

**Mixson Assembly Board Meeting**  
**October 29<sup>th</sup> at 6:30pm. Location: 4617 Scout Aly.**

In attendance: Trever Etminan, Stephen Johnson, Keegan Robbins, Brian Pecor

1. Call to Order- 18:43
2. Final Motions to Amend Business - none
3. Review of August Minutes - approved online
  - a. Review
  - b. Discussion
  - c. Questions
  - d. Motions
4. General Updates
  - a. Status update on Management Change
    - i. David is new community manager.
  - b. Phase 1 Signage Install
    - i. Stephen suggested holding on this for now due to expense. GoAtlas said payment is due upon completion, wouldn't even start for 5 weeks. Would put us in Dec-Jan for the fist \$25k payment. Need to tell GoAtlas this week.
    - ii. Stephen wants to make sure \$15k in taxes, which will be due, are also factored in. Good through end of year just want to be careful going into next year. We'll be in a good position with billing for dues by end of year. Will schedule for beginning of January to start work.
  - c. Annuals, Irrigation Repairs (Previously Approved)
    - i. Property Brothers - installation of fall annuals in column planter, irrigation repairs under oak tree and in courtyard. Starting November 4<sup>th</sup>, done by the 8<sup>th</sup>, already paid.
  - d. Review of Landscaping Bids for 2025
    - i. Already reviewed - Property Brothers offered better cost than Manale, proactive and clear communication, more structured billing, 2 applications of pine straw per year (1 for lots, 1 . Manale was most expensive. Hudson was cheapest but would likely be a lateral move.
    - ii. President raised motion to accept Property Brothers. Secretary seconded, passed unanimously at 19:01.
    - iii. Management company will send notice to Manale.
  - e. Annual Meeting November 20<sup>th</sup> at 6pm. Doors open at 5pm for us.
    - i. Ravenel managing sending announcement, notice of election, proxy forms, etc.
  - f. Courtyard Improvements
    - i. We paid Stacks for general plan for what we need to do on landscaping, park improvement for 2025. Lots of natives, all perennials. Many species would also increase count for Arboretum. Courtyard cost would be \$11k. Property Brothers could potentially do for less and also fix some other parcels. Tabling for now and will revisit in early 2025.
5. Legal Recommendations/Follow up
  - a. Resolution 6
    - i. Already reviewed - re: Mixson Club dues collection.
  - b. Resolution 7
    - i. Pursuant to Section 5 - clarifies payment structures offered to homeowners for 2025 onward, annual and monthly options.
  - c. Resolution 8
    - i. Establishes Arboretum under governance of Association.
  - d. Resolutions will be filed with legal in January.
  - e. Charleston County Assessor's Office
    - i. We're required to pay all eligible taxes, also filing for refund on 2 eligible parcels that should not have been taxed. 4 association parcels that are still deeded to the developer, 3 to Assembly. One of each of those was revised and reduced.
    - ii. County issue - all paper work and granting deeds are there, county never properly processed these into their system so much of it did not ever actually take effect. President sent letter to county assessor informing them of errors.

- iii. Need to decide if this is a project we take on as a board, or something we ask management company and attorney to review? Significant amount of review required to source records and files for all relevant properties. The board will need to make a decision on what to do with this in the near future.
  - iv. Once everything in iii is resolved, Association will apply for HOA tax rate on all relevant parcels.
6. Treasurer's Report
- a. Review
    - i. In June 2024, when we paid \$8,500 for additional pine straw, that invoice was mistakenly paid twice. Manale offered to discount bills rather than pay full amount back. We got refund, then was removed from invoices, meaning we owed them \$8,500 still. Was caught this month, is now paid up but did affect October budget. Just owe them for November and December, already have those invoices.
    - ii. Account Detail
      - 1. Just over \$43k cash on hand. Opened Capital Contribution account in October. Opening deposit was \$36,587. As of today, total initiation fees collected are \$41,917.
    - iii. Actions to Collect Outstanding Debt
      - 1. All outstanding dues are in collections.
    - iv. Delinquency Report
      - 1. Special Assessment is 0.67% delinquent (2 households, both in collections)
      - 2. Annual Dues 1.35% delinquent (3 households in collections, all self-administered payment plans completed)
  - b. Discussion
    - i. Was an \$85 fee passed on to us by L&M
    - ii. Higher than expected legal bill for September services (over \$900), in part due to L&M manager reaching out to attorney and incurring fee. Fee for professional opinion on management company options. Fee for document filing re: their joint representation of both association and sub-association. RC - additional \$650 resulting from storm damage (Hurricane Helene), mostly fence repair.
    - iii. We under-budgeted for taxes by several thousand dollars (see full Treasurer's report for details).
    - iv. Property Brothers and Stacks Landscaping have been paid.
7. Annual Meeting
- a. Will have brief November 18<sup>th</sup> pre-meeting to prep for Annual Meeting
  - b. Annual Meeting - November 20<sup>th</sup>.
  - c. Threshold for quorum: 75 units (25% of properties). Budget can only be rejected by 51% of community (151 properties).
  - d. Will need to send notice 21 days in advance - must send out tomorrow or Thursday. President will reach out to Elen and David at Ravenel to have them send tomorrow. L&M will send email notice to help get it out quicker.
8. Open Discussion
9. Next Meeting Date and Time - annual meeting
10. Adjournment - Meeting adjourned 19:49