



May 9, 2023  
6:00 pm  
Pool Building

**Meeting Type:** Regular

**Meeting called to order:** 6:00 PM

**Note Taker:** Brittany McCallister

**Attendees:** Stephanie Miller (Treasurer), Pete Courchene (President), Brittany McCallister (Secretary), and Scott Pedigo (Board Member 5), Vacant Position (Board Member 4)

**ITEM 1:** Board Meeting Rules and Expectations presented by Courchene (attached).

**ITEM 2:** Approval of previous meeting minutes

- Regular Meeting 3/14/23
- Executive Meeting 3/14/23
- Executive Meeting 4/25/23
- Special Meeting 4/29/23

**ITEM 3:** Introduction of New Members and Board Assignments

- Brittany McCallister (Secretary)
- Scott Pedigo (Board Member 5)
  - Primary role: Roads, Security/Gates.
- Remaining at 4 board members.

**ITEM 4:** Presentation of Reports and Discussion

- Gates/Security Report presented by Mr. Pedigo (attached).
- Treasurers Report presented by Mrs. Miller (attached).
  - Request was made for prior year community projects, including a running total of costs associated with pool building remodel.
  - Request was made to evaluate interest rates on current investment accounts.

**ITEM 5:** Old Business

- Update of Pool Building Remodel
  - Motion was made to have pool building remodeling inspected before spending additional funds to finish the project. Motion passed unanimously. - Mr. Courchene
- Road project
  - Work is complete. Any future work will be new business. - Mr. Courchene
- New Committee Assignments
  - ARB- transitioning members will present vacancies; the board will interview interested candidates.
- Welcome Package
  - Mrs. Iman Lynn was appointed as lead for Welcoming Committee. A package will be created for new residents and discussed digital/electronic delivery.

- Insurance Coverage Review
  - Review is ongoing.
  - Request was made to look into additional insurance coverage for special events/projects.
- Reserve Study
  - Study is ongoing.
- Covenant Enforcement
  - Enforcement is ongoing.
  - Discussed agreement letter sent to community member for extension on temporary storage container. No agreement has been reached yet.

**ITEM 6: New Business**

- Storage Yard Cleanup
  - New lock with same code & gate repair performed at yard entrance.
  - Items not tagged have been identified.
  - Updating and enforcing rules for Boat/RV storage yard.
  - Discussed piles of yard waste that appear to be “burn piles.”
- Pool House Maintenance/ Repairs
  - Pool pump repair is complete and pool is open.
  - Discussed pump future pump maintenance and repairs
    - Looking into fixing old pump for use as backup in future.
    - Identified the pump must run 24/7 with no scheduling alternative.
    - Discussed use of a safety/fuse type device to help keep pump from overheating in the future. Identified them as installed.
- Tennis Court Safety Issues
  - Repairs are ongoing.
- Landscaping and Irrigation System at Front Entrance
  - Peter’s Lawn Care is terminating their contract with MH at the end of May and a new lawn care service will need to be secured. Currently vetting companies for replacement.
- Erosion problems at Road Drainage Inlets
  - Action will be taken to identify those needing maintenance and those in need of repair.
- Banking
  - Resolution has been sent to bank to allow most current board members to sign checks, removing former board members. Process implementation will be recorded by Mrs. Miller for future reference.
  - Reiterated importance of multiple members having the authority to sign for checks and contracts.
- Discussion
  - Reiterated importance of completing any outstanding/historical projects, before taking on any new “pet projects.”

Meeting Adjourned at 7:00 PM

1. Scott Pedigo was asked to be on the MH HOA Board on April 13.
2. Scott took over the board position and the security duties.
3. The CellGate service contract was sent to MH (Brandon and Stephanie) on April 7, 2023. It was forwarded to the entire board on April 10, 2023 asking for the Board to review and someone to sign.
4. After I joined the board, the CellGate agreement was still unsigned. The updated gate components will not work without the CellGate agreement, per Mike Powell with Edwards Ornamental, the contractor installing the upgrade and maintaining MHCA Gates.
5. At this point, the gate components had been purchased and installation under way, with as much done as can be without taking our existing gate controllers out of service. Mike advises that the CellGate agreement is needed at this time before any more work may be done so they can develop the database with users so the new gate controllers will work when installed, to minimize gate out of service time. The existing gate in the rear have had communications disabled, it appears the telephone line was cut and removed from gate keypad cabinet, and other equipment removed, and new type of cable run into cabinet but not hooked up yet.
6. Scott will be meeting with Edwards about the gate on Friday May 12th and will have more info about some of the questions being asked after that meeting.
  1. Has needed power been installed at rear gate
  2. has needed network cable been run at front gate
  3. Is there any security features related to use of gate
  4. How do people request temporary access code, including to whom
  5. If system is out of service, what are our options then
  6. What would be needed to swap to another provider if we don't want to stay with CellGate after 1 year?
  7. Can MHCA operate the system internally similar to in the past.
7. Interim plan - using existing codes for requests for access. This includes vendor codes and/or codes that were scheduled to be deleted.
8. The CellGate agreement is executed now, and will submit to CellGate after meeting with Edwards unless any concerns come up we should discuss further.

