

I'On Assembly
Board of Trustees Meeting
Monday February 18, 2019
Board Meeting 6:00 P.M.
Conference Room, 159 Civitas St
Mt. Pleasant, SC

AGENDA

- Homeowner Forum
- Call to Order
- Approval of Minutes:
 - November 19, 2018 Board Meeting
- President's Report
- Amenities Report
 - Dock Expansion Update
 - VOTE to Approve New Committee Members
- Infrastructure/Landscape Report
 - VOTE to Approve New Committee Members
- Covenants Report
- Treasurer Report
 - VOTE to Approve New Committee Members
- IDC Report
- Secretary Report
- Communications Report
 - VOTE to Approve New Committee Members
- Adjournment

I'On Assembly Board of Trustees Meeting

November 19, 2018

Members Present: Jody McAuley, Tom O'Brien, Trey Mathisen, Johann von Asten, Chris Colen, Lori Bate

Members Absent: Michael Purcell

SCS: Jessica Gosnell and Mary Fraser

Homeowner Forum: Claudia Bellars, 55 Robert Mills Circle; Peter Wallace, 70 Ponsbury Road

Call to Order: 6:07 pm by Jody McAuley

Approval of Minutes:

Motion to approve the October 15, 2018 I'On Assembly Meeting Minutes. Motion Seconded. All in favor. Motion passed unanimously.

Presidents Report:

Jody first reiterated that we are still looking for volunteers to run for the Board for 2019. Peter Wallace expressed his interest in running for the Board. Jody thanked him and encouraged other residents to volunteer their time. Jody touched on some positive reasons to run, stating that we are a national award-winning community and are also in great financial shape. He also mentioned the many projects that the Board has helped put together over the past two years to improve the community and how rewarding it is upon completion. Jody also mentioned that being a part of the Board only requires a few hours of your time a week. The deadline to submit applications is December 18th.

Jody asked that we send out an e-blast announcing another photo contest like what was done at the 2018 Annual Meeting. The winner will receive a \$100 Visa gift card to be received at the annual meeting on January 28th. He also stated that he would like to discuss front entrance enhancement plans at the annual meeting and share the approved plan with the community.

No other formal updates were reported.

Treasurer Report:

Johann first reported on the executive dashboard. He stated that he expects to have approximately a \$45,000 surplus by the end of the year. He mentioned that revenue has been higher than what was budgeted due to lower than expected costs. Johann mentioned that legal and IDC expenses have been lower than expected and we are under budget on several line items in the budget. He also stated that utilities were \$11,000 under what was budgeted for the year. This is primarily from the credit on our water bills being applied to those accounts, as well as lower usage readings. Johann asked that we check on the last two years of water bills, to catch anything that might have been missed.

Johann then stated that we will need an increase in assessments for 2020. Jessica touched on the fact that there has not been an increase in four years. Tom also mentioned there are many amenities that we have added during that time. Jody agreed and stated that there needs to be more discussion around this to get the idea out in the neighborhood. Tom mentioned how great the finance committee does in allocating funds and transfer fees.

When asked when we would be able to do the front entrance enhancement, Johann replied that it was decided to hold off on the project until 2020 because of the upcoming dock expansion and waterfront enhancement projects. Jessica stated that the front entrance enhancement permit is good for one year and at that point we can still file a one-year extension. The project is shovel ready, therefore once the funds are available in 2020 the project can begin.

Amenities Report:

Trey reported that the repairs at the dock have all been completed. The cleats have been installed and should last a lifetime. The floating dock's decking has been repaired where was flexing. The cross-bracing repairs on the pierhead have been completed as well. The new gate for the dock was supposed to be installed months ago, however they did not have self-latching hinges and were not installing the gate properly, so they will be coming back to install it correctly with the correct hinges and locking latch. The gate will mimic the one that was installed at the boat house.

The dock committee met last Monday and discussed the dock expansion in detail. They also reviewed the boating rules and asked Jessica to add a few courtesy rules

to the dock policy. The committee also recommended that dry stackers be required to register their boats and pay for keys so that when they are tied up at the docks, we can contact them if there are any safety concerns. They currently ARE supposed to register, but many don't. The committee also discussed adding a no wake sign on the new dock. The Board asked if insurance at the docks would go up once the expansion is completed. Jessica responded that she is waiting to get a quote regarding insurance. The Board also discussed the possibility of raising the docking fee and noted that people who dry stack should still pay to get a key and decals as they are using the amenity and should share the costs with others that are registering to use the dock. Jody mentioned that the boat committee should get together to discuss the docking fee increasing next year.

