

WHITE BIRCH CIRCLE HOMEOWNER'S ASSOCIATION
BOARD MEETING OCTOBER 11, 2022

The White Birch Circle HOA quarterly Board meeting took place at the home of Dwight Morgan. Present were: Lindsey Breeden, President; Sanaa Farran, Treasurer; Stephen Leggett, Facilities Administrator; Dwight Morgan, Secretary. Also present was Carol McDill (313 WBC) who has volunteered to work on the Welcoming/Social Committee.

- **Order/Quorum** – The meeting was called to order at 3:00 PM by President Breeden and a quorum was present.
- **Agenda** – The agenda was approved as proposed.
- **Lori Johnson** (333 WBC) was unable to attend. President Breeden relayed information she had wanted to share regarding City of Columbia Water Dept. It is planned to install new water cut-off valves at some homes in WBC in the near future. Once they are installed, there is a question as to whether or not the resident would be able to cut-off the water to their home in the event of an emergency. President Breeden will pursue to clarify and advise.
- **Welcoming/Social Committee** – Ms. McDill was thanked for volunteering to work on this committee. She indicated that Carol York (344 WBC) will also work with her. Various ideas were discussed, including having 'events' in the 'Circle' and having a Board Member accompany the Committee during a welcoming visit to clarify any HOA requirements. It was agreed to include a questionnaire with the Annual Meeting Notice to help determine residents' interests/preferences. Ms. McDill was then excused from the rest of the Board Meeting
- **Minutes Approval** – Minutes from the June 22, 2022 Special Board Meeting and the July 18, 2022 3rd Quarter Board Meeting were reviewed and approved.
- **Treasurer Report**
 - The Treasurer reported our current balance is \$33,482.
 - A CPA was contacted about conducting an audit of the HOA activities. After review, it was agreed that the potential benefits did not justify the expenditure (over \$10,000).
 - WBCHOA received reimbursement of \$6,040 for the Landscaping that was performed at 309 WBC prior to it's sale.
 - There are some residents who have not yet remitted any HOA Assessment Fees for 2022. It was agreed that President Breeden will send Certified Letters to those residents detailing the fees that are due, offering to meet with them to discuss and outlining the actions that the HOA will initiate if payment(s) are not made.
- **Facilities Administrator (FA) Report**
 - The FA is pursuing contractors to perform Grounds Maintenance for the HOA (the current provider is ending services after December 2022). Bids will be solicited and due by 12/1/2022. It is estimated that these services will run about \$2,000/month.
 - The FA presented bids from two (2) contractors to perform painting of the outside of the walls (from 128 thru 220). The Board agreed to approve the bid submitted by John W. Wright for \$10,471. The FA will provide names of these residents to the contractor to determine if the owners wish to have the inside of their wall(s) painted at their cost.
 - The FA is monitoring the power usage of the well near 400 WBC – it's up about 20% for no obvious reason. It is also necessary to send a letter to Dominion Energy detailing who in WBC is authorized to discuss our power bill.
 - The FA had identified a potential replacement – unfortunately, that isn't going to happen. Therefore, the Board continues to solicit individuals to volunteer to serve as FA.
- **Architectural Review Committee** – There were no ARC requests this period.
- **Old Business**
 - The WBCHOA Board position for Vice President continues to be vacant. Various Board Members made direct contact with potential candidates to seek their cooperation, but without positive results. Again, if you are interested and willing to serve in this capacity, please contact any Board member for more information.
 - The 2022 Annual Meeting will be held at 7:00 PM on Thursday, November 10, 2022 at The Woodlands Country Club.

• **New Business**

- In conjunction with plans for the 2022 Annual Meeting, there have been suggestions that a ‘virtual’ meeting (that is, via Zoom, FaceBook, etc.) should be offered for those who are not able to attend in person. The Board will solicit your input as to whether the participation would justify the effort necessary to make the necessary arrangements for such a virtual meeting (**See Below**).
- Per our ByLaws (Article IX – Assessments), Assessments shall be paid quarterly. However, here are several residents who elect to pay their assessment annually. Paying the assessment annually significantly minimizes the requirements on the Treasurer by eliminating the need to send out quarterly mailings, track payments and potential late fees and the costs of the postage associated with multiple mailings. **Therefore, it is proposed to change to collecting assessments on an annual basis.** To provide residents time to plan for this change, it is proposed that the assessments for 2023 be collected as follows:

January 1, 2023 Quarterly Assessment Due (Pay 1/4 of Annual Assessment)
April 1, 2023 Quarterly Assessment Due (Pay 1/4 of Annual Assessment)
July 1, 2023 Annual Assessment Due (Pay Full Assessment for 12 Months)
July 1, 2024 and subsequent years – Annual Assessment Due

The Annual Meeting Notice will contain an ‘Appointment By Proxy’ for membership to vote on making this change to Annual Assessment Collection.

- **Next Board Meeting** – Special Board Meeting - Annual Meeting Preparation – Thurs. October 27, 2022 at 3:00PM.
- **Next Quarterly Board Meeting** -
- **Adjournment** – The Meeting was adjourned at 6:30 PM.

Respectfully Submitted,
Dwight D. Morgan, Secretary

White Birch Circle Home Owners Association – Annual Meeting ‘Survey’ – Thursday, November 10, 2022

___ Yes, I plan to attend the Annual Meeting ‘in person’

If unable to attend in person,

___ Yes, I would plan to participate in a ‘Virtual’ Annual Meeting, if available.

___ No, I would not plan to participate in a ‘Virtual’ Annual Meeting, if available.

Homeowner Name _____ Address _____ White Birch Circle

Date: _____

Please return no later than 10/27/2022

Mail To: Dwight Morgan
 400 White Birch Circle
 Columbia, SC 29223

Or:

Place in Mail Box at 300 White Birch Circle

Note: If you need a paper copy of this ‘survey’, please contact Dwight Morgan (828-508-1477) or Stephen Leggett (803-491-8592).