

Mixson Row Homeowners Association, LLC
Monthly Board & 2025 Budget Meeting
Executive Session Minutes
4414 Avery Avenue, North Charleston, SC 29405
Tuesday, 19 November 2024 5:30PM

Attendance

Brian Pecor, President
Elizabeth Goodrich, Treasurer
Courtney Koronkowski, Secretary
Michael Polens, Voting Member

Call to Order/Verification of Quorum

Brian Pecor called the meeting to order at 5:35PM and verified all elected Board of Director members in attendance.

Review of Minutes

Courtney Koronkowski presented the October 2024 Board meeting minutes draft and asked if there were any amendments.

Michael Polens moved to approve the draft.

Elizabeth Goodrich seconded; the motion passed unanimously

Consent to Declaration of Covenants, Restrictions and Easements for Mixson Row Homes

- Only 16 of 61 excluded units have returned signed consents.
- Phone call with HOA Attorney, Sean A. O'Connor of Clarkson, McAlonis, & O'Connor, P.C., to discuss options/next steps with only 26% signed consents received.
- Letter from HOA Attorney forthcoming with analysis and recommendations as majority may involve court order and/or litigation of some kind.

General Updates/Open Discussion

The following concerns were discussed in relation to current and future projects:

- Pressure washing will be on Monday, 25 November beginning in the morning with Marblehead and then Avery; HOA Manager, Emerson Read with Leasing and Management, to send notice ASAP.
- Termite bonds for units on Marblehead renew in December or May and units on Mixson, Summey, or Mixson renew in January or in September; requested clarification for which units and when from HOA Manager.
- Addressed concerns raised through email from Ed Neuhaus.
- Update notice to be drafted for all included and excluded members after Mixson Assembly Annual Meeting and letter from HOA Attorney received.

Treasurer's Report

Elizabeth provided updates regarding current delinquency report:

- 4416 Avery Collections under payment plan.
- 4427 Marblehead Collections for previous owner resolved after property sold.
- Follow up to be sent to HOA Manager to clarify for
 - excluded units appearing on report, and

- current outstanding collection process for 4402 Avery, 4420 Avery, 4422 Avery, 4423 Marblehead, 4427 Marblehead, 4431 Marblehead as all 2024 assessments remained valid for 18 current members and were due first of the month assessed with payment to be received within 15 days as per CC&Rs (reference Article 6 ASSESSMENTS AND OPERATING EXPENSES; Section G Collection of Assessments.).

The following concerns were discussed in relation to the 2025 budget (final attached):

- Audit of most recent bank statements and requesting clarification from HOA manager for certain line items as needed.
- Based on the previous builders 2022 budget available for reference, the below items remained required:
 - Management Fees - Mixson Row's contract with LeasingandManagement.com for property management services
 - Insurance (General Liability, Directors & Officers) - insurance policy covering common areas and covering board members and management personnel from personal liability in matters relating to the operation of the HOA; "hazard" not applicable
 - Legal and Other Professional Fees - retaining an attorney for legal expertise and research on matters related to the HOA, having an attorney present at the annual and/or special meeting(s) for legal explanation on matters related to the HOA, demand notices related to assessment delinquencies, collections, and any other necessary legal action
 - Accounting - accounting matters, such as annual tax preparation
 - Annual Maintenance - miscellaneous repairs for Mixson Row, to include such items as fence repair, common area upkeep, etc. separate from irrigation
 - Landscape Supplies (Shrub Replacement) - estimate to replace shrubs as needed
 - Pest Control (Termite Bond Renewal) - annual termite bond inspection and renewal
 - Pressure Washing - pressure washing each building
 - Irrigation Maintenance - maintaining irrigation on Marblehead Lane
 - Utilities (Water & Sewer, Electric) - maintaining irrigation on Marblehead Lane
 - Postage/Printing - direct mail costs related to mandatory communication with homeowners by HOA Board and management.
- Based on the previous builders 2022 budget available for reference, certain items were reduced or removed in full:
 - Meeting- zeroed out as multiple free spaces available
 - Landscaping (General) - zeroed out as under Assembly
 - Landscape Supplies (Pinestraw) - zeroed out as 1x under Assembly without additional from Row for 2x annually
 - Pressure Washing - reduced 1x rather than 2x annually
 - Utilities (Water & Sewer, Electric) - reduced based on previous year costs
 - Supplies - zeroed out as no activity applicable for previous year
 - Reserve Funding - zeroed out until excluded units incorporated and/or Reserve Study process begun
 - Adjustment to Expenses - zeroed out as no activity applicable for previous year
- Projected New Assessments for 2025 would increase to at least \$115.00 for only 18 units currently incorporated or decrease to at least \$40.00 for all 79 units incorporated.

Next Meetings

The next Board meeting to be finalized at later date.

The 2024 Annual meeting to be finalized at later date.

Adjournment

With no further business to discuss, Brian adjourned the meeting at 7:30PM.

Respectfully submitted by:

A handwritten signature in black ink that reads "Courtney R. Koronkowski". The signature is written in a cursive style with a large, looped initial 'C'.

Courtney Koronkowski
Recording Secretary
Mixson Row Homeowners Association, LLC
Approved 25 November 2024