

**PON ASSEMBLY
QUARTERLY
BOARD OF TRUSTEES MEETING
July 15, 2003**

M I N U T E S

Pursuant to call, the Quarterly Board of Trustees Meeting commenced at 8:30 A.M. on Tuesday, July 15, 2003 in the conference room of P'On Company.

I. Attendance

Board members in attendance were Gaye Joyner, Vince Graham, Allen Coletnan, Joe Halford, Libby Eble, and Michael Purcell. There were several homeowners present. Representatives from CCMC were Brett Young and Jerry Watson. i

II. Call to Order

Vince Graham called the meeting to order.

III. Approval of Minutes

The minutes of the April 22, 2003 meeting were approved with revisions as noted.

- > Revision on page 2 regarding transfer fees. Clarification is needed from Andy Gowder regarding this item.

Motion to approve Michael Purcell/Allen Coleman. All were in favor with the revision noted and the motion carried.

IV. Manager's Report

Mr. Young stated that he had met with the finance committee and Ms. Eble will present those items under the committee reports. He also stated that he had met with Joe Halford in reference to the landscaping committee.

V. Committee Reports

A. Finance

1. Current financial position and revised 2003 projections

The committee figured that the average expenses through May 2003 were approximately \$18,397. The approximate expenses for 2003 will be \$220,764.00 based upon this figure. There will be a projected deficit of \$13,000. Ms. Eble stated that these figures could change based on the number of closings that would happen for the balance of 2003.

2. Increasing late fees for delinquent payments

The board discussed the increase in late fees. Upon discussion the following motion was presented:

Upon a motion by Michael Purcell and seconded by Libby Eble, all in favor, the late fees charged for accounts will be as follows.

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- > Normal late fees will accrue for the first two (2) months
 - > A fee of \$50 will be charged per month for months three (3) through five (5).
 - > A fee of \$100 will be charged per month for months six (6) through twelve (12). A lien will be filed on the property during the sixth month.

 - > Beginning in the thirteenth month, a fee of \$1,000 per month will be incurred for all past due accounts.
 - > These charges will begin in 2004.
 - ✔ Notice of these charges will be mailed with the annual statements.
3. Tax Return and Audit
It was noted that no formal audit was done for 2002.

Ms. Eble made the motion that since the audit committee had performed an internal audit, no formal audit would be done. The motion was seconded by Joe Halford. All were in favor.

Brett Young will check on the status of the tax returns since an extension had been filed based upon the outcome of the internal audit.

B. Landscaping

Joe Halford is not recommending any action at this time but made the following observations:

- > The transition of ownership for the common areas next month. The recommendations need to be understood by the board before the transition occurs.
- > Requesting bids for landscaping in 2004. He discussed the poor job by the current vendor, Forever Green.
- ✔ Looking for an alternate source for mulch
- > Discussed the problems brought to the committee by the homeowners group at Isle of Hope. The committee will present recommendations on the repairs for the erosion and the problems caused by the construction company.
- > The committee was made aware of no handicap access for East Lake path. The committee received an estimate of \$5,000 to \$6,000. Mr. Halford stilted that this was a common area issue.
- ✔ There is a problem of erosion on Ponsbury
- > Damage to the shoreline. Possible repairs are being looked into.
- ✔ The irrigation pump at East Lake needs repair. Estimates for repair are around \$800.
- ✔ The sprinklers at the end are running continuously. Mr. Halford feels that vandalism is the problem
- > The only action item presented was to replace the lock that is currently in place with lag bolts. Mr. Halford will do this repair.
- > Mr. Halford received the key for the irrigation controls for West Lake.
- > There have been complaints on builders not keeping their lots cleaned and this is causing flooding on the pathways.
- ✔ Irrigation will be discontinued on the soccer field and the moisture will be monitored to determine when the sprinklers need to be turned on.
- > The irrigation along the marsh paths is not operational. The committee will look at replacing foliage with different plants that are more indigenous to the area.
- > Minor repairs are required at the end of the foot bridges due to erosion problems.

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- > **Better weed control is needed** from Forever Green.
- ✔ In the commercial square the committee has had requests to do **landscaping**. The question was raised whether it is the responsibility of the merchants or the Assembly. If it is the responsibility of the Assembly, it needs to be controlled by the **Assembly**.
- ✔ The **irrigation along Shell** more has malfunctioned this summer
 - > It was noted that Forever Green has complained about the alligator in the Rookery. Due to conservation **laws** it can not **be** removed.
 - > **It** was noted that certain builders within the community are not keeping the areas screened to prevent erosion. Mr. **Colman** will **follow** up with the builders and work to correct these problems.
- ✔ The mounds that are around trees could possibly be a problem. **It** was noted that the mounds **need** to stay for approximately twelve **(12)** months and then they can be removed.
- > The committee **will** contact the **Clemson** Extension office to **help** with a survey **of the** trees in the Assembly, The committee had **previously** met with **Jim Martin** and **his recommendation** was to contact an **horticulturist**.

C. Communications

- 1, Ms. Joyner noted **that** funds in the amount of \$2,000 is available for **the** production of the community directory. The web **committee** is working on the project along with **Biznet**. The publication **with** have a two-fold purpose. A questionnaire **will** go out to homeowners for updates. The target **date** is September for completion. **The** committee proposes to bring in about \$ 1,000 in ads so as not exceed the **\$2,000** set **aside**. The **directory** is for the **homeowner's** use only. **Information** will be **incorporated** on how to **advertise** is desired.
2. The **Boroughs** network **has** been announced. To date sixteen **(16)** homeowners have agreed (o serve. An **organizational** meeting will be held on July **22**, 2003 at **6:30** at the Creek Club.

D. Governance

1. Common area usage
 - a. Weddings in the amphitheater
After discussion, the Board decided to form an Ad Hoc committee to study the usage and fees for the amphitheater. The committee members will be Michael Purcell, Chair, Libby Eble, Lisa Thomas, Creek Club **Representative** and Gaye Joyner.
 - b, Boat **trailer parking** at the Creek Club
After discussion **this item** will be tabled for a later dale.

E. Ad Hoc Committees

1. **Michael Purcell** had **nothing** to **present**.
2. Boathouse
The committee has not **met** to discuss legal issues regarding the boathouse.

VI. Other Business

- A, **The** next meeting will be held on Tuesday, October 14, 2003, Mr. Halford suggested **that** the Board **meet** on a monthly basis as the Assembly takes on more control.
- B. The Board **will** meet in reference to **requesting** bids on landscaping,
- C, The annual **meeting** will be moved to Tuesday, December 2, 2003.
- D. An **additional** meeting **will** be **held** on Tuesday, September **9**, 2003. Mr, Graham **will** discuss **the projection** on lot **income**.
- F. The Board photo **will** be taken at **the** next **quarterly meeting**.

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VII. Executive Session

VIII. Adjournment

The meeting was adjourned at 11:15 AM,

Submitted by:

Allen Coleman, Secretary

Approved:

Vince Graham, President

Date