

I'On Assembly
Board of Trustees Meeting
Monday September 16, 2019
Board Meeting 6:00 P.M.
Conference Room, 159 Civitas St
Mt. Pleasant, SC

AGENDA

- Homeowner Forum
- Call to Order
- Approval of Minutes:
 - August 19, 2019 Board Meeting Minutes
- President's Report
- Treasurer Report
 - Discuss 2020 Proposed Budget
- Amenities Report
- Infrastructure/Landscape Report
- Covenants Report
- IDC Report
- Secretary Report
- Communications Report
- Adjournment

I'On Assembly Board of Trustees Meeting

August 19, 2019

Members Present: Johann von Asten, Trey Mathisen, Eric Krawcheck, and Julie Hussey

Members Present via Conference Call: Tom O'Brien and Chris Colen

Members Absent: Peter Wallace

SCS: Jessica Gosnell and Mary Fraser

Homeowner Forum: Libby Eble; 171 East Shipyard and Mary Beth Maroulis; 107 Ionsborough St.

Libby Eble addressed the Board to relay her opinions regarding the current condition surrounding the Eastlake path. She stated that the grass has yet to be properly mowed and that there have been dead bushes surrounding the area for over a year. It should be noted that Libby came in to speak on behalf of Deborah Bedell and Ed Clem on this matter as well. Jessica stated that she walked the path and sent over 100 pictures to Newage Contractors and expressed her frustrations with the progress of the project as well. We are working diligently with the crew to get the project completed. It should also be noted that we are paying Newage in installments and are still withholding \$10,000 from their payment until the project is completed to our expectations.

Libby then inquired if there might be a communication issue with The Greenery as far as maintenance of the grounds are concerned and asked if this is the quality of service that we should expect from our landscapers. Jessica replied that we are very clear when relaying these messages to The Greenery when we receive these complaints. She mentioned that it may be a miscommunication between the supervisor and the crew. Johann then gave two possible options that we may want to consider. He stated that we could get a new landscaping company or add a few more crew members. It should be noted that in doing so, it would require an increase in the assessments. Eric stated that we need to take obvious actions in the appearance of the common areas in trying to meet expectations residents have. Jessica mentioned that getting a new landscaping company would incur a large learning curve for the crew to go through and stated that The Greenery has one of the best reputations in town as far as responsiveness and quality of work. Julie

stated that it may be a good idea to state which areas are being serviced by The Greenery on each day in the newsletter in order to let residents know when to expect them in their areas. The Greenery did recommend that we have a larger crew to meet I'On's needs, but it is a matter of I'On having the funds to do so. The Landscape Committee and Board members have been actively working on determining the community's landscaping labor needs as well as the expense to fulfill those needs.

Lastly, Libby stated that she is willing to join the Landscape Committee if they need any more input on resolving landscaping issues and concerns.

Mary Beth Maroulis attended the meeting as well but has no comments or concerns to share with the Board at this time.

Call to Order: 5:49 pm by Tom O'Brien

Approval of Minutes:

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

Presidents Report:

Tom advised that our current management company has been going through a merger that has not gone smoothly through its transition process. He noted that the Board is in the process of meeting with two other management companies to see if there would be a better option for the community in 2020. It should be noted that the Board intends to keep I'Ons current staff and would ask them to move to another management company if that is the decision made. The Board is looking into this now so that we can build those numbers into the 2020 budget. Johann noted that we need those numbers confirmed in order to approve the budget at October's Board meeting. Tom stated that we have already received a three-year contract proposal from our current management company and have communicated the time restraints to the other management companies in order to get meetings with them and numbers prior to October's meeting. The Board will be meeting with two of the companies to go over their proposals in September, as well as meeting with the existing management company to discuss and review their proposal.

