

I'On Assembly
Board of Trustees Meeting
Monday July 15, 2019
Board Meeting 6:00 P.M.
Conference Room, 159 Civitas St
Mt. Pleasant, SC

AGENDA

- Homeowner Forum
- Call to Order
- Approval of Minutes:
 - May 20, 2019 Board Meeting Minutes
 - June 18, 2019 Board Meeting Conference Call Minutes
 - June 28, 2019 Board Meeting Conference Call Minutes
- President's Report
- Amenities Report
 - Update on Waterfront Enhancement
 - VOTE to Approve Members to a special Pickle Ball Committee
- Infrastructure/Landscape Report
- Covenants Report
- Treasurer Report
- IDC Report
- Secretary Report
- Communications Report
- Adjournment

I'On Assembly Board of Trustees Meeting

May 20, 2019

Members Present: Tom O'Brien, Trey Mathisen, Johann von Asten, Chris Colen, Peter Wallace, Julie Hussey, and Eric Krawcheck

Members Absent: None

SCS: Jessica Gosnell and Mary Fraser

Homeowner Forum: Bruce Kinney, 94 W Shipyard; addressed the Board to thank Pam Gabriel for her years of service and hard work she has put in with the IDC. He stated how valuable the IDC is to the neighborhood. He also thanked Steve Degnen for all of his hard work with the IDC for so many years.

Ed Clem, 176 W Shipyard; first thanked the Board for the detailed reports they have been sending out before the monthly Board meetings. He then inquired about the inspection of the bulkheads along Eastlake that he read about in last month's report. Peter Wallace responded to Ed that the Infrastructure Committee is working on completing a study of the bulkheads by Jon Guerry Taylor & Associates, to get a detailed report of the remaining life expectancy of the bulkheads. As well as, to let us know of any issues the engineer sees that need immediate attention. The committee will put together a plan for addressing any immediate issues and will be comparing the study findings to the reserve study recommendations. Lastly, Ed asked the Board to consider bidding out for the neighborhood landscapers as this is the third year since we have bid out the contract.

Gary Jenkins, 66 Ponsbury; addressed the Board to discuss an issue he is having with the IDC regarding the approval process of a porch addition to his home. He touched on the amount of time it has taken to receive an approval and the many changes that have been communicated to him after the IDC meets to discuss his plans. He also spoke on the cost of the plans that the IDC is requiring him to obtain, stating that his architect did not believe he needed these kinds of plans for the type of project he is trying to complete. Julie responded there is a need for the IDC to be clear and concise when communicating our guidelines and making the process more streamlined for residents. Gary then inquired about the auditing process surrounding the IDC. Tom replied that per the covenants, homeowners have the opportunity to take the IDC's decision to the Board of Appeals by

submitting an appeal of the decision in writing to the BOA within 10 days of the IDC's written decision.

Amanda Williams, 181 Civitas; came to the meeting to speak to the Board about her concerns with the IDC's approval process in reviewing her landscape plans. She stated that all of her plans were approved after several months of reviews. After everything was installed, the IDC told her the plants she installed did not match her plans, as they were a different gallon size than what was submitted on the plans. Amanda stated this was due to the nursery not having the correct size plants by the time the plans were finally approved, so she had no option but to install smaller plants. The IDC previously told her that she did not have a linear element that is required per the I'On Code, which is what caused the back and forth and longer review process trying to work on that element. She presented the Board with pictures of resident's homes along Civitas that did not have the linear element that the IDC was asking her to install. She stated that it didn't seem like everyone in the neighborhood is being held to the same standard. Tom responded that she has the opportunity to go to the Board of Appeals if she disagrees with the IDC's decision. He also stated that the Board is working on streamlining the procedural issues with the IDC to try to streamline the process to make it more timely. However, he also mentioned that the approval process is very black and white. If the IDC does not see the installation of what was on the approved plans, then owners should expect a follow up letter stating so as you are supposed to follow the plans as approved.

