

THE ENCLAVE AT BERWICK

Quarterly Board Meeting Minutes

September 28, 2026

Call to Order	6:31 p.m.
Adjournment	7:45 p.m.

Attendance

Board/Committee representatives in attendance: Nancy Muenzfeld, Lori Alexander, Stephen Guarino, Beth Copic, and Fran Middleberg.

New residents: Three residents identified themselves as new residents, including a married couple from 10 Hidden Lagoon Court and a resident from 8 Egrets Landing Court.

Opening

Guarino asked those in attendance if any were new residents. Alexander read a statement regarding National Good Neighbor Day, reminding residents to check on their neighbors regularly, on behalf of Tammy Leach, Social Committee Chair, who was not present.

A motion was made by Guarino to approve the June 2026 meeting minutes and was seconded by Copic. The motion was unanimously approved.

Board & Committee Reports

President's Report — Stephen Guarino

- Reviewed the formal complaint process, including contacting the Board and/or Schreiber Management.
- Reminded residents that the Board does not respond to, or necessarily monitor, the community Facebook page, which is homeowner-run.
- Clarified that courtesy notices, violations, and fines are handled by Schreiber Management.
- Reminded residents that yard waste, garden materials, and Christmas trees should not be placed in common areas. Service providers pick up these materials every Monday at no additional cost.

1st Vice President's Report — Beth Copic

Copic reported on the Architectural Review Committee (ARC), noting that the committee has been working diligently to keep requests within community standards. The committee generally has a quick turnaround, as some projects are essentially notifications to the committee. Roof replacement was given as an example: when the same shingle and color are used, the committee still needs to be notified.

There is usually an increase in ARC activity in the fall. Residents were encouraged to email the committee regarding outdoor projects so that guidance can be provided. The ARC will advise whether immediate approval is appropriate or what is required to move forward.

A resident asked about adding a railing to front porch steps. Copic requested that the resident email the ARC. Residents were reminded that approvals are memorialized with the property.

2nd Vice President's Report — Lori Alexander

Alexander reported on the Beautification Committee and recognized its excellent work in keeping the community decorated for holidays and days of remembrance.

She also reported that the October and December Yard of the Month program will be handled somewhat differently this year. The committee has decided to involve the community in voting for the best fall/Halloween décor in October and the best holiday décor in December, with voting taking place on Facebook.

Alexander reported that the Social Committee has held many successful events this year and announced the following upcoming events: Deco Wreath Making on November 7, Friendsgiving on November 14, and Cookies and Cocoa with Santa on December 12. Two upcoming resident-sponsored events were also mentioned: Cornhole on October 3 and Cocktail Crawl on October 30.

Guarino announced that the New Year's Eve celebration theme will be the Roaring '20s.

Secretary's Report — Nancy Muenzfeld

Muenzfeld reported on the Clubhouse Committee, noting that several movie nights have been held this year, mostly geared toward children, and that movie nights will resume in the near future. Several successful karaoke events have also taken place throughout the year.

She also reported on the new gatehouse guards, including two new full-time guards, Patrick Teszler and Kahrea Law. Residents were asked to be patient as they learn the processes and to email the Board with concerns.

All committee members were thanked for their service to the community by the Board members and residents in attendance.

Welcome Committee & Treasurer's Report — Fran Middleberg

Middleberg provided a report on the Welcome Committee, recognizing the importance of welcoming new residents to the community.

She also provided the Treasurer's Report, stating that the Association is in good standing and that finances are on target with the budget. Year-to-date income and expenses are in line. Current reserves are \$478,406, and the Association is favorable for dues to remain the same in 2027, with no increase expected.

Resident Questions & Board Discussion

Reserve Funding: A resident asked about the amount of targeted reserves. Middleberg explained that a substantial amount was added to reserves at the end of last year and that funds are also budgeted to be added to reserves. Guarino stated that a reserve study had been conducted in the recent past but was not accurate; at this time, the Board is not in favor of conducting another study.

Egrets Landing Drainage: A resident of Egrets Landing asked about the drainage issue. Guarino stated that the management company had attempted to obtain additional bids but was unsuccessful. The Association was awaiting finalization of the one bid received and appeared likely to move forward with that firm. When asked about the timeline, Guarino said he would contact the management company.

