



June 13, 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)

ITEM 1: Recital of Board Meeting Rules and Expectations presented by Mr. Courchene

ITEM 2: Approval of previous meeting minutes

- Regular Meeting 5/9/23.

ITEM 3: Presentation of Reports and Discussion

- Treasurers Report presented by Mrs. Miller (attached).
 - Presentation of the Budget and Balance Sheet.
 - Update on HOA Dues collection efforts.
 - 33 owners paid through the PayHOA site.
 - 30 payments past due = \$35,314.18
 - 185 payments current year = \$164,185.32
 - Collection letters sent with only one return for bad address.
- ARB Report presented by Mr. Chandler (attached).
 - ARB Guideline review underway.
 - Request made to research best practice for deep water wells for irrigation and adjust guidelines as necessary.
- Committee Reports
 - Welcome Committee- Mrs. Lynn
 - Reviewing current draft of Welcome Packet & making adjustments as necessary.
 - Working on a method for identifying new residents for timely distribution of packet.
 - Landscaping Committee- Mr. Courchene for Mrs. Weinkle
 - Working with assigned contact at Coastal Greenery to form a landscaping plan.
 - Proposal for future committees- Mrs. McCallister
 - Working on strategy for committee structure, recruitment, framework/relationship with HOA, types, and advantages.
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ITEM 4: Old Business

- Update of Pool Building Remodel
 - Working with contractor on recommendations and actions to complete before final inspection of remodel. Contractor will provide proposal.
 - Cost of building to date- \$63,363. In 2022, \$38,199 was spent, \$12k in materials and \$26k to the contractor and this year to date \$25,164 has been spent.
- Insurance Coverage Review
 - Review complete. Board met with Insurance rep.
 - Premium ~\$8,700 per year, up ~\$600 from last year with increases to replacement costs secured.
- Reserve Study
 - Ongoing
- Covenant Enforcement
 - Ongoing
 - Letters have been sent and well received, with the majority now in compliance.
- Storage Yard Cleanup
 - Ongoing
 - Working on identifying property that is not currently claimed. Current notice on MH website (mistyharborhoa.com) will be moved to password protected Blog section for now.
 - After July 15, 2023, all unclaimed property will be legally advertised and disposed of accordingly.
 - Seeking tree trimming and cleanup as future action.
- Erosion problems at Road Drainage Inlets
 - Issues have been identified and will be further assessed by camera to determine the best course of action.
- Landscaping Repairs
 - Former landscaping company (Peters) agreed to remedy identified areas in need of repair from their services. Once completed, their final payment/check will be released.
- Protective covers on utilities around the community
 - Missing or damaged covers have been identified; the new landscaping company will be made aware of current damage with any new damage becoming their responsibility.
- Okefenokee Power
 - Coordinated several items in need of maintenance and repairs.
 - Power box on Secret Cove- repaired.
 - Flickering streetlights- repaired.
- Requested list from Okefenokee Electric of utility lights throughout the community to help identify and conduct a periodic check.
- Okefenokee Electric requested updated contact information on MH account.

ITEM 5: New Business

- Landscaping
 - The new landscaping company, Coastal Greenery, has begun work.
 - The first cut was completed Friday, June 9, 2023.
 - Missed a few spots but working out the kinks. Otherwise, compliant.
 - Will ask for a Storage Yard cut soon as it is prime growing season.
- Irrigation and Electrical housing
 - Working with contractor Russell O'Quinn to address irrigation pump issues.
 - Electrical issues present, will work with separate electrical contractor to remedy.
 - Service Electrical has been contacted to bid on the job.
 - Identified crowded electrical housing at front gate, looking into proactive solution.
- Gate/Cameras
 - Ongoing progress on CellGate System Upgrade.
 - The current focus is on the user database. The board is working on rollout of data collection form to ensure proper execution of database for smooth transition to new system. Timely completion of forms by homeowners is critical. A second callout will be executed to capture any missing information until 60% completion is achieved at which time a "go live" will be executed.
 - Further instructions on system rollout will be provided to members as the process moves forward.

Regular Board business concluded at 7:00 PM with question and answer period for members following.

- ARB Committee assignments were asked to be clarified. Clarification was given with apology for not clarifying assignments in a more timely manner as they were voted on and made.
- FAA Regulations and rules for drone pilots within Misty Harbor were questioned and discussed.
- Comcast buildout plan was questioned and the Board responded by letting the member know the agreement had been executed by the Board and we are currently waiting for Comcast to respond.
- Concern was raised about blockage to the drainage swale on LaCroix Court by lawn debris.
- Request was made by member to clarify Article 3, Section A, Paragraph 3.1 of the Community By-Laws for the next election period.
- Mr. Gosselin gave updates on community newsletter. He is working on tentative dates for newsletter release throughout the year. Also, working on methods for identifying new residents, and unlisted residents, for proper distribution of newsletter.
- Board to meet with Mr. Gosselin to discuss Facebook page overview.
- Request was made to utilize 'Zoom' application to allow remote members the opportunity to attend Board Meetings.
- Concern was raised by community member about the sink hole around the drainage inlet on the corner of Sunrise Drive and Misty Harbor Blvd. The board acknowledged the issue and referred to the action plan given in the "Erosion problems at Road Drainage Inlets," portion of the agenda.

