

THE MILL SUBDIVISION
HOME OWNERS ASSOCIATION (HOA)

BOARD OF DIRECTORS (BOD)

MEETING MINUTES

Date: May 19, 2015
Location: The Mill Clubhouse
110 Millstone Lane
Lexington, South Carolina
Time: 7:45 PM to 8:45 PM
Purpose: BOD to hold scheduled meeting per Agenda

A. Call to Order/Roll Call

Attendees: Matt Culler – President
Peter Brauer – Treasurer
Chad Bruorton – Secretary
Tony Barfield (PM Solutions) – Property Manager
2 Home Owners

After the Call to order, Matt explained to those attending (4 homeowners) that the meeting would be formal and follow the agenda and that questions would be answered at the end of each segment.

B. Approval of Minutes from Previous Meeting

- April 28, 2015 meeting minutes were not available for review at this time

C. Homeowner/Guest Comments

- None

D. Board/Committee Reports

- Financial Report – Peter
 - See statement attached
 - Half of the pool furniture is currently showing so another roughly \$7,000 will show soon. Since it was spent during this fiscal year, the reserve account may need to be used to cover this expense or it will show in the next fiscal year
- Facilities Report – Matt
 - Clubhouse interior paint is complete
 - Clubhouse area security cameras are in-place and working
 - Secondary access gate being constructed, should be ready next week
 - Secondary access gate and entrance license plate camera to be installed at same time as they both require wiring by the same contractor

- Discussion was held about reusing existing blinds from clubhouse or replacing with faux-wood, white blinds of better quality
- Inspection Report from DR Horton was discussed. DR Horton has to core/drill a few probe holes in the slab in the gym to investigate the existence of a foundation along the load bearing wall between the gym and clubhouse room, however they continue to cancel this activity. They must complete this activity to get an answer on the foundation to be able to fully respond to the Inspection Report. If this does not occur before next month's meeting, the Board will discuss having the attorney send a letter to DR Horton.
- CC&R Interpretation Report – Ali
 - 7 violations observed by PM Solutions on April 2015 report
 - The flag in the window has been taken care of, as a white shear has been installed
 - PM Solutions stated there were a lot of lawn maintenance issues
 - The storage building issue at 108 Millhouse has been resolved
 - PM Solutions is getting a lot of backlash when it comes to portable basketball goals. The Board stated that PM Solutions needed to enforce the rules per the CC&R and the interpretations. This item may be re-reviewed by the new Board after the annual meeting.
 - Absolute Towing is back to patrolling the parking situation. It was reiterated that all patrolling, warnings, violations and enforcement of the towing policy is totally in Absolute Towing's hands. PM Solutions does not issue letters to homeowners regarding parking issues and parking warnings and violations are not summarized on the PM Solutions Violations List. The Board mentioned that they had not recalled seeing many tags lately. PM Solutions will check on and discuss with Absolute Towing.
- Architectural Review Report
 - NO outstanding requests
- Social Report – Ali
 - Memorial Day ice cream social has been scheduled

E. Old Business

- (a) DR Horton signs
 - PM Solutions only able to reach on-site building superintendent, but is trying to get in touch with DR Horton to have them taken down. Matt texted Frank with DR Horton while in the meeting.
- (b) Controlled access clubhouse door and pool
 - Gate construction should be complete next week then it will be installed
- (c) Internet passwords
 - "themill" password reported to not be working
 - Devices can connect to the router but not to the internet
 - Homeowner in attendance that is IT competent trouble-shot and found out the issue and explained to PM Solutions so they could call in and have it fixed
- (d) Pool Furniture
 - Shipped Monday
 - PM Solutions not positive on an arrival date yet
- (e) Pool Rules
 - PM Solutions provided an example for review