Jody also mentioned the possibility of having a kickoff event down at the docks once they are completed.

Landscape and Infrastructure Report:

Jessica reported on behalf of Michael. She stated that there are about 8 different projects to come out of reserves for 2019. These include the Eastlake path being redone and replacing the step lights at Perseverance Park.

Jessica reported that she met with Mike Russo and Terminix at the Creek Club and they discovered there were termites present. Russo said that he was glad the Board asked him to get the bond because otherwise he would have never known about the termites. The cost for the termite bond is \$5,000. Mike agreed to split the cost with us. The annual renewal is \$350, which includes an inspection. Jessica stated that if they found termites during the annual inspections, then our bond would cover the costs to treat them and repair any damage they did.

Jessica met with Tyler Sgro from the Army Corp of Engineers at Saturday Road Park after a few surrounding residents filed complaints to Tyler claiming that the HOA went into the wetlands and wetland buffer. After meeting with Tyler, walking the property, presenting him with plats, and showing him that the buffer line was clearly marked with Army Corp Signage, the Army Corp sent us a letter confirming that we did not go into the buffer and further complied with all of their previous requirements after some clearing was done in the buffer in 2017.

The Christmas lights have been installed on the tress in the Square. The front entrance oak tree has some lights in it, but is not completely done as approximately 17 strands of lights were either cut or no longer working, so the crew could not

complete the tree. Jessica is going to purchase 20 more light strands in order to get the entire tree completed.

The Christmas tree on Maybank Green has been ordered and is scheduled to be delivered on Wednesday if the field is dry enough. The cost of the tree was \$650.

Covenants Committee:

Tom recommended to the Board that we begin the fining process on several properties, as discussed in Executive session, that have not been in compliance with I'On maintenance standards for quite some time.

Motion for Board to approve fines on 9 homes recommended by the Covenants Committee. Motion Seconded. All in favor. Motion passed unanimously.

IDC Liaison Report:

Lori reported that SCE&G has begun the street light lantern changeout on several streets. They are installing the lanterns that they have in stock, and will continue to install new lanterns as they come in. She stated that all lights should be replaced by the end of February. It was also noted that the cost to clean, straighten, and paint the light posts will be \$75 per post, which will be done after all of the new lanterns are installed.

Lori mentioned that a homeowner that installed Bermuda shutters without IDC approval will most likely be filing an appeal as they did not agree with the IDC's opinion/decision.

Lastly, the IDC is working hard to make it clear that residents **MUST** fill out an application for any changes being made to the exterior of their property.

Communications Committee:

Chris reported that the Civitas Award is to be presented at the annual meeting. The committee that selects the recipient is comprised of a current board member, someone from the I'On Trust, and four prior recipients of the award.

Chris then stated that the 2019 directories have been printed. It was noted that we saved a significant amount of money compared to last year. The ad revenue was a little higher than last year as well. The directories have now been distributed through luminary kits and can also be picked up at the I'On Assembly office.

Chris went on to discuss a conversation he had with a resident regarding a newsletter policy. Chris stated that we do not currently have a policy surrounding the newsletter. The communications committee will look into drafting a policy in 2019. It was noted that if we do come up with a policy, that it will need to be filed with the Register of Deeds by January 10, 2020 to be enforceable.

Michele Wilson submitted her resignation from the Communication Committee due to other community commitments. It was noted that the committee is looking for more volunteers.

Lastly, Leah Simmons is to take over as newsletter editor come January 2019.

Board of Appeals: No Report

Other Business:

The state recently implemented stricter golf cart and moped laws. Jessica will be sending out an e-blast regarding the new golf cart and moped laws so that residents are aware of the law change.

There being no further business to come before the Board of Trustees, the meeting adjourned at 7:18pm. Next meeting is the annual meeting on January 28, 2018.

Respectfully submitted by _____

Chris Colen, Board Secretary

Amenities Report February 18, 2019

Report: dock expansion complete and in budget. Punch list items working on are- water on dock and some misc. piling work and a light on last piling, new no wake signs.

New dock gate installed and complete. Painting to be done in a few months after new wood on dock dries.

