

**Mixson Assembly, Inc. 2024 Annual Meeting
Wednesday, November 20, 2024, at 6:00 pm**

OFFICIAL MINUTES

In Attendance:

Trever Etminan, Stephen Johnson, Keegan Robbins, Brian Pecor, Courtney Koronowski, David Jonjevic (Association Manager), Sean O'Connor (Attorney)

1. Call to Order

- a) Meeting called to order at 18:05

2. Proof of Notice and Quorum

- a) 92 homeowners in attendance or via proxy
- b) Introductions and overview

3. Review and Approval of the 2023 Annual Meeting Minutes

- a) President noted that 2023 minutes were reviewed and approved at the January 2024 meeting. Are accessible on the website.

4. Neighborhood Update – Trever Etminan, Board President

- a) Introduce new management company, Ravenel & Associates.
- b) Ravenel portal logins will require account number, which will be included with bill for annual dues that will be sent out.
- c) Reviewed limitations of prior management company, transition to new.
- d) Community greenspace - HOA governs approx. 10.5 acres but does not actually own them. Have worked to reduce community's tax burden and the community will see ongoing savings.
- e) Clarified that because community does not own roadways or parks, we do not have governance over them. However, we do have ability to improve them as we see fit for the benefit of all.
- f) Mixson Assembly Arboretum - founded and officially designated in order to preserve green spaces and open pathway to grant money and further improvements.
- g) Street light audit was completed with Dominion, now City of North Charleston will pay for every 3rd.
- h) Reserve Study - Phase 1 is completed. Community is on-track to build up the necessary reserves. Will fund major projects and improvements in a way that prevents unexpected fees and dues. Will have follow-up audits over the next two years.
- i) Tree trimming - surveyed and trimmed all old growth/large trees in the neighborhood. Have dedicated community arborist to help maintain trees, develop plans to replace any that are expected to die. Next year, arborist will come out to push canopies up to better clear pathways.
- j) New new landscaping company. Got mixed feedback from community on Manale. They were lowest bid by far for 2024, which they could not maintain going forward. Were most expensive bid for 2025. Association is now starting with Property Brothers - much more attuned to community needs and proactive, has already fixed several irrigation sections, added plantings to Montague park, etc. Service days will be shifting to Thursday and Friday.
- k) Landscaping will continue on lots as-is. Residents are encouraged to get to know landscapers and ensure gates are open and yards are free from animal waste.
- l) Initiation Fees - has been shifted by the board as authorized by the CCRs. These fees only affect people buying or selling house and is negotiated at close between buyer and seller. We matched nearby communities like Oak Terrace Preserve (0.5%). Goes into capital improvement fund, used by association for working capital for needs-based projects.
- m) Street sign replacement - have a project budgeted, with a good portion coming from initiation fees. Starting in front by Holmes & Mixson Ave. Phase 1 begins January. Paid for by initiation fees. Board worked with city to confirm that we are responsible for all signage, went with the nicer signs for the benefit of the community as it was not a big difference in cost but will look much better. Will also be adding signs needed such as Do Not Enter signs in one-way alleys.
- n) Have had community events such as mid-year meeting, movies in the park, food trucks, etc.

- o) Social committee - have a starting point - currently only two people volunteered, residents who are interested are encouraged to sign up and reach out to the board for coordination. Some ideas such as holiday tree decorating through Arboretum, etc.
 - p) Park Captains - just need people to notify the board when problems happen. Need direct notifications, not just community FB posts, to ensure prompt action by the board.
 - q) Crime Watch - have had requests for crime watch, have an unofficial FB page managed by resident. Good news is that crime in Mixson is pretty low. Crime in city has also been in strong decline. A crime watch group is still a good resource for community to have. Residents can get training.
- 5. Communications Update – Keegan Robbins, Board Secretary**
- a) Website - resource for getting community updates, meeting minutes, etc.
 - b) Will be adding additional website features as time allows, such as dedicated email section for people to use.
 - c) Resident question re: the best way to contact the board. Answered that there is a contact form on the website which is the most reliable approach. Noted that form needed to be updated to reflect new management company point of contact.
 - d) Noted that Facebook community group is great community resource but not official or managed by the board.
- 6. Enforcement Update – Compliance Committee Chairperson (Larry LaRoche)**
- a) STR enforcement was a key issue last year when board was first elected.
 - b) Currently have 10 STRs operating that are allowed and licensed.
 - c) 24 were built after 2017. Should not have been authorized but were permitted by the builder. Have been grandfathered in by the board, but when there is a change in ownership, that approval will terminate.
 - d) 7 were operating with no approval or license, 6 of the 7 have stopped (*applause*).
 - e) City is now checking with the board for any new applications before approving them. Have successfully blocked 3 new applications, made sure they were LTRs, not STRs.
 - f) Residents are encouraged to report STRs to David, Larry, and the City of North Charleston.
 - g) Resident question re: can Board publish a list of known and allowed rentals. President advised that Board will check with attorney re: if that can be done with consideration to privacy concerns. Residents were advised to report any STRs they observe that do not have permit displayed in window.
 - h) Resident question re: is City following three-strikes rule for revoking licenses. President advised that City has been slow to act, though that is the ordinance.
 - i) Resident request re: adding STR reporting phone number to website.
 - j) President clarified - if an STR does have vested rights because they followed all the right steps, they are protected. If owner did not follow necessary steps and paperwork, they have no vested rights.
 - k) President noted - Leasing and Management did not have capacity for inspections. Larry, board members, and David (Ravenel and Associates), will be coordinating monthly inspections going forward. Clarified that Board does not care re: minor issues due to severity of CCRs. Focus will be on visible areas that affect community (e.g. damaged houses, needing power washing, refuse on porches, overflowing trash cans on high-visibility streets, plastic sheds, etc.) - community notice will be sent out before this begins, will be several months.
 - l) Note re: compliance fee - fine for STRs. Many residents complained that it was too low, but equal treatment requires that fines be the same for all infractions (whether trash can or STR) which is why Board elected to keep fee low.
 - m) Resident raised safety issue re: plastic mesh protruding through grass/turf, tripping hazard. President clarified that if it's on Association property (park areas), we can address it as best we can. If it's on individual property, it is homeowner's responsibility. Requested homeowners notify board of any plastic mesh they see in Association property that could be a problem.
- 7. 2024 Financial Review and 2025 Budget Review – Stephen Johnson, Treasurer**
- a) Treasurer noted that some recent statements are pending due to management company transition, but there is a financial binder available to residents.