Meeting adjourned at 7:20 PM

Misty Harbor Community Association
Statement of Activities
January 1 2023 - May 31 2023

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Prior Year</u>
Revenue				
Annual Dues	180,000.00	191,634.50	11,634.50	174,176.19
Builder Permit Fees		3,000.00	3,000.00	6,000.00
Transfer Fees		250.00	250.00	515.00
Investment Income	625.00	102.35	(522.65)	157.93
Miscellaneous Income	312.50	40.00	(272.50)	80.00
	<u>180,937.50</u>	<u>195,026.85</u>	<u>14,089.35</u>	<u>180,929.12</u>
Marina Cost Share		26,836.00	26,836.00	26,370.00
Miscellaneous	2,500.00	150.00	(2,350.00)	
Office Expenses				
Bank Fees and Service Charges		947.14	947.14	183.35
Dues / Software / Subscriptions	43.00	85.00	42.00	2,060.70
Office Supplies	625.00	256.60	(368.40)	391.20
Postage and Shipping		479.05	479.05	592.70
Fees / Licenses / Permits	100.00	450.00	350.00	
Professional Services				
Insurance		250.00	250.00	8,989.60
Legal	2,000.00	1,958.94	(41.06)	3,665.00
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	1,000.00		(1,000.00)	12,726.23
Lawn Contract	20,925.00	20,926.10	1.10	51,486.58
Materials	500.00		(500.00)	1,895.35
Other Community Space	625.00	500.00	(125.00)	3,207.21
Pool Contract	4,700.00	10,315.00	5,615.00	12,510.00
Utilities				
Electricity	5,625.00	5,773.10	148.10	12,761.43
Internet and Telephone	1,315.00	2,821.49	1,506.49	3,072.60
Trash Disposal	250.00		(250.00)	
Water	375.00	186.53	(188.47)	802.89
	<u>44,903.00</u>	<u>76,480.49</u>	<u>31,577.49</u>	<u>140,714.84</u>
Surplus/(Deficit) before Projects	<u>136,034.50</u>	<u>118,546.36</u>	<u>(17,488.14)</u>	<u>40,214.28</u>
Projects				
Community Building		25,164.32	(25,164.32)	38,199.11
Gates	62,582.00	26,395.00	36,187.00	
Pool	10,000.00		10,000.00	
Tree and Lawn	10,000.00		10,000.00	19,700.00
Roads	45,790.00	45,790.09	(0.09)	137,370.27
Total Projects	<u>128,372.00</u>	<u>97,349.41</u>	<u>31,022.59</u>	<u>195,269.38</u>
Surplus/(Deficit) Total	<u>7,662.50</u>	<u>21,196.95</u>	<u>(48,510.73)</u>	<u>(155,055.10)</u>

Misty Harbor Community Association Inc

Balance Sheet

As of May 31, 2023

Label	Total
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Assets

Bank Accounts

Southeastern Bank Operating Account	\$276,680.30
Southeastern Bank CD 60440679	\$25,850.21
Southeastern Bank CD 60441336	\$9,017.99
Southeastern Bank CD 60443719	\$28,244.45
Southeastern Bank CD 60444241	\$25,091.05
Southeastern Bank CD 60444357	\$52,451.27
Southeastern Bank CD 60444377	\$52,267.25
TIAA Bank	\$248,859.61

Total Bank Accounts	\$718,462.13
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Other Assets

Accounts Receivable	\$188,209.10
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Total Other Assets	\$188,209.10
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Total Assets	\$906,671.23
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Liabilities and Equity

Liabilities

Accounts Receivable - Prepays	\$0.00
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Total Liabilities	\$0.00
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Equity

Opening balance equity	\$844,291.18
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Equity	\$62,380.05
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Total Equity	\$906,671.23
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Total Liabilities and Equity	\$906,671.23
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Misty Harbor Architectural Review Board

Status Overview

- Approved in Progress: 7
- Pending Approvals: 0
- Rejections: 1
- Upcoming Requests: 2
- Timelines exceeded: 1
- Actions:
 - ARB Guidelines under review
 - ARB Physical Archive in development
- Issues/Concerns:
 - Job-Site Cleanliness
 - Addressed with Builders with positive feedback
 - Completion Timelines
 - Working with homeowners to develop plan for completion
 - Clark House (Lighthouse Way) “stand-still” and cleanliness
 - Developing recommendations to the Board of Directors

Approved/Ongoing items: 7

- **Lot 89 (Heron Point)**
 - Builder: Austin Sawyer
 - <30 days to completion
 - No issues
- **Lot 72 (Heron Point)**
 - Builder: Austin Sawyer
 - <30 Days to completion
 - Approved mod to Driveway 6/7
- **Lot 74 (Heron Point)**
 - Builder: Scott Frazier
 - Builder is sidelined – Owner is completing the job
 - No Landscaping plan in the original approval
 - 10 Apr 2022 - > 1 year
- **Lot 26 (Lighthouse Way)**
 - Builder: Ernest Hudson
 - Owner is having trouble with the Builder
 - Builder has not maintained cleanliness of job site
 - Working with owner on a way forward
 - 22 Jun 2022
- **57 Schooner Court**
 - Paint plan approved
 - Awaiting Stone bottom
 - Delivery delays

- **57 Schooner Court**
 - Tool Shed request – Approved by majority vote
 - Shed Location: behind house
- **406 Misty Harbor Blvd.**
 - Builder: Tad Jeffrey
 - Detached Garage/Man Cave
 - Variance Issued for Front Facing Garage
 - Awaiting Cert Of Occupancy for close-out inspection

Rejections: 1

- **Lot 87 (Heron Point)**
 - Builder: Austin Sawyer
 - Rejected due to similarities with other adjacent homes
 - Builder sent email 6/7 regarding other options for ARB to consider. ARB will review and make recommendations

Issues/fines

- TBD