- Matt thought we should wait to issue until they have been reviewed and revised, as well as until the new pool furniture arrived
 - Possibly hold issuing the rules until the pool exterior street lighting is figured out
 - As the pool area is currently wired, if MCEC provided street lights, as they do for the subdivision (where they rent them and the power to us), there would be an issue because the wiring would be our own electricity (i.e. MCEC would get paid by the HOA twice for the power).
 - PM Solutions is still working on this item.
 - A discussion was held regarding the required amount of light by SCDHEC around the pool, as it pertains to how bright it would be, how many lights would be needed, what the spacing would be, etc.
 - SCDHEC policy was pulled up on a homeowner's smart phone. From page 34, it appears the minimum requirement is ½ a watt/10 square feet or 32 foot-candles/square foot. But this will need to be researched further.
- (f) Capital Improvement Bids
- Pool Lights – see above
 - Clubhouse painting - complete
 - HVAC in clubhouse – In progress, Matt to contact the HVAC contractor he spoke to again to follow up
 - Oven installation – TABLED
 - Sewer – irrigation meter to be installed around June to cut down on sewer bill
 - Landscaping along Barr Rd – TABLED
 - Clubhouse decorations – PENDING funding
 - Speed Limit sign posts – needs research
 - Grills at clubhouse – needs research
 - Sign at Entrance – Remove “A DR Horton Community” – roughly \$375 to replace – approved last meeting but PENDING funding
 - Mill wheel – needs repair, will investigate and bid

F. New Business

- (a) Landscaping along Barr Road
- TABLED
- (b) Shallow End rope divider in pool
- Needs repair/replace
- (c) In-pool lights
- Some need repair/replace
- (d) Pool Furniture Inventory
- Creating an inventory was discussed
 - For existing and new furniture when it arrives soon
 - This would be useful for keeping track of what we have, when it was put into service, etc.
- (e) Clubhouse wall rules
- Adding rules to the clubhouse rental list regarding what can and cannot be put on walls during reservations was discussed
 - Multiple areas of previous damage due to tape on walls during reserved events
 - Discussed installing hooks throughout for hanging items, possibly a cork board on gym wall, etc.
 - PENDING
- (f) Pool shower post
- Pillar on post is unstable - needs repair/replace
- (g) Items brought up for discussion at next monthly meeting

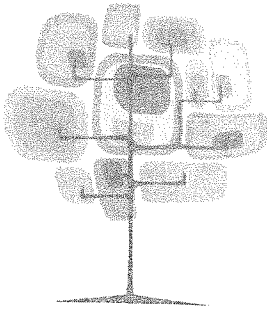
- Vehicles on sidewalk at clubhouse – loading/unloading zone
- Golf cart parking at clubhouse
- Clubhouse is requiring more cleaning than PM Solutions and the Board expected/planned for – may need to review/revise schedule
- Need to investigate trash capacity at clubhouse (trash cans at pool gate)

G. Announcements

- Reminder of Annual Meeting set for 6-16-15 at 7:30 PM
- Memorial Day ice cream social set for 12 to 1 PM at clubhouse

Meeting adjourned

REVIEWED and APPROVED BY: ALL



Property Management Solutions
P.O BOX 2014
Lexington SC 29071
803-996-4846
office@pmsolutionsse.com

Board Meeting: THE MILL HOA

May 19, 2015

Meeting Place: The Mill Clubhouse

Members in Attendance-

1. Call to order / Opening remarks from Matt Culler Board President

2. Approval Of Meeting Minutes from previous meeting

3. Homeowner/ Guest comment

4. Board / Committee Reports:

- a. Financial report – Peter Brauer HOA Treasure-
- b. Facilities Report – Matt Culler HOA President –
- c. CC&R Report – Tony Barfield – HOA Manager
- d. Architectural Review Report – Matt Culler & Peter Brauer
- e. Social Report – Ali Purdy

5. Old Business-

- a. DR Horton Signs
- b. Controlled access clubhouse door and pool
- c. Internet Passwords –
- d. Pool furniture –
- e. Pool rules – see attached sample
- f. Capital bids
 - 1. Pool Lights- MCEG- Update
 - 2. Club House painting – completed –additional rules
 - 3. HVAC – Clubhouse – in Bid process
 - 4. Oven installation –on hold
 - 5. Sewer – meter to be installed by Lexington on the clubhouse inlet water line.

6. New Business –

- a. Landscaping

b.

7. Announcements-

8. Adjournment -

2015 The Mill HOA

Opening: Saturday, April 2nd – , September 26th, 2015

Hours of Swimming: 6 am to 8 pm (according to DHEC rules)

After-hour trespassing will be monitored by The Mill HOA and violations will be enforced by the Lexington County Sheriff's Department.

