

**Lost Plantation HOA Meeting**

**17 July 2013**

Meeting called to order: 6:31 p.m.



Attendance:

<b>Name</b>	<b>Position Held</b>	<b>Present Y/N</b>
Harry Capwell	President	Yes
Dave Scroggs	Vice President	Yes
Ava Bailey	Treasurer	Yes
Christine McGlynn	Secretary	No, info submitted
Tom Newburn	Board Member, ARC Chairman	Yes
Danny Jones	Board Member, ARC Committee	Yes
Hugh Summers	Board Member	No, Resigned
Debbie Walker	Bookeeper	No, info submitted
Don Fletcher	Volunteer, Pool Committee	No
Jason Pridgen	Volunteer, Pool Committee	Yes

Previous meeting minutes shall be posted to the Lost Plantation website <http://www.lostplantation.com/index.php?page=minutes>, once approved.

Decisions rendered by the board via email shall be stated and acknowledged by the board in the minutes of the next scheduled board meeting for official recordkeeping purposes.

The May and June 2013 meeting minutes were submitted for board approval via email. They were delayed due to unforeseen personal circumstances of the Secretary.

The July 2013 board meeting was held at the home of Harry Capwell.

**New Business:**

**Harry Capwell, President**

Harry Capwell made a motion calling the meeting to order. The meeting was started with a discussion about the pool complex.

## **Jason Pridgen, Pool Committee**

### **Pool Status:**

There have been multiple instances of backups in the pool house restrooms. Joe Hubbard Plumbing will be called to assess the issue and make necessary repairs.

A replacement door for the chemical room was purchased at Lowes by Harry Capwell; the door will be installed by Bobco. The door was estimated and budgeted at \$125, which was paid to Bobco. The fitted door that was selected cost more than what was budgeted. Our payment to Bobco will be adjusted by the prepaid door cost amount of \$125. A motion was made by Harry Capwell to adjust our payment to Bobco by the prepaid door cost amount of \$125, the motion was seconded by Ava Bailey; the board approved unanimously.

Weed Pools has not been very responsive to communications from Lost Plantation and they have not been completing their duties and/or check sheets. The issue is that the Weed Pools staff is not being well managed. The Weed Pools contract will be terminated if they do not remedy the problems that have been brought to their attention. Issues include time cards and invoices not matching; we are paying for hours not worked. A motion was made by Dave Scroggs to place Weed Pools on 2 weeks probation, the motion was seconded by Danny Jones; the board approved unanimously. Jason Pridgen has requested a detailed quote from Clearwater Pools in the event that we decide to change pool service companies following the probation period. Clearwater Pools reviewed our pool equipment setup and indicated that the pumps and equipment are inadequate for the size of our pools (residential versus commercial). The saltwater equipment is good, but the equipment that leads into it is bad. No cells are currently working in either pool and as a result the chlorine levels are not stabilized at a sufficient level. Weed Pools is paid an advance deposit for payroll; we may need to reconcile this or write off some expenses if we elect to terminate the contract. There will be a walk through at the pool at 8:30am tomorrow, with Don Fletcher, Jason Pridgen, Walter Weed of Weed Pools and Harry Capwell attending. Jason Pridgen will provide Harry Capwell with a remedy list which will go to Walter Weed in writing and carry a 2 week period of remedy.

Jason Pridgen will obtain three quotes and equipment assessments for critical repairs to the pools. Savannah Brush, Clearwater and one other. Our service contract with Weed Pools is not binding for equipment repair and service. Purchasing equipment outright is preferred over leasing equipment. The hot tub hand rail is cracked and needs repair again (Weed Pools repaired it previously).

Residents have requested the installation of shade cloth on the top of the new pergola. Towel hooks were suggested for the pergola posts. A motion was made by Harry Capwell to procure and install shade cloth and towel hooks, the motion was seconded by Ava Bailey; the board approved unanimously.

