

**Minutes of  
Jordan Springs Two Homeowners Association  
Board of Directors Meeting  
Thursday, January 28, 2021**

Location: Middle Tyger Library

**The meeting was called to order at 4:30 pm.** All Board Members--Steve Novak, President; Bryant Taylor, Vice-president; and Delores Baxter, Secretary/Treasurer--were in attendance. Also in attendance were Brenda Novak and former Board Member Matthew Ray. Matt Ray, a long-time previous Board Member, was invited to attend the meeting and participate in the discussions. This was the first official Board Meeting of the HOA following its separation from Hinson Management Company.

**Homeowner Concerns**

No individual homeowner concerns were raised. However, there was a discussion of some past occurrences of homeowners' property being tampered with. Steve Novak suggested recommending the security application NextDoorApp to any interested residents.

**Secretary's Reports**

The Secretary's record of the HOA Actions and Events from November 28, 2020 through December 16, 2020 were read and approved.

**Old Business**

1. On September 14, 2020, a Nomination Form was mailed to each homeowner requesting a reply by October 31st from anyone who would be willing to be nominated for the 3-year position of Secretary/Treasurer to begin in 2021. No one replied. On November 28<sup>th</sup>, Matthew Ray resigned, and the Board appointed Delores Baxter to complete his remaining term through 2020. Since no one else had been willing to be placed in nomination, and since Delores Baxter was willing to continue serving, the Board agreed that she would continue the position for the 3-year term beginning 2021.
2. There was a discussion of a \$46.60 reimbursement payment requested by the HOA President which the Treasurer questioned as being outside the provisions of Section 4.6 of the Bylaws. The Vice-president agreed to the payment being made (and a check was subsequently issued).
3. The need for establishing set methods and penalties for addressing infractions of HOA Bylaws and the collection of HOA late assessments was discussed.

**Treasurer's Reports**

The Treasurer's Reports were read and approved. The HOA beginning balance on January 1, 2021 was \$6,386.87 and the ending balance January 31, 2021 was \$11,135.64. Every homeowner paid the full 2021 assessment during the month of January. One remaining partial balance from 2020 is scheduled for payment-in-full by April 1.

**New Business**

There were discussions concerning the maintenance of the entrance area, and the types of insurance currently in force and the types needed.

No schedule was set for the Annual Meeting.

**The meeting was adjourned at 5:50 pm.**

**Amended Minutes of  
Jordan Springs Two Homeowners Association  
Board of Directors Meeting  
Thursday, January 28, 2021**

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**Old Business**

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2. There was a discussion of a \$46.60 reimbursement payment requested by the HOA President which the Treasurer questioned as being outside the provisions of Section 4.6 of the Bylaws. The Vice-president agreed to the payment being made, and a check was subsequently issued.

3. The need for establishing set methods and penalties for addressing infractions of HOA Bylaws and the collection of HOA late assessments was discussed.

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No schedule was set for the Annual Meeting.

**The meeting was adjourned at 5:50 pm.** (An audio file of the entire meeting is available upon request.)

**Minutes of  
Jordan Springs Two Homeowners Association  
Special Board of Directors Meeting  
Wednesday, March 3, 2021**

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Location: Middle Tyger Library

**The meeting was called to order at 10:30 am.** All Board Members--Steve Novak, President; Bryant Taylor, Vice-president; and Delores Baxter, Secretary/Treasurer--were in attendance. Also in attendance was Brenda Novak. This was a Special Meeting called by the HOA President, Steven Novak to address 4 specific items: (1) Voting on monument restoration, (2) Voting on entrance-mowing contract, (3) Setting date for next HOA board meeting, (4) Discussion on determining position of HOA Secretary/Treasurer.

**Voting on Monument Restoration**

President Steve Novak proposed that the Board vote to authorize him to select a reputable company and spend up to \$1000 to restore the entrance monument. Due to the extra-ordinary nature and high cost of the project, Secretary/Treasurer Delores Baxter made a motion that the President gather information, collect bids, and present the project to the homeowners for their approval at the upcoming Annual Meeting. The Motion received no Second and therefore did not carry. A vote was then taken. The President and Vice-president voted in favor; the Secretary/Treasurer voted against; the proposal was approved by a vote of 2-1.