# Misty Harbor Community Association Inc

## Balance Sheet

As of April 30, 2023

| Label                               | Total               |
|-------------------------------------|---------------------|
| <b>Assets</b>                       |                     |
| <b>Bank Accounts</b>                |                     |
| Southeastern Bank Operating Account | \$276,596.62        |
| Southeastern Bank CD 60440679       | \$25,850.21         |
| Southeastern Bank CD 60441336       | \$9,000.00          |
| Southeastern Bank CD 60443719       | \$28,244.45         |
| Southeastern Bank CD 60444241       | \$25,080.74         |
| Southeastern Bank CD 60444357       | \$52,451.27         |
| Southeastern Bank CD 60444377       | \$52,267.25         |
| TIAA Bank                           | \$248,859.61        |
| <b>Total Bank Accounts</b>          | <b>\$718,350.15</b> |
| <b>Other Assets</b>                 |                     |
| Accounts Receivable                 | \$190,239.10        |
| <b>Total Other Assets</b>           | <b>\$190,239.10</b> |
| <b>Total Assets</b>                 | <b>\$908,589.25</b> |
| <b>Liabilities and Equity</b>       |                     |
| <b>Liabilities</b>                  |                     |
| Accounts Receivable - Prepays       | \$0.00              |
| <b>Total Liabilities</b>            | <b>\$0.00</b>       |
| <b>Equity</b>                       |                     |
| Opening balance equity              | \$844,291.18        |
| Equity                              | \$64,298.07         |
| <b>Total Equity</b>                 | <b>\$908,589.25</b> |
| <b>Total Liabilities and Equity</b> | <b>\$908,589.25</b> |