Tom then spoke on the matters that Libby addressed the Board with. He stated that the issues surrounding landscaping concerns will likely mean raising assessments

and organizing other budget items around this fact. He also reiterated the concern during leaf season in needing more crew members during this timeframe. We are comparing Daniel Island as a community in which I'On would like to base its appearance off of. The Greenery is providing us with recommendations on what we can do to enhance our landscaping to get to the status/appearance of Daniel Island's landscaping. Jessica will look into bidding out the landscaping contract with other reputable companies in the area. It should be noted that The Greenery frequently provides us with a special project crew and does not charge extra for this service.

Tom then went on to discuss the lease agreement we have with the Creek Club in reference to the waterfront enhancement project. He expressed his concern in residents not being able to access this amenity about 120 times throughout the year while weddings or events are being held. He stated that he is not comfortable with spending such a significant amount of money on something that would mainly be benefitting the Creek Club. Tom said he would like to look into amending the lease agreement in order to move forward with the project. Jessica will reach out to Mike Russo to see if he might be willing to meet and discuss amending the lease before we move any further along with the waterfront enhancement. Jessica then stated our need to have the critical line resurveyed as this is required before receiving permits from the Town, as we have come up on the five-year mark of resurveying the critical line as required per the Town of Mt. Pleasant.

We will report back to the Board after we have met with Mike Russo about amending the lease agreement.

Treasurer Report:

Johann pointed out two items that we are largely over budget on, tree maintenance and legal fees. He stated that we are currently \$4,000 over budget on tree maintenance and \$5,500 over budget on legal. We anticipate being even more over budget on both at year end, therefore, we must plan to increase funding on these line items for 2020. These items would be in addition to the increase in expenses for landscaping as discussed in the president's report. Jessica has drafted a proposed budget for 2020 that she will present at the September Finance Committee meeting. The Board will review and discuss the draft budget at the September Board meeting, and then approve the final budget at the October meeting. Jessica stated that she has added approximately \$50,000 towards

landscaping budget line items for the 2020 Budget. Increasing labor with contract landscaping, increasing funds for tree/plant replacement, and increasing the tree maintenance line item based on need and due to the number of hazardous tree removals the neighborhood has experienced this year. Johann then stated that we should expect to be over budget on the NDC line item as well since Dana needing more hours to clean IDC items up. Johann expressed the need to raise the budget for legal fees based on current spending and insurance as we anticipate an increase in our premium based on current trends with insurance companies.

Johann spoke on the need to increase the annual assessments for 2020. He stated that the Finance Committee discussed two options, raising the assessment \$100 or \$150. Johann relayed to the Board that when putting a chart together that compared the different amounts to inflation rates, that the committee found the increasing the assessment only \$100 would only catch us up to the rise of inflation from the past four years, not cover all operating costs, and not allow funds for the landscaping items that need to be addressed. He mentioned that with a \$150 assessment increase, we account for inflation, cover all necessary operating costs, and would incur a small surplus where we would be able to do complete the needed landscaping improvements and other items the community has expressed wanting to see done.

It should also be clearly noted that the assessments have not been increased in the past four years. The Board questioned if we should increase the annual assessment with small increases annually or increase with larger increase every few years. Tom stated that he thinks smaller increases each year would be better and commented this would be a good question for the neighborhood survey. Trey noted the need to mention our aging infrastructure and the requirement to not only maintain landscaping anymore but in needing to completely replace landscaping as it is reaching being 25 years old. Johann agreed with this statement and noted residents need to be able to see where the assessment raise is being utilized in relation to the common areas, amenities, etc. Chris noted how transparent the Board has been regarding the assessments being raised along with the refreshment of the survey as well.

Jessica will have a draft budget for 2020 for the Board to review at September's meeting.

Johann reported that Peter Johnston has stepped down from the Finance Committee due to time constraints. Lon Waggoner has volunteered to serve on the Finance Committee and attended the August meeting.

Motion to remove Peter Johnstone from the Finance Committee and add Lon Waggoner, once he receives his company's approval. Motion Seconded. All in favor. Motion Approved.

Amenities Report:

Trey first reported that we are still awaiting installation of the ladder at the new dock, but it should be installed within the next week or so.