- b) \$44k operating budget, capital contribution balance is just under \$42k, budgeted delinquency was at 5.5% (approx. \$17.5k), as of 10/31, we had collected nearly all of that. Only 2 homes are still delinquent on 2023 special assessment, 3 for Annual Dues from 2023. All are in collections.
- c) Reviewed line items on budget sheet and clarified their function (**see appendix.**)
- d) Resident asked if agreement with the city re: park properties had a limit. Treasurer clarified that it was in perpetuity.
- e) Provided additional details re: Association tax bills. For 2024 was \$27k, had budgeted \$24k, but some of that should come back in the form of refunds, but is a slow process.
- f) Noted that Dominion energy is expected to raise rates by 5% in 2025, that has been factored into the budget.
- g) Resident asked re: are we watering in the winter? President clarified that we are working with Property Brothers and will reduce that frequency in the coming months based on need, will keep watering minimal in winter.
- h) Landscaping - clarified that residential landscaping will get 1 pine straw drop each year. Noted that Manale's bid was \$10k higher and didn't include pine straw. Also clarified that Association will be only providing pine straw, not mulch. If a resident who had mulch wants to switch back to pine straw, they just need to notify the board (notification will be sent out). Resedents are welcome to have mulch instead of pine straw, but must do it at their own expense.
- i) Landscaping - gravel replacement for paths, arborist, and other improvement projects are planned.
- j) Resident question re: gravel replacement, will pathways to houses be done? President clarified that it's not being included in scope but residents can ask landscapers as they're laying the gravel to put a bit over their path, too.
- k) Are contributing at 100% of the recommended reserve. Reserve study will be posted to website.
- l) Resident question re: clarifying meaning/purpose of reserve study. Treasurer clarified that it plans out expected scope of work needed over coming years. President added that it is a way to protect the community from huge and unexpected special assessments.
- m) Resident question re: clarifying meaning/purpose of Arboretum. President clarified that it covers all community-owned park spaces, protects them and opens community up for grants, at no cost to the community.
- n) Resident question re: are residents who are not near ponds/retention areas still paying towards them? Treasurer clarified that they are, as it is necessary for the whole community, avoiding flooding, etc.
- o) Landscaping - twice-annual pine straw drop in public spaces, spring and fall.
- p) Resident question re: timing of residential pine straw drops. President clarified it will happen in late spring to avoid fresh pine straw getting covered by falling leaves.
- q) Signage/road study: clarified plan for signage, road lines, etc.
- r) Resident question re: speeding problem on Mixson Ave., poor visibility exiting some alleyways (add convex mirror?). President clarified timeline of current repairs. Also clarified that items in roadways (e.g. speed bumps) require coordination with city, need to be spaced out based on budget limitations. Encouraged residents to report problems such as chronic speeding to the city to put pressure on them to help with enforcement.
- s) Assessments - Treasurer reviewed assessments per-section for overall community as well as landscaping. *See appendix for exact dues per section.*
- t) Resident question re: parking spaces in Section 3, if they are granted to specific properties or not. President clarified that some lots have deeded lots but others just have general access to those lots. Encouraged residents to reach out to clarify their specific situation as needed. 2 spaces exist for every lot in Mixson, plus a few extra.
- u) Resident asked re: more detailed line-item budget of signage project. President clarified that bids are by-phase and those will be published as they come out. Current Phase 1 is about \$25k, likely to be that much for each phase. Will change over time as new needs arise.
- v) Treasurer highlighted new option for monthly as well as annual dues payments through Ravenel and Associates.

- w) Resident asked re: clarification for scope of increase vs last year. Treasurer clarified re: budget details and encouraged resident to review published budget for specifics.
 - x) Resident asked follow-up question re: Mixson Avenue speeding and need for solution. President explained that Board is very limited due to city control over public roadways. Potential for using Arboretum as point of pressure on city to help expedite an elevated cross-walk or similar, but would still be an expense. Also clarified that some of the signs being added/fixed will help improve community safety.
 - y) Resident push-back re: question of budgeting for signs vs Mixson Avenue safety issues. Frustration with prioritization of signs. President communicated that Board is aware and will communicate with City. Also highly recommended that resident attend City meeting to push there for improvements, offered help with navigating that process and pushing city.
- 8. Nomination and Election of Board Member – One Seat Open**
- a) Only Trever Etminan submitted bio. Votes counted, confirmed his reelection.
- 9. Adjournment - meeting adjourned at 19:45**