

SILVERWOOD PLANTATION HOMEOWNER'S ASSOCIATION, Inc.
Annual Meeting Minutes– November 18th, 2023
10AM Clubhouse

Board Members Present:

President – Denise McCorkhill

Vice President-

Treasurer- Beth Stiles

Recording Secretary- Cheryl Brown

Corresponding Secretary- Shea Regian

Residents Present:

- Robert Cleland
- Kim Farrell
- Tony Zimlich
- Paul McMillan
- Jill Tornay
- Phyllis Graham
- Cindy Felipe
- Lisa Mariani
- Tom Mariani
- Arnold Jackson
- Britt Pease
- Alex Thompson

Call to Order / Welcome- 10:00AM

➤ Reading of November 2022 Annual Meeting Minutes

- ✓ Motion to approve.... Kim Farrell
- ✓ Second Motion..... Cheryl Brown
- ✓ Passed.... Unanimously

➤ Reading of October 2023 Monthly Meeting Minutes

- ✓ Motion to approve.... Kim Farrell
- ✓ Second Motion..... Cheryl Brown
- ✓ Passed.... Unanimously

➤ **Treasurer Report/Budget**

- HOA dues will be set at \$1,380 annually [\$115 monthly]. In accordance with our bylaws, pursuant to Article 4 Section 4.3 BII.
- We have a 364,320 2024 Revenue.

Description	2024		2023		% Change
Recurring Expenses:		\$ 200,310.00		\$ 190,106.00	11%
Non-Recurring Expenses:		\$ 343,500.00		\$ 234,963.00	46%
Road Maintenance Fund -	34,000.00		30,000.00		13%
Drainage Maintenance Amendment-	25,000.00		37,813.00		-34%
Re-Pavement Fund-	50,000.00		50,000.00		0%
Lake Deepening Project Fund-	15,000.00		20,000.00		-25%
Basketball Court Refurbishment	100,000.00		-		-
Tennis Court	5,000.00		-		-
Mailbox Refresh	25,000.00		-		-
Per Reserve Study					
Clubhouse	20,000.00		19,650.00		2%
Gate Fund	7,500.00		7,500.00		0%
Clubhouse Ramp	-		20,000.00		-
Clubhouse Gym Fund	35,000.00		50,000.00		-30%
Bathroom Handicap Accessible	20,000.00		-		-
Street Signs	6,000.00		-		-
Totals		\$ 543,810.00		\$ 425,069.00	27%

- Discussed that the basketball court must have a plan in place prior to any activity on repair or replacing.
- We will not spend funds that we don't have.
- We will plan and save for this.

- **Reserve Study Information**

- In 2018 the SPHOA Board commissioned a reserve study.
 - 2022
 - The Reserve Study recommends a reserve balance of \$543,550.
 - Reserve balance \$341,210
 - Behind \$202,340
 - 2023
 - Reserve Study recommends a reserve balance of \$576,133.
 - Current reserve balance \$414,680
 - Behind \$161,453
 - Reduced deficit by \$40,887
- 2023 – 2024 Recommendations Not covered
 - 2023 – Gazebo replacement ~\$21,000
 - 2023 – Tennis Court Color coat ~\$20,000
 - 2023 – Restroom renovation ~ \$17,000 (in 2024 proposed budget)
 - 2024 – Asphalt overlay ~\$220,000

- Budget was voted on in person and by proxy.
 - ✓ 36 approved
 - ✓ 18 opposed
 - ✓ 1 abstained
 - ✓ Budget Passed

➤ **Voting**

- All members were elected.

➤ **SPHA Officer Reports**

⌘ *President*

❖ **Resident interactions:**

- October 776
 - 427 emails
 - 15 in person
 - 48 phone calls
 - 280 USPS
 - 6 Facebook
- November 276
 - 161 emails
 - 43 in person
 - 50 phone calls
 - 15 USPS
 - 6 Facebook
- Year to date 5,605
 - 3,952 emails
 - 405 in person
 - 755 phone calls
 - 461 USPS
 - 31 Facebook

❖ **Gym Interactions**

- October
 - 28
- November
 - 134

❖ **Clubhouse Interactions**

- October
 - 3
 - Office
 - Cleaning
 - Electrician
- November
 - 4
 - Office
 - Cleaning
 - Resident
 - Resident

❖ **Security**

- Cane Bay has set up the cameras in the Clubhouse. New cameras were installed to see down the stairway outside of the Clubhouse as well as inside the main area in the Clubhouse.
 - Will add new cameras to see on the other side of the parking lot and the blind spot by the storage room.
 - We still have to add the new camera to view the gym/tennis court entry.
- We no longer use DoorKing, everything has been switched to Linear.
 - The upstairs Clubhouse has been completed.
 - The gym entry has been completed.
 - The tennis court needs to be rewired. This should be completed by 11-18-23.

