

Minutes of the Annual Members' Meeting
Jordan Springs Two Homeowners Association
Thursday, January 12, 2023

Location: Middle Tyger Library, Duncan, SC

This January 12, 2023 meeting was held to replace the 2022 Annual Members' Meeting which had been scheduled for December 6, 2022.

The meeting was called to order at 6:30 pm. The only Board Member present was the 2022 Treasurer, Jose Santiago. Jose explained that all of the other Board Members--Steve Novak, President; Bryant Taylor, Vice-president; and Shannon Adair, Secretary—had resigned in November and December of 2022, prior to the meeting which had been scheduled for December 6th. Due to these resignations, no business was conducted at the December 6th meeting. Instead, a second Election Ballot was to be mailed to each homeowner to provide opportunity for anyone willing to volunteer as a nominee for any of the three positions to do so. Only three homeowners responded: Jose Santiago for President; Kim Karaszewski for Vice-president; and Delores Baxter for Secretary/Treasurer. This January 12, 2023, Members' Meeting was then scheduled to replace the December 2022 meeting and to elect officers for the 2023 year.

Also, In attendance at the January 12, 2023, meeting were the following homeowners: Aracelis Santiago, Bruce and Kim Karaszewski, Delores Baxter, Stephen and Sandra Spanitz, Kenneth Brooks, Christina Monroy, and Joseph Andrukiewicz.

The following homeowner concerns were discussed and were placed under consideration. No votes were taken.

Cost of and contracting for entrance lawn maintenance
Current bank balance, typical annual expenses, possibility of lowering annual assessment
Possibilities available for legal representation if ever needed
How to report concerns with confidentiality and without personal exposure to retaliation or harassment
Procedure necessary for making appearance changes to houses
Methods of communication between the board and the homeowners
Possibility of establishing a website to facilitate communication within the HOA
Length of term for board members

There was one homeowner motion.

Joseph Andrukiewicz made a motion that residents be allowed to redo their houses in accordance with the original plans specified in the construction of the home whether it be brick, stone, or vinyl. There was no Second to the motion.

Kim Karaszewski provided the phone number (864 303-4846) of R&R Builders owner, Roland Sepppala, and agreed to try and contact him to determine whether the above motion was in accordance with the original plans.

Nominations were made and a vote was taken for new officers.

Office	Motion	Second
President—Jose Santiago	Sandra Spanitz	Aracelis Santiago
Vice-president—Kim Karaszewski	Steve Spanitz	Kenneth Brooks
Secretary/Treasurer—Delores Baxter	Christina Monroy	Bruce Karaszewski

All officers were elected unanimously.

The meeting was adjourned at 7:45 pm.

CORRECTION TO THE JORDAN SPRINGS TWO HOA MINUTES OF THURSDAY, JANUARY 12, 2023:

The former president, Steve Novak, resigned on October 24, 2022 (rather than in November as stated in the Minutes).

HOA ACTIONS AND EVENTS BETWEEN JANUARY 12 AND MARCH 17, 2023

- January 16-18 The secretary/treasurer audited the 2021 & 2022 Financial Reports and corrected all errors. The bottom line was not affected for either year.
- January 23
1-2 pm President Jose Santiago and Secretary/Treasurer Delores Baxter met at the BOA to update the bank signature cards. While there, Jose requested and obtained a Debit card for the HOA account. (Delores voiced opposition to the use of a Debit card because Section 7.6.c of the Bylaws authorizes only the sec/tr to disperse HOA funds, while a Debit card allows anyone who has access to the card number and its pin to make direct disbursements from the bank account.)
- February 1 The former president Steve Novak returned HOA property, which he had continued to hold since his resignation on October 24, 2022, to the current president Jose Santiago.
- February 2
1-3 pm The new 2023 board members--Jose Santiago, President; Kim Karaszewski, Vice-president; and Delores Baxter, Secretary/Treasurer—met at 308 Dustin Reid Court for an informal new-officers' meeting. At that time, Jose delivered the returned HOA items to Delores.
- February 2 President Jose Santiago purchased a 2-year use of the domain name "jordansprings2hoa.com" from the internet service provider Godaddy.com for \$23.34.
- February 6 President Jose Santiago published the new HOA website—jordansprings2hoa.com. The website will provide officer contact information; a copy of the Covenants, Restrictions and Bylaws; and other pertinent and useful documents and information to all homeowners.
- February 9 President Jose Santiago purchased 1 year of website provider service from Godaddy.com for \$128.27.
- February 9-16 A review of the HOA property returned by the former president revealed these missing items:
- Residence Correspondence Files for 221 Jordan Springs Drive and 304 Dustin Reid Court*
 - An Architectural Request Form for 317 Dustin Reid Court*
 - The 2022 Insurance Policy Declarations
 - The Financial Report for the month of February 2021*
 - Receipts for reimbursement checks numbered 1005, 1006, 1007 of 8/21; and receipt(s) for check number 1012 of 8/22 (receipts missing or illegible)
 - Banking checks numbered 1004, 1010, 1011 missing and unaccounted for
 - A voice recorder purchased August 2021 (\$47.06) not returned
 - A reusable notice-of-meeting sign (owned for years by the HOA) not returned
 - Meeting Minutes: none provided for 2022 (agendas only); 6 missing from 2021 (4*)
 - Meeting Recordings: none included
- February 22 The secretary/treasurer received suspicious emails from someone posing as "Jose L Santiago" requesting money to be sent by Zelle. Upon notifying Jose, the emails were determined to be a scam attempt. Copies of the emails and the originating addresses are being kept on file.
- March 8 The secretary/treasurer prepared and mailed the 2022 tax return.
- March 9 All HOA dues have been collected and deposited (36 on time, 2 late: \$5320+50=\$5370).

