

I'On Assembly Board of Trustees Meeting

November 16, 2020

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

Members Absent: Amy Sage

Management Company: Jessica Gosnell and Mary Fraser

I'On Trust: Margaret Summers, I'On Trust Executive Director

Homeowner Forum:

Joe Barnes, 27 Mobile; joined the meeting to discuss the Town's recent decision to change how they will now be measuring building footprint of outbuildings. He stated that the Town will now be including overhangs as buildable square footage. Joe expressed his concerns surrounding the impact that this will have on I'On residents and builders. It was noted that per the I'On Code, outbuildings are required to be a minimum of 625 square feet. The Town's interpretation now includes overhangs in the building footprint, which would make the buildable square footage less than 625 square feet. A Town employee suggested that we clarify the language in the I'On Code. Jessica stated that she will reach out to our attorney to see how we can get the process started to amend the PD with the Town and we will provide an update at the next Board meeting

Call to Order: 6:06 pm by Tom O'Brien

Holiday Festival of Giving Updates:

Margaret Summers joined the meeting to discuss the updated plans for the Holiday Festival of Giving which is scheduled for December 6th. She expressed that the Trust has been brainstorming ideas to keep residents involved and excited about the event while still being cautious of Covid. She stated that there will not be carolers at the tree lighting this year as there has been in previous years. After the tree lighting, people usually go to Westlake for the check presentation and refreshments. This year, no refreshments will be served. It was also noted that Santa would not be visiting this year to help reduce gatherings. The good news is that they will still be able to provide carriage rides for the event! Palmetto Carriage

Company has been running their carriage rides using safety precautions such as installing plexi-glass in between each row and wearing face coverings. Margaret stated that signup for the carriage rides will be available the Monday after Thanksgiving, Nov 30. The carriage company has been in touch with Margaret weekly regarding infection rates so they can reevaluate if needed. Tom thanked the Trust for their works in trying to keep events and activities alive even during the pandemic. Tom expressed his gratitude that in light of Covid, great precautions are being taken. Margaret relayed that an eblast will be sent to the community later in the week. She will mention that Giving Light kits will begin being dropped off to residents and will include details surrounding the Holiday event and the precautions that are being taken.

Approval of Minutes:

Julie Motioned to approve the October 19, 2020 I'On Assembly Meeting Minutes as well as the November 6, 2020 Special Meeting Minutes. Johann Seconded. All in favor. Motion passed unanimously.

President's Report:

Tom stated that he doesn't have much to report on at this time but did express his concerns regarding the projected Covid infection rates that are expected to rise throughout the Holidays. He emphasized the need for staff to continue to follow CDC guidelines and continue to require residents to make appointments, wear masks, and practice social distancing.

Treasurer's Report:

Johann first touched on the recent adjustments that were made to the operating budget, stating that after these re-classifications were made we should have a more balanced budget at year end. He reiterated that the adjustments made were re-classifications of expenses, such as the Reserve Study being paid out of reserves rather than being paid out of operating. He then mentioned that under Legal, we will still be over at year end, but mentioned that some of the overage has been recouped during the collections process. Under Insurance, we should expect to be \$4,000 over budget due to the increased premium to cover the cost of the bulkhead. Overall, Johann stated that the previously expected \$25,000 budget deficit should now be balanced out at year end due to the adjustments that have been made.

The Board then asked management to step out while they discussed the variable commission incentives.

Johann made a motion to provide management with the full payout of commission incentives. Chris Seconded. All in favor. Motion passed unanimously.

Julie then inquired how we could include Dana in this topic of incentives, stating that she would like for Dana to be more integrated with the rest of the team. Jessica mentioned that Mary will begin helping Dana send out letters and will also be assisting her in reviewing submissions. We hope that this will ease administration tasks for Dana in order to help her catch up on tasks due to the influx of submissions that have been coming in as of late. It was decided that for this year, we will provide Dana with a one-time bonus incentive payout for all of her hard work. It was noted that we will ask Dana to set up variables for a bonus incentive for 2021.

Julie motioned to thank Dana for her hard work throughout the year with a \$500 bonus. Johann Seconded. All in favor. Motion passed unanimously.

Johann went on to discuss options regarding the allocation of excess transfer fees, specifically relaying the possibility to put excess transfer fees towards capital projects as the covenants outline. The Board also discussed how funding the capital projects fund with the 2020 excess transfer fees would enable other landscaping projects to be completed as they arise throughout the year. As of now, the only landscaping project that would be able to be completed in 2021 would be the Front Entrance Enhancement. It should be noted that, per the covenants, after \$83,500 of transfer fees has been contributed to the replacement reserve, then anything over that amount is considered “excess transfer fees” and can be allocated to fund capital projects.

Johann motioned to allocate the 2020 excess transfer fees, at year end, to the capital reserves for next year. Julie Seconded. All in favor. Motion passed unanimously.