Trey then discussed the Waterfront Enhancement Project and mentioned that Lee Gastley with Seamon Whiteside advised us that we do need to get Town approval for this project and may need to update the critical line as we have come up on the five-year mark on the survey, therefore the Town may require we have that resurveyed. Trey reiterated that we cannot move forward with this project until we receive permits and approval from the Town. Jessica stated she has spoken with the planning department and submitted the plans to them. She is waiting to hear back regarding approval of the plans or any requirement to re-survey the critical line.

Johann then brought up our need to meet with Mike Russo about meeting to amend the lease agreement as was mentioned in the President's report. It was noted that the existing Board was not aware of the constraints on usage of the waterfront enhancement area due to the waterfront enhancement lease agreement amendment that was signed by a previous board several years ago. If Mike is willing to meet and discuss making some changes to the agreement, then Tom and Trey we will bring any proposed lease agreement changes back to the Board for approval before moving forward with signing or the project. Julie made a point about needing to have signatures printed on legal documents that are signed, so that they are legible for future Boards and committees to be able to read who exactly signed them, as many are difficult to make out. The Board agreed that this was a good idea. It was also noted that we should have our attorney review the lease agreement to ensure there was nothing he might reject to in reference to the use of the new amenity.

So far Jessica has received one bid on this project. She is requesting bids from two other companies but did not want to do so until we received Town approval, to

ensure the scope of work would not change. Tom asked that she go ahead and get the bids and then we can make changes to the scope if required by the Town.

Landscape and Infrastructure Report:

Jessica reported on behalf of Peter, first discussing the proposal from Newkirk Environmental regarding the marsh path study. She mentioned that the cost to have the report completed would be \$2,500 and the report would provide the association with information to know what we should do to best maintain the marsh path. Jessica then stated that the Landscape Committee needs approval from the Board to have this study completed. It should be noted that Newkirk has history on the marsh path just as they did on the Rookery as they are who helped develop those areas when the neighborhood was first built.

Trey motioned to approve the enlisting Newkirk Environmental to complete a study of the marsh path. Johann seconded. All in favor. Motion passed unanimously.

Jessica then reported on HOA drives on Isle of Hope, specifically the drive by the mailbox station. Residents have inquired about having the gravel replenished as it is down to the base. She stated that she received a quote from The Greenery to add slag to the area for \$2,800. It should be noted that slag is actual gravel and not just plantation mix. Eric noted the other marsh path access area on Isle of Hope needs some gravel to fill in the potholes as well. Jessica will ask The Greenery if they can address this while they are installing slag on the other drive by the Isle of Hope mailboxes.

Johann motioned to approve \$2,800 to add slag to the Isle of Hope HOA drive by the mailboxes. Eric seconded. All in favor. Motion passed unanimously.

Jessica stated that she received the updated bid for the Boathouse area bulkhead repair/extension and bank turf repair. She reminded the Board that the repair is more expensive than originally discussed as it is not simply backfilling with soil and adding turf, but we have to actually reinforce the bulkhead and extended it back into the bank to eliminate the erosion from happening again. It should be noted that The Greenery could not do the bulkhead repair/extension so they contracted it out to a specialist and included that in the bid. Jessica just wanted to show the quote to the Board for information but is not asking for approval at this time as she is going to obtain other bids as well due to the expense. Chris inquired

about wanting to see the details of the scope of work before approving. Jessica stated that she will get those details and send to the Board to review.

Jessica then discussed ordering a pole tree instead of a live Christmas tree for Maybank Green this year. Due to complaints about the trees appearance and the difficulty with putting up live trees the past few years, she recommended a pole tree for Maybank Green instead. She stated that Michael Purcell found a 25 ft telescoping flagpole and light kit that would work perfectly. The pole is telescoping and removable, so it would only be up for the holidays. Jessica commented that we budgeted \$600 for a live Christmas tree for Maybank Green for 2019. The cost for the pole and lighting kit is \$915, so we would be slightly over budget on this item for 2019. However, we would save money going forward by not purchasing a live tree each year and re-using the pole and lights for years to com. It should also be mentioned that we are looking for more traditional, softer lighting for the lights that wrap the I'On Square trees. Next time we have to purchase replacement lights, we will look into switching over to a different kind of LED bulb that is softer yellow rather than bright white.

