

SH Master POA BOD Meeting 11/15/19
South Harbour Master POA
Board of Directors Meeting Minutes
November 15, 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, Cambridge Crossings, Navigation Point & Village Green.		

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.

- Warren Vasser (WPT Owner & Member of Property/Grounds & Maintenance Committee) wanted to make sure everyone is aware that the pool is bad shape and has a significant problem on the far side of the deck.
- Owners noted that the plants in front of the Clubhouse and at the pool are in need of watering. Questions were asked about possibly irrigating these planters and will be investigated.

CONSENT AGENDA

- Approval of Minutes of Board Meeting of October 25, 2019. Approved the minutes as a consent agenda item.

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 October Financials with the Board. John noted that the Reserves are well funded at ~98% based on Reserve Study. He further noted the importance of Reserve Funding, as he recently visited a community called Fairfield Harbour that has suffered from lack of Reserve Funding.
2. **Safety/Security.** Jean Brown noted that the Committee has faced no recent concerns.
3. **Property/Grounds & Maintenance.** LRES reported on behalf of the Committee. A Thank You was issued to the new Committee Members that have recently jumped on board and started working diligently for the Community.
 - i. Pickleball - Update on Hurricane Dorian Repairs & Committee's Involvement Going Forward
 - a. Proposal for Movement of Permanent Nets – Committee is requesting approval to proceed w/ \$1,870 proposal to relocate the nets. This is the lowest of the bids obtained and Committee has checked vendor references. The Board passed a motion unanimously to approve as presented.
 - b. Drainage Around Courts – LRES has shared the following quotes with the committee and the committee is reviewing/considering.
 - Coastal presented \$3K quote for 2ft apron on rock but suggested some drains be considered.
 - Seaside presented: To excavate existing pine straw and debris 16" from perimeter chain link fence. Install metal edging up against existing fence as on the entrance side. Tie in corners. Install weed block to perimeter that would be cleaned out. Distribute White Rock to perimeter on top of weed block. Distribute same rock to entrance side to replenish existing and repair edging as needed. Total: Materials \$3,592.13 & Labor \$1,725.00 = \$5,317.13

- c. Damage from Dorian – Insurance Claim has been filed. LRES & Committee will meet w/ Adjuster as soon as we are contacted.
- 4. **Community Activities.** Lynn Mauro gave an update on behalf of the Committee. The Board issued a big Thank You to Lynn and her volunteers for all their efforts this year.
 - i. **Recent & Upcoming Events.** The December 8th Holiday event was discussed. It was also noted that there are some new decorations this year and additional new decorations will be purchased post holidays.
 - 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 and thanked the new members for working so hard on the newsletter.
 - i. Draft Newsletter – Committee presented Board with a draft. It was agreed that Board and LRES will work with Committee to get it distributed before Thanksgiving. It was noted that information on the Annual Meeting for the Master and Member Associations will be added. Additionally, an article regarding the survey will be added.
- 6. **OI Golf Advisory Committee Update.**
 - i. Jim Cross, Committee Chair & Course Super Intendant gave an update on behalf of the Committee. Jim noted that although he is leaving his position with the Town, he will remain chair of the Town's Committee. Further, he is working with the Town on an ad for his position. He noted that the Town is still working on signage, the ponds and improvements to the website. Currently they are winterizing the course. The computerized handicapping program in the Clubhouse has been restarted. Jim also noted that both recent tournaments were well attended, due to improved communications and advertising.
 - ii. Town's request for Use of the Clubhouse – 1 Afternoon to Thank Volunteer Rangers. There was a thank you for letting the Town use the club house for the Rally for the Cure golf outing. Then the Town requested permission to have an hour long thank-you gathering for their volunteer rangers, and do not have space big enough to meet in the pro shop. The Town asked to use the clubhouse one upcoming afternoon for some pizza and sodas, to thank the rangers for their hard work throughout the year. They are flexible on a date. The Board unanimously approved a motion to allow subject to availability.
- 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 completed/inactive 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 previously. LRES was promised an update by CC but did not receive it prior to start of the meeting.
 - 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 quoted \$18,550. Scope includes re-grading the rest of the 4 houses to get water off the two homes with standing water, add new culvert pipe, alter 3 driveways, remove landscape debris & beds that are restricting flow and re-sod disturbed areas. The Board did not make a decision on this additional work.
 - b. Drainage Ditch Behind Minnesota Homes – Coastal's \$2K quote should be completed by the end of November if not sooner.
 - 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 quote of \$825 to replace this wall should be completed by the end of November if not sooner.
 - 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. Coastal quote of \$1,450. LRES is should be completed by the end of November if not sooner.
 - 3. Relocation of Irrigation Pump – Well Pump has been relocated from Lot 14 to the Minnesota park. Well portion cost \$6,700. LRES is working to schedule electrical work and BEMC hookup.