The pool furniture will be rearranged (Harry Capwell will help Jason Pridgen with moving). Jason Pridgen will create a pool furniture position diagram for the pool monitors to reference when they maintain the pool area.

Jason Pridgen suggested that we change the pool monitor schedule to have the monitor come in at 10 a.m. instead of between 1:30 p.m. and 2:00 p.m. in the afternoon, so that the pool is presentable when people first arrive for the day. When monitor hours are reduced, following the start of school in August, Cheryl from Allbright will need to be called in to maintain the restrooms and empty the garbage.

All four of the tennis court lights are burned out. Tom Newburn needs to contact Debbie Walker to get The Georgia Power account number and then call the power company to have them replace the lights. They will require the pole numbers too.

Ava Bailey is taking over the task of updating the security system at the pool and tennis complex. The board desires a hosted solution. Harry Capwell confirmed that we have five cameras, which would require an eight circuit system. Internet service at the pool will be required for a hosted security system. A Wi-Fi hotspot at the pool as an amenity enhancement was suggested. The gates need to be repaired and the mechanism/magnet/card reader need to be replaced. The pool gate electrical cable needs to be located higher up, as people are standing on it and breaking the connections. There is a chain on the secondary pool entrance that needs to be removed immediately for safety purposes. The secondary gate has a push button for exit. Harry Capwell will remove the chain with bolt cutters. It is unknown who applied the chain.

[Status: Complete] Construction of the pergola at the front pool has been completed.

[Status: Unknown] The hot tub was reported as not being hot on May 25th. A service call was made. There is a leak in the heater and parts have been ordered.

[Status: On Hold] Tables for the pergola will be ordered once the pergola is completed. The footprint of the new pergola differs slightly from that of the existing pergola.

[Status: No change] Weed Pools previously recommended that we upgrade from a 2 cell system to a 3 cell system. We are leasing a controller for \$75/mo. We should look into purchasing a controller outright.

[Status: Complete] Harry Capwell indicated that Don Fletcher had the propane tank that supplies the hot tub filled. We have to fill the tank each season, as we do not pay to lease the tank from Shepherd Propane. If we do not refill, the tank may be pulled.

[Status: No Change] Jason Pridgen recommended that we consider adding a safety box to cover the emergency shutoff. Kids keep hitting the button and it completely shuts down the hot tub system.

Jason Pridgen was dismissed from the remainder of the meeting.

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#### **Ava Bailey, Treasurer**

Ava Bailey made a motion to have Debbie Walker handle new Williamsburg amenity share participation and related fee collection, Dave Scroggs seconded the motion; the board approved unanimously.

The August board meeting will serve as the first meeting where the 2014 budget is discussed. Debbie Walker will be available to support that meeting. Any considerations for next year's budget should be detailed in writing and quotes should be obtained to assist with budget decisions. Ava Bailey also suggested that we use the newsletter to solicit resident suggestions for community enhancements (i.e. basketball hoops, a workout facility, etc...).

Ava Bailey and Debbie Walker requested that we scope out and obtain bids for 2014 contracts. The goal is to have decisions made and budgets planned well before the October meeting.

There have been incidences of hostile or inappropriate discussions on the Facebook page, some of which have been instigated by serial complaints. The page moderators attempted to clean up the page by removing offending posts and requiring posts to be approved before publishing. There was negative feedback from some residents. It is important to have an open forum where residents can have their concerns addressed. Ava Bailey made a motion to have Christine McGlynn added as a moderator responsible for responding to resident concerns in an effective and non-confrontational manner and to communicate back to the board as appropriate. Harry Capwell, Dave Scroggs and Stacie Taylor are also moderators. Ava Bailey will ask Christine McGlynn if she is willing to accept this responsibility and then report back to the board. The motion was neither approved nor disapproved.