Footnote: Later that same afternoon, President Steve Novak requested a \$482 check made out to Signs by Tomorrow as a 50% down payment for the project. The Treasurer prepared the check and handed it to the President the next day.

**Voting on Entrance-Mowing Contract**

President Steve Novak proposed that the HOA contract with Amanda Bennett to mow the entrance area for the 2021 season at a rate of \$40 per month with a maximum expenditure of \$326 for the mowing season. The proposal passed unanimously, and all three officers signed the contract which the President had prepared.

**Date for 2<sup>nd</sup> Quarter Board Meeting**

April 21, 2021 was set as the date for the second-quarter Board Meeting. No date was set for the Annual Meeting.

**Discussion of the Secretary/Treasurer Position**

President Steve Novak expressed the belief that Delores Baxter was never voted in appropriately at any time and therefore does not hold the position of Secretary/Treasurer. Delores read a portion of the January 28 Board Meeting Minutes which indicated that the Board had agreed that she would serve the 3-year term beginning in 2021. Steve insisted that was not the case. Steve offered to keep Delores on temporarily, or as a volunteer to do the paperwork. Delores made a motion that the matter be brought before the homeowners at the upcoming annual meeting and allow them to vote on whether or not she should continue in the position. Steve denied the motion. After further discussion, Brenda Novak interjected that a vote needed to be taken. Steve Novak asked Delores if she was resigning. When she replied that she was not, Steve informed Delores that the Board could vote her out and replace her with a particular man he had in mind. Bryant Taylor suggested that the meeting be adjourned. Steve Novak stated that he wanted to go on record as saying that Delores Baxter has not been voted in properly. (This is a brief summary of the 25-minute discussion. An audio version of the entire meeting is available.)

**The meeting was adjourned at 11:15 am.**

**(Amended per request of Steve Novak)**  
**Minutes of Board Meeting**  
**Jordan Springs Two Homeowners Association**  
**Special Board of Directors Meeting**  
**Wednesday, March 3, 2021**

Location: Middle Tyger Library

**The meeting was called to order at 10:30 am.** All Board Members--Steve Novak, President; Bryant Taylor, Vice-president; and Delores Baxter, Secretary/Treasurer--were in attendance. Also in attendance was Brenda Novak. This was a Special Meeting called by the HOA President, Steven Novak to address 4 specific items: (1) Voting on monument restoration, (2) Voting on entrance-mowing contract, (3) Setting date for next HOA board meeting, (4) Discussion on determining position of HOA Secretary/Treasurer.

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(Followup: Later that same afternoon, President Steve Novak requested a \$482 check made out to Signs by Tomorrow as a 50% down payment for the project. The Treasurer prepared the check and handed it to the President on Thursday, March 4, 2021.)

**Voting on Entrance-Mowing Contract**

President Steve Novak proposed that the HOA should contract with Amanda Bennett to mow the entrance area for the 2021 season at a rate of \$40 per month with a maximum expenditure of \$326 for the mowing season. The proposal passed unanimously, and all three officers signed the contract which the President presented.

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April 21, 2021 was set as the date for the second-quarter Board Meeting. No date was set for the Annual Meeting.

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President Steve Novak expressed the belief that Delores Baxter was never voted in appropriately at any time and therefore does not hold the position of Secretary/Treasurer. Delores read a portion of the January 28 Board Meeting Minutes which she believed indicated that the Board had agreed that she should officially continue in the position. Steve insisted that was not the case, but he offered to keep her on temporarily, or as a volunteer to do the paperwork. Delores made a motion that the matter be brought before the homeowners at the upcoming annual meeting and allow them to vote as to whether she should continue in the position. The president denied the motion. After further discussion, Brenda Novak interjected that a vote needed to be taken. Steve Novak asked Delores if she was resigning. When she replied that she was not, Steve informed her that the Board could vote her out and replace her with a well-qualified man he had in mind. Bryant Taylor suggested that the meeting should be adjourned. Steve Novak stated that he wanted to go on record as saying that Delores Baxter has not been voted in properly.

(An audio file and a transcript of the audio file of the entire meeting are available.)

**The meeting was adjourned at 11:15 am.**

**Minutes of  
Jordan Springs Two Homeowners Association  
Second Quarter Board of Directors Meeting  
Wednesday, April 21, 2021**

Location: Middle Tyger Library

The meeting was called to order at 10:05 am. Board Members Steve Novak, President, and Delores Baxter, Secretary/Treasurer, were in attendance. Bryant Taylor, Vice-president, was unable to attend due to a family medical emergency. Also in attendance was Brenda Novak.

