

**I'On Assembly Board of Trustees Meeting**  
**February 21, 2022 Board Meeting Minutes**

**Members Present:** Julie Hussey, Bob Adams, Chris Colen, Lon Waggoner, Amy Sage, Simon O'Shea, and Michael Spalding

**Management Company:** Mary Fraser and Emily Simpson

**Homeowner Forum:** Scott Buehler, 209 Ponsbury Rd.; Larry Osier, 42 Fernandina St.; Vince Graham

No additional questions or comments were made by these residents and were calling simply to listen into the meeting.

**Call to Order:** 6:03PM by Julie Hussey

**Approval of Minutes:**

*Bob made a motion to approve the December 20, 2021 I'On Assembly Meeting Minutes. Michael Seconded. All in favor. Motion passed unanimously.*

**President's Report:**

Julie expressed her honor in accepting the Board President role and stated that she is looking forward to getting to know and work with everyone. She also thanked the above homeowners for calling into the meeting.

**Treasurer's Report:**

Bob stated that our financial position remains strong and expressed that so far expenses are under budget.

He relayed that he has 3 motions that he would like the Board to review and approve.

First, Bob stated that the finance team reviewed the 2022 Reserve Capital budget and recommends the approval and adoption of this budget.

*Bob made a motion to adopt the 2022 reserve capital budget as submitted. Amy Seconded. Chris inquired about any highlights the committee might want to point out. Bob noted that these projects come from the reserve study that was completed the previous year. Julie noted that the Ionsborough fountain that is on this list*

*actually broke this weekend so is in obvious need of repair. All in favor. Motion passed unanimously.*

Next, Bob went on to discuss the preparation of the audit that is performed annually by Eric Glaser. It was noted that last year, a full audit was conducted. This next audit will be a more limited version, primarily for tax documents and would not exceed \$1,400.

*Bob recommends obtaining Glaser Company for the year ending in Dec 2021 for this audit to prepare the 2021 tax documents. Michael Seconded. All in favor. Motion passed unanimously. It was noted that Bob signed the letter from Eric Glaser.*

Lastly, Bob proposed an internal control policy regarding the handling of our accounts. He expressed the need for this policy to be implemented due to potential hackings, etc. He has also submitted this policy to Schwab. The policy will set limitations for the money already invested. Julie and Bob would have the ability to buy and sell securities as long as the money is within the Schwab accounts. In terms of money being sent outside the Schwab accounts, the only places money can go to are the two savings accounts at First Citizens. It was noted that these transactions are always sent to Emily. Every month, management receives a full copy of the account statements with Schwab.

*Bob made a motion to recommend the adoption of these internal control policies for these Schwab accounts. Michael Seconded. All in favor. Motion passed unanimously.*

### **Amenity Report:**

Simon reported that the inspection of the dock pilings has been completed. There is a detailed inspection report reflecting that they are in very good shape with only one or two very small issues. Chris inquired if the inspection reflected removing the barnacle growth from the pilings. Simon responded that the report did not reflect this suggestion. However, he will ask Emily to reach out to American Dock and Marine and request the removal of the barnacles from the pilings as this growth will only continue to get worse.

Simon also noted that there was a leak at the main dock that has been resolved by The Greenery.

The rotted boards around Eastlake and at the community playgrounds have been replaced.

Lastly, it was noted that the discussion surrounding security cameras has been tabled until next month.

### **Landscape and Infrastructure Report:**

Amy first briefly discussed the 18-wheeler that got stuck down at the Creek Club a few weeks ago. She mentioned that we should look into signage to be installed at the front of the neighborhood deterring these trucks from entering the neighborhood as they run over plants, curbs, light poles, etc. often causing excessive damage to property. Emily will reach out to the Town of Mt. Pleasant to see if we are permitted to add this type of signage.

Amy relayed that she has 3 proposals to review with the team that she needs Board approval on.