Karen Rathbun, 30 Mises Street; addressed the Board with her concerns of The Greenery not coming through the alleys on Mises and Fairhope to clean up the leaves. Jessica responded to Karen, stating that she will get with The Greenery to discuss what day they are supposed to be coming through this area. Karen then brought up the issue of dogs being unleashed on streets and sidewalks throughout the neighborhood. She mentioned that her dog was attacked by another resident's dog recently. Tom responded that the Town of Mt. Pleasant has the authority to enforce the regulations of dogs being on leash on streets and sidewalks and advised Karen to call the police when instances like this occur. It should be noted that the HOA is keeping a file on all reported dog attacks and other similar instances reported.

Stan Cohen, 129 Ponsbury; addressed the Board with his concern of garden compost being deposited around his street. He also spoke of neighbors putting out

other trash and debris clippings after trash day, to be left out all week. He stated that he has noticed that many times it is accumulated from privately contracted landscapers not taking the debris from their day's work to the dump. Tom responded that we have sent out many eblasts to the neighborhood to try and stop this behavior. Jessica also responded that she always makes sure to send an email to residents when she knows exactly which residents are doing this. It was noted that most of the time sending these direct notes gets the issue resolved. Tom again stated the need to go to the Town of Mt. Pleasant for these issues as they are the only ones who can actually enforce this rule, as it is not an I'On rule but a Town Ordinance.

Meeting Called to Order: 6:52pm by Tom O'Brien

Approval of Minutes:

Motion to approve the April 15, 2019 I'On Assembly Meeting Minutes. Motion Seconded. All in favor. Motion passed unanimously.

Presidents Report:

No formal report was presented.

Treasurer Report:

Johann first discussed the new software that the management company is now using, relaying the inconsistency of the software, how long it has taken to implement, as well as the lack of proper training for the staff to know how to use the program. He stated that we did not even receive the financials until today and they are only halfway complete due to issues the company is having with the transfer of data from their old system to the new software.

It should be noted that we expect to be over budget on legal fees for the year as we are currently \$16,000 ahead of anticipated spending for the year thus far. Johann estimates spending another \$40,000 for legal fees this year.

Johann then reported that we are under budget year to date on water, but this variance will likely decrease come the summer months when we are having to irrigate more frequently.

It was also noted that we have yet to receive the transfer fee amount YTD from the new accounting software system and hope to have those amounts to report at the next meeting.

Johann went on to discuss the reserves. He stated that the reserve and capital accounts were not funded yet due to the software change out, but those funds should be transferred from the operating account to the reserve fund and capital fund next month.

Johann relayed to the Board that he hopes to have more accurate financials to bring to the Board meeting next month once all software transfers have been completed and glitches corrected.

Lastly, Johann discussed increasing assessments for 2020. He stated that he thinks raising the annual assessments anywhere from \$100 to \$150 would be appropriate. There are multiple reasons why we need to raise assessments for 2020. One reason for the increase is due to the neighborhood is aging, and many landscape items cannot only be maintained anymore, but need to be completely replaced. This is costly. The increase is also necessary to keep up with the rate of inflation as the association has not increased assessments in 4 years. It was also noted that the only reason we did not require an increased assessment for 2019, was due to the significant savings the association gained by replacing the street light lanterns.

Amenities Report:

Jessica reported on the progress of the waterfront enhancement project to the Board. She stated that the landscape architect is requiring several trees to be added to the survey in order to ensure locations are 100% accurate on the plans. The existing survey did not have these trees marked, and we found a few locations that were not lining up, so to ensure locations are exact (which is very important on plans), we are having Reid Surveying come out and survey eight trees and add them on our existing survey. Once that is completed we will be able to move forward with finalizing the plans, ordering furniture, and scheduling. Tom communicated to the online viewers that this project includes enhanced

landscaping in the Creek Club parking lot beds, enhancing of the landscaping along the path to the dock, additional golf cart parking, new parking space timbers, several new seating areas for residents to enjoy, in addition to landscape lighting, up lighting on the oaks, and lighting on the dock. Jessica stated that the next step for this project is to get quotes from landscapers.

Chris mentioned a concern with boaters running their trailers over the plantings and other new additions in the area. It was noted that Trey will be taking his boat and trailer, which is on the larger scale of boats that put in at this ramp, to test out the turn radius and see if he is able to maneuver the area without running over anything. It should also be noted that we have been and will continue to discuss the details and plans of this area with Mike Russo.