4. AED – Installed - AED has been tested and installed and 2 sticker decals put on the main clubhouse door and proshop door.
5. Pool Repair Options. A large section of concrete deck is failing. As we have discussed a couple of weeks ago, this is much worse than it was a couple of months ago. There is a section that is sinking and creating a potential trip hazard and is indicative of a large problem that could lead to a major crack in the pool. After further discussions about the deck, LRES asked Carolina Swim to prepare 3 quotes as noted below.
 - 1 – Long term fix that they would recommend and believes would solve to problem for 15+ years.
 - 2 – Mid term fix that they believe would give us 5-10 years and possibly more.
 - 3 – Short term fix that would get us through next summer and possibly a couple more years.LRES is awaiting these quotes. In the meantime, the Board asked LRES and P/G&M Committee to look into possible insurance coverage but it was noted that there was no tree or other item that fell and caused the damage.

NEW BUSINESS

• Annual Meeting Plans

- **Size of 2020 Board.** Once again, the 2019 Board passed a motion to cap the size of the 2020 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 three seats.

PROPERTY OWNER COMMENT PERIOD

- Navigation Point Board Member asked if past funds contributed to road reserves had been calculated. The Finance Committee will work on this. Additionally, Navigation Point said they were hoping to have an update on the Declarant's transfer of the stormwater permit to their Association.
- Pickleball players asked about marking the courts. The plan to move the permanent nets and work with insurance was further discussed.
- There were some questions about rentals. It was noted that each Member Association has different rules regarding length of rentals, etc.

EXECUTIVE SESSION

1. **Ongoing Town Relations – Oak Island Par 3 Golf Course Ad Hoc Committee.** No further discussions were held at this time.
2. **Committee Structures, Chairs & New Members.** The Board discussed the upcoming newsletter and a desire to have it out very soon. The next newsletter will be tentatively scheduled for February with a tentative deadline of 1/15 for articles.
3. **Developer Communications.** LRES has discussed proposed Covenant Amendment to address voting rights & stormwater maintenance with Attorney Bonnie Braudway and she is drafting a document for Board review. It will likely be several weeks before it is presented to the Board. LRES was asked to contact Safe Harbor, new owner of the Marina. John also asked LRES to review Reserve Study to see if Nester & O'Quinn Roads are included.
4. **Neighborhood Assets.** The Board discussed the 4pm Meeting scheduled with Member Association Boards. It was noted that approximately 20 of the Member Association Board Members plan to attend the meeting. LRES has been working with members of the Board and P/G&M Committee on PowerPoint presentation, etc.
5. **2020 Contracts.** LRES reviewed pool contracts with the Board. The Board voted unanimously to switch from Carolina Swim to Pool Professionals as of 1/1/20.
6. **2020 Budget Discussion.** John and LRES noted that there have been no significant budget changes since the last meeting.

MEETING ADJOURNMENT

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 2:53 pm.

Respectfully submitted,
Carson Lawrence, Secretary
Lawrence Real Estate Services