

Pine Forest Country Club Community Association, Inc.

Minutes of Board and Officer Work Session

February, 18, 2008

I. Call to Order

D. Sherwood Miler, III called to order the work session of the Board and Officers of Pine Forest Country Club Community Association, Inc. at 6:00 pm on February 18, 2008 at 1001 Congressional Blvd, Summerville, SC 29483.

II. Roll Call

Sandy Meier conducted a roll call. The following persons were present:

D. Sherwood Miler, III
Paul Glazar
Lynn Goettee
Sandy Meier

III. Minutes from Last Work Session

D. Sherwood Miler, III handed out a draft copy of the minutes from the January 15, 2008 Annual Meeting of Members of Pine Forest Country Club Community Association, Inc. and the January 15, 2008 Annual Meeting of Board of Directors of Pine Forest Country Club Community Club Association, Inc.

IV. New business

a) **Liability Insurance**

Motion by D. Sherwood Miler, III, second by Paul Glazer to obtain price quotes on liability insurance from Taylor Agency to cover the directors and officers. Motion carried.

Motion by Sandy Meier, second by Paul Glazer to purchase the liability insurance at the best price offered from Taylor Agency without further consideration since the coverage is absolutely essential and the need is immediate. Motion carried.

b) **Banking**

Discussion about the bank account that was established at South Carolina Bank and Trust located at 402-D North Main Street, Summerville, SC 29483. Signature parties to the checkbook are Sandy Meier and Will Russell.

- c) **Second Notices for Unpaid Assessments**
Motion by Paul Glazer, second by D. Sherwood Miler, III to send a second notice by registered mail, including a late fee sufficient to cover the cost of sending the notice by registered mail, to all property owners who have not paid assessments due. The second notice would require payment within 15 days. Motion carried.
- d) **Bills Due**
Motion by Paul Glazer, second by Sandy Meier to pay the bills that are currently due. Motion carried.
- e) **Landscaping**
Motion by Paul Glazer, second by Sandy Meier to landscape the area around the Pine Forest Country Club sign at the Renau Boulevard entrance. Budget not to exceed \$1500. Motion carried.
- f) **Website**
Motion by D. Sherwood Miler, III, second by Lynn Goettee to establish a website for the association. Sandy Meier abstained from voting due to a conflict of interest. Motion carried.

Motion by Paul Glazer, second by D. Sherwood Miler, III to submit a bid specification to several local website development companies. Sandy Meier abstained from voting due to a conflict of interest. Motion carried.

- g) **Correspondence**
Discussion of how to handle correspondence. It was decided that a communications file should be established with a record of response and solution. Copies of correspondence received to date were distributed to all in attendance.
- h) **Architectural Review Board (ARB)**
Motion by D. Sherwood Miler, III, second by Paul Glazer to engage the ARB to assess the "21st century" look of the neighborhood with particular emphasis on the Congressional Blvd. entrance sign and to make recommendations on ways to update the look of the neighborhood. Motion carried.
- i) **Post Office Box**
Discussion of the PO Box established for receipt of assessments and other correspondence. Key holders are Will Russell, Sandy Meier, and Lynn Goettee.
- j) **Next Work Session**
The next board and officer work session is scheduled on March 31, 2008 at 6:00 pm at 1001 Congressional Blvd, Summerville, SC 29483

V. Adjournment

Motion by D. Sherwood Miler, III, second by Lynn Goettee to adjourn at 9:00 pm. Motion carried.

Minutes submitted by: Sandy Meier

Minutes approved by:

Lynn Goettee
D. Sherwood Miler, III
Paul Glazar