

**Mixson Assembly Board Meeting**  
**January 14<sup>th</sup>, 2025. Location: 4617 Scout Aly.**

1. Call to Order - 18:35
  - a. Attendance/Participation: Trever Etminan, Stephen Johnson, Keegan Robbins, Brian Pecor, Courtney Koronkowski, Larry LaRoche, David Jonjevic
2. Final Motions to Amend Business
  - a. Add ARB form to agenda.
3. Review of December Virtual Meeting Minutes
  - a. Review - approved
  - b. Discussion
  - c. Questions
  - d. Motions
4. Treasurer's Report
  - a. Discussion
    - i. Reserve - just under \$52k, is accruing interest.
    - ii. Operating - \$75k (got a \$22k refund from the county for taxes paid).
    - iii. Monthly Dues Collection - 172 homeowners have not paid as of today (excluding 3 already in collections).
    - iv. Delinquency - Starting tomorrow, we are entitled to send 10-day notice to residents who have not paid that we will accelerate their full balance due date. Want to avoid those people going to collections if possible.

Will send notices to them with clear requirements - was due on the 10th, due within 10 days of receipt of letter (Jan 31). If not received by then, will accelerate due date for full balance. If still unpaid as of February 11th, will initiate collections. David will send out email blast tomorrow to all those who have not paid.
  - b. Questions - are bills paid by Ravenell as they come due or on a schedule? Paid on the 15<sup>th</sup> and 25<sup>th</sup> - residents in portal can pay extra in advance, that amount is banked towards future payments.
  - c. Motions
5. Action Items
  - a. Compliance/Inspections Start?
    - i. Are already going out based on initial reports. Some residents have filed complaints but not submitted adequate information, David will follow up with them if they do not send remaining info needed.
    - ii. Larry is working on STR notices specifically. Will work with David and Trever on form for gathering all required STR information (contact info, lease on file, etc.) for our records.
  - b. Mixson Row Absorption
    - i. Notice to Residents - Brian and Keegan put together letter that will be good to send to 18 active members of Mixson Row. Trever suggests short and sweet version of letter for Mixson Assembly residents notifying them of absorption of Mixson Row, only affects owners of Eastman/New Leaf townhomes, etc. Those owners will be sent updated budget and coupon books for dues in February, to be collected starting March. No change for any other residents.
      1. Keegan will send short version to Brian and Trever for Mixson Assembly announcement/website post.
      2. Brian will manage final version of letter that will be sent to the 79 townhome owners.
    - ii. Termite bonds - Brian will bid them out and work to get them all on the same billing date. Board will approve final selection.
    - iii. Pressure washing - will bid that out in the spring.
    - iv. Energy and Water (small amounts - for irrigation) - Assembly will take over accounts.
    - v. Updated budget - two sections, 2a and 2b. Adding \$20k for power washing and termite bond to budget line 2a. \$137.96/month. 2b stays the same. Resolution 9 will be filed separately, use funds from Mixson Row budget. Those funds will go towards all fees related to consolidation.
  - c. Landscaping and Arborist
    - i. Arborist estimate for tree work, pruning branches, cleanup of juvenile trees in property, cleanup of improper cuts done by former landscapers, grinding out two stumps, surveying all old-growth trees and grading on them (needed to submit to city for permits for removals whenever needed). Total cost \$16,800. Will get started in a few weeks. Approved.

1. Keegan will write short email notice to residents with David to let them know this is happening, what to expect. If they want to trim their own tree, do it before arborist comes (will include date)
  - ii. Pine straw - (common areas, entrances, street, etc.) doing winter and fall instead of spring and summer - \$7,800. Homes will happen later (dependent on judgement of Property Brothers). Approved.
  - iii. Estimate to repair irrigation zones - Marblehead, the meter at corner of Summey and Indy isn't working - line was broken during construction, will be laying a whole new line. Bid on complete repairs is \$3,000. Approved.
  - iv. Additional list of repairs/work for Property Brothers. February work - Spring annuals in hex planter (already in other bid). Bigger item in spring will be courtyard by front (pending quote) with planting, fencing, etc. Also quoting out fixing the park in the back corner that frequently floods and needs re-grading (needs to be sometime this year, adding water-loving plants in central ditch, grading, improved irrigation, etc.). Area between townhome buildings and down Mixson Ave. also needs work/plantings, will also be getting quote on that.
- d. Arboretum
  - i. Have attention of mayor and his wife (Tracy) - she'll be walking the neighborhood on Friday. City grant coordinator has our info as well. Landscapers are actively interested in helping build out Arboretum plantings as well.
- e. Lakes and backflow testing?
  - i. Need to follow up on backflow testing - don't have an active contract so may be through the water company. David will look into backflow testing options and verify what's already being done. Vital for our in-ground irrigation, need to make sure those are being maintained properly.
  - ii. Lakes - Landscaper doesn't do much with lakes so may need to revisit with Lake Doctors contract. Probably will want to
- f. Streetscape Project
  - i. Looking at late January/early February for start. Cost will be \$25,944.06. Slightly delayed but happening. Section by Larry's house is next - needs to be expanded as it doesn't cover all that's needed.
  - ii. Mixson Avenue signage - adding stop signs at certain areas? We have authority to do this on Indy where needed. The city will not prevent us from doing what is needed within the borders of Mixson (e.g. adding crosswalk lines at Finn). With Mixson Avenue, we need the City of North Charleston to approve changes.
- g. ARB forms
  - i. David asked re: details of ARB requirements. Trever gave outline for fee structure, need for replacement of any trees that are removed (or pay \$500 into association tree fund), etc.
6. Legal Recommendations/Follow up
  - a. Resolutions 6-9 for 2025 Filing - David already has Resolutions 6-8. Added Resolution 9, which allows Board to effectively absorb Mixson Row and sets timeline in motion for the transition period.
    - i. Keegan will work with David on notification to residents re: Resolutions 6-8 notifying them of details. Will be sent before end of Q1.
  - b. Deed Audit/Chain of Title Issues - Still need to work on 4 remaining parcels that are incorrectly deeded to DRP. Will be engaging association attorney to do a title search. Once those are corrected, they'll be changed to HOA tax rate.
7. Discussion
  - a. A couple insurance claims - one for a tree that was damaged, paid \$500 through insurance to have it replanted.
  - b. Social Alley - construction crew had heavy equipment that pushed cobblestones into the ground and damaged some underground boxes causing flooding. Contractor's insurance company will be cutting us a check to repair the alley. Depending on amount, will either immediately bid out contract to fully repair alley (which is needed), or hold it in reserve until we have adequate funding to complete necessary repairs.
  - c. STR strike violation question - are we dependent on citations from city to count as strikes against post-2017 STRs? Answer - the Assembly Resolution clarifying STR governance also gives association ability to issue citations, but needs be recorded by the city to count as a formal strike. Association needs to regularly send violations to city to ensure documentation and strikes. Larry will check with city regarding how to most effectively do that.
8. Next Meeting Date and Time - if only thing needed in February is confirming bids, may not need formal meeting, but if we're reviewing collections, we'll meet. Will follow up via email to decide.
9. Adjournment - Meeting adjourned 20:14