

# RIVER OAKS HOMEOWNERS ASSOCIATION

## Meeting Minutes of 09 January 2017

### 1. Call to order

Kevin Bruch called the meeting of the ROHA to order at 6:30 pm on Monday, January 9, 2017 in the Conference Room at the Ashley River Fire Department. (Note: Meeting was moved to 6:30 so that board could watch the Clemson-Alabama Championship game)

### 2. Roll call – Quorum attained

Name	Present	Excused
Kevin Bruch	X	
Jeff Morey	X	
Darcia Hicks	X	
Michelle Jackson	X	
Anna Mitchel	X	
Paul Amarendran	X	
Ernie Kornahrens	X	
Dean Hinson	X	
Rhonda Long	X	
Bill Summer	X	
Sean Patrum	X	
Betsy Mitchum	X	
Dennis Shelters		X
Ellen Sapp	X	
Cheryl Cannon	X	

### 3. Secretary's Report

Minutes from December were presented, Jeff Morey made a motion to accept and Cheryl Cannon seconded and they were accepted as presented with two changes. In the December minutes, the secretary's report said "September" instead of "November" and the meeting was adjourned at 8:22 not 9:22 as stated in the minutes.

### 4. Treasurer's Report

The November treasurer's report was presented. It is attached to these minutes along with the General Ledger Budget and the Aged Accounts report. Sean Patrum made a motion to accept the Treasurer's Report and Jeff Morey seconded the motion. The treasurer's report was accepted as presented. Information from Halcyon was not presented in time to prepare the December treasurer's report.

### 5. Unfinished business

- a. *Update regarding Executive Committee meeting with Halcyon* – meeting has not occurred. Kevin will call Stacey to resume drive throughs and to restart sending the violations report. Drive through was completed on 1/5. Kevin has asked board members to review the listing provided by Stacey and to let him know if it's okay to send the listing to Halcyon for them to send out to homeowners. Paul has volunteered to do a night time drive through and will contact Stacey to set that up.
- b. *Message signs* – The signs have been installed and look great! Many thanks to the Maintenance committee, Darcia Hicks and Betsy Mitchum for assistance in getting these signs installed. The Maintenance committee will look at getting the signs illuminated. Paul will also look to remove the old signs and straighten any remaining signs.

- c. *Appian Way Drainage Ditch* - Plat - TMS# 181-05-10-006 is owned by Mr. Rhodes at 5009 Willoway Circle. Mr. Rhodes has now completed all items to ensure that this property is in his name. Betsy will contact the real estate attorney to determine the next steps so that ROHA can obtain this property and we can move forward with clearing out the ditch.

## 6. New Business

- a. *Executive committee meeting report* – we have received 29 responses in the affirmative for the change to the C&R's to include MarshSide. The Executive Committee will work with a real estate attorney to find out what else is needed now that the signatures have been received. Invoices for MarshSide have been sent out. Halcyon will be sending out corrected invoices to the homeowners with an apology for the incorrect/missing information in the initial invoice.
  - b. *Community ARB and C and R's – Dean Hinson did not attend* – C&R violations report has been sent out to the executive board and members should provide feedback to Kevin as soon as possible.
  - c. *Community Advocacy Group* – Ellen Sapp provided the Dorchester County incident report. Per Lt Barnhill, there were no incidents in the past month. Lt Barnhill will be at the January General meeting and the board would like to get his input on whether there are items that are not reported or not logged during the month. Ana Mitchel reported that she had called DHE and the Post and Courier over the holidays and she feels that the odor from the sewer processing plant seemed to be less. She will continue to call to request relief.
  - d. *Community Maintenance – Paul Amarendran* mentioned that the leaning box on Park Forest Parkway should be repaired by the middle of January. Sean Patrum apologized for the delay in repairing the lights that are out, but will be working on them shortly. The committee is going to also solicit bids for an electrician to assist when there is something that the board members can't repair, for example, adding lights for the new signs. Darcia is going to reach out to Atlas signs for them to give us an estimate and evaluation for each neighborhood sign and what will need to be done to refurbish or if necessary replace.
  - e. *Community Outreach – Betsy Mitchum reporting*. Thanks to the committee for the Christmas decorations that were put out.
  - f. *Communications Committee – Jeff Morey reporting*. Nothing new to report.
  - g. *General Meeting* – Invites have gone out to Larry Harper from Dorchester Sewer and Water, George Bailey and Lt Barnhill. Went through agenda to include who would be the speaker for each section.
7. Paul Amarendran made a motion to adjourn at 7:40 and the motion was seconded by Dean Hinson and approved.

Minutes respectfully submitted by Michelle Jackson, 1/15/2017. The next general meeting will be 1/24/2017. The next board meeting will be on 2/13/2017.

