

SH Master POA BOD Meeting 9/27/19
South Harbour Master POA
Board of Directors Meeting Minutes
September 27, 2019; 1:00pm
South Harbour Clubhouse
Oak Island, NC

CALL TO ORDER

The meeting was called to order at 1:00 pm by Dale Mullarkey, 2019 Vice President.

IN ATTENDANCE

Dale Mullarkey

John Winebar

Carson Lawrence, LRES

John McLendon

Leon Hicks

Natalie Pylon, LRES

Jean Brown

Jim Schweppe

Absent from meeting: George Bryant

Owners from (aside from Board): Westport, Glen Cove, Cambridge Crossings, Village Green & Navigation Point

ADJUSTMENT/APPROVAL OF AGENDA

The agenda was approved as presented subject to the additions of the Candidates Forum & Race for the Cure to New Business.

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 – provided handout on South Harbour Amenities. Warren noted concerns about the condition of tennis courts & pickleball. He also noted general concerns about South Harbour Amenities as they compare to similar communities in the area. He urged the Board to work on a vision for the future.

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.
 - Approval of Minutes of Board Meeting of August 30, 2019
 - Decisions made via email or work session:
 - Officer approval of Hurricane Tree Removals & Debris
 - \$500 to remove tree on Minnesota.
 - \$480 to remove debris piles throughout & hanging limbs at park.
 - Board approval via email to hold Executive Session on 9/24/19.

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.** John McLendon reviewed August Financials with the Finance Committee & Board. Overall no causes for alarm. Budget preparation is beginning with Finance Committee meeting next week.
2. **Safety/Security.** Jean Brown noted that she was not aware of any current issues before the Committee.
3. **Property/Grounds & Maintenance.** John Winebar reported on behalf of the Committee. He noted the improvements to the entrances look nice and that the Committee is still trying to get formed.
4. **Community Activities.** LRES & Jim Schweppe gave an update on behalf of the Committee.
 - i. **Recent & Upcoming Events.** Popularity of events were noted including the selling out of the Taco Fiesta.
 - ii. **Funding Update.** To date, Committee has spent \$912.09 and collected \$781.00 in income against a \$1500. \$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. Some of the expenses were recategorized after further review.
5. **Communications.** Leon gave an update on behalf of the Committee and noted his desire to work on validating email addresses of owners.

- i. **Newsletter Volunteers.** Recent email requesting volunteers was noted along with the need for owners to get involved.

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 it is a quiet time but a good time to play. He noted that there is still storm damage being cleaned up. He also noted two upcoming tournaments: Neighborhood Challenge (10/26) & Race for the Cure (11/1). Jim reported that foot golf was put away for the winter and will be reconsidered to see if it is viable.

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

- a. Trees in Ditch between Glen Cove & Cambridge – Carolina Creations – \$9,585 approved at Work Session – LRES continues to request updates on this project.
- b. Landscape Restoration – \$5K Budget
 - i. Entrance Original Clean Up Proposal - Seaside proposal of \$2,548 was approved and has been completed.
 - ii. Entrance Pine Straw Suggestion –Seaside distributed extra pine straw to this entrance. Cost = \$520.
 - iii. Back Entrance Proposal – Seaside also completed their proposal at a cost of \$2,634.

3. Stormwater Updates

- a. Glen Cove - Approved ROW Areas – April 2019 Project - Carolina Creations - \$24,600 previously approved –No payment has been issued. Carolina Creations (CC) has been onsite this month and has resolved several issues. CC also met with concerned owners and resolved their issues. LRES is waiting on next large rainfall to determine if issues have been addressed.
- b. Drainage Ditch Behind Minnesota Homes – This area is typically cleaned out by Coastal in November or December for ~\$1,250. Due to extra downed trees/debris from both storms, Coastal has quoted \$2,000. Board unanimously approved \$2K quote.

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

5. **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 next week and will be reconnected at that time.

6. **Clubhouse Thermostats & HVAC Replacement** –Fulford completed replacement of upstairs unit but there is still a problem with one of the older systems. LRES has requested clarification.

7. Pickleball / Tennis Court

- a. Portable Pickleball Net – ordered and received. Jim Schweppe is going to try painting the frame to extend the life of the frame.
- b. Placement of Permanent Courts – working with vendors to get pricing of various options.
- c. Drainage Around Courts – LRES has requested quotes for additional rock from Coastal & Seaside.
- d. Damage from Dorian
 - i. Meeting with Vendors – one vendor onsite this week & another scheduled for next week.
 - ii. Insurance Claim – will be filed after meeting with vendors to obtain quotes.
 - iii. Wind Screens
 - 1. Warranty / Installers – North State product has 3 year limited warranty.
 - 2. Size of Panels & Installation Method – being discussed with vendors.
 - 3. Materials – Slats vs. Mesh Screening – Advised that slats are ~ 2.5 times the amount windscreens cost, but Seegars Fencing advises against using slats because they can't be removed for storms and could potentially cause a lot of damage to fencing & surrounding properties.
 - iv. Score Post Tubes – replacements ordered and installed.

