

Bluffton Park Community Owners' Association  
Board of Directors Meeting Minutes –10/13/2015

The meeting was called to order by David Swinehamer, POA Vice-President. Current board members in attendance included Bonnie Ridgely, Kevin Emery, Tim Peirce and Tyler Rutland. Also in attendance were Patty Miller, CCAM Property Manager and Matthew Flewelling of Beaufort Rentals. No property owners/residents were in attendance.

A motion was made by D. Swinehamer and seconded by B. Ridgely to approve the minutes of the 8/11/15 meeting with one name correction. The motion was approved.

Patty Miller reviewed the financial status of our POA and the collections report as of 9/30/15. Copies of the most recent financial reports were sent to all board members in advance of this meeting. As of 9/30/15, \$5741.80 in debts over 90 days past due were collected. Currently there are 3 foreclosures, 13 owners making payments on payment plans, 18 judgements against current or previous owners, and 2 owners going through bankruptcy. In addition, Patty updated the board on the following issues:

**Completed:**

1. The cost to have additional lighting installed by SCE&G in the over-flow parking area on Water Tupelo installed will be \$500 per light pole. There will be an increase to the monthly electric bill to operate two additional street lights and the board approved the installation of two lights to make this area safer for those that use this parking area.
2. A damaged stop sign post was replaced on the corner of 10<sup>th</sup> Ave.
3. Four willow oak trees have been installed since the last meeting with two being on Pin Oak and two on Red Cedar. Four more are scheduled to be installed on Fourth Ave. to replace dying elm trees. The board requested that the new budget include at least six oak trees per year as replacements for the sycamores on Fourth Ave. as eventually they will all need to be replaced as will the magnolias on Third Ave.
4. A draft of the 2016 Budget is nearly complete and will be ready for review at the next meeting.
5. Termite bonds for the townhomes and cottages were researched and added to the 2016 Budget draft. The cost will be approximately \$5500.
6. CCAM has added voice mail blasts in order to communicate with owners/residents. The voice mail cannot be received by landline equipment but must go to a cellphone or digital voicemail system. If CCAM does not have your telephone contact number, please update them with this information to be included in voice mail blasts.
7. The annual meeting is scheduled for Tuesday, January 12, 2016 at 6:00 PM. The clubhouse facility in Oscar Frazier Park has been reserved.
8. A "Community Comment" period has been added to the Board Meeting to allow owners an opportunity to speak. This time is at the beginning of the meeting and is limited. Owners may remain after this period to observe but cannot participate.
9. Patty received an estimate on a roof repair for a townhome. The board approved the repair at \$1372.00 to be done.

**To be completed:**

1. CCAM has suggested to all their property associations that they establish a Facebook page for each community. This page would be for official information only and residents would not be able to comment through this page. Each community would be able to post up to 5 times per month through the FB administrator at a cost of \$350.00/year. The board approved this suggestion CCAM will proceed with set-up.
2. Signs are being repaired or replaced on an on-going basis as needed.
3. The reserve study by Engineered Systems is not yet complete but should be finished in time so the resulting information can be reviewed as the budget for 2016 is finalized.
4. D. Swinehamer asked for an expense report from 10/1/14-9/30/15 to review in preparation for 2016 budget discussions.
5. Contracts are under review and new Requests For Proposals will be sent out for response by 11/20/15.

6. The board asked that CCAM review the contributions from the single family homes, Tier 1 and Tier 2 prior to the purchase of the current CDs to determine how much of the CDs should be allocated to the reserve funds for each group of owners.

**Issues discussed by the Board and CCAM Management:**

1. The establishment of a capital improvement reserve fund needs further research. CCAM was asked to review the covenants to determine what percentage of owners must approve an addition or change to the covenants. The percentage is either 67 or 85. All agreed this fund is very important for future maintenance and/or improvements to Bluffton Park and must be addressed.
2. Discussion of Bluffton Park landscaping included the following:
  - a. The larger lagoon on Tenth Ave. is in need of attention.
  - b. Street trees need to be trimmed. They were last done in the spring and the contract calls for twice per year.
  - c. Grass growing between curbs and streets needs attention on 9<sup>th</sup> and 10<sup>th</sup> as well as the rest of the community.
  - d. Street cleaning should be scheduled after all leaves have fallen in November.
  - e. Three residences on Whispering Pine have lawns that need attention.
  - f. If owners have fencing, code enforcement officers cannot access the area inside the fence. If a violation is suspected, photos can only be taken from the street.
  - g. Additional sidewalk repairs must be included in the budget for 2016.
  - h. The pool closes on Saturday, 10/31/15 for the winter.
  - i. Patty will contact the owner of a dog that is continually off-leash to remind them of the leash law. She suggested security be called when this occurs.

The meeting was adjourned at 7:30 PM.

Respectfully submitted by:

Bonnie A. Ridgely, Board Secretary