**Secretary's Report**

The Secretary's Minutes of the March 3, 2021, Special Board Meeting were read. President Steve Novak stated that he questioned parts of the report, and the Secretary, Delores Baxter, referred him to the complete audio version for authentication. The President then stated that he would be willing to allow a vote to be taken on the position of Secretary/Treasurer at the 2021 Annual HOA Meeting.

**New Business**

President Steve Novak presented a list of 5 items on which both he and Vice-president Bryant Taylor had already recorded their votes, and he requested that Secretary/Treasurer Delores Baxter record her vote on each item. (Vice-president Bryant Taylor was contacted by speaker-phone for verification of the authenticity of his recorded votes.)

**Item 1. Late-payment Charge**

All late-payment fees for dues, infractions, etc. will be a consistent amount set at \$25.00 per month.

The pre-recorded votes were both in favor.

The Secretary/Treasurer voted in favor, and the measure passed unanimously, 3-0.

**Item 2. Grace Period Before Late-assessment Fees Begin; Allotted Time Before Legal Action Is Taken**

A 30-day grace period will be allowed before charging late fees on HOA assessments. Assessments, due on January 1<sup>st</sup> which are paid by January 31<sup>st</sup>, will have no late fee. Beginning on February 1<sup>st</sup>, a \$25.00 per month late fee will be added. If all charges are not paid by the 1<sup>st</sup> day of the 4<sup>th</sup> month, legal action will be taken.

The pre-recorded votes were both in favor.

The Secretary/Treasurer voted in favor, and the measure passed unanimously, 3-0.

**Item 3. Time Allowed for Correcting Infractions**

Once notice has been given of an infraction, a 30-day period will be allowed for compliance before monthly fines begin. A 30-day extension may be requested of the Board, and it may be granted depending upon the type of infraction.

The pre-recorded votes were both in favor.

The Secretary/Treasurer voted in favor, and the measure passed unanimously, 3-0.

**Item 4. Transparency**

The complete audio recordings of all board meetings will be made available on CD for a minimal cost, or a complete PDF transcription will be provided for free via email upon request.

The pre-recorded votes were both opposed.

The Secretary/Treasurer voted in favor, and the measure failed by a vote of 2-1.

Steve explained that Bryant opposed the measure feeling that it might inhibit free debate and discussion within the board; and although Steve himself had made the original proposal, after further consideration, he also voted against it.

Delores voted in favor of the transparency measure, stating that the Bi-laws provide that every HOA member be allowed to attend the board meetings and hear everything in person if they so choose.)

#### **Item 5. Amount of Annual Assessment; Bank Balance Requirement**

The annual dues will remain at \$140, and the bank balance will build to and be maintained at no less than \$10,000. At the end of each year, after all obligations have been met, any balance exceeding \$10,000 will be equally proportioned and refunded to the HOA members.

The pre-recorded votes were both in favor.

The Secretary/Treasurer opposed, and the measure passed by a vote of 2-1.

(Delores stated that she felt that \$10,000 was excessive and that \$7500 would be a sufficient "cushion" to hold in the bank account, and for that reason she opposed the measure.)

#### **Other New Business**

Delores Baxter suggested that we contract someone to kill the grass in the road crevices, and that we remind homeowners to try and blow grass clippings back into their yards to prevent deterioration of our streets. The President agreed.

Steve Novak asked Delores Baxter to check about our current insurance coverage and premium amounts to determine whether the HOA has sufficient liability and damage coverages and fair premiums. She agreed to do so.

**The meeting was adjourned at 10:55 am.**

**(Amended per request of Steve Novak)**  
**Minutes of**  
**Jordan Springs Two Homeowners Association**  
**Second Quarter Board of Directors Meeting**  
**Wednesday, April 21, 2021**

Location: Middle Tyger Library

**The meeting was called to order at 10:05 am.** Board Members Steve Novak, President, and Delores Baxter, Secretary/Treasurer, were in attendance. Bryant Taylor, Vice-president, was unable to attend due to a family medical emergency. Also in attendance was Brenda Novak.