Lastly, Jessica stated that we now have six volunteers to help with the decorating committee. She will be meeting with them in October to come up with a plan.

Covenants Committee:

Johann inquired about a fence that was constructed in the neighborhood and does not appear to be a fence style that the IDC would have approved. It was confirmed that the property is experiencing issues gaining Town approval for the project due to lot coverage. They received a stop work order from the Town. It was noted that the way the fence was installed is not what was approved by the IDC. Eric stated that he would like for the IDC and Covenants Committees to meet and come up with a process on how to handle this kind of problem, and stop work on these type of issues before they get too far.

IDC Liaison Report:

Julie reported that Dana is currently working on implementing revised more clear IDC procedures. She stated that Dana will also be working on streamlining the architectural guidelines with the Code. Dana is looking into how the Old Village

works through their architectural review process to see if perhaps I'On could benefit from similar processes. Julie stated that she would like to perhaps form a committee research this as well. The Board would of course have the final say in any changes made to streamline and clarify the guidelines. It was noted that Julie will be looking for recommendations of residents to join that exploratory committee. Tom stated that he thinks this is a good idea and suggested asking newer residents to join to get a fresh perspective.

Communications Committee:

Chris first reported that Kathy Haas will be taking over the newsletter in November.

Motion to approve Kathy Haas to join the Communications Committee. Motion Seconded. All in favor. Motion passed unanimously.

Chris then stated that we are working on the directory and have recently been selling ad spaces in the directory. Mary is working closely with Accu Print to ensure we are receiving ads in the correct format required. Chris explained he would like to receive Board approval to print 600 directories this year instead of 700 as we did last year. We tend to have a plethora of extra directories each year, which is a wasted expense.

Chris Motioned to approve printing 600 directories. Motion seconded. All in favor. Motion passed unanimously.

Board of Appeals: No Report

Other Business:

Jessica brought up that the annual meeting is quickly approaching in January. We have three board members whose terms are up, so we will need to start recruiting potential candidates and/or determine if current board members intend to run again for next year. We will need to know interested candidates by early/mid December as we will be sending out the meeting notice in early January and will need to list candidate names and bios in that mailing. Jessica will check with The Creek Club to determine the potential dates to hold the meeting in January 2020.

There being no further business to come before the Board of Trustees, the meeting adjourned at 7:27 pm. Next meeting is September 16, 2019 at 6pm.

Respectfully submitted by_____

Chris Colen, Board Secretary

DRAFT

Executive Dashboard

As of 8/31/2019

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Summary	Prior Years Actual				Annual Budget	YTD Actual	YTD Budget
Income Statement	2015	2016	2017	2018	2019	Aug-19	Aug-19
Assessments	\$ 760,835	\$ 799,050	\$ 799,025	\$ 795,350	\$ 799,050	\$ 794,054	\$ 799,050
Delinquent Dues	(9,032)	(6,000)	-	3,675		4,996	-
IDC Revenue	22,650	21,900	21,450	17,450	15,000	13,950	10,000
Dock Closure Rev	21,700	15,520	14,700	24,150	12,600	10,850	8,400
Other	10,498	21,808	5,586	11,097	8,600	8,622	5,733
Total Revenue	\$ 806,651	\$ 852,278	\$ 840,761	\$ 851,722	\$ 835,250	\$ 832,472	\$ 823,183
Administrative	\$ 232,471	\$ 270,451	\$ 261,666	\$ 258,941	\$ 263,069	\$ 159,995	\$ 175,379
Legal	37,297	27,217	39,563	18,749	25,000	31,069	16,667
Landscaping & Maintenance	379,963	341,555	360,221	355,058	358,544	252,970	239,029
Utilities and Ins	106,057	97,973	88,078	90,222	100,992	54,663	67,328
Reserve Contribution	39,000	39,000	39,000	41,500	41,500	41,500	41,500
Capital Projects	-	46,000	46,000	46,000	46,000	46,000	46,000
Total Expenses	\$ 794,788	\$ 822,196	\$ 834,528	\$ 810,470	\$ 835,105	\$ 586,197	\$ 585,903
Net Surplus	\$ 11,863	\$ 30,082	\$ 6,233	\$ 41,252	\$ 145	\$ 246,275	\$ 237,280

