

SH Master POA BOD Meeting 1/11/19  
**South Harbour Master POA**  
**Board of Directors Meeting Minutes**  
**January 11, 2019; 1:00pm**  
**South Harbour Clubhouse**  
**Oak Island, NC**

**Meeting Protocol:** LRES shared with attendees prior to start of meeting.

- Introductions of Board & All Guests will be made around the room.
- Protocol is explained to all at start of Meeting.
- Only Master BOD & Management are to sit at meeting table.
- Member BOD must request in advance to be on Agenda.
- Owners may speak during Member Presentations & Property Owner Comments - 3 minute limit (15 minute max).
- No comments after Guest/Owner sections of Agenda.
- Owners forum will be held after adjournment, but BOD that need to leave can be excused.
- Prior to meeting, Owners can submit comments/questions by phone, email or mail to Management.
- Board will consider 1 Saturday each year for Open Session b/w owners & BOD (likely in the Spring/Summer).

**CALL TO ORDER**

The meeting was called to order at 1:02 pm by George Bryant, 2018 President.

**IN ATTENDANCE**

George Bryant  
Dale Mullarkey  
Joe Duquette

John McLendon  
Jean Brown  
Leon Hicks

Jim Schweppe  
Carson Lawrence, LRES  
Natalie Pyron, LRES

Owners: There were ~18 owners in attendance representing Cambridge Crossings, Glen Cove, Golf Villas, Village Green, Westport & SH Station.

**ADJUSTMENT/APPROVAL OF AGENDA**

The agenda was approved as presented.

**VENDOR/GUEST PRESENTATIONS**

There were no presentations at this time.

**MEMBER PRESENTATIONS & PROPERTY OWNER COMMENTS**

*Limited to 3 minutes per member/owner with a 15 minute total, unless approved by Board.*

- Westport owner thanked the Board and questioned notice of meetings. It was noted that dates have been sent out via email numerous times and posted on website calendar.
- Glen Cove owner asked about the fence behind some of the patio homes. The Board noted that they have not found evidence that the fence belongs to the Association but agreed to look at photos provided by owner.
- Glen Cove owner asked about upcoming stormwater project. Board agreed that the ditch running to the outflow will be cleaned between Thomas Ct & vacant lot.
- Fish Factory Drainage Concern – LRES agreed to contact Town regarding their need to address area.

**CONSENT AGENDA**

- Approval of Minutes of Board Meeting of November 16, 2018
- Decisions made via email or work session:
  - Officer approval via email of Coastal's \$4,200 bid for clean up of the stormwater ditch behind Minnesota homes noting that increase is due to large amount of storm debris.
  - Officer review & approval via email of AT&T agreement regarding fiber optic installation.
  - Officer approval via email to pay Engineer Phil Norris' \$1,115 invoice for stormwater services.
  - Officer approval via email to renew Carolina Swim pool contract for 2019.
  - Officer approval via email to proceed with pool repairs including new drive & motor for \$7820.

**OLD BUSINESS**

• **Reports**

**A.Committee Reports & Reporting Practices.** Below are the reports provided by the Liaisons and the requests & recommendations made to the Board.

1. **Finance & Treasurer's Report.** LRES reviewed October Financials with the Finance Committee & Board in conjunction with Budget Prep. John reported no areas of concern.
  - i. **Audit Quote.** It was noted that the Audit is on hold pending storm clean up.
  - ii. **2019 Budget.** The Board reviewed the revised Draft that LRES prepared and line item descriptions for Annual Package. It was reiterated that dues for Full Service Units will be \$46/mth and dues for Partial Service (no roads or stormwater) will be \$28/mth.
2. **Safety/Security.** Jean Brown presented a report on the part of the Committee.
  - i. **Speed Humps – Proposed Locations.** It was noted that this project is currently on hold.
3. **Property/Grounds & Maintenance.** Leon reported on behalf of the Committee.
  - i. **Bike Path Update.** Leon asked that project be tabled until further notice as County is in need of funding.
  - ii. **Plans for Park Overlooking Dutchman Cove.** *Previously, the P/G & M Committee requested quotes on bocce court & gazebo based on a proposal they prepared. It was noted that this will be considered as a potential 2020 project.*
    - Carolina Creations gave an initial ballpark figure (for planning purposes) of \$15,360 for the 2 Bocce Courts & \$34,200 for the Gazebo. These totaled \$49,560. Additions and other options were also given via Carolina Creations quote.
    - Pelican quoted \$54K for the Gazebo.
4. **Community Activities.** LRES & Jim gave an update on behalf of the Committee.
  - i. **Recent & Upcoming Events.** All events have been popular & well attended. A plan is also being developed for decorating for Christmas next year.
5. **Communications.** Joe gave an update on behalf of the Committee. It was noted that a newsletter will be planned for Spring 2019.
  - i. **Update on Bridge Closing & Potential Impacts.** There was no real update to provide at this time.
6. **OI Golf Advisory Committee Update.**
  - i. **Jim Cross, Committee Chair & Course Super Intendant** gave an update on behalf of the Committee. Jim noted they are still catching up on post storm items and waiting on tree vendors. Pond & Vanessa Drive drainage were noted as ongoing concerns. Owners with problems were encouraged to contact the Town.
  - ii. **Encouraging Purchase of Memberships and 10-Play Cards & Gift Certificates.** Owners suggested that the Town consider having a monthly auto draft program for memberships and donations.