# Misty Harbor Community Association Inc

## Budget vs Actual Cash

January 01, 2023 - December 31, 2023

|   | Expected            | Actual              | Variance            |
|---|---------------------|---------------------|---------------------|
| <b>Income</b>                           |                     |                     |                     |
| Assessments                             |                     |                     |                     |
| Annual Dues                             | \$215,320.00        | \$187,395.75        | -\$27,924.25        |
| <b>Total for Assessments</b>            | <b>\$215,320.00</b> | <b>\$187,395.75</b> | <b>-\$27,924.25</b> |
| Builder Permit Fees                     | \$0.00              | \$3,000.00          | \$3,000.00          |
| Transfer Fees                           | \$0.00              | \$250.00            | \$250.00            |
| Interest Charged Income                 | \$0.00              | \$63.09             | \$63.09             |
| Investment Income                       | \$1,500.00          | \$21.27             | -\$1,478.73         |
| Miscellaneous Income                    | \$750.00            | \$40.00             | -\$710.00           |
| <b>Total Income</b>                     | <b>\$217,570.00</b> | <b>\$190,770.11</b> | <b>-\$26,799.89</b> |
| <b>Expenses</b>                         |                     |                     |                     |
|   | \$0.00              | \$53.68             | -\$53.68            |
| Marina Cost Share                       | \$27,952.00         | \$0.00              | \$27,952.00         |
| Miscellaneous                           | \$6,000.00          | \$150.00            | \$5,850.00          |
| Office Expenses                         |                     |                     |                     |
| Bank Fees and Service Charges           | \$0.00              | \$77.14             | -\$77.14            |
| Dues / Software / Subscriptions         | \$2,191.00          | \$85.00             | \$2,106.00          |
| Office Supplies                         | \$1,500.00          | \$158.07            | \$1,341.93          |
| Postage and Shipping                    | \$0.00              | \$479.05            | -\$479.05           |
| Fees / Licenses / Permits               | \$250.00            | \$450.00            | -\$200.00           |
| <b>Total for Office Expenses</b>        | <b>\$3,941.00</b>   | <b>\$1,249.26</b>   | <b>\$2,691.74</b>   |
| Professional Services                   |                     |                     |                     |
| Insurance                               | \$9,000.00          | \$250.00            | \$8,750.00          |
| Legal                                   | \$5,000.00          | \$718.94            | \$4,281.06          |
| <b>Total for Professional Services</b>  | <b>\$14,000.00</b>  | <b>\$968.94</b>     | <b>\$13,031.06</b>  |
| Property Taxes                          | \$820.00            | \$695.54            | \$124.46            |
| Repair and Maintenance                  |                     |                     |                     |
| Gate Contract                           | \$3,500.00          | \$3,850.00          | -\$350.00           |
| Gate Repairs and Maintenance            | \$2,500.00          | \$0.00              | \$2,500.00          |
| Lawn Contract                           | \$50,220.00         | \$20,926.10         | \$29,293.90         |
| Materials                               | \$1,000.00          | \$0.00              | \$1,000.00          |
| Other Community Space                   | \$1,500.00          | \$0.00              | \$1,500.00          |
| Pool Contract                           | \$11,320.00         | \$6,655.00          | \$4,665.00          |
| <b>Total for Repair and Maintenance</b> | <b>\$70,040.00</b>  | <b>\$31,431.10</b>  | <b>\$38,608.90</b>  |
| Utilities                               |                     |                     |                     |
| Electricity                             | \$13,500.00         | \$5,030.25          | \$8,469.75          |
| Internet and Telephone                  | \$3,200.00          | \$2,263.26          | \$936.74            |
| Trash Disposal                          | \$600.00            | \$0.00              | \$600.00            |
| Water                                   | \$900.00            | \$152.54            | \$747.46            |
| <b>Total for Utilities</b>              | <b>\$18,200.00</b>  | <b>\$7,446.05</b>   | <b>\$10,753.95</b>  |
| Projects                                |                     |                     |                     |
| Community Building                      | \$0.00              | \$25,164.32         | -\$25,164.32        |
| Gates                                   | \$63,332.00         | \$26,395.00         | \$36,937.00         |
| Lighting                                | \$2,500.00          | \$0.00              | \$2,500.00          |

# Misty Harbor Community Association Inc

## Budget vs Actual Cash

January 01, 2023 - December 31, 2023

|                           | <b>Expected</b>     | <b>Actual</b>       | <b>Variance</b>     |
|---------------------------|---------------------|---------------------|---------------------|
| Pool                      | \$20,000.00         | \$0.00              | \$20,000.00         |
| Security                  | \$15,000.00         | \$0.00              | \$15,000.00         |
| Tree and Lawn             | \$10,000.00         | \$0.00              | \$10,000.00         |
| Roads                     | \$45,790.00         | \$45,790.09         | -\$0.09             |
| <b>Total for Projects</b> | <b>\$156,622.00</b> | <b>\$97,349.41</b>  | <b>\$59,272.59</b>  |
| <b>Total Expenses</b>     | <b>\$297,575.00</b> | <b>\$139,343.98</b> | <b>\$158,231.02</b> |
| <b>Net Total</b>          | <b>-\$80,005.00</b> | <b>\$51,426.13</b>  | <b>\$131,431.13</b> |



## **MEETING RULES**

1. Everyone present will conduct themselves in a civil manner and show respect for those who have the floor to speak.
2. Swearing, abusive language or behavior, outbursts or repeated interruptions will not be tolerated.
3. Please try to address everyone present by their last names (if known) using the title of Mr. Mrs. or Ms.
4. This meeting is being recorded for accuracy and the recording can be made available for those persons in attendance who wish to hear it. Members who wish to record this meeting may do so as long as they don't disrupt the meeting. If you choose not to be recorded than you may submit any questions or responses in writing to the Board which will be made part of the record of this meeting. Minutes of this meeting will be posted and made available to members.
5. There will be an opportunity to ask questions at the conclusion of normal business associated with this meeting. Please save your questions or comments until you are given the floor to ask them.
6. If there is an item or written statement you want to be added as part of the official record please present it when given the opportunity and state it as so.
7. When speaking please state your name and address clearly so it can be acknowledged on the record.

Sanctions may be imposed if these rules are not followed and a member may be barred from attending Board Meetings for a specified time.