

**MYRTLE TRACE HOMEOWNERS ASSOCIATION**  
**CONWAY, SOUTH CAROLINA**  
**BOARD OF DIRECTORS MEETING – August 17, 2016**

**CALL TO ORDER:** The meeting was called to order by Board President, Mary Johnsen, at 9:01 a.m.

**ATTENDANCE: *Board Members:*** Mary Johnsen, Dave Smyth, Nancy Southard and Pat Searles

***Committee Chairpersons:*** Pat Paxson - Activities Committee, Pat Hosford- Architectural Review Committee, Ted Ackley - Communications Committee, Leo Reger - Property Committee.

***Also present were:*** Jim Luneke - Administrative Consultant, Barb Artz, Joseph Griggs and Diane Gascoigne - Recording Secretary

***Absent:*** Darryl Rhodes, Secretary/Treasurer

**NOTE OF PASSING RESIDENTS:**

Nancy Day, 227 Candlewood Drive, passed away on July 24, 2016

Ann Florenz, 117 Mayberry Lane, passed away August 8, 2016

**NOTE OF NEW OWNERS:**

Herman Rebocho and Deborah Snitzer purchased 136 Myrtle Trace Drive on August 10, 2016

**APPROVAL OF MINUTES:**

A clarification was made by Ted Ackley regarding the July 20, 2016 minutes. The Communications Committee is responsible for flags and the supply of flags. He feels the Communications Committee should be responsible for purchasing the flags as well rather than the Property Committee who purchases flags now. Leo Reger agreed.

**Nancy Southard moved and Dave Smyth seconded the motion that the purchase of flags be made by the Communications Committee and not the Property Committee from this point on. All were in favor and the motion passed unanimously.**

**Pat Searles moved and Dave Smyth seconded the motion to accept the minutes of the July 20, 2016 Board meeting. All were in favor and the motion passed unanimously.**

**COMMITTEE REPORTS:**

**ACTIVITIES COMMITTEE** – Pat made one correction to the Activities Committee Treasurer's Report. Nancy Southard made a few corrections to the Activities Committee Report.

**Nancy Southard moved and Dave Smyth seconded the acceptance of the Activities Committee Report with corrections. All were in favor and the motion passed unanimously.**

**ARCHITECTURAL REVIEW COMMITTEE** – Pat said there were three agendas for review. She reported on the three roofs that were in question. The one roof that was put on without submitting a request to the ARC Committee will be fined. Pat said the committee needs authorization from the Board to have Jim Luneke levy the fine.

**Dave Smyth moved and Pat Searles seconded the acceptance of the ARC reports. All were in favor and the motion passed unanimously.**

**Nancy Southard moved and Dave Smyth seconded the authorization of Jim Luneke to invoice the concerned individual \$50 for not submitting a request to the ARC Committee before re-roofing their home.**

**PROPERTY COMMITTEE –**

Leo reviewed the Property Committee Report. He said there has still been no response from the man contacted regarding doing the work on the Clubhouse storage addition. The committee has a few other names they will contact. Leo gave the Board the Property Committee budget for next year.

**Pat Searles moved and Dave Smyth seconded the acceptance of the written minutes for the Property Committee. All were in favor and the motion passed unanimously.**

**COMMUNICATIONS COMMITTEE –**

**Dave Smyth moved and Pat Searles seconded that the written report of the Communications Committee be accepted as submitted. All were in favor and the motion passed unanimously.**

**TREASURER’S REPORT –**

Mary reported for Darryl in his absence. Jim said the audit has been completed and Myrtle Trace is on the plus side. He is meeting with the CPA today on a few issues.

**Nancy Southard moved and Dave Smyth seconded that the Treasurer’s Report be accepted as submitted. All were in favor and the motion passed unanimously.**

**NEW BUSINESS:**

- Joseph Griggs of 103 Walnut Circle expressed his concerns to the Board regarding Al Hardee’s crew blowing debris onto his lawn. Mary apologized to Mr. Griggs and Leo Reger will speak to Al Hardee regarding this.
- Cleaning Position/TSR Cleaning Services – Debra Woiculevicz resigned from cleaning the clubhouse and cabana as of July 29<sup>th</sup>. TSR Services was hired temporarily. No one else has applied for the position and

the deadline is now past. The Property Committee and Board are pleased with the work done by TSR Services. TSR has references and is insured. They will clean twice a week and will be paid monthly. If we choose to use TSR as our contract cleaning company, the contract will be year-to-year.

**Pat Searles moved and Dave Smyth seconded accepting TSR Services as the Myrtle Trace cleaning contractor for the clubhouse and cabana at \$50 per session. All were in favor and the motion passed unanimously.**

- Accounts Receivable Position – To date there have been four responses. The deadline to apply is September 2<sup>nd</sup> and all envelopes will be opened and resumes/applications will be reviewed at that time.
- Completion of Bentwood Circle Drainage Repair – The project was completed. Additional costs of \$565 were incurred. ARC has sent letters to all affected homeowners informing them that the work is completed. In the fall, Al Hardee’s crew will check the swale and decide if it needs to be cleaned, at which time he will do so, but it will be a one-time event. After that it will be the homeowner’s responsibility.
- Sink Hole, Myrtle Trace Drive and Hickory Drive – the Board is speaking with Williams Enterprises who did the work on Bentwood Circle. There is a concern about the safety issue and a piece of plywood has been placed over it temporarily.
- Trucks – It appears there are more trucks in homeowner’s driveways than usual. After much discussion it was decided to put something in the “New and Views” to remind people trucks must be kept in the garage.
- The BOD will meet in early September to start the 2017 budget process.
- Pat Hosford passed out the ARC budget for 2017 and a five-year plan for retaining wall construction.
- Ted Ackley said Steve Sands is able to install a program called “Classic Shell” which looks like Windows 7 back on anyone’s computer who has Windows 10 and is not happy with it. After much discussion it was decided that Steve be allowed to put something to this regard on the bulletin board outside the clubhouse and he can advertise his service in the Trade Mart section of the “News and Views”. He is offering this as a free service.
- Ted Ackley said there are several scams going around Myrtle Trace again. He had one of the typical “grandfather” calls and another resident was told he had a computer virus. He paid to have it fixed and nothing was done. Ted also had two emails purporting to be from HTC asking him to change his password. He called HTC and they said it was a scam. There will be a reminder placed in the “News and Views” reminding people of these issues and a notice will be posted on our website.
- ARC Proposal Regarding Parking of Covered and Non-Licensed Vehicles – Mary said Robin, the Myrtle Trace lawyer, said it is acceptable to write this policy and it should come from the ARC Committee and be listed under some kind of nuisance covenant. There was much discussion on the matter and it was decided that the policy should also include a fine. Mary asked Pat Hosford to add that wording to the

policy ARC prepared and send it to the Board. It will be discussed again at the next meeting. This includes non-licensed and non-registered vehicles.

**CORRESPONDENCE:** There was no correspondence this month.

**REMARKS FOR THE GOOD OF THE ORDER:**

Pat Searles expressed her concern that we had not done anything to show support for CCU's Baseball Team Championship. Ted Ackley suggested a letter of congratulations be sent from the Board to the president of CCU with a copy to Gary Gilmore. All agreed it was a good idea.

**A motion was made by Nancy Southard and seconded by Dave Smyth that the meeting be adjourned at 10:18 a.m. All were in favor and the motion passed unanimously.**

Respectfully submitted,  
Diane Gascoigne, Recording Secretary