**Although the hardcopies of these files were missing from the returned items, PDFs of the documents exist and are available.*

Minutes of the Board Meeting
Jordan Springs Two Homeowners Association
Monday, April 17, 2023

Location: 308 Dustin Reid Court, Duncan, SC 29334

The meeting was called to order at 2:00 pm. All three board members—Jose Santiago, President; Kim Karaszewski, Vice-president; and Delores Baxter, Secretary/Treasurer—were present.

The Treasurer's Report was read and approved.

The Minutes of the January 12, 2023, Meeting and the **Record of HOA Actions and Events Between January 12 and March 17, 2023**, were both read and approved.

Old Business Discussed

- The HOA annual insurance premium will be due and payable in May.
- Maintenance of the entrance will be done by volunteers this season, rather than by contracted labor.
- Board member terms will revert to the 3-year staggered plan which was established in 2008 by an amendment to the Bylaws and was implemented every year from 2008 through 2021.

New Business Discussed

- The new HOA website, jordansprings2hoa.com, went online February 10, 2023.
- JS2 renters will be given an opportunity to promptly correct violations before a written formal notice is sent to the homeowner.
- Any infractions corrected promptly upon informal notice will not be entered into the permanent residence-file.
- Any infractions which require formal notice will be entered into the permanent residence-file.
- A community-wide yard sale will be scheduled for May 20, 2023, from 8am-4pm.
- The residences at 309 Dustin Reid Court and 265 Jordan Springs Drive have sold recently, and a sale is pending for the residence at 415 Benjamin Reid Court.
- Future 2023 board meetings are scheduled for July 11, September 12, and November 14.

The meeting was adjourned at 3:24 pm.

Minutes of the Board Meeting
Jordan Springs Two Homeowners Association
Tuesday, July 11, 2023

Location: 308 Dustin Reid Court, Duncan, SC 29334

The meeting was called to order at 2:00 pm. All three board members—Jose Santiago, President; Kim Karaszewski, Vice-president; and Delores Baxter, Secretary/Treasurer—were present.

The Treasurer's Report was read and approved.

The Minutes of the April 17, 2023, Meeting were read and approved.

Old Business Discussed

- HOA Insurance coverage
- Visit by President Jose Santiago to homeowner at 410 Benjamin Reid Court concerning a complaint of extreme yard clutter--the homeowner expressed appreciation for the verbal warning.
- Sec/Tr Delores Baxter inquired about response to a courtesy letter sent to 257 Jordan Springs Drive concerning vehicles. President Jose Santiago reported that the problem had been resolved.
- The community-wide yard sale held in May—good public response; 5 residences participated.

New Business Discussed

- Welcome letters for new homeowners
- Mailboxes in need of painting or repair
- Vehicle and mowing violations at 312 Dustin Reid Court
- Houses in need of washing
- A community-wide block party

Action to Be Taken

Summer Newsletter will be sent 1) to address various maintenance issues, 2) to notify homeowners of HOA website address, and 3) to inquire about interest in having a neighborhood block party.

The meeting was adjourned at 2:48 pm.

Follow up to block party inquiry: Due to lack of interest (3 positive responses), no block party will be scheduled.

**Minutes of the Board Meeting
Jordan Springs Two Homeowners Association
Tuesday, September 12, 2023**

Location: 308 Dustin Reid Court, Duncan, SC 29334

The meeting was called to order at 2:00 pm. All three board members—Jose Santiago, President; Kim Karaszewski, Vice-president; and Delores Baxter, Secretary/Treasurer—were present.