Gate Access / Tailgating: A Henslow Field homeowner expressed concern about individuals following residents into the community and asked whether the gate-arm timing could be adjusted. Guarino explained that the arms are already set to the lowest amount of time. The Board has considered new magnetic arms, estimated at approximately \$16,000. Residents were encouraged to stop and wait for the arm to lower if someone is tailgating. An additional camera will also be added at the gate.

Deliveries: Residents were reminded to use the community app for Uber, Amazon, and other deliveries.

Court Cameras: A Henslow Field homeowner asked whether cameras are installed at the courts. It was explained that ADT added cameras to the courts, but there is currently no power to support those cameras.

Gym Committee: An Enclave Blvd homeowner requested a gym committee report at each quarterly meeting. Jim Lough, Gym Committee Chair, provided an update, noting that the gym is cleaned weekly, the service contract with Island Fitness is in effect, and a new piece of equipment was purchased this year.

Pickleball Court Reserves: A Hidden Lagoon homeowner asked how funds can be requested for the pickleball courts and how future expenses are earmarked. Middleberg explained that the budget contains specific line items for court reserves.

Tree in Pond: A resident reported a tree that had fallen into one of the ponds on Enclave Blvd and asked whether it could be removed. Guarino said he would have the property management company look into it.

Financial Risks / Maintenance: When asked about looming financial risks, Guarino reported that the last roof inspection was good, some splits in the clubhouse had been replaced, roads were sealed last year, clubhouse maintenance projects were ongoing, the pool was being maintained, and the Association is insured for catastrophic events. Muenzfeld added that several areas of rotted exterior clubhouse wood would be evaluated and a repair quote obtained.

Lot 1: When asked about the status of Lot 1, Guarino stated that the lot is not under contract. A suggestion was made that the Board obtain an appraisal.

Partially Cleared Lot on Enclave Blvd: A resident asked about the lot on Enclave Blvd that had been partially cleared. Guarino stated that a stop order had been issued and that no further information could be discussed.

Pet Stations: A Henslow Field homeowner suggested that garbage cans be installed next to the pet stations.

ARC Approved-Items List: A resident proposed that the ARC create a list of approved items to simplify the process. Copic explained that there is currently no such list and that for a simple change or refresh, a simple email to the ARC describing the plans may be sufficient. Some minor refresh projects may not require the application form; the ARC would advise. The committee generally verifies straightforward projects promptly and reminds residents when documentation is required. Approvals are memorialized with the property.

Grass Courtesy Notices: A Henslow Field homeowner asked about courtesy notices for grass following periods of rain. Guarino reminded residents that the notice provides 10 days to correct the issue and that the next inspection would not occur until 14 days later. Homeowners on a two-week mowing cycle may need to mow more frequently during summer months, particularly after substantial rain.

Electronic Delivery of Violations / Fines: An Enclave Blvd homeowner asked whether violations and fines can be sent by email instead of USPS. Guarino stated that the By-Laws were updated to recognize electronic mail as a legally acceptable form of delivery. Those who specifically opt out of electronic mail may receive delivery by USPS.

Enforcement Questions: The homeowner also raised concerns regarding a fine for rollerblading on sidewalks and asked about enforcement involving vehicles blocking sidewalks, work trucks leaving oil stains, vehicles parked on streets, a trailer on Moor Hen, inappropriate footwear in the gym, and dogs roaming or off leash. Guarino explained that courtesy notices are handled by the management company and that the Board does not discuss individual homeowner fines with other residents. The Board and management company work according to the Covenants, By-Laws, and other governing documents. Residents were reminded to contact Animal Control regarding dogs roaming or off leash.

Stop Signs: The homeowner also asked when faded stop signs would be replaced. Muenzfeld stated that they had recently been addressed.

Speeding: A resident of Enclave Circle thanked the Board and asked about possible solutions to speeding. Muenzfeld stated that the two additional stop signs added to the community have resulted in a significant decrease in speeding on Enclave Blvd. Guarino noted that some residents do not comply with speed expectations and that the Board is not the police. Middleberg and Copic referenced a survey conducted several years ago regarding speed bumps, which residents voted against. Alexander reported that she had contacted Chatham County Police Department and requested additional patrols.

Speed Cameras: A resident of Enclave Blvd suggested that the Board investigate cameras for speed control and whether a cost-sharing program might be available.

Adjournment

A motion was made by Copic to adjourn the meeting and was seconded by Alexander. All members were in favor. The meeting adjourned at 7:45 p.m.