

SCC HOA BOARD MEETING

Friday, June 19, 2015

PROPOSED AGENDA:

- I. Review and Finalize Minutes from Previous Board Meeting and Annual Meeting
 - A. Verify May meeting minutes have been reviewed, approved and subsequently adopted as appropriate.
 - B. Verify annual meeting minutes held in May have been reviewed, approved and subsequently adopted as appropriate.

- II. Selection of Officers for Board positions for 2015 – 2016 term.
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer

- III. Treasurer's Report
 - A. Posted expenditures / Balance sheet report
 - B. Status of Annual Invoices, mailing date, and received collections to date, etc.

- IV. Open discussion / Miscellaneous
 - A. Discussion regarding community water drainage and erosion issues.
 - B. Site review and subsequent research update . . . cost estimates, insurance coverage, county inquiry, etc.
 - C. General Discussion/Comments

The Sandy Creek Cove HOA Board met on Friday, June 19, 2015 at 8:30 AM at Vicki Smith's home. In attendance were Jim Strickland, Mike Archer, Andy Federico, Michelle Embry, and Vicki Smith.

- I. Review and Finalize Minutes from Previous Board Meeting and Annual Meeting
 - A. Verify May meeting minutes have been reviewed, approved and subsequently adopted as appropriate. May 12, 2015 Board Meeting minutes were reviewed and approved via email. Minutes were posted to the SCC HOA Google Drive file, and the web version of the minutes was posted to SCC HOA website.
 - B. Verify annual meeting minutes held in May have been reviewed, approved and subsequently adopted as appropriate. Annual Meeting Minutes from May 19, 2015 were reviewed, corrected, and subsequently approved via email. These Annual Meeting Minutes were posted to the SCC HOA Google Drive file and were posted to SCC HOA website.

- II. Selection of Officers for Board positions for 2015 – 2016 term. Jim commented that the main purpose of this meeting is to elect officers for the 2015-2016 HOA Board. Vicki described the Board positions for Michelle, as the newest member of the HOA Board. The board members discussed in what positions they would like to serve. The final decision for officer positions is:
 - A. President – Jim Strickland
 - B. Vice President – Mike Archer
 - C. Secretary – Michelle Embry
 - D. Treasurer – Andy Federico

- III. Treasurer's Report
 - A. Posted expenditures / Balance sheet report: Andy reported the final budget for the 2014-2015 fiscal year. Sandy Creek Cove, Inc. is over budget by \$72. Andy commented that the HOA is over budget primarily in General Maintenance and Repairs area due to the installation of the pier lighting at the entrance. We were also under budget in a number of areas. The current reserve balance is \$6,551.04. To compensate, several budget items were adjusted down for the 2015-2016 fiscal year.

- B. Status of Annual Invoices, mailing date, and received collections to date, etc. Annual HOA Dues invoices were mailed out in early June 2015. Andy reported that he has currently received 11 annual dues checks, so about 30% of the residents have paid their HOA annual dues for the 2015-2016 fiscal year. Jim requested that Andy send regular emails to the HOA Board updating the total number of residents paid.

IV. Open discussion / Miscellaneous

- A. Discussion regarding community water drainage and erosion issues between 329 and 325 Brook Hollow Lane. Using the HOA Computer and Internet, Andy provided a visual copy of the HOA plat, and photos of the area in question before homes were built as compared to that same area after the homes were built. The original pipe that was in the retention pond is now the pipe with riprap at 329 BHL. The HOA Board reviewed the plat and photos of the area, and discussed questions about how the land was modified in order to build the home at 325 BHL, and how this affected the current erosion issue. Michelle noted that there should have been a temporary permit for the retention pond on the 325 BHL property, as well as a permit for removal of that retention pond. Although this may be at issue, there is nothing that can be done about it at this point. She noted that a permit will be required for any future work to be done.
- B. Site review and subsequent research update . . . cost estimates, insurance coverage, county inquiry, etc. Michelle did some checking into prices for putting in concrete in the erosion area, based on a \$5.25 per square foot for just the concrete. The total cost for concrete would be about \$1,800. At this point, the HOA Board would like to have a discussion with Mike Martin from the Walton County Planning Commission to share our concerns, and find out what may have happened regarding permits for the removal of the retention pond. The concern is that our HOA does not have the funds to pursue any liability for the problem. The HOA needs to find out whether Walton County has documentation showing that the retention pond was permitted, then allowed to be removed. If not, would it be possible for the county to pursue the situation with the builder of the home at 325 BHL. The next step should be for the HOA to search for