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The Secretary's Minutes of the March 3, 2021, Special Board Meeting were read. President Steve Novak stated that he questioned parts of the report, and the Secretary, Delores Baxter, referred him to the complete audio version for authentication. The President then stated that he would be willing to allow a vote to be taken on the position of Secretary/Treasurer at the 2021 Annual HOA Meeting.

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#### **Other New Business**

Delores Baxter suggested that we contract someone to kill the grass in the road crevices, and that we encourage homeowners to try and blow grass clippings back into their yards to prevent deterioration of our streets. Steve Novak agreed.

Steve Novak asked Delores Baxter to check about our current insurance coverages and premium amounts to determine whether the HOA has sufficient liability and damage coverages and fair premiums. She agreed to look into the matter and report back to the board.

**The meeting was adjourned at 10:55 am.**

**Minutes of Board Meeting  
Jordan Springs Two Homeowners Association  
Special Board of Directors Meeting  
Thursday, July 15, 2021**

Location: Middle Tyger Library

**The meeting was called to order at 10:04 am.** All Board Members--Steve Novak, President; Bryant Taylor, Vice-president; and Delores Baxter, Secretary/Treasurer--were in attendance. Also in attendance was Brenda Novak. This was a Special Meeting called by the HOA President, Stephen Novak, to address 3 specific items: (1) Correct 4/21/2021 Vote. (2) Discuss crucial President, Sec/Treas matters. (3) Discuss method of notification of violations.

**Correct 4/21/2021 Vote on Items 1,2,3**

President Steve Novak proposed that three Items which had been passed on April 21, 2021, be retracted to comply with the bylaws. The Items to be considered were the following: Item 1. Late-payment Charge. Item 2. Grace Period Before Late-assessment Fees Begin; Allotted Time Before Legal Action Is Taken. Item 3. Time Allowed for Correcting Infractions. After discussion of each matter, all three items were retracted unanimously.

**Discuss Crucial President, Secretary/Treasurer Matters**

President Steve Novak expressed a number of difficulties he had experienced in trying to work with Delores Baxter and asked her if she wanted to resign. She declined to resign, stating that she felt a responsibility, and that she had attempted to fulfill his requests in a professional manner. Steve proposed taking a vote on dismissing Delores. After further discussion, Bryant suggested taking a week to consider the matter further. Steve stated that he wanted a vote today. After more discussion, a vote was taken, and Delores was removed from the board by a vote of 2-1. Steve instructed Delores to deliver all HOA documents by July 23<sup>rd</sup>. Delores said that she would deliver the documents to Bryant, and that she would assist the new secretary/treasurer in any way to facilitate the transition.

**The meeting was adjourned at 11:15 am.**

**END OF MINUTES FOR JULY 15, 2021 MEETING**

**RECORD OF ACTIONS AND EVENTS JULY 16, 2021 – JULY 23, 2021:**

It was discovered the next day, July 16th, that an important part of Section 4.5 Removal of Directors had been overlooked. The board's power to remove by 2/3 majority vote is limited to a director who has 3 unexcused absences from Board Meetings or who is more than 30 days delinquent in payment of assessment. Since neither applied in the case of Delores Baxter, her removal would require a 2/3 majority vote of the Members. When Delores called attention to this fact, Steve responded that she had never held the position of Secretary/Treasurer and had only been a temporary volunteer with no guarantee of time limit.

On July 20, 2021, Delores Baxter delivered a letter to all JS2 homeowners, explaining the details and requesting a homeowners' meeting as soon as possible so that a new secretary/treasurer can be elected by the members. Delores will not be a candidate, but she will be happy to assist our new secretary/treasurer in the transition in any way.

On July 22, 2021, Delores Baxter delivered copies of the Minutes (Nov/Dec 2020, Jan 28, 2021, Mar 3, Apr 21, Jul 15) and a copy of the June 30, 2021 Financial Report to all JS2 homeowners.

On July 23, 2021, Steve Novak changed the user name and password for online banking on the HOA bank account.

**Jordan Springs Two HOA**

**July 15, 2021**

President Stephen Novak, finding an error in the vote by the Board on the April 21, 2021 Special Meeting of the Board, where we voted on 6 items to go into effect.

Items 2 and 3 are already set into effect in the bylaws and should remain the way they are stated.

So would like to make sure that these votes are corrected and stay within the said Bylaws.