Danny Jones brought up the fact that mailboxes within Lost Plantation are labeled inconsistently. Numbering of the mailboxes is the homeowner's responsibility. A reminder to number mailboxes will be put in the newsletter, as this is a safety concern. U.S. Postal regulation requires proper labeling of mailboxes.

The board voted to repeal the Golf Cart Resolution at the May meeting. The responsibility of enforcing safe and legal golf cart operation on city roads will be left to law enforcement agencies, including the Rincon Police Department. Residents need to press the city to adopt the state laws governing golf cart operation if they desire more enforcement. The board discussed how best to communicate the change.

Tom Newburn pointed out that a number of resolutions have been made to supplement the covenants, and that they may benefit from consolidation.

Security patrols of the neighborhood were discussed in 2012 and were budgeted for 2103. Over the course of the year a combination of watchful neighbors and police activity have successfully reduced the number of crimes committed within the boundaries of Lost Plantation. In addition, a number of law enforcement officers with "take home" vehicles now reside within the neighborhood. At the present time, the board does not feel that planned level of supplemental security patrols are a justifiable cost. The security patrol expense that was budgeted for will not be fully realized in 2103. Harry Capwell indicated that patrols may be arranged for times during which the board deems there will be a significant benefit.

Ava Bailey noted that there have been resident complaints about lack of or selective covenant enforcement. Tom Newburn issues a notice to offenders and then a formal letter goes out by mail if the violation must be escalated. Finally, a fine is levied if the situation is not remedied within the

required timeframe. Tom Newburn also makes an attempt to speak with residents directly about violations. Harry Capwell indicated that Melissa Snow Capwell and Marie Snow may be willing to assist with covenants enforcement.

Liens were filed by Ava Bailey. A bank notice was affixed to the door of 410 Plantation Place. The property is in the process of being foreclosed upon.

The July "Yard of the Month" was 434 Lakeview.

## **Tom Newburn, ARC**

### **ARC Activity**

- Keiffer Rd. – 2<sup>nd</sup> notice was given on tall grass. The yard of concern has since been cut.
- A number of houses with trailers or R.V.'s on their property have either called requesting temporary permission to be located on site, or have been remedied.
- The home with the detached garage being built on Walthour – the garage is being constructed to have a high single bay.
- The Sulkowski residence was approved for the addition of a screened back porch
- There was a request to screen in an existing deck
- The removal of a dying tree on Keiffer Rd. was approved
- There have been complaints about kids playing basketball at night and generating nuisance sound. The portable basketball poles were made allowable by a resolution about five years ago. Noise complaints should be reported to the Rincon Police Department's non-emergency number.

There was a discussion about flag display within Lost Plantation; flags are intended to be flown from a pole attached to the home.

## **Danny Jones, Landscape Contract and ARC**

Danny Jones indicated that he is not happy with Earthmark's responsiveness. Plantings at the entrances and pool have not been completed. Pine straw has not been installed in some areas. The cul-de-sac island at Herb Court has been cleaned up and pine straw has been added. Danny Jones obtained estimates for additional work as follows: palm removal at the St. Andrew's entrance \$250, PVC border removal at the St. Andrew's Rd. playground \$150, Border pipe removal and wooden tie installation plus mulch addition \$2175. Harry Capwell made a motion to approve all three elements of work, the motion was seconded by Danny Jones; the board approved unanimously.

**Debbie Walker, Bookkeeper (not present; agenda items submitted)**

Debbie Walker distributed a copy of the current financial statement to the Board via email, in advance of the meeting. Debbie Walker was not present. The June 2013 ending cash balance was \$178,339. There was an outstanding accounts receivable balance of \$12,836.

**Christine McGlynn, Secretary (not present)**

**Record of decisions rendered via email:**

1. In June 2013, the board approved a motion to conduct vendor evaluations. Debbie Walker created an evaluation form and assembled a list of vendors. The form was approved on July 16, 2013 via email by Dave Scroggs, Tom Newburn, Ava Bailey and Danny Jones.