Trey went on to discuss a few boater concerns with the Board. He stated that there have been a number of boaters tying up at the docks who are not showing as registered for 2019. He stated that although changing the key every year helps, boaters who dry stack, tend to keep their old decals on without ever registering since they don't need a key to utilize the dock.

Jessica stated that she or Mary go down to the dock for daily inspections and leave notes on any boats that do not display a current decal or at least a past registration where they can be identified and emailed directly. If they have an old decal, she finds who the boat belongs to and sends an email directly to those residents, notifying them that they must register for the 2019 year and display 2019 decals to tie up to the dock. Jessica also mentioned that she spoke with the commodore at the Hobcaw Yacht Club to see how they enforce rules on non-registered boaters tying up to their docks. He suggested immobilizing the boats by locking the steering wheel since that does not damage the boat, but would require the owner to contact management to have it removed. This action would only be taken as a last resort, and only done after a certain number of warning notices have been given to the boater.

Jessica also touched on the fact that the management team is not here on the weekends to regulate or monitor dock usage. She suggested possibly giving our boater spreadsheet and copies of the warning notices to members of the Board and Dock Committee to enforce over the weekends. It was also noted that we will need to install signage at the docks that clearly communicates the docks are for I'On residents and registered Olde Park residents only.

Landscape and Infrastructure Report:

Peter reported on a number of items listed in the board packet and thanked Jessica for coordinating all of these items. The first item that he discussed with the Board was the cleaning out the stormceptors. He stated that we have received a bid from Sanders Brother for \$4,250 to clean out the stormceptors that I'On is required to maintain, and that we can get on their schedule once the Board has approved this expense. Jessica reminded the Board that we have budgeted the funds for this to be completed. Johann asked that we make sure the stormceptors have been cleaned properly and provide a report showing the amount of waste being removed from the drains.

Motion to approve spending \$4,250 to clean out the four stormceptors located on Duany, Robert Mills Circle, and Hopetown Road. Motion Seconded. All in favor. Motion passed unanimously.

The next item Peter discussed with the Board is the replacement of several trash cans around the common areas. He stated that it looks as if three should be replaced and the remainder could be repaired by maintenance. The new trash cans would cost around \$450- \$500 each. He is requesting approval of funds for this.

Motion to approve funds to replace three trashcans in common areas. Motion Seconded. All in favor. Motion passed unanimously.

Lastly, Peter updated the Board regarding the repair for the washout on the bank of Eastlake by the Boathouse. The original approved proposal was signed and sent to The Greenery, however the scope of work is now changing as we determined that we need to extend the bulkhead a small distance and plant vegetation on the bank to control the washout of this bank behind the bulkhead in order for the repair to be permanent.

Covenants Committee:

Erik motioned to approve the weekly fining of two homes as discussed in executive session. Motion Seconded. All in favor. Motion passed unanimously.

IDC Liaison Report:

Julie reported on items from the minutes of May's IDC meetings which you can find under the IDC report in the board packet.

Julie then touched on Pam's last day being August 1st and relayed to the Board that we are actively looking for her replacement. The Neighborhood Design Coordinator job description can be viewed under the IDC report in the board packet. The person hired would be just as Pam is, a contractor for the neighborhood, and part of the IDC team. It was noted that we are going to put out a notice along with the job description to the neighborhood, College of Charleston, and architectural associations, as we are trying to be specific in the applicants we are seeking. It should also be noted that we will include the job description in the upcoming newsletter, along with a blurb about Pam Gabriel's retirement and Steve Degnen's resignation from the IDC.

Communications Committee:

Chris reported that the Communications Committee is looking for a newsletter editor and is communicating this via the newsletter as well as eblasts. He stated that we would prefer for the newsletter to be taken over by a committee member. It should be noted that the newsletter currently has a 49% open rate (630 residents) so we feel that this demonstrated the need to continue this activity. Chris also relayed to the Board that Meegan Graham has resigned from the committee and thanked her for her efforts and willingness to still help out when needed. The Communications Committee is looking for more members.