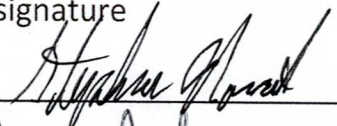
1. The late payments will remain as voted at \$25 for any late fees, infractions, etc
2. Correction as per Bylaws on page 6 and 7 under Section 6.3. Fining Procedures. To remain as stated in the bylaws.
  - (a) Notice
    - (i) Thru (v)

Will remain and carried out as outlined in the Bylaws.

All other votes to remain in place as voted on by the Board and filed with the Jordan Springs Two HOA

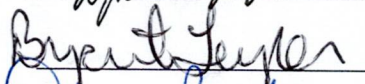
Acknowledged by all Board Members the corrections as stated above and carried to be corrected. Sealed with your signature

President Stephen Novak



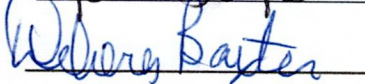
Date: 7-15-21

Vice President Bryant Taylor



Date: 7/15/21 BT

Sec/treas Delores Baxter



Date: 7/15/21

**Jordan Springs Two HOA**

**Special Meeting July 21, 2021**

Voting to fill the position of Treasurer for Jordan Springs Two HOA. To fill the remainder of Mathew Ray's term of office for Jordan Springs Two HOA. (Which was filled for a temporary time by Delores Baxter as a volunteer)

The Volunteer Delores Baxter was terminated on July 15, 2021 at the Special Meeting, which is the reason for the immediate need to have a Special Meeting to fill the Position of Treasurer for the Jordan Springs Two HOA.

This meeting will be to vote on the Position of Treasurer to be filled and voted upon by the Jordan Springs Two HOA Board and to remain on the Board for the remainder of Mathew Ray's term.

President Stephen Novak nominates Jose Santiago for the position of Treasurer and Secretary Emily Foster seconds, to take the Treasurer position as a Board Member and to fill the remainder of Mathew Ray's term of office.

To Start this day July 21, 2021 and resume all Treasurer Duties for the Jordan Springs Two HOA.

Place your vote and seal with your signature and date.

President Stephen Novak



Date: 7-22-21

Yes: ☒ No: ☐

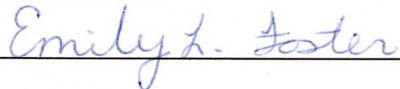
Vice President Bryant Taylor



Date: 7-22-21

Yes: ☒ No: ☐

Secretary Emily Foster



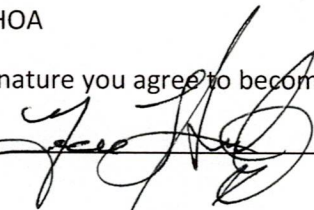
Date: 7-22-2021

Yes: ☒ No: ☐

I Accept position of Treasurer for the remainder of the term of office that Mathew Ray held for Jordan Springs Two HOA

With your signature you agree to become a Member of the Jordan Springs Two HOA Board as Treasurer

Jose Santiago



Date: 7/22/2021

Agenda

July 27, 2021

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**Jordan Springs Two HOA  
Special Meeting of the Board**

Board meeting after being notified by phone by Emily Foster on July 27, 2021, that due to personal reasons she decided that she did not want the Secretary Position for the remainder of 2021. This is after being voted to become Secretary by Ballot for the remainder of the 2021 term.

Emergency Meeting of the Board of Directors was held for filling the position of secretary for the remainder of 2021 Term.

After President Stephen Novak talked with interested parties, Shannon Adair agreed to fill the position of Secretary for Jordan Springs Two HOA, Inc. for the remainder of the 2021 term.

Vote was taken For or Against please initial your vote and seal with your signature

Stephen Novak, President For: RNA Against: \_\_\_\_\_

Sign: Stephen Novak

Bryant Taylor, Vice President For: Secretary Against: \_\_\_\_\_

Sign: Bryant Taylor

**August 10<sup>th</sup>, 2021**

**Jordan Springs Two HOA, INC**

**Minutes of the meeting for the Board of Directors**

**Held at Middle Tyger River Library, Duncan SC**

**August 10<sup>th</sup>, 2021**

Board meeting brought to order at 5:36 Pm

Previous minutes from Special Board meeting read aloud by Secretary Shannon Adair minutes were approved by Board.

