

SH Master POA BOD Meeting 6/14/19
South Harbour Master POA
Board of Directors Meeting Minutes
June 14, 2019; 1:00pm
South Harbour Clubhouse
Oak Island, NC

CALL TO ORDER

The meeting was called to order at 1:04 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: owners in Village Green, Westport, Glen Cove, Golf Villas, Navigation Point & Cambridge Crossings		

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.

There were no comments at this time.

CONSENT AGENDA

- Approval of Minutes of Board Meeting of April 10, 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.
 - Board approval to cover cost of park irrigation pump relocation from lot to common area.
 - Officer approval via email to pay MRG for Clubhouse roof replacement & interior repairs.
 - Board approval via email to allow owner's request for temporary parking.
 - Officer approval via email to replace hard drive on security camera system.

OLD BUSINESS

- **Reports**
 - a. **Committee Reports & Reporting Practices.** Below are the reports provided by the Liaisons and the requests & recommendations made to the Board. It was noted that LRES recommends setting up two additional CDs. The Finance Committee has recommended \$150K total in the two CDs. The Board authorized LRES to proceed with the best offers
 - 1. **Finance & Treasurer's Report.** LRES reviewed March Financials with the Finance Committee & Board. John reported that everything is in line with expectations.
 - i. **Audit Update.** It was noted that LRES has recently provided additional information to auditor and hopes to have it completed shortly.
 - 2. **Safety/Security.** Jean Brown presented a report on the part of the Committee.
 - i. Security System Hard Drive – LRES noted that based on a system failure in the camera system, the hard drive had to be replaced by Sentinel. Originally, we were hoping to increase the size of the hard drive, but the larger size would have delayed the repairs by several weeks. \$491.08 is the total cost (labor & materials). The Board approved payment of this invoice.
 - 3. **Property/Grounds & Maintenance.** John reported on behalf of the Committee and noted that Joe Duquette is still forming the Committee.
 - 4. **Community Activities.** Jim gave an update on behalf of the Committee.
 - i. **Recent & Upcoming Events.** It was noted that the recent trivia night and yard sale were both very successful. Also, there is no event planned for July, but maybe an August event.
 - 5. **Communications.** Leon gave an update on behalf of the Committee but noted no news 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 noting the following items.

1. The Town recently passed the budget with the golf course portion of the budget in line with requests with the exception of a cut in the advertising budget.
2. The Bridge Open Tournament was fairly successful.
3. The foot golf tournament was cancelled due to lack of sign ups.
4. The new public works director seems responsive and hopes to work on the ponds in the fall.
5. Hole sponsorships are up for renewal.
6. Financials look fairly good given weather history.
7. Next week there is 1 more Parks & Rec 10 Year Plan meeting.
8. John Winebar will send LRES info on the Ladies Golf to send to owners via email.

- 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 & Insurance Claim Update – \$11,697.15 check was received.

- a. Roof Replacement & Interior Repairs – MRG replaced roof and completed interior repairs at a cost of \$15,777.15.
- b. Trees in Ditch between Glen Cove & Cambridge – Carolina Creations – \$9,585 approved at Work Session – LRES continues to request updates on this project.
- c. Landscape Restoration – Proposals requested from Seaside - \$5K in budget. Seaside – just sent in the following: *Get rid of the rest of the wax Myrtles, the raised stump that has a dead yaupon holly attached to it. Backfill that hole, grind the other stumps behind the monument wall and cut back the right side woodline. The above stated work would be \$2,548 labor, materials and dump fees.* The Board asked LRES to discuss with the Property/Grounds & Maintenance Committee and proceed based on their recommendations.

2. Stormwater Updates

- a. Glen Cove - Approved ROW Areas – April 2019 Project - Carolina Creations - \$24,600 previously approved – Carolina Creations has corrected the sod and drainage between many of the driveways. They are monitoring following recent rains to see if driveway adjustments are really needed.
- b. Village Green ROW – March/April 2019 Project – Coastal – Following completion, Coastal did a walk thru with VG Board & LRES. All were satisfied with the work.
- c. Ditch/Minnesota Rear Swale ---- Coastal just walked the swale and reported that it looks good at this time.