❖ **Message board**

- The lawsuit has been sent.

❖ **Lake fountain/lights**

- The fountain on Cypress has been fixed. Our electrician pulled it out and found that there was a trash bag wrapped around the motor as well as a fishing lure inside of the fountain.

❖ **Clubhouse**

- With the new system for the front door, residents who use the Clubhouse for events will now have to provide a key card number so we can grant them access for their event.
- Reservation forms have been updated to provide the key card number they want to grant access to.
- Silverwood License plates have been purchased in green and white. We will sell them for \$20 each. We will also give one to new residents as a welcome gift.
- Silverwood Pens have been purchased. These will be given to new residents as well.
- 2 new exit signs were replaced in the Clubhouse.
- Tidal Elevator Co is waiting for the key switch part to come in for the wheelchair lift. The manufacturer they ordered from is backed up.

Gym/Tennis Court

- A new entry system has been installed for the gym.
- A new storeroom handle has been installed for the gym door.
- New tennis nets for the tennis court have been received.
- New items have been purchased for the gym:
 - Bluetooth speaker
 - Dip station
 - 10 new yoga mats
 - 3 new weight belts in sizes x-small, small and medium.
 - 3 new exercise bands
 - 20lb kettle bell
 - 25lb kettle bell
 - 30lb kettle bell
 - 35lb plate
 - 45lb plate
 - 4lb medicine ball
 - First aid kit
- Two new fitness center rule stickers have been installed in the cardio room as well as the weight room.
- "Dry Sauna please do not add water to rocks" sign has been installed on the sauna door.
- The exit sign was replaced in the gym.

❖ **Front Entrance Sign**

- The Board is working with Edwards Interior Graphics on the updated version of the front sign entrance.

❖ **Cypress/Palmetto Ditch Work**

- The second phase started on October 1st, 2023, and will last until October 28, 2023.
- If inclement weather occurs, the ending date of the work may extend into the first two weeks of November.

❖ **Proxy Ballot**

- A proxy vote is a ballot cast by one person or firm for a community association member who can't attend a meeting, or who doesn't want to vote on an issue.
 - Prior to a community annual meeting, eligible residents may receive voting and proxy information before an annual vote.
 - Rather than physically attending the Annual meeting, residents may elect someone else to vote in their place.
 - A person designated as a proxy will cast a proxy vote in line with the resident's directions as written on their proxy card.
- In pursuant to By Laws of Silverwood Plantation Homeowners Association, Article III, Section 7 (b) it states that:
 - *To the extent not in conflict with the Declaration, the following provisions shall apply. Each Lot shall be entitled to one vote on each matter submitted to a vote at a meeting of Members. A Member may vote either in person or by proxy executed in writing by the member or by his duly authorized attorney-in-fact. Any proxy must be in writing, signed by the Owner (or owners as provided below) and submitted to the Recording Secretary prior to the meeting. If any Lot is owned by a corporation, partnership, trustee or other entity or by a group of Owners in any form of joint tenancy, the vote allocated to such Lot shall be exercisable by such Owner or Owners only as provided by the Declaration as amended from time to time. Unless the holder of valid proxy, a mere lessee of any lot shall have no right to vote and shall in no respect be deemed a Member of the Association. In all elections for directors, every member entitled to vote shall have the right to vote, in person or by proxy, the number of lots owned by him for as many persons as there are directors to be elected and for whose election, he has the right to vote but members may not cumulate their votes.*

❖ **Maintenance:**

- Emptied trash at clubhouse.
- Continued working with contractor concerning drainage work at Silverwood entrance.
- Replaced and painted missing trim boards at pavilion by clubhouse playground.
- Blew leaves from parking lot, tennis court, basketball court, and clubhouse parking lot.
- Spread mulch in common areas.
- Cut down and removed dead trees in common areas.
- Removed underbrush in common area by back pond.
- Repaired several broken cypress slats in the sauna.
- Constructed dip station for the weight room.