RIVER OAKS HOMEOWNERS ASSOCIATION  
**TREASURER'S REPORT**  
 PERIOD ENDING NOVEMBER 30, 2016

BB&T Operating Account – Ending Balance October 31, 2016	\$ 2,064.47			
BB&T Money Market Account - Ending Balance October 31, 2016		\$44,726.72		
Crescom Operating Account - Ending Balance October 31, 2016			\$29.94	
Crescom Money Market Account – Ending Balance October 31, 2016				\$9,986.26
<b>Deposits Nov 1 – Nov 30, 2016</b>				
2015-2016 Dues – Lock Box Deposits	\$ 290.00			
Previous Years Dues	\$ 0.00			
Late Fees	\$ 50.00			
Fines/Fees (C&R's/Legal Reimbursement)	\$ 0.00			
Voided Check #1095 (Lawn-O-Green) Debris	\$ 2,240.00			
Interest	\$ 0.00	\$ 6.74	\$ 0.00	.08
Money Market Transfer	\$ 4,726.72			
<b>Total Deposits</b>	<u>\$ 7,306.72</u>			
<b>Balance</b>	<b>\$ 9,371.19</b>	<b>\$44,733.46</b>	<b>\$29.94</b>	<b>\$9,986.34</b>
<b>Expenses Nov 1 – Nov 30, 2016</b>				
Check# 1104 Lawn-O-Green (Greens only)	\$ 2,500.00			
Check #1101 Halcyon Real Estate (Invoice/C&R)	\$ 1,123.00			
Check #1100 Postage	\$ 51.00			
Check #1101 Postage	\$ 4.90			
Check #1102 Bulk Mail Permit	\$ 215.00			
Check #1103 SCE&G	\$ 830.06			
Check #1099 Atlas Signs Deposit	\$ 2,714.13			
Check #1105 Atlas Signs Balance	\$ 1,809.42			
Check #1106 Betsy Mitchum (Community Events)	\$ 60.02			
<b>Total Expenses</b>	<b>\$ 9,307.53</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Transfer to/from Money Market</b>		<b>\$- \$4,726.72</b>		
<b>Balances as of Nov 30, 2016</b>	<b>\$ 63.66</b>	<b>\$40,006.74</b>	<b>\$ 29.94</b>	<b>\$ 9,986.34</b>

RIVER OAKS HOA  
 BUDGET YTD Nov 30, 2016  
 Source: General Ledger

Chart of Accounts	River Oaks HOA	2016 Budget	Year to Date	Remaining (Interest is averaged)	Assumptions (at time of budget approval)	Budget Clarifications/Notes
<b>Income</b>						
3010	Regime Fees	\$ 70,770.00	\$ 77,011.02	\$ (6,241.02)	874 Homes at \$105	
3050	Interest Income	\$ 10.00	\$ 111.96	\$ (101.96)		See aged Accounts for Breakdown of Late Fees/C&R's/Legal
3000	<b>Total Income</b>	<b>\$ 70,780.00</b>	<b>\$ 77,122.98</b>	<b>\$ (6,342.98)</b>		Money Market BB&T
<b>Expense</b>						
4010	Management Fees	\$ 13,476.00	\$ 12,363.00	\$ 1,123.00	Contract Fee of \$1,123 per month	
4020	Newsletter/Printing	\$ 1,800.00	\$ 597.10	\$ 1,202.90	Allowance	
4030	Office Expense	\$ 1,000.00	\$ 1,142.03	\$ (142.03)	Includes invoice for dues/copies and envelopes	
4040	Special Events	\$ 500.00	\$ 685.61	\$ (185.61)	Allowance	BBT Lockbox billing
4050	Postage/Bulk Mail	\$ 1,400.00	\$ 1,134.42	\$ 265.58	Based on 4 mailings per year and office mailings	
4051	Mail Box Fee	\$ -	\$ 102.00	\$ (102.00)	May decide to discontinue in 2016	
4052	Facility Use	\$ 100.00	\$ -	\$ 100.00	Allowance	
4060	Bad Debt	\$ 1,284.00	\$ -	\$ 1,284.00	Based on current overdue report	Church donation
4070	Bank Charges	\$ -	\$ -	\$ -	Checks ordered in 2015	
4080	Tax Preparation	\$ 250.00	\$ 200.00	\$ 50.00	Tax Return fee	
4090	Legal	\$ 1,000.00	\$ 385.00	\$ 615.00	Lien filings	
5020	General Maint Repairs	\$ 700.00	\$ 931.75	\$ (231.75)	Allowance	Board approved \$4,000 for collections - HCA F/C not possible
5030	Emergency Fund	\$ -	\$ -	\$ -	Allowance	Lighting Repair
5110/5150	Landscape Service	\$ 26,400.00	\$ 28,000.00	\$ 5,040.00	Contract Fee (Recommended Programing \$2540 for Large-D-Green Islands. Clean up with application of zero balance is included)	2016 contract \$30,000 (\$3,600.00 increase + Ant Control service \$500.00 + \$2540 debris cleanup ) 6,640 shortfall
5115	Fertilization and Weed Co	\$ -	\$ -	\$ -	Included in contract	
5130	Landscape Repairs	\$ -	\$ -	\$ -		
5160	Mulch/Pine straw	\$ 5,500.00	\$ 2,731.25	\$ 2,768.75	Based on current budget / 1000 bales est.	
6120	Pond Maintenance	\$ 1,500.00	\$ 750.00	\$ 750.00	\$125 per month for service	
6130	Improvements	\$ -	\$ 4,583.57	\$ (4,583.57)		No Service July/Aug - No certified technician for service -CREI
8110	Electric/Irrigation	\$ 9,500.00	\$ 9,264.65	\$ 235.35	Currently under budget/adjusted	Community Signs -
8130	Water/Irrigation	\$ 420.00	\$ 35.24	\$ 384.76	Based on current fees	Based on current average billing budget shortfall appx \$800.00
9110	Insurance	\$ 4,050.00	\$ 4,038.00	\$ 12.00	Includes GL and D&O insurance	Water service disconnected
9510	Property Taxes	\$ 400.00	\$ 104.89	\$ 295.11	Allowance	
9710	Reserve Funding	\$ 1,500.00	\$ -	\$ 1,500.00	Allowance	
	<b>Total Expense</b>	<b>\$ 70,780.00</b>	<b>\$ 67,038.51</b>	<b>\$ 10,381.49</b>		

