

**MYRTLE TRACE HOMEOWNERS ASSOCIATION
CONWAY, SOUTH CAROLINA**

BOARD OF DIRECTOR'S MEETING – April 21, 2010

CALL TO ORDER: The meeting was called to order by Board President Cathy McElroy at 9:00 a.m.

ATTENDANCE:

Board Members present were Sheilah Reynolds, Jack Von Deck, Sally Herstine, Peter Bevan and Cathy McElroy. Committee Members present were Dick Sievers – Activities Committee, Pat Hosford – Architectural Review Committee, Ted Ackley – Communications Committee, and Lyle Kershner - Property Committee. Also present were Bill Fox representing the Past Presidents' Council, Jay Sharp, Dan Seeds and Lee Besemer and special guest Robin Ciaccio.

Cathy McElroy requested that all cell phones be silenced for the duration of the meeting.

In recognition of National Secretaries' and Administrative Assistants' Week, Cathy extended appreciation to all the support staff of the Board and of the Committees for the administrative work done.

The Board honored the memory of the following deceased residents:

Anna Hall – April 5, 2010

Ed Fultz – April 7, 2010

Cathy McElroy reminded all concerned that in the future, all reports submitted for the Board's information at the meeting are to be copied on front and back, when possible, in order to save on paper as well as reducing space required for filing.

The draft minutes of the March 17, 2010, meeting were reviewed. **Sally Herstine moved and Jack Von Deck seconded that the minutes be approved as corrected. All were in favor and the motion passed unanimously.**

ACTIVITIES COMMITTEE

Sheilah Reynolds moved and Peter Bevan seconded that the Activities Committee report be accepted as submitted. All were in favor and the motion passed unanimously.

ARCHITECTURAL REVIEW COMMITTEE

Sheilah Reynolds moved and Peter Bevan seconded that the ARC report be accepted as submitted. All were in favor and the motion passed unanimously.

PROPERTY COMMITTEE

Lyle Kershner requested that the revised Rules and Regulations for Use of Clubhouse and the Check List for Cleanup and Maintenance of Clubhouse be printed in the News and Views and that it be emphasized that these rules also apply to groups who attend a regularly scheduled activity as some groups are not leaving the clubhouse in good condition after their activities.

The new depth markers have been installed in the pool, the pool cover has been removed and the pool will open on May 1.

Only eight residents have submitted written requests to the Property Committee stating that the resident will do total maintenance on the common area in front of their property. Lyle felt that the article in the News and Views was not read and/or understood by many residents and that a repeat article should be written.

All road patching has been completed at a cost of \$3,390.06.

Sally Herstine moved and Jack Von Deck seconded that the Property Committee report be accepted as submitted. All were in favor and the motion passed unanimously.

COMMUNICATIONS COMMITTEE

Ted Ackley had received a request to put a notice in the News and Views that a resident had day lilies available for sale. The Board denied the request and suggested that the notice be placed on the bulletin board outside the clubhouse.

Ted Ackley requested that notices and bulletin not be printed in bold print or in a font which uses heavy lettering as this type of printing uses large amounts of toner in the copy machine and is an unnecessary expense.

Sheilah Reynolds moved and Jack Von Deck seconded that the Communications Committee report be accepted as submitted. All were in favor and the motion passed unanimously.

BOARD OF DIRECTORS BUSINESS ITEMS

TREASURER'S REPORT

It was agreed that the quarterly Treasurer's Report would be a matter of a few paragraphs rather than the entire report to be included in the News and Views. The entire report will be posted on the web site and also on the bulletin board in the clubhouse.

Sheilah Reynolds moved and Jack Von Deck seconded that the Treasurer's Report be accepted as submitted and filed for audit. All were in favor and the motion passed unanimously.