EXAMPLE for REVIEW

** Resident families in good standing are those whose annual HOA dues/fines etc. are **PAID IN FULL.***

1. No solo swimming.
 2. No running, pushing, boisterous or rough play. No diving or back flips.
 3. NO GLASS allowed in pool or on pool deck. Those in violation will be asked to leave.
 4. No smoking in pool area.
 5. Children under the age of 16 MAY NOT enter the pool or pool area without adult supervision. However, if any of the homeowner's children that are 16 and older abuse the pool rules in any way, their parents will be contacted and they will not be allowed to use the pool unless supervised by their parents. This may also result in a loss of pool privileges.
 6. No spitting or nose blowing in pool. No food allowed in pool.
 7. No persons with skin, eye, nasal infections or communicable diseases are allowed in the pool(s).
 8. No animals or pets in pool or on pool deck area.
 9. Swim diapers are REQUIRED for all non-potty trained children. Non-compliance of this may result in a loss of pool privileges along with having to pay for special treatment to the pool(s).
 10. Persons who exhibit inappropriate behavior (i.e., cursing, public drunkenness, fighting, etc.) will be asked to leave the pool/pool area and their privileges may be suspended and/or revoked and they will be fined at the discretion of the HOA Board.
 11. Please dispose of personal trash and remove personal belongings before leaving the pool area.
 12. Please close pool umbrellas.
 13. Resident families *in good standing, may bring up to 8 guests to the pool daily. Guests MUST be accompanied by a Mill resident 16 years of age or older. EXCEPTION: Residents in good standing renting the Clubhouse for private parties may have more than 8 guests with prior HOA Board approval.
 14. Children 6 and younger MUST BE accompanied to the restroom by an adult at all times;
 15. Misuse of the bathrooms may result in a loss of pool privileges along with having to pay for cleaning services and/or any expenses that may occur due to any damages or misconduct done to the clubhouse bathroom(s).
 16. Keep ALL doors (bathrooms & pool gate) CLOSED at ALL times. The pool facilities are accessible to PG homeowners only (with paid dues/fines) & accompanied guests of residents: See Rule #13'.
 17. Requirement for entry: The Mill key fob and current on The Mill homeowner's dues/fines etc.
-

The Mill HOA reserves the right to revoke any homeowner's/ household's access to the pool for misuse or non-compliance with community pool rules.

The Mill HOA

Website – pmsolutions.com

Email office@pmsolutions.com

4/12/2015

EXAMPLE for REVIEW

Dear Homeowners,

I hope this letter finds you and your family enjoying the sights and sounds the warmer temperatures bring to our beautiful neighborhood.

Enclosed, you will find a reminder of the pool guidelines for The Mill HOA. These rules are simply intended to allow each of us to fully enjoy our pool. Contrary to urban legend, we do not have a "pool police", so if you find an issue that concerns you as a homeowner, please address the issue when you see it with appropriate concern and conversation. If all our homeowners address the small issues that may occur on the spot, we will head off much larger issues in the future.

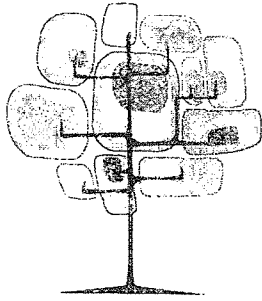
As we open the pool for the 2015 season, we are so pleased to announce that we have ordered new furniture and made considerable upgrades to the Clubhouse.

If you have questions or concerns, please feel free to send an email to office@pmsolutionscc.com It would be my honor serve you as I can.

I wish each of you a wonderful summer season full of wonderful memories with the ones you love.

Best Regards,

Matt Culler
President, The Mill HOA



Property Management Solutions
P.O BOX 2014
Lexington SC 29071
803-996-4846
office@pmsolutions.com

Monthly Report: The Mill HOA

Date: 03/09/2015

Month: February 2014

Cash on Hand:

Cash in Bank - \$4903.70

Reserve - \$31541.09

Total - \$36444.79

Invoices Outstanding

No outstanding invoices for April

Projects in Work

Cameras-completed

Lights around pool- Mid Carolina

Pool repairs- beach area and sand replacement - completed

Water fountain completed

Pool Furniture Ordered- Completed

Stove estimates - Completed

Fence around playground- Completed

New Gate - Ordered

New Entrance Sign - Ordered

Payments Outside of budget

Dedmons-relocation and Installation of water cooler- 1450.00

Casual Living - Pool Furniture - \$7650.00

Southern Signatures- 3 Yard sale signs- 93.09

Owners Past Due

See delinquent report

We thank you for allowing us to serve your management needs. If you have any questions please feel free to call me at 803-996-4846.