Bank Balances 11/30/16

Projected Expenses through December 2016

**Projected Year End Balance**  
 (Includes increased expenses for Landscaping. Assumes all budgeted lines will be exhausted with no additional income. Emergency fund balance deducted)

BB&T Operating	\$ 63.66
BB&T Money Market	\$ 40,006.74
Crescom Operating	\$ 29.94
Crescom Money Market	
Emergency Fund	\$ 9,988.34
<b>Total</b>	<b>\$ 50,088.68</b>

**\$ 29,718.88** Year End 2015 was approximately \$26,524.12

**RIVER OAKS HOA Aged Accounts Report**  
Nov 30 2016

Aged Amounts for 2015 and Prior	Bal 2/29/16	STATUS	Account Changes for Balances \$1,000+		
Assessments Due	\$ 22,391.25	Acct Nr.	2/29/2016	11/30/2016	Net Increase
Late Fees	\$ 12,595.00	AL127	\$ 2,102.50	\$ 2,802.50	\$ 700.00
Administrative Fees (Liens)	\$2,467.50	WO321	\$ 2,022.50	\$ 2,722.50	\$ 700.00
C&R Fines	\$795.00	AL161	\$ 1,762.50	\$ 2,637.50	\$ 875.00
<b>Grand Total</b>	<b>\$ 38,248.75</b>	WO205	\$ 1,842.50	\$ 2,542.50	\$ 700.00
	\$ 48,615.00	MH108	\$ 1,762.50	\$ 2,487.50	\$ 725.00
		AL301	\$ 1,737.50	\$ 2,387.50	\$ 650.00
<b>Aged Amounts for 2016</b>		AL110	\$ 1,422.50	\$ 2,197.50	\$ 775.00
Assesments Due	\$ 9,404.50	RC12	\$ 1,302.50	\$ 2,077.50	\$ 775.00
Late Fees	\$ 5,610.00	BANK FC MS27	\$ 1,642.50	\$ 1,792.50	\$ 150.00
Administrative Fees (Liens)	\$ 3,800.00	WO228	\$ 1,075.00	\$ 1,600.00	\$ 525.00
C&R Fines	\$ 9,050.00	RC36	\$ 980.00	\$ 1,480.00	\$ 500.00
NSF Charges Owed	\$ 80.00	PAY PLAN AL328	\$ 1,352.50	\$ 1,402.50	\$ 50.00
Attorney Fees	\$ 4,600.00	AL131	\$ 1,247.50	\$ 1,397.50	\$ 150.00
<b>Grand Total</b>	<b>\$ 32,544.50</b>	WO302	\$ 1,177.50	\$ 1,377.50	\$ 200.00
	\$ 24,414.50	MH49	\$ 775.00	\$ 1,375.00	\$ 600.00
		RC45	\$ 1,152.50	\$ 1,302.50	\$ 150.00
<b>Total Aged Report Outstanding</b>	<b>\$ 70,793.25</b>	AL222	\$ 1,025.00	\$ 1,225.00	\$ 200.00
	\$ 73,029.50	AL315	\$ 1,025.00	\$ 1,175.00	\$ 150.00
<b>Year-to-Date Collections</b>		AL3109	\$ 1,025.00	\$ 1,175.00	\$ 150.00
G/L Acct 3011 - Late Fees	\$ 3,584.27	PP36	\$ 1,002.50	\$ 1,152.50	\$ 150.00
G/L Acct 3040 - Legal Reimbursement	\$ 827.78	MH67	\$ 985.00	\$ 1,135.00	\$ 150.00
G/L Acct 3051 - C&R Violation Fees	\$ 2,004.40	AL385	\$ 877.50	\$ 1,052.50	\$ 175.00
<b>Total</b>	<b>\$ 6,416.45</b>	PAY PLAN MH94	\$ 1,397.50	\$ 1,047.50	\$ (350.00)
<i>This amount is included on the Treasurer's Report account 3010</i>		AL117	\$ 877.50	\$ 1,027.50	\$ 150.00
			<b>\$ 31,572.50</b>	<b>\$ 40,572.50</b>	<b>\$ 9,000.00</b>