UNFINISHED BUSINESS

- A. Introduction of our Lawyer Robin Ciaccio: Cathy introduced Robin to all present. There was a discussion with Robin on several subjects and Robin answered questions presented to her.
- B. Policy Guidelines for White and Black Books: **Sheilah Reynolds moved and Jack Von Deck seconded that the Black Policy Book be approved with corrections. All were in favor and the motion passed unanimously.**
- B. Rules and Regulations for Use of Clubhouse and Check List for Cleanup and Maintenance of Clubhouse: **Sheilah Reynolds moved and Jack Von Deck seconded that the revised Rules and Regulations for Use of Clubhouse be adopted, as well as Check List for Cleanup and Maintenance of Clubhouse. All were in favor and the motion passed unanimously.**
- C. Police Patrol in Myrtle Trace: This request must be filed with the Registrar of Deeds. We are now waiting for notification that it has been filed and we will then get into the monitoring phase.

NEW BUSINESS

- A. Issuance of Third Decal for Gate Entrance: **Sheilah Reynolds moved and Sally Herstine seconded that the Board remove the limit of only two decals per resident for gate entrance and exit. All were in favor and the motion passed unanimously.** A letter will be sent to the

residents who wrote letters requesting additional decals and a revised policy will be placed in the News and Views.

- B. Correspondence from Homeowner re Lawn Care: A letter will be sent to the homeowner stating that the policy remains as written; that is, the homeowner must take total responsibility for taking care of the common area in front of her yard and also on the lake bank or else assign the responsibility of total care to the Association's contractor. An agreement stating this will be signed by each homeowner requesting to do his or her own maintenance.
- C. Sod Replacement at 101 Birchwood: **Cathy McElroy moved and Sheilah Reynolds seconded that the Board agreed that the sod will be replaced at this residence and the water problem will be corrected in the back yard. All were in favor and the motion passed unanimously.** The homeowner will be instructed that he is no longer to do any maintenance to the common property adjacent to his property except watering. Cathy asked Dan to explain in a letter to the residents exactly what had to take place.
- D. Ad Hoc Committee: Pat Hosford requested that an extension be requested for the Encroachment Permit since action by the Ad Hoc Committee has not yet been taken. **Cathy McElroy moved and Peter Bevan seconded that the Ad Hoc Committee apply for an extension on our Encroachment Permit for an additional year. All were in favor and the motion passed unanimously.**
- C. Bulletin Board: Ted Ackley brought up the fact that Charlene Rose was getting many complaints that notices which they had posted on the outside bulletin board were being removed. Ted was requesting that a lock be placed on the bulletin board so only authorized people could place and/or remove items from that bulletin board. **Cathy McElroy moved and Sally Herstine seconded that the bulletin board outside the clubhouse be locked and any information to go on the bulletin board be placed in the Activities Committee slot marked for Charlene Rose and the blank ARC Request Forms be placed in a box conspicuously marked as such. All were in favor and the motion passed unanimously.** Lyle will set up a box for residents to pick up ARC request forms and will fix up a lock for the bulletin board. Completed ARC forms will still go into the HOA box as before.
- D. Approved Service Providers: Ted Ackley brought up the subject of a list of approved service providers for use by the residents and whether such a list should be publicized. Cathy McElroy requested that this subject be brought up at the next meeting.
- E. Drainage Problems on Private Property: Lyle reported about the drainage problem on private property on Dogwood Circle due to underground drainage line deterioration. **Sheilah Reynolds moved and Peter Bevan seconded that the Board authorize the Property Committee to correct the drainage problems created by the developer on private property as they occur. All were in favor and the motion passed unanimously.**
- F. Private Fountain: Lyle brought up this subject and Cathy requested that it be discussed at next month's meeting.
- G. Night Walkers: An article will be placed in the News and Views reminding residents who walk after dark to wear light colored or reflective clothing and to carry a lighted flashlight.

Peter Bevan moved and Sally Herstine seconded that the meeting be adjourned at 12:30 p.m. All were in favor and the motion passed unanimously.

Respectfully Submitted,

Lee Besemer