

Clarendon Estates Home Owners Association Board Meeting Minutes

Special Clubhouse Meeting

1-21-2011

I. Call to order

Jim Ryan called the meeting to order at 6:58 PM on January 21st, 2011 at the Sandy Plains Baptist Church.

II. Roll call

The following board members were present:

Jim Ryan - President
Ron Thomas – Vice President
David Rees - Treasure
Matt Hermansen – Secretary

Additional attendees included the following Clarendon Estate residents:

Jim Warren
Bill Stiles

III. Open issues (agenda items)

- Clubhouse Monetary Funding- Bill Stiles deferred discussion of the clubhouse fund to his partner, Marshall Boheler.
- Construction Management- Jim Warren, a registered builder in North Carolina and South Carolina, agreed to be the builder of record for the purpose of applying for and obtaining a building permit for the clubhouse. Jim Warren requested exchanging insurance certificates with the HOA to limit any liability concerns during construction of the clubhouse.
- Building Design Plans- David Rees distributed the building drawing plans for each attendee to review. Bill Stiles proposed and Jim Warren and Jim Ryan agreed taking the building plan to the county to request a building permit.
- Construction Process- Jim Ryan proposed reviewing the construction process and Ron Thomas and David Rees agreed.

Bill Stiles outlined the following requirements necessary to start construction as identified by York County:

- 1- Septic and Well permit (previously obtained by Bill Stiles).
- 2- Zoning Compliance- Clubhouse lot is already zoned residential.
- 3- DHEC drainage- (previously obtained by Bill Stiles).
- 4- York County Building Department- Final step is to obtain the building permit.

- Engineered Drawings – Jim Warren requested \$300 funding to hire an engineer to prepare building drawings outlining the clubhouse’s footings. Matt proposed approving \$300 for the drawing, Jim Ryan agreed and Ron Thomas seconded the motion.
- Site Drainage- Bill Stiles and Jim Warren led a detailed discussion of the lot’s drainage easement and what site work will be required when the grade work is done. Jim Warren proposed meeting on site with prospective graders to review the earth work plans. The Board agreed with Jim Warren’s recommendation to table the review of the grade work discussion to take place after Jim Warren meets with prospective graders at the clubhouse lot.
- Cost Savings- Jim Warren made the following building material recommendations to help reduce costs: utilize a truss roof, shingle the roof, use concrete shake and close the gables.
- Construction Budget- Jim Ryan requested Jim Warren outline the construction process to better understand what various contractor bids are needed for budget purposes. Jim Warren outlined the following sequential building process:
 - 1- Grading Work- Site and Pad
 - 2- Foundation Work
 - 3- Plumbing
 - 4- Framing
 - 5- Roof
 - 6- Boxing
 - 7- Electrical
 - 8- Floor Covering
 - 9- Paint
 - 10- Well and Septic (complete any time)
- Awarding Bids- Jim Ryan proposed obtaining a minimum of two bids prior to awarding any work to be completed during the construction process. Ron Thomas and David Rees agreed with the recommendation.

IV. Action Items

- Jim Ryan to communicate with Marshall regarding clubhouse monetary fund. Subsequent communication between Marshall and Jim Ryan confirmed the fund currently holds approximately \$34,400. Marshall and Bill have expressed an interest in turning over the fund to the HOA provided the HOA executes an indemnification agreement which would eliminate any future liability for Bill and Marshall with relation to the clubhouse.
- Ron Thomas to communicate with Jim Warren regarding the building permit application.
- David Rees to provide Jim Warren with building plans via email.
- Site grading- Bill Stiles and David Rees to provide Jim Warren with names of prospective site graders. Jim Warren to meet two potential graders at the clubhouse lot to review the grading plan and request bids.
- Jim Ryan to contact Joe Bair to request building plans. Joe Bair is the engineer who prepared original site drawings for Clarendon Estates.

- Board to meet Jim Warren at the clubhouse lot on Saturday, January 22nd at 2:00 to walk the lot and review site work and building layout.

Future Meetings – Jim Ryan confirmed recurring board meetings will be held on the second Sunday of every month at 3:00 PM at the Sandy Plains Baptist Church .
The next board meeting will take place on Sunday, February 13, 2011.

V. **Adjournment**

Jim Ryan adjourned the meeting at 8:11 PM.