New future business – future waterfront enhancement from parking to dock gate/entry. – discuss at meeting

Landscaping and Infrastructure - Report for HOA Feb 2019

LI committee members and February attendees list:

- Michael Purcell (remote), Tony Woody (absent), Michele Wilson, Kim Daniels, Jessica Gosnell.
- Non-resident (Greenery): Chris Marsh (Supervisor\liaison), Tom Murray (Exec liaison)

Annual Maintenance projects planned for 2019

- Row tree planting. 4 year rotation to replant.
- Palm tree pruning. 291 trees June/July.
- Row tree elevation. 13ft above roads, 8ft above sidewalks.

Completed projects in 2019

- Dock Expansion: Docks installed. Minor finishing required. Nav light, Paint.
- Frogmore pump stations gates replaced
- Vegetation cutting\removal at Eastlake bulkheads

List of several reserve study and other projects at various stages of investigation and planning

- Known issues with West Lake path flooding (Fernandina)
 - Will inspect for grading and remediation options
- Maybank turf issue.
 - Soil testing underway. Top dressing and replacement plans to follow
- LI committee will be conducting a walkthrough of reserve study projects
- Planning and budgeting meeting pending to develop 2019 Reserve Budget to present to Board for approval.
- More to follow when projects are prioritized, scoped and approved for funding

Covenants Report February 18, 2019

Of the 7 homes that are being fined daily, 3 have submitted plans to the IDC and have begun or completed work. These 3 homes have been on my list for at least a year now and are big projects, so we are pleased to be seeing results. Once they have completed the work, we will discuss removing or reducing the fines.

Currently, there are 54 homes on the covenants violation list that are being sent violation letters. 8 of these are in stage 3 and will discuss recommending the fining process to start at our next covenants meeting on February 26th. 18 of these are in stage 2 and the remainder are in stage 1.

At our next meeting, the covenants committee needs to discuss developing a policy on how fines will be applied to accounts.

Executive Dashboard

As of 1/31/2019

1

Summary	Prior Years Actual				Annual Budget	YTD Actual	YTD Budget
Income Statement	2015	2016	2017	2018	2019	Jan-19	Jan-19
Assessments	\$ 760,835	\$ 799,050	\$ 799,025	\$ 795,350	\$ 799,050	\$ 793,002	\$ 799,050
Delinquent Dues	(9,032)	(6,000)	-	3,675		6,048	-
IDC Revenue	22,650	21,900	21,450	17,450	15,000	750	1,250
Dock Closure Rev	21,700	15,520	14,700	24,150	12,600	700	1,050
Other	10,498	21,808	5,586	11,097	8,600	28,884	717
Total Revenue	\$ 806,651	\$ 852,278	\$ 840,761	\$ 851,722	\$ 835,250	\$ 829,384	\$ 802,067
Administrative	\$ 232,471	\$ 270,451	\$ 261,666	\$ 258,941	\$ 263,069	\$ 21,882	\$ 21,922
Legal	37,297	27,217	39,563	18,749	25,000	1,820	2,083
Landscaping & Maintenance	379,963	341,555	360,221	355,058	358,544	22,284	29,879
Utilities and Ins	106,057	97,973	88,078	90,222	100,992	5,771	8,416
Reserve Contribution	39,000	39,000	39,000	41,500	41,500		41,500
Capital Projects	-	46,000	46,000	46,000	46,000		46,000
Total Expenses	\$ 794,788	\$ 822,196	\$ 834,528	\$ 810,470	\$ 835,105	\$ 51,757	\$ 149,800
Net Surplus	\$ 11,863	\$ 30,082	\$ 6,233	\$ 41,252	\$ 145	\$ 777,627	\$ 652,266



QION I'On Assembly Homeowners Association
Income Statement - Current Year Budget
01/01/2019