8. **Pool RFP** – LRES is preparing a detailed RFP.

9. **Hurricane Dorian** (non-tennis court items)

- a. Debris Clean Up - Seaside removed storm debris and hanging limbs at the park & hillside and removed

the willow hanging over the foot bridge. Most debris has been picked up; remainder to be gone by end of week. Cost will be \$480.

- b. Tree Removals –
 - i. Minnesota Tree in Common Area Swale - removed by Pristine from leaning on adjacent home at cost of \$500.
 - ii. Limbs Hanging from Trees in Common Area Swale on Glen Cove – to be removed by Seaside for \$240 by Friday.
 - iii. Trees Down in Common Area Between Anderson & Elton Drive – removed by US Lawns.
- c. Clubhouse Mailbox - Replaced. Waiting on new numbers.
- d. Damaged & Missing Street Signage – Damaged items fixed. Missing signage ordered & replaced.
- e. Damaged Entrance Signage – Hanging “O” was re-attached. Fixed.
- f. Damaged Trash Enclosure & Lighting & Clubhouse – Fixed.

10. Security Decals for Clubhouse – LRES noted that these have been ordered.

NEW BUSINESS

- **AED Request for Clubhouse** – LRES shared with the Board concerns voiced by Barbara Vassar and her request to add an AED machine to the Clubhouse at a cost of \$150 to \$1200. The Board unanimously approved the investigation. Jim Schweppe agreed to serve as point person and investigate options.
- **Race for the Cure** – Nov 1st @ Clubhouse – LRES noted that the event has been scheduled by the Town of Oak Island Parks & Rec. LRES was contacted by Rebecca to determine if the Time/Date are available for use of the Clubhouse. It is available. The Board unanimously approved the use of the facility free of charge but asked that future scheduling be planned more in advance and communicated to LRES by the Town earlier.
- **Candidates Forum** – October 24th at 6 pm. The Board discussed the upcoming event. Leon agreed to serve as moderator. LRES and Dale will help Leon plan for the event.
 - What will the format be for the event? It will be similar to last candidate’s forum (2 years ago). General questions will be asked by Moderator and then the floor will be opened to the attendees.
 - Format Questions - LRES and Dale will help Leon plan for the event and formulate questions.
 - Distribution of Info – the Board was asked to send information on answers to the ownership via email.

PROPERTY OWNER COMMENT PERIOD

- Village Green Owners asked some questions about Village Green landscaping, drainage and other items. Questions were referred to Natalie & LRES.
- Long Range Planning – Several owners asked about the Board’s long range plans. It was noted that this was an agenda item in August of 2018, prior to Florence. But between the golf course drama two years ago and Hurricane Florence damage the Board had not completed a long range plan. The goal is to revisit that topic and get back on track.
- Meeting Attendance – Concerns were expressed about lack of attendance. It was noted that attendance is on average for Master Meetings, but unfortunately a lot of owners do not attend Board Meetings unless they have a strong concern about a topic.
- Communication Concerns – Owners noted concerns about communications. Leon noted that volunteers are needed for that Committee. Three owners in attendance volunteered.
- Road Funding for Navigation Point – It was noted that the Finance Committee needs to look at the funds previously contributed versus past repairs.
- Westport Dead Shrubs – It was noted that this is a Westport concern (not a Master concern), but that Westport owners are responsible for their own shrub replacement even if the Association cuts the grass & trims the shrubs.

EXECUTIVE SESSION

1. **Ongoing Town Relations – Oak Island Par 3 Golf Course Ad Hoc Committee.** The Board noted that they want to ask candidates about mainland concerns and the golf course during the forum.
2. **Committee Structures, Chairs & New Members**
 - **Communications Committee.** Based on volunteering during the meeting, Leon asked that Sandy Scaldone, Susan Picz & Roberta Guendelsberger be appointed to the Committee. The Board unanimously approved appointments. Leon agreed to coordinate a meeting.

- **Property/Grounds & Maintenance.** John was asked to obtain an updated list of volunteers for this Committee.
- 3. **Developer Communications.** LRES noted that Developers have been open to communications and are working on stormwater permits.
- 4. **Neighborhood Assets.** The Board agreed that LRES and Dale will work on a survey. LRES was also instructed to gain additional information.

MEETING ADJOURNMENT

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 2:55 pm.

Respectfully submitted,
Carson Lawrence, Secretary
Lawrence Real Estate Services