Stephen Novak, President addressed circumstances from the previous ballot to the Boards attention where Delores Baxter explained that she was not a volunteer but instead a Board elected member and it would take 2/3s vote to vote her off the Board. A neighborhood votes was taken Ballots came back 29/3 against her and was removed from the Board (4 votes were not counted) Emily Foster was voted in but for personal reasons decided to withdraw. Shannon Adair was voted in as Secretary. This process all took place before meeting was held.

Due to change in Board Delores Baxter was requested to turn over all HOA property. HOA property was turned over to Bryant

At annual meeting any Homeowner may have opportunity to run for any position on the HOA Board for a 1-year term per Bylaws.

Discussed overages over \$10,000 in HOA account going back to Homeowners and how that looks with violations as well as late HOA dues payments.

Delores made the mistake of mass emailing our entire HOA so from now on the President's Address will become the office of Jordan Springs Two HOA, inc. President can hand deliver papers which has been working well for the community. Infractions still must go route of 1<sup>st</sup> class mail followed by certified letter. No emails

For all mailings, billings etc. [Jordansprings2HOA@gmail.com](mailto:Jordansprings2HOA@gmail.com) will be the email address for our HOA. This will include complaints questions etc.

**Treasurer Report was handed out- Report was agreed upon**

Duke Energy bill to be made auto drafted

Handwritten check to be made out to Amanda Bennett for mowing \$40 check is to be given out the 1<sup>st</sup> of every month

### **Homeowner's concerns that have been taken care of**

1. Tree limbs were taken care of between 209-213 Jordan Springs (taken care of by President as volunteer work)
2. Grass growing in between the street and the gutter as well as cracks in road (taken care of by President with vegetation killer except for one cul-de-sac. Delores was asked to get permission from homeowners in that area if it would be okay to spray. Homeowners in that Cul-de-sac took care of issue themselves.
3. Neighborhood entrance on east side of South Danzler and West side of South Danzler was mowed. President is currently taking care of this on a volunteer basis this is not an obligation and may stop at anytime
4. Large split tree trunk which was beginning to rot (cut down as donation from HOA)

### **Current violation concerns**

1. 308 Dustin Reid Ct had shades on outside of window- may not go with tone of neighborhood. Same homeowner does not have required shrubbery in front of home. Board agreed to wait before a citation will be given.

Newsletter will be sent out to entire community regarding required shrubbery among other things.

Board is in agreement of not bringing up any names who may have complaints

2. 402 Benjamin Reid Court does not have ball and cap on mailbox. This was brought to homeowners' attention on May 27<sup>th</sup>, 2021. This has not yet been taken care of and may need citation. Same homeowner has front door painted turquoise this needs to be repainted a new color which goes with tone of neighborhood. Each is separate and will have 15 days to comply after citation is sent. Per Bylaws

3. Cars have been reported parking on the road. Homeowners complied but now has started back again. Board agreed to have courtesy letter sent to comply with Bylaws.

4. 316 Dustin Reid ct has lettered commercial vehicle. Homeowner agreed to park in garage. This has not yet happened due to other vehicles in which homeowner does not want exposed to outdoor conditions. Bylaws state no commercial vehicle can be parked anywhere at all in neighborhood. Violation may now need to be sent out.

For next meeting in case Covid gets out of hand we may need to do virtually or though phone.

President's Copy

October 21, 2021

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JORDAN SPRINGS TWO HOA, INC.

AGENDA FOR BOARD OF DIRECTORS MEETING

THURSDAY, OCTOBER 21, 2021

1. 6:00 PM Open meeting (President, HOA Name, Time, meeting brought to order at Middle Tyger River Library) would secretary make sure everyone is signed in that is attending
2. Secretary to read minutes from previous meeting (approve minutes)
3. Treasurer Report by Jose Santiago. (Approve later)

Old Business: Shannon Please take Over Reading

1. With Verbal or Courtesy letters infractions and violations that have been taken care of by members with no need for citations.

1a. Inoperable/broken down automobile parked on Jordan Springs Dr. Now moved off road. Parking on road has been solved by homeowners, commercial automobiles are no longer parked in view, shrubbery has been placed by homeowner.

2. Infractions that still need to be addressed, Mail box that has ball with no cap, door painted not in tone with the community, also coverings on windows and door not in tone with neighborhood.