Jessica then mentioned that the 2021 assessment invoices were mailed out on November 13th and stated that neighbors should be receiving those soon. It was noted that an eblast will be sent out once we know residents start receiving their invoices.

Lastly, Jessica commented that we currently have no delinquent 2020 assessments to report.

Amenity Report:

Trey first reported on a few final items for wrapping up the Waterfront Enhancement Project. He stated that power has now been installed and that we are just waiting on the landscaper to come and hook everything up. Jessica responded that she spoke to 1899 Landscape Solutions and stated that the lights and irrigation should both be running by the end of the day tomorrow. The 3 new golf cart signs and 2 new ramp/dock rules signs have now been installed. It was noted that the new ramp/dock rules signs have been updated to reflect our current guidelines. The final item we are waiting on is for the furniture to be delivered and installed. We received an update from the manufacturer that the furniture will likely not be delivered now until January. Trey mentioned that we need to ensure that the islands in the parking lot continue to be well maintained. Jessica stated that she will mention this to The Greenery, and noted that this is indeed an area they are supposed to be maintaining. It was also noted that Mike Russo has given us permission to remove the red pavers that were discussed at last month's meeting. It should be noted that we will need to add gravel to the area where the pavers are being removed.

Trey then relayed that we need three new water nozzles down at the docks. Jessica stated that she has a few more replacement nozzles in the office that she will take down to the dock and install.

It was also noted that Jerry has installed the replacement battery for the dock light.

Lastly, Trey reported that we are waiting on one final part in order to fix the firepit lid. He mentioned that we may need to look into adding signage to deter kids from standing on the firepit lid as that appears to be what caused the damage.

Communications Committee:

Chris provided an update to the Board, stating that the 600 copies of the 2021 directory arrived early this year. He also mentioned that we received \$3,050 in ad revenue this year with the purchase of 12 ad spaces, offsetting the total printing expense where it only cost that association \$515.40. 500 of the directories have been delivered to the Trust, which will be included in the Giving Light orders that will be delivered to participating homeowners by December 6th. The remaining directories will be available for pickup in the HOA office for any residents who would like to come up and get one.

Lastly, he stated that we have now purchased a website maintenance package through StressLess Web as recommended by Chris Hughes, for an annual cost of \$419.88. It was noted that we received Board approval at the last meeting for an annual website cost of \$3,000. Our contract with StressLess Web begins on November 15, 2020 and will end on November 14, 2021. This includes monthly updates to our 40 WordPress plugins/themes, and also includes a monthly external backup of the site. It should be noted that there is also a provision for a “pay as you go” maintenance plan at a discounted rate for any additions or changes to the layout of the site that might arise. Chris thanked Mary and Chris Hughes for their support of this activity.

IDC Liaison Report:

Julie relayed to the Board that we have been receiving some complaints from residents regarding the complexity of the IDC process. She stated that many of the changes that have been made were necessary due to issues that arose from how things were reviewed and processed in the past. She expressed the reasons for the rules and requirements being needed due to that fact that a number of people have built things that are clearly not permitted, which has caused resale and other issues to arise. It was also noted that there have been times where residents have only submitted small items at a time for an overall bigger project which has caused a time-lapse in their projects getting completed. Because of this, the IDC will not be reviewing submissions unless all required items have been submitted. This may cause some frustration but will dramatically cut down the time for projects to get done.

She then stated that due to the increase in the number of submittals this year, Dana has not had extra time to dedicate to other projects such as revising and compiling the architectural guidelines. As mentioned previously, it was decided that until IDC submittals slow down, Mary will help in assisting Dana with compiling submittals when they are received and getting review letters drafted to send to homeowners.

Lastly, it was noted that we will include communication in the upcoming newsletter regarding the influx of IDC submissions and asking residents to be patient while we work on smoothing out these matters.

Landscape and Infrastructure Report:

Jessica provided a report to the Board on Amy's behalf. She first updated the Board on the Marsh Path pruning and top dressing of the path. She stated that the Landscape Committee has decided that we will go ahead and prune along the Marsh Path from the Creek Club through Hopetown Road, where we are permitted to prune. We will not go past Hopetown Road, as phases 6, 7, and 9 fall under a TOMP ordinance that restricts pruning to established vision corridors. Therefore, the marsh path along Jogging, Robert Mills Circle, and Duany will not be pruned at this time. It was noted that we have received a number of requests from homeowners asking for marsh path pruning to be done. We budget to do this pruning annually, but have been held up with trying to establish the vision corridors in phases 6, 7, and 9 before we did any pruning along the path. We are still waiting to hear back from the Town on organizing the uniform pruning of the entire path, so rather than continue to wait, the committee thought it would be best to go ahead and begin pruning the areas where we are currently permitted to do so. The pruning is scheduled to be done the first week of December. It was noted that the top dressing of the Marsh Path will be completed after the marsh path pruning. The canal path vegetation removal as well as the canal path widening are also scheduled for early December. Tom inquired how we will address any roots along the Marsh Path that are possible trip hazards. Jessica responded that the root systems cannot be disturbed, therefore we cannot cut the roots out of the paths. However, most of the areas with roots will be top dressed, some of the locations with the worst exposed roots will be topped with a larger/heavier gravel to hopefully keep it from washing out as quickly.

