

SH Master POA BOD Meeting 8/30/19
South Harbour Master POA
Board of Directors Meeting Minutes
August 30, 2019; 1:00pm
South Harbour Clubhouse
Oak Island, NC

CALL TO ORDER

The meeting was called to order at 1:01 pm by George Bryant, 2019 President.

IN ATTENDANCE

George Bryant
Dale Mullarkey
Jean Brown

John Winebar
Leon Hicks

Carson Lawrence, LRES
Natalie Pyron, LRES

Absent from meeting: Jim Schweppe & John McLendon

Owners from Westport, Glen Cove, Golf Villas, Village Green and 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 June 14, 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 via email for Tree Removal in stormwater ditch between Glen Cove & Cambridge Crossings at \$6K by J&S Tree Service.
 - Board approval via email for Clubhouse Exterior Wall Repairs by Jeremy Truitt at \$850.
 - Board approval via email for Park Well & Irrigation Pump Relocation at total of up to \$5,703.
 - Board approval via email to fix speed hump on Wyncie Wynd for up to \$500.
 - Board approval via email to remove dead evergreen at Clubhouse for \$260.
 - Board approval via email for final "original" HVAC System Replacement by Fulford at \$6,265.

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 July Financials with the Finance Committee & Board. John will review this weekend. Overall no causes for alarm. Budget preparation is beginning.
 - i. **Audit Update.** It was noted that LRES hopes to have completed shortly.
 - ii. **New CDs.** LRES opened up a new \$75K CD at Parke Bank. However, the Alliance special rate was no longer available. LRES continues to monitor for specials and will proceed with another \$75K CD as soon as rates return to prior range of ~2.3% for 13 months.
- 2. Safety/Security.** Jean Brown noted that there was no report on the part of the Committee.
- 3. Property/Grounds & Maintenance.** John Winebar reported on behalf of the Committee and noted that they are still working to get organized.
- 4. Community Activities.** LRES gave an update on behalf of the Committee.
 - i. **Recent & Upcoming Events.** Recent events have been very successful, and a September event is being considered.
 - ii. **Funding Update.** To date, Committee has spent \$912.09 and collected \$781.00 in income against a \$1500 budget. \$171.83 of the Clubhouse Consumables \$500 budget has been spent. \$128 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 noting that the newsletter is still on the agenda but that additional volunteers are needed. LRES will send a request for volunteers.

6. **OI Golf Advisory Committee Update.**

- i. **Jim Cross, Committee Chair & Course Super Intendant** gave an update on behalf of the Committee. He noted that the July and early August numbers looked great as play was up. However, it was noted that nationwide overall golf's popularity has decreased. Regarding the condition of the course, it was noted that based on draught issued there have been lots of weeds. A tree service was finally able to get a lot of outstanding work completed and they are still getting bids on pond maintenance based on revised specs. It was noted that the foot golf has been slow to catch on in popularity.

- 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.

2. **Hurricane -Outstanding Items**

- i. Trees in Ditch between Glen Cove & Cambridge – *Carolina Creations* – \$9,585 approved at Work Session – LRES continues to request updates on this project.
- ii. Landscape Restoration – \$5K Budget
 1. Entrance Original Clean Up Proposal - Seaside proposal of \$2,548 was approved and has primarily been completed. They are waiting on stump removal. Seaside still has to grind massive stump and 24 small stumps from the Oaks and Wax Myrtles that have been removed.
 2. Entrance Pine Straw Suggestion – After clean up, Seaside recommends distributing pine straw to this entrance. They believe that both entrances really need to be twice a year for curb appeal. Cost = \$520. LRES noted that the Property/Grounds & Maintenance committee agreed. The Board approved this proposal.
 3. Back Entrance Proposal – Seaside has also presented below proposal. Cost = \$2,634. LRES noted that the Property/Grounds & Maintenance committee agreed. The Board approved this proposal per the below specs.
 - a. Facing the monument expand pine straw bed on the right side to existing green power box.
 - b. Finish removing lower hanging branches off of existing trees.
 - c. Install the following plant material to left , right sides and front of monument to tie everything together giving a proper balance of plant size and color to the area: (4)3gal knockout roses, (12)3gal breeze grass, (14)1gal day lily, (22)1gal variegated liriop, (20) pine straw bales, (11)Dwarf burford holly- tip of wall.
- iii. Downed tree outside of Association – LRES noted that they have sent letters and tried to contact owners of property on the Fish Factory slope to get downed tree removed. Unfortunately, this is outside of the South Harbour PUD.

3. **Stormwater Updates**

- i. 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. LRES is still trying to get an update to get this project completed. No payment has been issued.
- ii. Drainage between Glen Cove & Cambridge – LRES noted that trees were removed at a cost of \$6,000 by J&S. Pine straw was then installed by Seaside to stabilize the bank.

4. **Completed Projects** – LRES provided following updates.