Chris then reported on upcoming activities that the committee will be working on. He stated that at the next committee meeting, they will be discussing the timeline for working on the printed directory for its completion and distribution by November 15th. He also mentioned that if we are able to sell enough ad space, we could almost break even with the cost of printing the directory.

Board of Appeals: No Report

Other Business:

There being no further business to come before the Board of Trustees, the meeting adjourned at 7:45 pm. The next meeting is July 15, 2019 at 6 pm.

Respectfully submitted by _____

Chris Colen, Board Secretary

DRAFT

I'On Assembly
Special Board Meeting for Neighborhood Design Coordinator Hire

Meeting held via Conference Call

June 28, 2019

11:00 am

Members Present on Call: Tom O'Brien, Chris Colen, Julie Hussey, Trey Mathisen, and Eric Krawcheck

Members Absent: Johann von Asten and Peter Wallace

Management Team Present on Call: Jessica Gosnell and Mary Fraser

Tom called the meeting to order at 11:01am.

Julie began the meeting by relaying to the Board that she, Jessica Gosnell, David Thompson, Marty Schulken, Tom O'Brien, and BJ Barnes interviewed three qualified candidates for the Neighborhood Design Coordinator position this past Tuesday, July 25th. She stated that the interview team recommended the Board contract Dana Cutright for the position as she is very familiar with the architectural review process, working with homeowners, and has worked with architectural review boards in multiple other communities.

Julie made a motion to contract Dana Cutright at \$25 an hour for 20 hours a week as the Neighborhood Design Coordinator. Chris Seconded. All in favor. Motion passed unanimously.

Julie made a motion to add Mary Beth Maroulis to the IDC committee. Motion Seconded. All in favor. Motion passed unanimously.

The meeting adjourned at 11:07am.

I'On Assembly Inc.
Board Meeting via Conference Call regarding July 4th Events
June 18,2019

Members Present on Call: Tom O'Brien, Chris Colen, Julie Hussey, Trey Mathisen, and Eric Krawcheck

Members Absent: Johann von Asten and Peter Wallace

Management Team Present on Call: Jessica Gosnell and Mary Fraser

Tom called the meeting to order at 4:18 pm.

Tom made a motion to move into executive session at 4:19pm. Julie Seconded. All in favor. Motion passed unanimously.

Julie made a motion to move out of executive session and into open session at 4:39pm. Trey Seconded. All in favor. Motion passed unanimously.

Julie made a motion to approve spending up to \$2,500 for additional insurance coverage for events surrounding the 4th of July activities. Motion Seconded. All in favor. Motion passed unanimously.

The meeting adjourned at 4:44pm.

July 2019 Landscaping and Infrastructure Highlights

- Stormceptor clean out was completed on June 26th and 27th they removed approx. 22 yards of material.
- The Maybank Green path renovation was completed in June.
- Engineer from Jon Guerry and Associates came out for the bulkhead inspection, he is currently working on preparing the report. He still has to complete the portion of his study from the water.
- The Eastlake Boathouse bank washout repair and bulkhead extension/bulkhead reinforcement is being postponed until we receive the updated quote from The Greenery that includes the engineering recommendations from Jon Guerry and Associates.
- The Eastlake Path Renovation is underway. It is taking longer than anticipated, so we appreciate resident's patience as they complete the project.
- The new step lighting at Perseverance Park has been installed.
- We are still awaiting the Newkirk Environmental Rookery Study to be completed. Once the study is completed we will receive a written report from them.
- The Friendship Garden was cleaned up by the Greenery.
- Several rusted trashcans were removed and replaced with trashcans from other locations that were not highly used. Our maintenance man is sanding and repainting several trashcans throughout the community that were in need of repair.
- Currently working on obtaining quotes for the Patience Park Curb work.
- Several hazardous tree removals were completed: Dead tree in Scramble Playground, obtained TOMP approval and that tree was removed. Dead pine tree in Ramble Playground was removed, dead black willow beside Saturday Road retention pond was removed, a large tree that fell in the Rookery across the path was removed. A tree that fell in the marsh path leaning over the Hopetown Bridge was also removed.

**IDC Report
I'On Assembly Board Meeting
July 15, 2019**

NEWS

- Welcome Dana Cutright to the IDC team.