First, Amy relayed that the committee would like to rejuvenate and update the Avant Garden. It was noted that a few revisions were made to the planting list that The Greenery provided. It was also noted that this project has been financially allocated for as it is already on the reserve expenditure list.

*Amy made a motion to approve the renovation of Avant Garden for \$12,300.79. Bob Seconded. Chris inquired if there is irrigation for these plants which Amy replied that there is. It was noted that the podocarpus will remain but will be reduced in size a bit. The current trees will remain as well but will be trimmed. All in favor. Motion passed unanimously.*

*Next Amy proposed a motion to add more plants to the Jogging fountain park for \$1,041.65. It was noted that it was rejuvenated 2 years ago but lost a few plants due to excessive foot traffic in the planting beds. These additional plants would grow higher to deter foot traffic in the garden. Lon Seconded. It was noted that this is an enhancement so is not a reserve expense. Emily noted that this falls under plants replacements under the operating budget since we are replacing plants that failed. All in favor. Motion passed unanimously.*

Lastly, Amy discussed the replacement of the irrigation pump at the Eastlake Athletic Field. She relayed that the pump is broken and is only pumping water onto the field. It was noted that this well pump has been replaced at least one time before. It was also noted that watering the community garden and right-of-way area here is provided by the Town.

*Amy made a motion to replace the irrigation pump at the Eastlake Athletic Field for \$1,371.79 which is included in the reserve budget. Michael Seconded. All in favor. Motion passed unanimously.*

**IDC Liaison Report:**

Chris stated that he has nothing to add to the included report in the board packet.

**Covenants Committee:**

Lon noted that the committee met last week where they went through the list of properties in violation.

*Lon proposed a motion to approve the fining of one property discussed in executive session for \$100 per week. Chris Seconded. All in favor. Motion passed unanimously.*

Lon stated that the team also discussed staying proactive in reminding both old and new residents of rules surrounding items such as common area tree trimming and debris dumping. The team will be drafting an eblast to send to the community as well as including an informative sheet in the welcome packets for new homeowners. Julie relayed the TOMP has implemented a fining schedule for the incorrect disposal of materials so believes it is a good idea for the Assembly to inform homeowners as well.

*Lastly, Lon made a motion to add Trey Mathisen as a member of the Covenants Committee. Bob Seconded. All in favor. Motion passed unanimously.*

**Communications Committee:**

Michael briefly reported on topics discussed at the recent Communication Committee meeting.

He stated that management will be sending Mary Kaplan a page regarding the tree trimming rules to be included in the welcome packets that new homeowners receive.

Michael also relayed that the committee discussed various tech items in relation to how the Assembly communicates to the neighborhood. The team touched on the possibility of adding SMS texting as an added form of communication that the Assembly could provide. They also discussed the fact that some people are more apt to check their texts than emails. It was also noted that we could look into adding push notifications to our website app and would need to look into how this

was designed and kept up to date in order to operate properly. Our hope is to reach a higher diversity of age groups by communicating through these different portals.

Discussed the 25<sup>th</sup> anniversary book that a member of the community has put together.

Michael also discussed the reformatting of the IDC guidelines in order to be distributed in a more pleasing way. Chris commented that the IDC intends to work with communications on an online platform for searching and researching IDC documents, etc. as well as streamlining an automated submittal process online. He also noted that the guidelines have already been recorded but can be updated over time if we find they need to be changed for further clarification. Our hope is to gain feedback from residents who reference the guidelines while going through the IDC reviewal process.

The Board reviewed a proposal to purchase the 25<sup>th</sup> anniversary banners. The approval was tabled as there were inquiries regarding the size of the banners and the additional costs provided by Dominion Energy.

**Secretary: No Report**

**Other Business:**

There being no further business to come before the Board of Trustees, the meeting adjourned at 7:02pm. Next meeting will be held on March 21, 2022 at 6:00 pm.

Respectfully submitted by \_\_\_\_\_  
*Michael Spalding, Board Secretary*