permits on lot numbers 20 and 21 (Parcel # NO11F021, Real #19443, Book Page 3558039, Plat Page 100097). Meanwhile, the HOA Board will continue to get estimates on the repair of the erosion area. It was questioned as to whether the Pond Owner's Committee would assist in payment. Vicki, as representative of the POC, said an email would be sent to the POC requesting use of funds for this purpose. It is in the best interest of the POC to keep the dam in good shape. Michelle made the Board aware that there will also be permit fees that will need to be paid, which could be upwards of \$1,500 per permit. It was agreed that the HOA could possibly be responsible for repairing the erosion problem, with some reservations from Andy until further information is obtained. The Board agreed that putting in a buried pipe would be more expensive than the HOA can afford. Another option, discussed by Michelle, would be putting in a manhole with a double pump system (second pump redundant to the first pump) to pump the water to the pond, following the original easement area. This type of pipe would be smaller than a buried pipe, thus less expensive. The question then is where the electric bill would go. It would be possible to put a meter in and have the bill for the pump go to the HOA, which cost about \$800 when the second electric meter was put in at the entrance. Andy had previously checked the HOA insurance to see whether any of these repairs would be covered. These repairs are not covered under the HOA insurance policy.

- C. Plan for moving forward with the erosion control on the 329 BHL property due to water run off from the neighborhood in the easement area between the 325 BHL and 329 BHL properties:
 - a. Michelle will draft a plan, with a ballpark cost, for a pump/pipe system to move the water to the pond in the erosion area.
 - b. Michelle will continue to get estimates for concrete and river rock to repair the erosion area.
 - c. Jim, Mike, and Andy agreed to go look for permits at Walton County on both properties. They will coordinate a date to go to Walton County to research permits.

- d. Prepare a list of concerns about the erosion issue, and share with Mike Martin. A meeting to discuss these issues will be requested, at his convenience.
- e. Once we have historical information, share the proposed plan(s) for repairing the erosion with Mike Martin.
- f. Keep the home owners at 325 BHL and 329 BHL, as well as the Pond Owners, apprised of the plans as they are finalized.
- g. The HOA Board may meet before the next scheduled HOA Board meeting to discuss updates to the erosion plan.

D. General Discussion/Comments

- a. Vicki discussed the need to include the [sandycreekcove.hoa@gmail](mailto:sandycreekcove.hoa@gmail.com) address whenever sending an email between HOA Board members, so that there is a record of all conversations. That way, any future Boards can find information needed to address issues. Jim disagreed in part, in that including the multiple back and forth emails on a topic should not be copied to the HOA email. Vicki responded that all emails on a given topic are kept together in Gmail, so it is clear what happened, as long as the Subject line is kept the same.
- b. Jim addressed the possibility of changing the ownership of the HOA Gmail account, now that Vicki will no longer be on the HOA Board. Vicki said there was a way to delegate who has access to the Gmail account, but that the actual account cannot be transferred. If that person changes the password to the account, then the previous Secretary would no longer have access. Vicki also said that all access to the Gmail account would be removed from her devices. There is not a way to change ownership without creating a new HOA Gmail account. If this is done, then the history would not be on the new account, but would be available as an archive, still housed on the original owner's computer. No matter who creates a Gmail account, there would still be one owner of the account.
- c. A discussion was held concerning homes in the community that recently got hit by lightning, with all the recent thunder and lightning storms. Mike again reminded everyone about the Whole Home Surge Protection available from Walton

EMC. Jim noted that this is \$6 per month. Michelle commented that the surge protection only covers items with a motor, but not with a circuit board.

- d. A recent pool party in the neighborhood was too loud late in the evening (after midnight). Also, the fencing is not complete along the back of the property. Concern was addressed about privacy around the pool. The home owners did note that they planned to put some trees in around the fence.
- e. Mike said that residents have asked him if there would be a July 4th event sponsored by the community. The Board agreed that, with the current erosion issue, the HOA does not have the funds for an event. If the neighbors want to have an event privately, that is fine.
- f. After a discussion of the upcoming budget, it was suggested that for the Fall Meeting and Get-Together, each family pay for their food ahead, or have a cook-out with each family supplying their meat to grill, and provide a covered dish to share. The Social Committee will be contacted so they can plan for this.

The next HOA Board meeting will be on Friday, July 17, 2015 at 8:30 AM at Mike Archer's home. The HOA Board meeting was adjourned.

Respectfully Submitted,



Vicki M. Smith
Secretary