- i. Agreement Obtained from SH Associates to Cutback Trees Adjacent to Westport – Work has been scheduled for the Fall of 2019.
- ii. Tennis Courts Cleaned – Courts were cleaned by Jeremy Truitt at cost of \$260.
- iii. Clubhouse Wall Repaired – In trying to repair a section of the exterior pool wall (near door), it was found that a section was rotten and needed to be replaced. Jeremy Truitt completed repairs at a cost of \$850.
- iv. Entrance Lights replaced with LEDs – Based on repeated problems, Mark Blevins installed at a cost of \$428.

- v. Lock Repairs to Emergency Exit Gate – Pool gate lock was repaired at a cost of \$150.
 - vi. Replacement Street Signage – Installed at a cost of \$80.
 - vii. Electrical Modifications to Comply with Fire Marshall Inspection – Emergency Exit signage in hallway to pool was removed per inspection report at a cost of \$150.76.
5. Street Light Survey for LED – BEMC – LRES noted that they continue to call and email but have not received any response.
 6. Pickleball –Court Transformation – Based of Board approval, LRES scheduled North State to install 2 sets of posts & 2 nets at proposed cost of \$5,215. Jim Schweppe met installer onsite. There has been some discussion regarding placement, but the placement was strategically designed by Jim & installer to address concerns with the court conditions. Jim & Lynn are working together to coordinate painting of the courts.
 7. Relocation of Irrigation Pump – The park irrigation pump has been disconnected by BEMC and is scheduled to be moved from the lot to the common area in early September and will be reconnected at that time.
 8. Clubhouse Thermostats & HVAC Replacement –Fulford installed 2 new thermostats per Board approval. Then Fulford replaced the last remaining “original” system at a cost of \$6,265.
 9. Tennis Court Screen Replacement – The screens around the courts continue to be a problem and eyesore. North State provided a price of \$3,980 to replace and professionally install. LRES has found screens online that can be installed by a handyman, but we have concerns about the durability & installation process. The Board asked LRES to investigate warrantee offered by North State and to obtain a handyman quote. LRES will also push fencing/tennis court companies for a quote on installing the slats versus windscreens.
 10. Portable Pickleball Nets – LRES has received several requests to replace at least one of the portable nets. LRES is confirming exactly which net is desired, but it should not exceed \$500. The majority of the Board approved of purchasing one more portable net; John Winebar dissented.
 11. Fido Station Request – LRES noted that an owner living near the clubhouse has requested that the Board consider installing a station near the Clubhouse/Tennis Courts to hopefully address some of those not picking up in adjacent yards, etc. Cost is \$199 + tax + installation. The Board decided to hold on this item for now.

NEW BUSINESS

- Pool Company Proposals & Review of Current Contract – In light of recent problems, LRES has received a quote from Pool Professionals for Board review and budget purposes. The contracts are very different, but similar services seems to put Pool Professionals at \$8,800/year versus Carolina Swim at \$9,066/year. The Board asked LRES to develop a detailed RFP.
- AED Request - to be discussed at September Meeting per request of owner.

PROPERTY OWNER COMMENT PERIOD

- Bocce – Owners requested that the idea of a bocce court still be considered. It was noted that the storm damage and expenses had required Board to table additions of this nature, but it would be reconsidered as 2020 budget is prepared.
- Pickleball – One owner voiced concerns over the placement of the permanent nets and the impact on tennis players. The Board agreed to look closely at the placement and discuss further. LRES will also coordinate a meeting between the concerned owner and Jim Schweppe, as Jim was involved in this project.
- Candidates Forum – It was noted that a candidate forum is needed since this is an election year for Oak Island Town Council.

EXECUTIVE SESSION

1. **Ongoing Town Relations – Oak Island Par 3 Golf Course Ad Hoc Committee.** – This was discussed earlier in the meeting.
2. **Committee Structures, Chairs & New Members** - It was noted that new members will be sought in connection with year end/annual meeting. It was also noted that each group meeting regularly at the clubhouse need to assign one member/attendee to be the monitor responsible for noting any concerns with the facilities.
3. **Security System** – Board asked LRES to post signage noting that cameras are onsite.
4. **Developer Communications** – LRES noted that progress is being made by Developers on stormwater permits.

5. **Bench Request** – LRES noted that Glen Cove’s Board has submitted a request to install a bench in honor of the Late Harry Schwarz and his many years of service to Glen Cove and South Harbour as a whole. Glen Cove Association would be responsible for all maintenance and would like to place it on common area across from Schwarz house near bridge to Cambridge Crossings & white fencing. The Master Board approved contingent on color being neutral and Glen Cove agreeing to maintain but allow all South Harbour owners to use.
6. **Neighborhood Assets** – Board agreed to review assets and long term plans in preparation for 2020 budget discussions.
7. **Flag Concerns** – It was noted that concerns were raised regarding the lowering of the flag as needed. The Board noted that a volunteer flag “tender” might be the solution and can be discussed as part of annual request for volunteers.

MEETING ADJOURNMENT

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 3:00 pm.

Respectfully submitted,
Carson Lawrence, Secretary
Lawrence Real Estate Services