Sincerely,
Tony N Barfield
Tony Barfield
Property Management Solutions

Next Board Meeting May 19th 7:30PM

Property Management Solutions

Income Statement - Apr-2015

The Mill (196)

Printed By: - 05/05/15 10:54 AM

Acct.	Description	Actual	Budget	Δ \$	Δ %	YTD Actual	YTD Budget	Δ YTD	Δ %
Revenue									
510-03	Association Fee	3,233.30	8,272.00	-5,038.70	-60.91	34,078.59	33,088.00	990.59	2.99
510-30	Club House Rental	160.00		160.00	100.00	1,305.00		1,305.00	100.00
	Sub-Total	3,393.30	8,272.00	-4,878.70	58.98	35,383.59	33,088.00	2,295.59	6.94
Revenue		3,393.30	8,272.00	-4,878.70	-58.98	35,383.59	33,088.00	2,295.59	6.94
Operating Expenses									
610-01	Copies, Envelopes, Labels	3.08	10.00	6.92	69.20	96.36	40.00	-56.36	-140.90
610-02	Postage	8.82	25.00	16.18	64.72	81.36	100.00	18.64	18.64
610-03	Insurance		200.00	200.00	100.00		800.00	800.00	100.00
610-08	Permits & license		8.00	8.00	100.00	125.00	32.00	-93.00	-290.63
610-12	Cleaning	360.00		-360.00	100.00	1,080.00		-1,080.00	100.00
610-14	Reimbursement of Funds	200.00		-200.00	100.00	200.00		-200.00	100.00
610-15	Clubhouse Refund					500.00		-500.00	100.00
610-40	Maintenance/ Repair		458.00	458.00	100.00	364.00	1,832.00	1,468.00	80.13
610-41	Capital Improvement	9,193.59	1,931.00	-7,262.59	-376.11	9,693.33	7,724.00	-1,969.33	-25.50
610-49	Regime Fee Payment					78.00		-78.00	100.00
610-50	Telephone	104.36	67.00	-37.36	-55.76	635.47	268.00	-367.47	-137.12
610-65	Janitorial Supplies					48.61		-48.61	100.00
610-66	Supplies	60.44		-60.44	100.00	60.44		-60.44	100.00
610-70	Pool Repair and Construction		210.00	210.00	100.00		840.00	840.00	100.00
610-71	Gate Maintenance		42.00	42.00	100.00		168.00	168.00	100.00
610-73	Property Taxes		24.00	24.00	100.00	91.24	96.00	4.76	4.96
610-99	Miscellaneous Expenses					325.00		-325.00	100.00
	Sub-Total	9,930.29	2,975.00	-6,955.29	-233.79	13,378.81	11,900.00	-1,478.81	-12.43
Utilities									
611-02	Utility - Water	409.09	700.00	290.91	41.56	1,622.35	2,800.00	1,177.65	42.06
611-03	Utility - Electricity / Entrnce/ Street	870.00	835.00	-35.00	-4.19	3,799.00	3,340.00	-459.00	-13.74
611-04	Utility - Trash Removal		25.00	25.00	100.00		100.00	100.00	100.00
611-05	Security Monitoring	2,765.00	42.00	-2,723.00	#####	2,765.00	168.00	-2,597.00	#####
611-09	Cable /Internet Services	427.29	165.00	-262.29	-158.96	851.57	660.00	-191.57	-29.03
	Sub-Total	4,471.38	1,767.00	-2,704.38	-153.05	9,037.92	7,068.00	-1,969.92	-27.87
Contract Services									
612-04	Landscape Contract	695.23	650.00	-45.23	-6.96	3,050.46	2,600.00	-450.46	-17.33
612-05	Landscaping Supplies Mulch Pines		308.00	308.00	100.00		1,232.00	1,232.00	100.00
612-06	Irrigation Repairs		40.00	40.00	100.00		160.00	160.00	100.00
612-11	Water, Sewer, Septic Tank					626.43		-626.43	100.00
612-14	Pool Services	2,256.83	473.00	-1,783.83	-377.13	3,407.50	1,892.00	-1,515.50	-80.10
612-16	Janitorial Services /Cleaning		360.00	360.00	100.00	1,395.39	1,440.00	44.61	3.10
612-17	Pool Monitoring Services		208.00	208.00	100.00		832.00	832.00	100.00
	Sub-Total	2,952.06	2,039.00	-913.06	-44.78	8,479.78	8,156.00	-323.78	-3.97
Professional services									
613-02	Accounting services		25.00	25.00	100.00	250.00	100.00	-150.00	-150.00
613-03	Legal Services	45.00	10.00	-35.00	-350.00	265.19	40.00	-225.19	-562.98
613-04	Bank Charges		4.00	4.00	100.00		16.00	16.00	100.00
613-09	Management Fee	725.00	425.00	-300.00	-70.59	2,000.00	1,700.00	-300.00	-17.65
	Sub-Total	770.00	464.00	-306.00	-65.95	2,515.19	1,856.00	-659.19	-35.52
Non-Operating Expenses									
620-04	Community Meeting Supplies					123.87		-123.87	100.00
620-10	Fitness Center / Leisure		40.00	40.00	100.00		160.00	160.00	100.00
	Sub-Total		40.00	40.00	100.00	123.87	160.00	36.13	22.58
Operating Expenses		18,123.73	7,285.00	-10,838.73	-148.78	33,535.57	29,140.00	-4,395.57	-15.08
Net Operating Income		-14,730.43	987.00	-15,717.43	1,592.44	1,848.02	3,948.00	-2,099.98	-53.19
Bank Service Charge									
720-00	Bank Service Charge					12.00		-12.00	100.00
	Sub-Total			0.00		12.00		-12.00	100.00
General & Administrative Exp.						12.00		-12.00	100.00
Net Income		-14,730.43	987.00	-15,717.43	1,592.44	1,836.02	3,948.00	-2,111.98	-53.49

