

## RIVERSOUND PROPERTY OWNERS ASSOCIATION BOARD MEETING

**MEETING DATE: 11/3/2013**

**ATTENDEES: Guy Shaneybrook, Lee Quick, James Butts Jr., Harry Winslow, Renee Symons, Matt Wilson (Wilson Properties), Zee Lamb (County Manager) & Keith Nixon (County Commissioner)**

### **POA DIRECTORS & OFFICERS DISCUSSION**

Per the POA bylaws, the Riversound POA was originally designed with two (2) tiers; Directors and Officers. The proposed board, as defined in the 10/3/2013 RIVERSOUND PROPERTY OWNERS ASSOCIATION MEETING NOTES, discussed the following structure to allow for an expedient election process while fulfilling the required functions.

**Directors >** Guy Shaneybrook

Lee Quick

Renee Symons

**Officers >** Lee Quick – PRESIDENT

Guy Shaneybrook – VICE PRESIDENT

James Butts Jr. – TREASURER

Renee Symons – SECRETARY

### **GENERAL POA DISCUSSION**

- Everyone in the proposed POA agreed that cooperation with the County and with the Management Group is necessary to insure that the remaining infrastructure and operational tasks are completed to insure building permits can be obtained by property owners in 2014.
- The current POA Directors/Officers positions are legally fulfilled by current and ex-Waterfront Group employees and needs to be transferred to the proposed board, as defined above. Matt Wilson agreed to contact the Waterfront Group about having their lawyers draw up the required paperwork.
- The POA account is held at Southern Bank and will need to have James Butts added to the account as a dual signatory.
- The bond funds that remain are for completion of the water treatment & sewage systems and the roads.
- The County and the Management Company have been having regularly scheduled conference calls which have been helpful in getting the work on the property started back up.
- The County will be performing property reassessments in early 2014, which are performed every eight (8) years.

### **ROAD DISCUSSION**

- The erosion and sediment control funding has been approved and the contractors can be scheduled to begin the work. The anticipated lead time for completion is three (3) to five (5) weeks. The POA will follow-up with Matt Wilson regarding the scheduling and progress.

- There is still a need for a base layer on many of the roads which will be covered by the bond. There was discussion about having the base layer applied and then requesting that the remainder of the road-based bond money put into escrow to support application of the top layer as to not hold-up the approval of building permits.
- The County would like to see the POA involved in the approval of the roads prior to the County giving its approval.
- Upon completion of the road work (per the approved specs) and acceptance by the County and the POA, maintenance of the roads will become the responsibility of the POA.

#### **WATER LINES**

- Sections of water line, which are owned by the County, are being tested with high pressure flow to detect possible defects. If defects are found, they are being or will be fixed by the subcontractor.
- The County can and will flush the water lines regularly to lessen the possibility of stagnate water, especially while there are no homes to cause the required usage and circulation.
- The County is moving away from manual to automatic meters.
- The County has agreed to install a water meter on the Sunset Clubhouse.

#### **WASTE WATER TREATMENT & SEWAGE TREATMENT**

- There are two (2) permits required; treatment & collection. The POA needs to hire an engineer/operator to maintain both, and there are resources that can perform both jobs.
- The waste water treatment system must be completed before the sewage treatment system plan can be presented to the state.
- The chemical skid funding has been approved and can be ordered. There is a two (2) week lead time for receipt and a one (1) month installation goal and the POA will follow-up with Matt Wilson regarding the scheduling and progress.
- The sewage treatment collection system has been preliminary tested and passed but there are a few punch list items, such as fixing a valve pit on one of the lots that needs to be fixed. The contractor is working through the punch list.
- The Management Company has met with the state and discussed a plan that would allow for low-flow circulation, which would include the installation of some of the membranes.

#### **NEXT STEPS**

- Get the POA legally moved from the current Directors/Officers to the proposed lot owner's volunteer group.
- The POA will check the public records to determine the ownership of the common areas.
- The POA needs to find an engineer/operator to maintain Riversound's system, in compliance with gaining the required permits.
- The POA will have a conference call with the Management Company weekly to get an update of the open items on the punch list, which currently has a soft deadline of 12/15/2013.