

**MYRTLE TRACE HOMEOWNERS ASSOCIATION**  
**CONWAY, SOUTH CAROLINA**  
**BOARD OF DIRECTORS MEETING – July 20, 2016**

**CALL TO ORDER:** The meeting was called to order by Board President, Mary Johnsen, at 9:00 a.m.

**ATTENDANCE: *Board Members:*** Mary Johnsen, Darryl Rhodes, 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, Terry Eisenhardt and Diane Gascoigne - Recording Secretary

**NOTE OF PASSING RESIDENTS:**

Myron Chomko of 126 Birchwood Lane on June 20, 2016  
Genevieve Robinson of Mayberry Lane on June 21, 2016  
Karen Oltendorf of 217 Beechwood Court on July 11, 2016

**NOTE OF NEW OWNERS:**

Stephen and Terri Mangiapurchased 240 Cottonwood Lane on June 9, 2016.  
Carol R. Hallett purchased 102 Berry Tree Lane on July 1, 2016.  
Robert A. and Sheryl A. Bradley purchased 206 Butternut Circle on June 30, 2016.  
John M. and Marilyn J. Got purchased 203 Candlewood Drive on July 6, 2016.  
Jimmy R. and Bonnie L. Wren purchased 223 Wedgewood Lane on July 12, 2016.

**APPROVAL OF MINUTES:**

Mary asked that two changes be made to the minutes. Under "Attendance" she asked that Committee Members be changed to Committee Chairpersons and in the first paragraph under "Also present", she asked that Jim Luneke's and Diane Gascoigne's titles be added.

**Pat Searles moved to accept the minutes of the June 15, 2016 Board meeting with the change in wording of Committee Members to Committee Chairpersons and the addition of two titles in the attendance area. Darryl Rhodes seconded the motion. All were in favor and the motion passed unanimously.**

**COMMITTEE REPORTS:**

**ACTIVITIES COMMITTEE** –There was no meeting in July, hence no minutes.

**ARCHITECTURAL REVIEW COMMITTEE** –Pat said there were two reports for review.

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

Pat mentioned there were three homeowners on Berry Tree Lane who have had new roofs put on in the past year or two without seeking ARC approval. The committee can find no record of forms being submitted for these projects. The roofs are not an ARC approved color. The ARC Committee would like direction from the Board as to whether ARC can go talk to these homeowners. The homeowners will also be personally presented with a letter telling them they will be fined for failure to submit a request and in the future if they re-roof again, they must use an approved color. ARC would like to standardize charcoal only when new roofs are put on. Pat Paxson suggested highlighting the use of ARC request forms at each New Owners' Orientation.

**Nancy Southard moved to accept Pat Hosford's request to visit the involved homeowners and present each with a letter and fine. Dave Smyth seconded the motion. All were in favor and the motion passed unanimously.**

#### **PROPERTY COMMITTEE –**

Leo went over all the items on the committee's report and there was discussion on each item. Darryl said his name was not on the list of attendees on the July 12, 2016 Property Committee and he did attend.

**Nancy Southard moved and Dave Smyth seconded the acceptance of the written minutes for the Property Committee with the correction to the attendance list of the July 12<sup>th</sup> meeting. All were in favor and the motion passed unanimously.**

#### **COMMUNICATIONS COMMITTEE –**

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

Nancy asked Ted who is in charge of purchasing flags. The state flag needs to be replaced. Ted said the Property Committee is in charge of flags; however, he has a new state flag that can be used. There was discussion on who makes the decision to raise and lower the flags. Pat Hosford said she made inquiries as to the American flag and was told by the Adjutant General of South Carolina that in a private residential community it is up to the community as to whether or not to raise or lower the American flag.

#### **TREASURER'S REPORT –**

Darryl said Myrtle Trace remains on a good footing for the first six months of the year. There was discussion on the designated fund and on the road surfacing fund. Darryl stated he would recommend to the Board in their upcoming discussion of the budget for 2017 that a reserve fund or contingency fund be established to cover unexpected expenses which occur.