○ **Projects in progress:**

- Drainage repair at entrance to Silverwood.
- Drainage maintenance on ditch between Palmetto Dr and Cypress Dr.
- Spraying weeds and pulling weeds at Silverwood entrance and around pond on Cypress.
- Cutting down low hanging limbs, removing unwanted brush, and removing unwanted trees in common area by the back lake.

○ **Outstanding items:**

- The pavilion by the playground needs the roof replaced and the 4 support beams replaced. The support beams are rotten, and the roof is damaged.
 - The Board has decided not to repair the pavilion due to the cost of repair.
 - Removal of the pavilion will be scheduled as time allows.

❖ **Reviewing Contracts:**

- All contracts are up to date.
- In the process of getting a HVAC contract with Edge Heating and Air.

❖ **Completed Projects in 2023**

<ul style="list-style-type: none">➤ <u>Clubhouse</u><ul style="list-style-type: none">• Interior trim painted;44 hooks installed.• The upstairs bathroom was repainted.• Metal tables and chairs cleaned and painted.• Rocking chairs painted.• Ramp for wheelchairs.• TVs installed / mounted.• Wheelchair Lift• Wheelchair Ramp• Internet Service Switch• New Blinds ➤ <u>Landscape outside of monthly service</u><ul style="list-style-type: none">• Front Entrance Project - June<ul style="list-style-type: none">• Irrigation system repaired.• Empire zoysia sod• 24 Encore Azaleas• 12 Cara Bell Azaleas• 36 Formosa Azaleas• 12 George Tabor Azaleas• 9 Encore Azaleas• 6 Sasanqua Camellias• 12 Large Camellias• 2 Large Holly• 18 Ruby Loropetalum• 6 Red Chocolate Loropetalum• 18 Distyllum• 6 Nandini Gulf Stream• Pine straw at the front entrance and around the clubhouse.• Cleaned area by causeway.• Cleaned area by Lake Tomacheechee ➤ <u>Playground Refresh</u><ul style="list-style-type: none">• 2 load mulch spread.• Equipment repaired / May-July 2023.• The pavilion was cleaned and painted.• Grills cleaned and painted.	<ul style="list-style-type: none">➤ <u>Gate House</u><ul style="list-style-type: none">• Termite damage repair -March.• Wire racks were installed inside.• 10 loads of free mulch spread in common area. ➤ <u>Security</u><ul style="list-style-type: none">• Replaced access Scanner.• Added new Safety Loop Module• Replaced gate arms.• Cameras installed at gate house and clubhouse.• Replaced Exit Signs• New doorknobs and exit mechanisms in clubhouse and gym. ➤ <u>Roads and Drainage</u><ul style="list-style-type: none">• Patch work on Lake Tomacheechee, Willowpeg and Cypress - May ➤ <u>Recreational Areas</u><ul style="list-style-type: none">• Purchased two new nets for the tennis court.• Purchased new Gym items.<ul style="list-style-type: none">• Bluetooth Speaker• First Aid Kit• Dip Station• New Yoga Matts• Exercise bands• 3 new weight belts• 20lb, 30lb, 35lb Kettle bell• 35lb, 45lb Plate• 4lb medicine ball• New Signs for Sauna and fitness Center ➤ <u>Social Committee</u><ul style="list-style-type: none">• Craft Night• Wreath making• Sip and paint canvas
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⌘ *Vice-President*

❖ **Covenant Compliances**

- We have 76 covenant compliances open.
 - ✓ 60 in progress
 - ✓ 9 on hold
 - ✓ 6 need verification
 - ✓ 1 is a notice from a resident.
 - ✓ 17 closed in January.
 - ✓ 27 closed in February.
 - ✓ 21 closed in March.
 - ✓ 16 closed in April.
 - ✓ 7 closed in May.
 - ✓ 28 closed in June.
 - ✓ 65 have been closed in July.
 - ✓ 10 have been closed in September.

⌘ *Recording Secretary*

○ **Social Committee**

- Bunco was held on November 9th.
- Wine night will be on November 28th.
- We will have Secret Santa after BUNCO on 12-14. \$20 maximum for gift

Old Business

- Covenants
- Renewing Sheriff patrol and issuing tickets.
- Phase 2 of Cypress/Palmetto ditch work.
 - Phase 2 started Oct. 9th.

New Business

- None at this time.

Adjourn: 11:00AM

- ✓ Motion to approve.... Alex Thompson
- ✓ Second Motion.....Shea Regian
- ✓ Passed.... Unanimously