedicated Roadway Design

Planning Commission Submittal

Soil Borings/Testing

Construction Management (*Other than Specified*)

Fees for Review Submittals

Plan Reproduction (*Other than Submittals*)

Additional Permitting

Zoning/Land use Analysis, Town of Mt. Pleasant

Exterior Lighting Design

SWPPP Inspections

Additional Inspections (*Other Than Specified*)

Plat Research or R/W Recording

Utility Design

Fees for Review Submittals

Additional Plan Reproduction

Stormwater Design

Commercial POA or HOA Coordination

Encroachment Permitting

FEE COMPENSATION

EarthSource Engineering proposes to perform the work in conjunction with the Owner/Client on an hourly basis with an estimated maximum fee of:

Section I: Schematic Design & Coordination	\$ 1,800.00
Section II: Civil Engineering Design	\$ 2,700.00
Section III: Permitting, Review & Approvals (<i>If Needed</i>)	\$ 3,200.00
Estimated Total Cost	\$ 7,700.00

The proposal includes site visits as required including travel and sets of drawings for review & permitting purposes. The Owner will receive a set of original drawings for bid and construction purposes. Reimbursable expenses for additional services will be at the rates outlined in the General Conditions.

GENERAL CONDITIONS

Services are subject to the following standard general conditions:

1. Invoices are due and payable by the Owner upon completion and presentation of each task. Invoices are past due 30 days from the date of the invoice. Past due amounts are subject to a late payment fee of 6% per month on all outstanding balances. Attorney's fees and other costs incurred in collecting past due amounts shall be paid by the Owner.
2. This proposal includes printing costs for submittals to the appropriate review agencies during design only. Once the final drawings have been approved, EarthSource will provide a set of original record drawings to the Owner for bidding purposes, all other prints will be the responsibility of the Owner.
3. Limits of Liability: The total limit of liability borne by the associates, successors, assigns and legal representatives under this Agreement is in direct proportion to that of the compensation paid to the associates under this Agreement and shall not, under any condition, exceed the compensation already paid at the time of any such accusation.
4. Proposal for civil fees listed in this document are valid for up to 30 days from the issued date on cover page. If a signed contract is not returned by the client within 30 days of this date this proposal is deemed null and void.
5. Approximate hourly rates for Additional Services and Reimbursable items will be billed as follows:

Rate Schedule

Services can be provided on a cost plus basis in accordance with our standard hourly rates:

Registered Engineer	\$115.00/hour
Project Engineer	\$95.00/hour
Technician	\$45.00/hour
Administration	\$35.00/hour
Outside Consultant	Invoice Cost + 15%

These rates include salary costs, payroll taxes, sick leave, vacation, general overhead, indirect expenses, office operating costs, insurance, etc.

Copies, printing and reproduction fees are as follows:

Prints

24" x 36" Prints.....	\$2.00 each
30" x 42" Prints.....	\$3.00 each

Copies

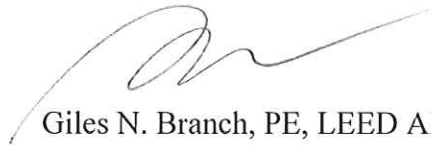
8 1/2" x 11".....	\$.10 each
8 1/2" x 14".....	\$.12 each

Reproducibles

24" x 36" Mylar.....	\$20.00 each
30" x 42" Mylar.....	\$25.00 each
24" x 36" Vellum.....	\$16.00 each
30" x 42" Vellum.....	\$18.00 each

We look forward to this opportunity to provide prompt, quality services to you on this project. If this proposal is acceptable to you, a signature acceptance in the space below will authorize a notice to proceed and a contract for professional services.

Respectfully Submitted,
EarthSource Engineering Company



Giles N. Branch, PE, LEED AP
Principal/Civil Engineer

Accepted By: _____

Title: _____

Date: _____