

Royal Pines Country Club Estates  
Homeowners Association Monthly Meeting

May 2, 2019

With a quorum present, President Mike Bars called to order the monthly meeting of the Royal Pines Homeowners Association at 5:30PM.

**Board Members Present**

Mike Bars, President	John Brooks, Secretary
Nancy Howard, Treasurer	Tim Connelly, Director at Large
Gwen Taylor, Director at Large	Barbara Jodoin, Director at Large
John Gallagher, Director at Large	Don Lombardi, Director at Large

The President greeted all Board Members present and welcomed all in attendance. He asked if all Board members had received the April minutes and if there were any changes. None were mentioned. A motion to accept the previous minutes was made by Barbara Jodoin and seconded by Tim Connelly. He thanked the Treasurer for her hard work and diligence in handling documents pertaining to the functions of the Board as well as obtaining copies of the February and March (annual meeting) minutes. He then explained to the Board that the Vice President was in the hospital pending the outcome of several tests. Bob Farrar will step in to handle the Vice President's ARB responsibilities in his absence. The Board unanimously voted to send a gift (not to exceed \$50) to the Vice President. The President addressed several complaints he received from the Garden Club concerning water availability at the entrance of the neighborhood. He then took this opportunity to discuss the Maintenance Committee appointments and solicited Tim Connelly to Chair this committee. Mr. Connelly accepted and will investigate the back flow valve requirements as well as the \$750 quote provided to the previous Board and will report his findings at the next meeting.

**Presidents Report**

The President discussed the solicitation of bids for Royal Pines Blvd maintenance. The "Blvd" is in need of grass cutting and debris removal. No contract or documents can be found pertaining to what business or individual previously maintained the Blvd. The President presented a bid for \$225 on a "per call" basis from J.S. Thompson Services. A short discussion was held concerning associated costs over a year and the President asked the Maintenance Committee to seek additional bids. A motion was made by John Brooks that J.S. Thompson Services be authorized to clean the Blvd now on a one time basis while the Maintenance Committee looks for additional vendors. Motion was seconded by John Gallagher with no discussion. A brief discussion was held concerning 103 Wade Hampton and the placement of an oversized shed. The Board consensus is that the homeowner needs to be in compliance with Beaufort County Shed permitting requirements. ARB guidelines will be sent to all Board members by the Treasurer for review and recommendations for changes addressed at the next Board meeting.

**Treasurer's Report**

The Treasurer provided financial statements from the previous Board and since the annual meeting and elections of new officers. February and March discrepancies were corrected by

the Treasurer. There is still no access to the PayPal account. The President stated he would call the previous President and attempt to get login information. The Treasurer stated that she has been unable to contact the tax accountant and left several messages. The President will attempt to contact her. The Treasurer suggested a letter be sent to all new homeowners from the President welcoming them to the neighborhood. The President agreed with this proposal and will draft a welcoming letter to be sent to new homeowners. The Treasurer addressed the \$35 returned check fee for annual dues as well as the current checks she has in her possession concerning pending approval from the ARB. The President directed that all checks be deposited and that funds could be returned if need be. A motion was made to accept the Treasurers report by Gwen Taylor and seconded by Don Lombardi.

### **Old Business**

On April 25, 2019 the Board held a Working Agenda meeting to discuss the following:

- Directors and Officers Responsibilities per bylaws.
- Development of Standing Committees.
- Job Descriptions for each Committee.
- Board Goals and Objectives for each Committee.

The meeting was held at The Tavern and considered a success. The below items were discussed and recommendations made:

- Minutes from each meeting will be sent via email to all Board members for recommendations, deletions, or additions prior to being approved and loaded to website.
- Developed a plan to gain access to website by contacting the previous administrator.
- Banking authorizations.
- Marketing the community by forming a Mission Statement and increasing the visibility of the community through social media and updating website.
- Ways to increase HOA membership and increase community involvement.

The following committees were established with the individuals who agreed to serve. Every effort will be made to solicit HOA members and the community at large to assist with these committees:

- Government and Zoning- Barbara Jodoin and Mike Bars.
- Architectural Review Board- Bob Kiessling.
- Events- Nancy Howard and Gwen Taylor.
- Marketing/Website & Newsletter- John Gallagher and John Brooks.
- Maintenance- Tim Connelly and Don Lombardi.

### **New Business**

The President addressed the new Committee members and thanked them for their volunteerism and support of his vision to grow community involvement and increase HOA membership. He called on the Committees to provide their reports and the actions they have taken to date:

*Government and Zoning-* Barbara Jodoin met with Mr. Greg Larsen, Beaufort County Storm Water Manager. Mr. Larsen has fielded numerous calls from RPHOA regarding drainage

issues. He shared with Ms. Jodoin the Beaufort County Connect App that can be downloaded to member's phones. This App allows the community to identify issues to Beaufort County concerning drainage, signs, road issues, fallen trees, and a myriad of other issues community members may need to address concerning their property. The App also provides status updates so that users can see where and how their complaint is being handled. App users can also see other issues submitted by their neighbors as well as receive news and emergency information. A link will be created on the RPHOA website so that interested parties can be directed to the website.

*ARB-No report.*

*Events-* Gwen Taylor stated the community Yard Sale was a success and it was noted that vehicle traffic up and down the Blvd was significant. Future goals of this committee are to increase events where children can participate, recruit volunteers, and find ways to get community members together and mingling. Nancy Howard provided an example of a community survey that solicited wants/needs of the community in an effort to get ideas of how citizens would like to see the community grow. A link may be possible on the website so that results can be studied and suggestions/changes implemented in the future.

*Marketing/Website & Newsletter-*John Gallagher contacted Beaufort Academy concerning a new meeting place for monthly meetings as our current space is limited. BA agreed to allow the use of conference rooms on their campus, free of charge with advanced notice. A conversation about moving our monthly meetings was had with several members expressing their desire to remain in Royal Pines. This discussion was tabled until future meetings. If community attendance at our monthly meetings increases, a new venue will need to be addressed. John Brooks discussed his success in contacting the previous website administrator. The passwords and login information have been obtained. Look for small changes in the near future to the website, new Board members names, dates of meetings, etc. until navigation of WordPress becomes more familiar. John Brooks will contact the former President in order to get an electronic copy of the existing newsletter in order to reestablish this vital means of communication within our community.

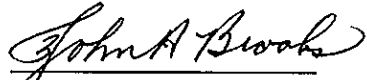
*Maintenance Committee-* Will investigate previous comments listed in this document pertaining to the work that was done at the entrance to the neighborhood. Water supply, back flow valve, and additional quotes to maintain the Blvd.

It was brought to the Board's attention that the July monthly Board meeting falls on the federal holiday of July 4<sup>th</sup>. The Board moved to a discussion about what day to have this meeting or to cancel the July meeting. The decision was made to hold the July Board Meeting on June 27<sup>th</sup> at 5:30pm based on a quorum of the members being out of town in July. A motion was made by John Brooks and seconded by John Gallagher with no discussion.

Mr. Paul Fullham, a resident of Royal Pines, desired to address the Board. He requested to use his mailing address as his business address in order to obtain the proper license. Mr. Fullham explained the nature of the business as an online/telephone vehicle title search service. A unanimous vote was cast and the President agreed to send Mr. Fullham a letter of authorization.

The President opened the floor for questions, there being none, he moved to close the meeting. A motion was made by John Gallagher and seconded by Gwen Taylor and the meeting was adjourned at 7:05PM.

Respectfully Submitted

  
John A. Brooks

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