**New Business: Mailing sent out to Homeowners along with Date for Meeting and reason as follows:**

1. Proposed 2022 Annual Budget has been prepared and all the Board Members have approved and passed 2022 Budget for Jordan Springs Two Homeowners Association, Inc.
2. Newsletter Mailed (copy of letter given to all Board Members) News letters were sent out after Board approval of the 2022 Annual Budget along with a return slip to vote if in favor for or against budget to be returned by October 18, 2021, if not returned vote is automatically counted in favor.
3. Members were given up to date information on the Budget as of August 10, 2021 (see copy if needed)
4. Also included a Nomination Form for any homeowner that wants to be a candidate for a position on the 2022 Board to return with their name and position by September 17, 2021 to be considered or attend this meeting and let the Board know so that a Ballot can be made for the community to be able to vote for their 2022 Board members.
4. Were pleased to have 4 volunteers to run for election for the 2022 Board:

As follows:	Stephen Novak	President
	Bryant Taylor	Vice President
	Shannon Adair	Secretary
	Jose Santiago	Treasurer

**Notifications and Schedules:**

1. Date for Annual meeting set for December 7, 2021 Middle Tyger River Library time to be determined with Board...due to covid still do not have a room to hold for all community.
2. **Board to vote on how to hold annual meeting.** Board to decide how if a homeowner wants to participate within a 1-hour window call and be on speaker through President's phone number (727) 851-0913, or any other ideas? This way the Annual Meeting can be held at the Middle Tyger River Library inside as normal. (Or can be cancelled )
3. After this meeting by the end of October the members will be informed if we will be able to hold an Annual Meeting, (as of now there is still no meeting rooms at the Middle Tyger River Library so as not to have to use HOA money to rent a room) Ballots for Position to be voted on will still be included with this mailing along with the names of volunteers that are willing to run and the chosen positions. Annual Meeting to be held Tuesday December 7, 2021 will still hold for the Board Members. Votes for candidates must be received before meeting adjourned on December 7, 2021
4. Either way Voting will be counted after the Annual Meeting and the candidates will be notified along with the community of their new 2022 Board Members elected.

IN BY-LAWS PAGE 4 SECTION 5.3 OPEN MEETINGS All meetings of the Board shall be open to all members, but members other than directors may not participate in any discussion unless expressly so authorized by the Board.

**Floor Open for candidates for 2022 Board elections:**

1. any questions or concerns by board members
2. if no further business meeting adjourned Time

## Jordan Springs Two Homeowners Association, Inc

December 7th, 2021 at Middle Tyger River Library 6:30pm

HOA members that attended: Stephen and Sandy Spantz,  
Matthew Ray, Brenda Novak

### 1. Meeting brought to order at 6:30pm

Secretary not present to give previous minutes if you would like a copy please let us know.

Treasurer Report: Jose Santiago

Oct balance: 7,668.32

Total Payments: 370.83

Dec 7th 2021 Balance to date 7,297.49

### 2. Old Business was discussed

- infractions some were taken care of and some still need to be addressed including mailboxes and door paint color.
- Mowing finished until 2022
- Ballots sent out August 10, 2021 for 2022 Board positions

### 3. New Business

- 2022 Board members are as follows

President: Stephen Novak

Vice President: Bryant Taylor

Secretary: Shannon Adair

Treasurer: Jose Santiago

Questions?

Homeowner Stephan Spantz had a question about the position of Treasurer being only 1 year due to high responsibility. The board did explain that all positions are a 1 year term. However that person can apply to run every year and be voted in each year as well. No limit on number of terms.

As votes there will be 1 address used for office purposes and 1 email for any Homeowner wishing to contract for HOA business.  
221 Jordan Springs Dr Duncan SC 29334  
Email [JordanSprings2hoa@gmail.com](mailto:JordanSprings2hoa@gmail.com)

Copy of the Billing for 2022 Annual Dues was handed out and agreed upon. President Stephen Novak will mail out 12/8/2021 along with a newsletter to inform every homeowner of the 2022 Board Members.

Treasure Jose Santiago will need to have IRS form 1120-H for out HOA signed and ready to be approved for next meeting 2/24/2022 A copy was given of last year's 1120-H return for his records.

Discussed that there is a mandatory 4 meetings per year. Annual meetings can be counted as 1 of the 4.

Next meeting scheduled for 2/24/2022 at 6PM

Meeting Adjourned 6:50 PM