3. Completed Projects

- a. Agreement Obtained from SH Associates to Cutback Trees Adjacent to Westport – Work has been scheduled for the Fall of 2019.
- b. Stump at Park – This has been removed by Southern Pines as a cost of \$200.
- c. Trees on Westport Lots – These trees have finally been removed via a coordination by WPT Association/LRES. LRES also noted that Westport bushhogging has also been scheduled for 6/17.
- d. Minor Road Repair on Minnesota – LRES coordinated the application of aquaphalt to the area of concern at a cost of \$169.
- e. Pressure Washing of Clubhouse & Clean Up Around Pool – The pool side of the clubhouse was washed, hose reel was replaced, pool shower was repaired, pool clock was replaced and the general pool area was cleaned up. LRES is still working on a small siding repair, but overall the pool area looks much better.

4. Street Light Survey for LED – BEMC - LRES continues to call and email but have not received any response.

5. Pool Repairs Authorized – Carolina Swim has been authorized to replace and upgrade motor for \$7,820. Part to be Installed this Week – All repairs were completed, and pool opened on May 6th. Lock on emergency exit gate also had to be repaired by a handyman in order for the pool permit to be issued.

6. Pickleball – Quote for Court Transformation – LRES has received two additional quotes for just installing 2 sets of posts & 2 nets. These were forwarded to Jim Schweppe for review and Board agreed to discuss further. Later

in the meeting, the Board unanimously approved a motion to proceed with having North State install provided the Committee will volunteer to do the painting.

- i. North State - \$5,215
 - ii. Sport Court - \$5,985
7. Relocation of Irrigation Pump – LRES is still working to obtain quotes for moving the park irrigation pump from the lot to the common area. Many vendors are either too busy or do not have the necessary licenses.
 8. Clubhouse Thermostats – based on a concern about the security system equipment getting too hot, the Safety & Security Committee asked LRES to obtain quotes on programable/wireless thermostats for upstairs and main portion of downstairs (proshop already has one). Fulford has quoted \$488.54 to install 2 new thermostats. The Board unanimously approved. LRES will also look into fans for upstairs.

NEW BUSINESS

There was no New Business discussed at this time.

PROPERTY OWNER COMMENT PERIOD

- Fiber Optic questions were raised regarding AT&T and ATMC's progress.
- Pickleball Courts – It was reiterated that more maintenance is needed of the courts.
- Roads – Navigation Point asked that funds be reviewed in conjunction with budget prep, since they took over maintenance of their roads.
- Short term rental questions – It was noted that some of the Member Associations restrict short term rentals and some do not, that is a Member Association concern.

EXECUTIVE SESSION

1. **Ongoing Town Relations – Oak Island Par 3 Golf Course Ad Hoc Committee.** – It was noted that there are new members. John Winebar has attended meetings and been an asset.
2. Reserve Capital & Non-Capital Accounts – John McLendon noted a desire to change some of the terminology used on the budget to better classify capital items. No one opposed his suggestions.
3. Declarant Control Period – John McLendon provided some documentation for Board review. In the Fall, LRES will try to schedule a meeting with original Developers, Leon, John & Jean.
4. July Stormwater Meeting – It was noted that the TV will be needed for presentation.
5. Insurance – LRES will ask agent if a new roof will help to discount premiums upon renewal.
6. Park Concerns – Activity at the County park was discussed. Unfortunately, the Association has no control over the County facility but encouraged those that notice issues to contact police.
7. Newsletter – It was noted that Communications Committee will be asked to work on a newsletter.

MEETING ADJOURNMENT

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 2:30 pm.

Respectfully submitted,
Carson Lawrence, Secretary
Lawrence Real Estate Services