**Old Business:**

[Status: In Process] Griffen Electric completed installation of LED lighting on and along the brick entrance walls. The light posts for the medians are on backorder from Mel Northy and will be installed at a later date.

[Status: No Change] The Lamar Smith builder's trailer located at the front of the neighborhood will be removed at some point, and replaced by a model home that will contain the Lamar offices.

[Status: Not Started] The existing PVC borders at the St. Andrew Rd. playground will be removed; they are in disrepair. Harry Capwell had previously volunteered to complete this task with reimbursement for materials only. Harry does not have time available to complete this task in the near term, so Earthmark will be contacted to quote their price to complete the task of PVC removal. Danny Jones will contact Earthmark.

[Status: Complete] The two broken wood benches at the St. Andrews Rd. playground have been removed and two new cement "bunny benches" have been installed. Danny Jones led this project with help from volunteer Jason Pridgen. Photos were posted to Facebook on June 25<sup>th</sup>.

[Status: In Process] Dresler Rd. playground work, scheduled for November 2012 has not yet been completed. The PVC pipe border will be removed and replaced with 1x6's and then fill will be added. Danny Jones has been tasked with obtaining a quote from Earthmark to complete the project. The amount budgeted is currently \$1250.

[Status: In Process] Poles for traffic and street signs within Lost Plantation were reviewed for maintenance and/or replacement with architectural poles by Christine McGlynn and Don Walker in early July. Maintenance activities are also to include installation of top finials where missing, and replacement of misspelled or worn street signs. It was noted that some of the stop signs are installed

very low – in most cases this is due to the pole having been felled and reinstalled. It was also noted that the stop signs are not quite at the 6 ft. level. Pole toppers have been ordered. In June 2013, pole toppers were on order. Ordering poles was deferred by Don Walker in favor of doing a pole inventory first, and seeing if there are opportunities for re-use by consolidating signs onto single posts. In early July, Don Walker and Christine McGlynn completed a survey indicating location, type of pole, condition of pole and any pertinent notes.

[Status: In Process for court repair; In Process for maintenance] Tennis court repairs are on hold pending action by the City of Rincon to repair or replace/relocate the underlying sewer pipe responsible for the subject damage. As of June 2013, the city of Rincon has put the Lost Plantation tennis court repair work out for bid. There will be a meeting of bidders at the tennis courts on July 25<sup>th</sup>. Harry Capwell will attend. Harry asked the city not to start any work until September to avoid interference with resident access during pool season. The board abandoned a previous task of having our attorney send a letter to the city, since the city has started taking action. Previously, The City Manager discussed with Harry Capwell moving the drainage pipe, now located under the tennis court, to the area under the cart path bordering the pool and tennis court. Harry Capwell is responsible for pursuing the City's scheduling and completion of the work. Regarding maintenance, resident volunteers Carolyn Metroz and Kristy Meland assisted Christine McGlynn in securing the tennis court windscreens to the court surround. Zip tie materials were donated by Don Walker and Keith McGlynn. One net has failed beyond repair and the other is on the verge of failing. Christine McGlynn requested approval for the purchase of two new nets at a cost of \$150 each. A motion to purchase two new nets at \$150 each was made by Harry Capwell, Danny Jones seconded; the motion was unanimously approved.

[Status: In Process] A discussion was had concerning a credit card option for dues payment. The convenience may reduce the amount of dues that are paid late. Christine McGlynn will research options and present them to the board at a later date.

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Debbie Walker will return on August 2<sup>nd</sup>.

A motion was made by Harry Capwell to adjourn the meeting. Danny Jones seconded the motion; the board unanimously approved.

Next Board Meeting: 21 August 2013 at 6:30 p.m. at the home of Tom Newburn

Meeting adjourned: 8:15 p.m.

The meeting was recorded on a digital voice recorder, with supplemental notes taken by Ava Bailey.

Minutes Respectfully Submitted By:

Christine McGlynn, Secretary