She went on to discuss the concern with the number of geese that still appear to be gathering at the lakes, even after the installation of another Away with Geese light. Residents have relayed that the geese seem to be leaving the community at night, but continue to return every morning and stay for the duration of the day. We have received a number of concerns about the geese tearing up the grass along the pond banks, potentially creating erosion problems, as well as causing harm to the health of the lakes due to their excessive excrement. Residents have asked what we plan to do if the geese continue to be a problem. We believe that these recent geese are a new flock that may be passing through as geese are migrating and moving around during this time of year. These likely are not the same geese that were previously residing at the lakes. It was noted that we have a 6-month warranty on the lights so if we return them by Dec 25th, we could get our money back. However, the

Landscape Committee would like to keep them to see if they start to work throughout early next year when the geese are not migrating. Jessica also stated that the company advised us to give it more time and relayed that we should expect to see more geese during this time of year since they are currently migrating. Johann inquired if we can ask for an extended return window instead of waiting until next year past the time of the warranty. Jessica will see if they are willing to give us an extension and we will make a decision on this at the December Board meeting.

Tom then mentioned that he has noticed a green film appearing at the lakes. Jessica stated that Carl, from The Greenery's aquatic division, relayed that it is simply green algae due to the unseasonably warm temperatures. She stated that they are treating this surface level algae, but noted that we do not want to completely eliminate the algae as a healthy pond requires some algae. Having some algae helps with the pondweed issue, as it filters the amount of sunlight that reaches the bottom of the pond where pondweed grows. The Board asked if Carl would be willing to join us at the next Board meeting to explain some of these factors in more detail. Jessica will ask Carl if he can call into one of our Board meetings to answer some of these specific questions.

Jessica mentioned that the holiday lights will begin to be installed on Friday. She stated that they will be installing lights on the large oak trees next week and that all lights will be turned on by December 1st. It should be noted that these lights will be the white lights and not like the blueish lights that have been installed previous years. The Decorating Committee will be doing the wreath fluffing and hanging on Saturday, November 21st. We will be sending out an eblast to the community requesting more volunteers to assist with the wreath fluffing and hanging.

Lastly, Jessica stated that she met with Will Davis from the Charleston Tree Company to review and discuss pruning the buffer along Mathis Ferry. If we do this pruning, it will be costly due to mitigation that will be needed in several areas after the dense vines would be removed. Several areas are vines only, that would require full removal, removing them would take away the vegetative buffer that is required for this area. Jessica will be meeting with Eddie Bernard from the Town and Will Davis to discuss the buffer pruning in more detail. Tony Woody and Jessica will also be looking further into the PD to get clarity on the details of what is required in the Mathis Ferry Buffer and who is responsible for the buffer pruning.

Covenants Committee:

Jessica brought up a discussion regarding time limits for Holiday decorations. She explained that the Covenants declare that the Board can regulate the time limit but stated that there currently is not a rule in place that clarifies the timeframe. She expressed her concern that without a written rule, it makes it difficult to actually enforce this covenant. Jessica will reach out to Ravenel to see how other communities might enforce Holiday decoration timeframes. She will also look into how other communities have worded their rules and will bring examples to the next Board meeting to review.

Secretary:

The Board discussed the date of the December meeting which falls on the 21st. Jessica and Mary both happen to be off that day, and it is the week of Christmas, so we need to look into rescheduling the meeting. It was decided that we can push the meeting up where it would be held on December 14th.

The Annual Meeting has been confirmed for January 27, 2021. Jessica will be sending the Annual Meeting notice promptly to ensure that homeowners have received them by December 28th. As of now, the meeting is still planned to be held in person. We will require residents and staff to wear face masks, practice social distancing, etc. We can decide closer to the meeting date if we need to cancel the in-person meeting and hold a virtual meeting instead. The Board also mentioned that we need to discuss different options for residents to be able to call in to the meeting, for those people who would not want to attend in person. Jessica reminded the Board that residents do have the option to vote online. She also mentioned that we can include a note in the meeting notice if we decide not to hold the meeting in person. The Board decided that this will be determined at closer time to the date of the Annual Meeting.

Board of Appeals: No Report

Other Business:

There being no further business to come before the Board of Trustees, the meeting adjourned at 7:34 pm. Next meeting is on December 14, 2020.

Respectfully submitted by _____

Chris Colen, Board Secretary