Amenity Report

Dock latter installed and works great.

Creek Club parking lot enhancement moving slowly ahead. Had to wait on Town to OK a few items.

No dock storm damage

Water back on at docks from the storm.

Inspected basketball goals – one slightly bent and repaired.

September 2019 Landscaping and Infrastructure Highlights

- The engineer from Jon Guerry and Associates promised the bulkhead report would be in our hands by Monday morning September 16th. Once we have this report, we will evaluate what (if any) work needs to be done on the bulkheads. We will also use the report to update the reserve study for anticipating when and funding for major repairs or replacements of the bulkheads.
- We are working on obtaining another quote for the Boathouse bank washout repair and bulkhead extension/bulkhead reinforcement. We have received one quote from The Greenery and met with Carolina Dock and Marine to obtain another. This is for the bank that is to the right of the Boathouse, the bank has washed out due to the bulkhead not being properly constructed. We will repair the bulkhead and then repair the bank.
- The Eastlake Path Renovation has finally been completed! Jessica is scheduled to walk the path with Newage Contractors one last time to ensure all final punch list items were addressed before paying the final installment of that invoice.
- We continue to await the Newkirk Environmental Rookery study to be completed. Once the study is completed, we will receive a written report from them and depending on what the report finds, make a plan of action on how to proceed with any maintenance needs in the Rookery.
- We have also enlisted Newkirk Environmental to do a study of the buffer area along the marsh path, to see if we have any invasive species of plants and vines that need to be addressed. This study will help ensure we are properly maintaining and caring for the area.
- Dorian clean-up is still underway. Charleston Tree Company has removed all of the HOA trees that fell on personal property, streets, or sidewalks. They still have to remove trees that fell on the marsh path as well as the Rookery paths, and we anticipate those being taken care of within the next two weeks.
- The Greenery continues to work on cleaning up the leaf and limb debris left by Dorian. Hopefully by next week they will be back on regular schedule and caught up from the additional storm clean-up.
- Jessica met with SCE&G to discuss the addition of street lights to a few areas in the neighborhood that have less lighting than others. We are working on obtaining the exact costs associated with six additional street lights.
- Thankfully we had several residents volunteer for the holiday decorating committee! The new committee volunteers will meet in October to plan for decorating in November.
- As discussed at the August Board meeting, we have purchased a telescoping flagpole and tree light kit to install on Maybank Green for the holidays. After the past few years having a live tree on Maybank Green, we found that the live trees were expensive, unattractive, and too difficult to install and take down. Looking at other options, we determined the “pole tree” lights will be a more attractive and more cost-effective decoration to put up each year.

Communications Committee Report September 16, 2019

- Newsletter – Kathy Haas (38 Sowell) has agreed to take over as Editor of the Newsletter. Board Approved addition of Kathy to Committee.
- Annual Directory – 600 directories will be printed. Waiting on final costs from Accuprint. The Directories will be ready for distribution with the Giving Lights packages November 23, 2019.
- Upcoming activities
 - Civitas Award
 - 2020 Amenities Survey Planning

Committee Members

Cameron Conway – Non-voting

Kathy Hass (October 2019)

Mary Kaplan

Mike McLaughlin

Leah Simmons – Non-voting (Transistioning)

Margaret Summers (I'On Trust)

Jessica Gosnell (HOA)

Mary Fraser (HOA)