**B. Management Report:** LRES presented a brief summary of the open items; all old items will be removed. The following is a summary of the discussion and the subsequent resolutions. Some of the items were discussed under other sections of the Agenda. Some items were not discussed, but the report was accepted and those items have been noted below for documentation purposes.

1. **Hurricane & Insurance Claim Update**
  - i. **Roof** – waiting on adjust to determine repair versus replacement.
  - ii. **Interior** – on hold pending roofing repairs.
  - iii. **Entrance Lights** – original fixtures too small, replacements being installed.
  - iv. **BEMC Light Posts** – called in multiple times for service.
  - v. **Street Signs** – signs have been completed, but waiting on new brackets to install.
  - vi. **Trees in Ditch between Glen Cove & Cambridge** – awaiting additional quotes.
  - vii. **Landscape Restoration** – funds budgeted for 2019 Tree Clearing & Debris Clean Up.
2. **Storm Water Update.**
  - i. **Westport – Driveway Repairs & Drain Quote:** Carolina Creations has fixed the driveways damaged by the storm but has yet to provide any suggested modifications to the drain cover on Minnesota previously discussed.
  - ii. **Swale Behind Minnesota-** Coastal has been approved for \$4,200 project and is underway.
  - iii. **Glen Cove Quotes:** Creations is aware that Board approved the swale work by tennis courts (\$4,450), culvert by Thomas (\$6,500) and 5 driveways between Zachary & Vanessa (~\$13,650). LRES will be notifying any affected properties. Work will likely be scheduled for March 2019.
  - iv. **Village Green:** Coastal has been authorized to proceed with quote of \$5,850 to regrade swales between driveways. Work is likely to be started in February 2019.
  - v. **Permit Transfers:** The process is under way and John is serving as point person for the Board.

2. **Landscape – Additional Expenses.** Seaside has been authorized to cut back the woodline per their quote of \$1,285 to cut the woodlines in four locations (Glen Cove near School & CC Bridge, Minnesota Park & Area within Village Green).
3. **Street Light Survey for LED** – BEMC has been asked multiple times by LRES.
4. **Pool Repairs Authorized** – Carolina Swim has been authorized to replace and upgrade motor for \$7,820.
5. **Pickleball** – 1 Additional Net Ordered. 2 more requested. Jim agreed to inspect and provide LRES with direction.
6. **AT&T Installation** – John noted that AT&T has been sent all information and it is “in the works”.

## **NEW BUSINESS**

**Annual Meeting Plans.** The Board agreed to review the draft package provided by LRES and respond by Monday.

## **PROPERTY OWNER COMMENT PERIOD**

- Pool Pump - Owners questioned the amount of the pump replacement. It was explained that this included an overhaul of many of the components to increase productivity and reduce energy costs.
- Pickleball – It was suggested that 1 of the tennis courts be transformed into 2 pickleball courts full time with permanent nets installed. Board agreed to discuss and consider.
- Entrance Statement – Owners asked that the back wall of the entrance statement across from airport be cleaned/powerwashed. LRES will obtain quotes to do in conjunction with one of the other projects within South Harbour.
- Event Dates for 2019 – LRES will contact CAC and ask for list of all event dates to place on calendar.
- Access for Exercise Class – LRES will work with participants to activate cards and will also distribute class information.
- Children at Play Signs – These signs were suggested as an alternative to speed humps.
- Clubhouse Schedule – It was noted that HOA Membership & Board Meetings should take priority.

## **EXECUTIVE SESSION**

1. **Stormwater Reports.** Board discussed a driveway concern within Glen Cove and Jim agreed to gather more information. Board also agreed to have Coastal address a small drainage concern at 5062 Wyncie Wynd.
2. **Committee Structures, Chairs & New Members.** Leon explained that once Joe completes his term on the Master Board he has agreed to serve as Chair of the Property/Grounds & Maintenance Committee.
3. **Use of Clubhouse by Civic Organizations.** There was much discussion on this topic. A motion was passed to allow use of the Clubhouse through the end of 2019 by groups already using it. However, after 2019 no civic organizations will be use without renting.
4. **Size of 2019 Board.** Once again, the 2018 Board passed a motion to cap the size of the 2019 Board at 7 Directors. Additionally, the Board passed a motion to limit each Member Association to only 2 Representatives on the Board. The Board believes that this is the most effective way to manage the Association. Therefore, any additional volunteers/nominees made at the Annual Meeting will be running for one of four seats.
5. **Glen Cove Fence.** The Board noted that unless there is proof that the fence behind the patio homes belongs to the Master or is on land that the Master is responsible for maintaining, the fence is not a Master responsibility.

## **MEETING ADJOURNMENT**

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 2:35 pm.

Respectfully submitted,  
Carson Lawrence, Secretary  
Lawrence Real Estate Services