The Treasurer’s Report for January 1 through August 31, 2023, was read and approved.

The Minutes of the July 11, 2023, Board Meeting were read and approved.

Old Business Discussed

- Mailbox violations and mold/mildew violations at 205, 209, and 249 Jordan Springs Drive.
- Change of date for the 2023 annual members’ meeting from November to December.
- Problem of homeowners being disturbed by people making solicitations.
- Resident changes: a new renter at 312 Dustin Reid Court; a new owner, Rosemary Besancon, at 265 Jordan Springs Drive (with the house currently occupied by renters).

New Business Discussed

- The need to contract entrance maintenance for the 2024 season.
- The need to replace the solar lights at the entrance.
- The current financial status of the HOA and the possibility of lowering the HOA dues for 2024.

Motions Acted Upon

- Delores Baxter made a motion to reduce the annual dues from \$140 to \$120, and to waive \$20 of the \$120 for homeowners who provide email addresses and phone numbers to the HOA and sign an agreement to accept “paperless” communications. Jose Santiago seconded the motion; a vote was taken, and the motion passed unanimously.

Activities Assigned

- Delores Baxter is to send courtesy letters addressing mailbox and mold/mildew violations.
- Kim Karaszewski is to acquire 3 lawn-maintenance estimates for the 2024 season.
- Jose Santiago is to reserve library space for the December meeting.
- Delores Baxter is to send an annual meeting and election notice to each homeowner and include invoices for the 2024 dues.

The meeting was adjourned at 2:51 pm.

**Minutes of the Annual Members' Meeting
Jordan Springs Two Homeowners Association
Tuesday, December 5, 2023**

Location: Middle Tyger Library, Lyman, South Carolina

The meeting was called to order at 6:30 pm. Nine people, representing seven residences were in attendance. All three board members—Jose Santiago, President; Kim Karaszewski, Vice-president; and Delores Baxter, Secretary/Treasurer—were present. Non-board-member homeowners in attendance included Gary & Sandy Chapman, Steve & Sandy Spanitz, Joe Andrukiewicz, and Kenny Brooks.

The Treasurer's Report for January 1 through November 30, 2023, was read and approved.

The Minutes of the September 12, 2023, Board Meeting were read and approved.

Old Business Discussed

- The change enacted by the board on September 12, 2023, which lowered the 2024 dues from \$140 annually to \$120 with the option to waive \$20 for going paperless
- The possibility of homeowners making out-of-tone changes to the exterior of their residences

New Business Discussed

- The 2024 Budget Proposal
- Lawn maintenance possibilities for the 2024 season
- The election of a Secretary/Treasurer for a three-year term beginning January 1, 2024
- Neighborhood security concerns due to recently reported break-ins and property-tampering

Motions/Nominations Made and Acted Upon

- Ken Brooks made a motion to lower the 2024 dues to \$100 regardless of the method of communication chosen by the homeowner. The motion was seconded, voted upon, and passed.
- Jose Santiago nominated Delores Baxter to serve as Secretary/Treasurer for the 3-year term beginning January 1, 2024. Gary Chapman seconded the nomination. It was voted upon and passed.
- Joe Andrukiwicz made a motion to try and change the Bylaws to allow residents to alter the looks of their houses to improve the appearance of their homes within new guidelines to be determined. Ken Brooks seconded the motion. The motion passed with one "No" vote.

Activities Assigned

- Delores Baxter is to send letters informing residents of the change in the 2024 dues and to present communication preferences for selection (email/USmail).
- Delores Baxter is to discuss 2024 lawn maintenance possibilities with Amanda Bennett.

The meeting was adjourned at 7:40 pm.

**Minutes of Board Meeting
Jordan Springs Two Homeowners Association
Tuesday, December 12, 2023**

Location: 308 Dustin Reid Court, Duncan, SC 29334

The meeting was called to order at 2:00 pm. All three board members—Jose Santiago, President; Kim Karaszewski, Vice-president; and Delores Baxter, Secretary/Treasurer—were present.

No Reports Read

Old Business Discussed

- Community entrance maintenance for 2024 season
- Homeowner request to make out-of-tone changes to the exterior of residences

No New Business Discussed

No Motions Made

No Votes Taken

Conclusions Under Consideration

- Possibility of using community volunteers to trim entrance shrubs, establish edge, and replace existing mulch with weed-control mulch
- Possibility of contracting Amanda Bennett for the 2024 season to do entrance mowing and any additional weed control as needed
- Need for 100% homeowner agreement to alter the original builder's Covenants Restrictions

The meeting was adjourned at 3:23 pm.