Page: 1

3301 Salterbeck St. - Ste 201
Mt. Pleasant SC 29466

		Annual Budget
Revenue		
4000	Assessments	799,050
4050	Special/Specific Are	100
4695	Dock Maintenance Fee	2,000
4697	Directory Ad Revenue	1,500
4698	Boater Registration	1,600
4699	Dock Closure Fee	12,600
4954	IDC Revenue	15,000
Total Revenue		831,850
Expenses		
5945	Social Events/Commun	5,000
5950	Creek Club Expenses	3,125
6000	Management Fee	35,615
6010	Staffing/Payroll	133,817
6015	Incentives/Commissio	8,000
6020	Contract Landscaping	198,420
6070	Warehouse Rental	1,656
6080	Office Rent	9,900
6081	Internet Expense	1,284
6092	CAI - Board Expenses	1,000
6210	Postage & Delivery	2,000
6224	Meeting Space Rental	1,050
6246	Directory Printing	3,500
6250	Printing	4,000
6260	Office Supplies	2,000
6400	Accounting/Tax	1,000
6409	Website Maintenance	1,010
6465	Pest Control	2,800
6500	Legal/Professional	25,000
6557.1	IDC - NDC Expense	27,300
6557.2	IDC - Consultants	13,800
6557.3	IDC - Office Supplie	1,156
6557.4	IDC - Office Rent	6,300
6819	Boat Facility Mainte	3,000
6830	Signage	2,000
6840	Repairs/Maintenance	39,043
6848	Marsh Path Mainten	5,000
6849	Landscape Lighting	2,500
6854	Plant/Tree - Replace	15,000
6856	Tree Maintenance/Tri	45,296
6858	Pine Straw/Mulch	27,900
6860	Irrigation Repairs	2,500
6864	Mailbox Repairs	2,000
6866	Pet Stations	3,000
6874	Streetlight Replacem	3,000
6875	Butterfly Garden Sup	750



QION l'On Assembly Homeowners Association
Income Statement - Current Year Budget
01/01/2019

Page: 2

3301 Salterbeck St. - Ste 201
Mt. Pleasant SC 29466

		Annual Budget
6876	Seasonal Flowers	22,000
6879	Lake Maintenance Equ	1,500
6941	Pond/Lake Maintenanc	7,200
7000	Electricity	30,928
7010	Water	11,500
7015	Storm Drain	2,000
7060	Insurance	25,000
7450	Federal Income Taxes	3,500
7460	Property Taxes	1,000
	Total Expenses	744,350
8000	Replacement Reserves	41,500
8005	Reserves-Cap Project	46,000
	Net Surplus(Deficit)	0

IDC Report

I'On Assembly Board Meeting

February 18, 2019

TO CONSIDER

A request has been made to only accept only paper submissions to the IDC. Many on the IDC are comfortable with this suggestion because they have been having problems with incomplete submittals and unnecessary time seems to be spent on tracking items down. Recommendation is to look at on-line programs such as Dropbox, Microsoft Exchange, or Google Docs, which can accept, store, and amend applications.

NOTES FROM IDC FEBRUARY 5TH, 2019 MEETING

Approved

Fence/hardscape/landscape
Rear Addition.
Addition./Garage
CTAD

Approved by NDC

Replace rotted wood on porch
Window Replacement
CTAD/paint
CTAD/paint.
Paint/same –
Repair/repaint fence
Replace rotted doors
Stucco Repair
Repair/fence
Replace Stucco
New Roof/paint/repair
Replace railings on garage
Tree removal
Final Inspection/Landscape
Replace wood steps
Maint./brick walk way
Repair cracks in chimney
Remove gum trees
New roof

Approved with Conditions

Addt/Garage
Concpt. Enclos. Side Porch
Pavilion/pool/fence
Hardscape/Landscape
Shutters
CTAD –
2 Final Walk through

Reviewing Concept Plans

1

Not Approved

2

Withdrew Submission

2

Submitted by: Julie Hussey

Date: 2-13-19

Communication Report February 2019

Civitas Award

- Civitas Award presented to Michele Wilson

I'On Website Status

- We experienced a situation where the documents and photos were not available on the site. Upon investigation and further inquiry with Holy City Hosting they were not able to recover the site via backup.
- GoDaddy, Cameron Conway and Mary Fraser were able to bring all of the content back and we have terminated our relationship with Holy City.
- The following services are being provided by GoDaddy and paid in full:

Domain Name Registration

5 years \$75

Per Year costs: \$18

Hosting Fees

5 years \$300

Per Year costs: \$133

SSL- Secure Sockets Layer

2 years \$460

Per Year costs: \$200

Site Backup

2 years \$100

Per Year costs: \$96

Firewall Protection

Requesting Board Approval to add at \$240 per year

I'On Newsletter

- Leah Simmons has published the February Newsletter taking over from Meegan Graham. Thanks to Meegan for her 3 years of leadership in publishing the Newsletter.

Upcoming Activity

- The Committee will be working on Newsletter Policy Guidelines in early 2019 for Board approval.

Communication Committee

The current Committee is comprised of:

Mary Kaplan

Margaret Summers (I'On Trust)

Jessica Gosnell

Mary Fraser

Board Approval Requested to Add:

Cameron Conway

Mike McLaughlin

Leah Simmons