Property Management Solutions
Income Statement - Apr-2015
The Mill (196)

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Acct.	Description	Actual	Budget	Δ \$	Δ %	YTD Actual	YTD Budget	Δ YTD	Δ %
Distribution and Contributions									
982-20	Transfer to Reseve		987.00	987.00	100.00		3,948.00	3,948.00	100.00
	Sub-Total		987.00	987.00	100.00		3,948.00	3,948.00	100.00
	Distributions & Contributions		987.00	987.00	100.00		3,948.00	3,948.00	100.00
	Net Net Income	-14,730.43		-14,730.43		1,836.02		1,836.02	

Summary:	Actual	Budget	Δ \$	Δ %	YTD Actual	YTD Budget	Δ YTD	Δ %
Revenue	3,393.30	8,272.00	4,878.70	58.98	35,383.59	33,088.00	-2,295.59	-6.94
Operating Expenses	18,123.73	7,285.00	-10,838.73	-148.78	33,535.57	29,140.00	-4,395.57	-15.08
Operating Results:	-14,730.43	987.00	-15,717.43		1,848.02	3,948.00	-2,099.98	-53.19
General & Administrative Exp.	0.00	0.00	0.00	0.00	12.00	0.00	-12.00	100.00
Distributions & Contributions	0.00	987.00	987.00	100.00	0.00	3,948.00	3,948.00	100.00
Net Results:	-14,730.43	0.00	-14,730.43	100.00	1,836.02	0.00	1,836.02	100.00

**Property Management Solutions
Balance Sheet - As of April 30, 2015**

The Mill (196)

Printed By: Admin - 05/05/15 10:57 AM

Asset		
CASH		
The Mill HOA Operating		4,903.70
The Mill Reserve - 2070		31,541.09
CASH - Total		36,444.79
Asset - Total		36,444.79
Total Assets & Fixed Assets		36,444.79
Liability		
Liability Toward Tenants		
Prepayment		1,236.80
Liability Toward Tenants - Total		1,236.80
Liability - Total		1,236.80
Equity		
Stockholders equity		
Retained earnings		33,371.97
Stockholders equity - Total		33,371.97
Equity - Total		33,371.97
Current Year Retained Earnings		1,836.02
Total Liabilities and Equity		36,444.79