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

**NEW BUSINESS:**

- Presentation of Proposal for Addition to Clubhouse Storage Area by John Beam. John was unable to give a report as two of the contractors he contacted quite a while ago have still not responded. He has tried to reach them many times. John said both he and Leo received an email saying they were not doing their jobs. Nancy gave John some recommendations from her experience and Mary commended both John and Leo for jobs well done. She said she feels they may have misinterpreted the intent of the email that was sent to them by an interested party. Darryl said he was the individual who sent the email and apologized if anyone was offended as it was not meant that way. He said he realized everyone was frustrated with the delays, including those who have worked hard on this project, and he was simply asking if the Board could hold a special meeting prior to the next regular Board meeting if additional bids came in. There was much discussion on the bid that was received and the fact that the other two have not come in. \$18,750 was the amount of the bid that was received for the addition to the clubhouse storage area. This storage area is for other committees as well as the Activities Committee. The Board will address this in more detail.
- Resignation of Deborah Woiculevicz, Cleaning Person, effective July 29, 2016. Mary said an advertisement will be put in the August “News and Views” and the Board has contacted private cleaning agencies as a temporary replacement.
- Resignation of Karen Bevan, Accounts Receivable, effective October 1, 2016. This position will be advertised in the “News and Views” and all qualified residents may apply.
- Santee Cooper Agreements were signed for Cricket Court Repair and Replacement of Direct Buried Cable to Conduit Cable.
- Status of Bentwood Circle Drainage Repair. As of this past Monday, the necessary piping had not come in yet. Upon delivery, work will begin Pat Hosford said.
- Motion for Replacement of Pool Motor and Pump. The cost for these replacements will be \$1,357.00.

**Dave Smyth moved and Darryl Rhodes seconded the approval of replacing the pool motor and pump at a cost of \$1,357.00. All were in favor and the motion passed unanimously.**

Jim Luneke said there was not enough money in the designated fund for this as the pump replacement schedule was based on seven years of funding due to pump life expectancy and only five years funding has been set aside. The balance will come out of the Pool Repair Fund. It is not a repair, it is a replacement.

- An Electronic Radar Sign has been placed at Glenwood Drive and Candlewood Drive by the Horry County Police in response to resident’s complaints of speeding.
- Proposal from ARC re: Parking of Covered and Non-Licensed Vehicles. Pat Hosford made the presentation for the committee. She gave the proposal and the rationale for it to the Board. The committee has seen an increase of these things in the past few months. Pat asked the Board to develop a policy and run it by the Myrtle Trace lawyer in regard to these two items being added to the ARC

Guidelines. Mary said she thinks it should be an ARC policy rather than a Board policy. Pat said the ARC Committee is all right with that but it would ultimately be the Board's responsibility to enforce it. Mary said she has already contacted the lawyer about this issue and is awaiting a response. The Board was in favor of the policy and will get back to Pat when they hear from the lawyer. Pat asked Mary to ask the lawyer who she wants to write the policy.

- "Private Property – No Trespassing" Signs on Myrtle Trace Property in the Vicinity of the Basketball Area. Non-residents were found playing basketball and Mary was concerned about liability issues. She suggested placing these signs near the basketball area facing out to the golf course. Myrtle Trace's lawyer said signs would help protect us from liability. Mary asked other Board members for their comments.

**Pat Searles moved and Darryl Rhodes seconded the motion to put a couple of "Private Property – No Trespassing" signs up at the Basketball area facing Burning Ridge Golf Course for liability purposes. All were in favor and the motion passed unanimously.**

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

Remarks for the good of the order were made.

**A motion was made by Dave Smyth and seconded by Nancy Southard that the meeting be adjourned at 10:22a.m. All were in favor and the motion passed unanimously.**

Respectfully submitted,  
Diane Gascoigne, Recording Secretary