

SH Master POA BOD Meeting 10/25/19  
South Harbour Master POA  
Board of Directors Meeting Minutes  
October 25, 2019; 1:00pm  
South Harbour Clubhouse  
Oak Island, NC

**CALL TO ORDER**

The meeting was called to order at 1:00 pm by George Bryant, 2019 President.

**IN ATTENDANCE**

George Bryant	Jean Brown	Jim Schweppe
Dale Mullarkey	John Winebar	Carson Lawrence, LRES
John McLendon	Leon Hicks	Natalie Pyron, LRES

Owners from (aside from Board): Westport, Glen Cove, Golf Villas, Cambridge Crossings & Village Green.

**ADJUSTMENT/APPROVAL OF AGENDA**

The agenda was approved as presented aside from agreement to remove Warren Vasser from Member Presentations. This was a typo left over from last agenda.

**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.*

- Warren Vassar – Westport Owner – Did not give a presentation at this meeting, but thanked the Board for the survey distributed and noted that he thought it was well done.
- Barbara Vassar – Westport Owner – Noted that Race for the Cure Event has been moved by the Town of Oak Island

**CONSENT AGENDA**

- Approval of Minutes of Board Meeting of September 27, 2019. Approved the minutes as a consent agenda item.
- Decisions Made Via Email or Via Work Sessions: Approved the following as a consent agenda item.
  - Decisions made via email or work session:
    - Board approval of Amenity Survey

**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 & John reviewed September Financials with the Finance Committee & Board.
  - i. Budget Meeting held 10/3/19 - LRES is working with Committee & John McLendon to finalize a draft. Draft Budget will be discussed during Executive Session.
2. **Safety/Security.** Jean Brown presented a report on the part of the Committee.
  - i. Damaged Camera Repaired – Board approved release of \$672.53 payment to Sentinel for Kitchen Camera replacement. It was damaged by water intrusion. LRES approached cleaners to see if it could have been damaged by pressure washing. They adamantly deny and Sentinel has noted that it could have been wind driven rain damage over time and exact timing cannot be determined.
3. **Property/Grounds & Maintenance.** John Winebar reported on behalf of the Committee noting the new proposed members being Jim Cross, Vinny Petta & Warren Vasser.
  - i. Organizational Meeting held 10/22/19 – Board will review proposed members in Executive Session.
  - ii. Drainage Around Courts – Coastal presented \$3K quote for 2ft apron on rock but suggested some drains be considered. Seaside has yet to present quote. LRES has shared this info with committee.
  - iii. Damage from Dorian
    - a. Vendors – 2 vendors have been onsite. Based on differences in quotes, Committee is developing a specific RFP and hopes to have proposals in next few weeks. Warren is working with vendors on three issues.
    - b. Insurance Claim - Will be filed following receipt of quote.
    - c. Wind Screens – Committee will be reviewing options. This will be addressed in conjunction with repairs.

4. **Community Activities.** Jim Schweppe gave an update on behalf of the Committee.
    - i. **Recent & Upcoming Events.**
      - a. Candidates Forum – Feedback was very positive. All were thanked for participating. A special thank you to Leon for moderating and Lynn Mauro & CAC Committee for refreshments. Everyone was encouraged to vote. Additionally, LRES will be sending a letter from the Board asking in the future to have the polling location moved from Southport to Oak Island.
      - b. Yard Sale – this weekend – Over 20 homes signed up!
    - ii. **Funding Update.** To date, Committee has spent \$1,554.72 and collected \$1,116.00 in income against a \$1500 Budget. \$15.74 of the Clubhouse Consumables \$500 budget has been spent. \$284.09 of the Committee Expenses/Holiday Decorating has been spent against the \$300.00 budget.
  5. **Communications.** Leon gave an update on behalf of the Committee.
    - i. Organizational Meeting held 10/8/19 - Board will review additional proposed member in Executive Session. LRES has provided owner lists and copies of all old newsletters for Committee Review. Committee is trying to update contact lists at this time.
    - ii. Newsletter. The newsletter is being reformatted and is in progress. The Committee hopes to send to the Board by 11/9 for approval with a goal of distributing on ~11/18.
  6. **OI Golf Advisory Committee Update.**
    - i. **Jim Cross, Committee Chair & Course Super Intendant** gave an update on behalf of the Committee. Unfortunately, Jim Cross is retiring from his position with the Town/ golf course. However, Jim has agreed to remain on the Town's Committee. All gave Jim a big thank you on behalf of the South Harbour Community for his work. He noted that it had been a long, hot & dry year but the course's income is up with income in July being the highest on record. The upcoming Race for Cure on 11/8 was discussed. The Neighborhood Challenge was also discussed and owners were encouraged to participate.
- b. **Management Report:** This report was e-mailed to the Board in advance of the meeting. 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 -Outstanding Items**
    - a. Trees in Ditch between Glen Cove & Cambridge – Carolina Creations – \$9,585 approved at Work Session – LRES is awaiting an update from vendor.
  2. **Stormwater Updates**
    - a. Glen Cove - Approved ROW Areas – April 2019 Project - Carolina Creations - \$24,600 previously approved –No payment has been issued.
      - i. Carolina Creations & LRES met onsite with owners concerned about repairs and the impact on their property. CC is working on a proposal to address owner concerns that will be discussed with the Board.
    - b. Drainage Ditch Behind Minnesota Homes – Coastal's \$2K quote has been approved and LRES has requested update on timeline for completion.
    - c. Retaining Wall next to Minnesota Common Area – There is a wooden barrier wall between 5186 Minnesota and where old tennis courts were located. It is deteriorating. Coastal has quoted \$825 to replace this wall. The Board approved Coastal's bid.
    - d. Drainage Ditch next to Minnesota Common Area – 2 large pine tree stumps need to be removed and undergrowth/debris cleaned out to allow for proper drainage. Originally the Board approved Southern Pines to complete this work for \$350. They never did the work. When they finally re-examined the area they revised their quote to ~\$1,400 but would prefer someone else do the job due to the equipment involved. Coastal has quoted this at \$1,450. LRES is concerned that Southern Pines will never complete this project. The Board approved Coastal's bid.
  3. Street Light Survey for LED – BEMC – LRES continues to call and email but have not received any response. Board asked LRES to remove from future reports.
  4. Relocation of Irrigation Pump – The old pump has been removed from lot. It couldn't be salvaged, but Hewett has scheduled installation of new irrigation pump for tomorrow. The vendor had another job that ran longer than expected and was unable to install on 10/15 as originally anticipated.
  5. Clubhouse HVAC – Fulford determined that in addition to the system replaced, one of the older systems needed a defrost board and sensors replaced at cost of \$262.28. LRES discussed with manager and determined