NOTES FROM IDC MAY 20, JUNE 3, JUNE 17, AND JULY 2, 2019 MEETINGS

Approved

Bahama Shutters (2)
Pergola over Garage Doors
Gate
Garage
Gate/Paint
Fencing
CTAD/Door Hood
Hurricane Shutters
Shutters Plantings in Front Reviewed After the Fact
Paint Doors
Plantings
Landscaping

Approved by Neighborhood Design Coordinator

New Roof/Same
Siding Repair
Eave Repair
Gutters/Garage
Paint Same/Replace Door
Paint Same
Repair porch rails
Tree removal/Paint Shutters Same
Landscape Re-Do
Tree Removal
Sign Request
CTAD/Fence
Gate
Pool House
Tree Removal
Remove Palm
Rinai Water Heater
Tree Removal
Replant Grass/Shrubs
Paint New
Paint +

Pending

Outdoor Kitchen
Walkway, Fence, Steps

Deferred

Fencing

Approved with Conditions

CTAD/Pool House
Stucco Repair
Hurricane Shutters
Landscape Re-Do
ADU +
Garage
Pool Samples
CTAD/Brick
Screened Porch
Landscape (2)
Garage+Deck

Not Approved

Roof Pergola
Landscape/Fence
Solar
Conceptual Deck+
Conceptual CTAD/Addition
Addition

Withdrew Submission

New Landscape/Hardscape

Construction Discrepancy

Fence
Landscape Front
Addition
Landscape Fence Walkway Pergola
Self Closing Fence

Submitted by: Julie Hussey

Date: 7-9-19

Communications Committee Report

July 15, 2019

- Newsletter – Kathy Haas (38 Sowell) has agreed to take over as Editor of the Newsletter in October of this year. Leah Simmons has been working with Kathy to begin the transition. Leah will continue to serve as Editor as the we continue the activity.
- Annual Directory – We are scheduled to meet with AccuPrint next week to kick-off the process for the printing of the 2020 directory. Last year we printed 700 directories at a cost of \$3,000, approximately \$4.25 per. We generated \$2,100 in advertising revenue for 2019. We will monitor the number of directories that we print in 2020 as we currently are holding a surplus. Our recommendation is that we keep the advertising rates the same for 2020 (Attached)
- Dock Communications – We have continued to reach out to boaters when they are exceeding the docking limits and are docked with unregistered vessels. This process is working well and thanks to Jessica and Mary for all of their efforts in placing notices and following up when other residents and committee members identify potential issues. We currently have 82 boats registered.
- Communications Committee – We continue to look for additional members to join the community and will reach out again in September.
- Upcoming activities
 - Committee will review the Communications Committee Charter to validate that we are addressing the original intent of the Charter and will reflect this in our ongoing activities.
- The June Committee meeting will the last meeting till September of 2019.

Committee Members

Cameron Conway – Non-voting
Mary Kaplan
Mike McLaughlin
Leah Simmons – Non-voting

Margaret Summers (I'On Trust)
Jessica Gosnell (HOA)
Mary Fraser (HOA)



Hello!

Thank you for your interest in advertising in the 2019 I'On Directory. Below is a list of prices based on size and location of your ad.

Size	Location	Price
¼ of a page	Tab - BW	\$110
¼ of a page	Inside Cover– BW	\$110
¼ of page	Back Cover- Color	\$275
½ of a page	Tab - BW	\$220
½ of a page	Inside Cover– BW	\$220

Ad locations will be reserved on a first come, first serve basis. Please fill out the Reservation form and return it to mfraser@trustscs.com

Once your reservation is accepted, we will contact you for an electronic copy of your ad.

If you have any questions, please contact Mary Fraser at 843-388-7547 or at mfraser@trustscs.com.

Thank you for your support!

The I'On Assembly



2019 I'On Directory Ad Space Reservation Form

Company Name: _____

Address: _____

Point of Contact: _____

Email Address: _____

Phone Number: _____

Preferred Location (please list 3 in order of preference): _____

Size of Ad: _____

Please Return to 159 Civitas St. Suite 211 by October 24, 2018.