that this was not in any way connected to the failing system.

6. Pool RFP – LRES prepared an RFP which has been distributed to several vendors.
7. Security Decals for Clubhouse – Installed – on kitchen door, main doors & pool door.
8. AED – Purchase Request for Recommended Product – Jim Schweppe researched and made 3 recommendations. The Vassars then reviewed and discussed with fire chief. The recommended product is \$1,275 and made by American AED. LRES brought additional information for Board review. The Board unanimously approved of \$1,275 purchase of AED to be installed in hallway. LRES was asked to budget for replacement batteries in the future.
9. General Repairs
  - a. Tennis Court Step – step was unstable. This has been repaired.
  - b. Trash Enclosure – more rock was installed to clean up the area.
  - c. Repairs to Clubhouse due to Wear & Tear – Minor repairs/repainting made to clubhouse (gash in wall fixed, corners repainted where decorations have been hung & chipped paint, re-hung kitchen cabinet door).
  - d. Removed Broken Pickleball Equipment – newest portable net is now on court & being used.

### **NEW BUSINESS**

There was no New Business discussed at this time.

### **PROPERTY OWNER COMMENT PERIOD**

- Moving/Removal of Hedge row at Minnesota Park – It was noted that the hedge row next to the vacant lot is on the lot and will have to be moved to allow for new home construction. LRES has been told that shrubs will not survive relocation, but LRES will ask another landscaper's opinion.
- Survey Questions – Board agreed to distribute responses soon.
- Tennis – One owner noted that there is a pro tournament at St. James this evening and encouraged owners to attend.

### **EXECUTIVE SESSION**

1. **Ongoing Town Relations – Oak Island Par 3 Golf Course Ad Hoc Committee.** – John Winebar noted that he has applied for the Committee and is hoping the Town will modify their rule regarding number of mainland/south harbour owners on the committee.
2. **Committee Structures, Chairs & New Members**
  - Appoint New Members
    - i. Community Activities – Proposed appointment of Sandy Scaldone. Board approved.
    - ii. Property/Grounds & Maintenance – Proposed appointment of Jim Cross, Warren Vassar & Vinny Petta. Board approved.
    - iii. Communications – Proposed appointment of Valerie LeGloahec. Board approved.
3. **Developer Communications.** Board unanimously passed a motion to ask Carson to work with Attorney Bonnie Braudway to draft a Covenant Amendment that would remove the voting rights of non-participating Member Associations & Voting Entities and reduce their involvement in the Master Association to solely requirements related to the State Stormwater Permit. Once drafted, the Board intends to present to South Harbour Mixed Use COA, South Harbour Slip Owners Association, the transient dock owners and owners of Fish Factory tract (now Rusty Hook).
4. **Pool Repair Invoice.** The Board approved payment of the spring repairs to the pool pump and the additional cost related to the electrical repairs.
5. **Neighborhood Assets.** Survey Results – Copy of results & comments were sent to Board by LRES earlier in the week. Dale agreed to draft a summary which will be sent via email along with a link to the results.
6. **2020 Budget Discussion.** Board reviewed but noted that John will meet with LRES to revise & review in depth before Board approves.

### **MEETING ADJOURNMENT**

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 2:15 pm.

Respectfully submitted,  
Carson Lawrence, Secretary  
Lawrence Real Estate Services