

SHMPOA BOD Meeting Agenda for 8-28-2020  
**South Harbour Master POA BOD Meeting Agenda**  
**Meeting via Zoom (due to Covid-19)**

**CALL TO ORDER**

The meeting was called to order at 1:02 pm by George Bryant, 2020 President.

**IN ATTENDANCE**

George Bryant	Adam Berkowitz	Jim Schweppe	John Winebar
Dale Mullarkey	John McLendon	Carson Lawrence, LRES	Natalie Pyron, LRES
Absent: Leon Hicks			

**ADJUSTMENT/APPROVAL OF AGENDA**

The agenda was approved as presented.

**CONSENT AGENDA**

- Board approval via June zoom call to open pool with stipulations to address covid concerns.
- Board agreement via June zoom call to cancel July open meeting in light of covid concerns.
- Board approval via email of Pool Professionals' proposal for a pool monitor for three days a week for the time period that the pool is open.
- Board approval via email of the August Newsletter.
- Board approval via email of proposals to remove downed trees from common property and resulting debris that resulted from Hurricane Isaias.
- Board approval via email to move 8/28 meeting to 1pm and hold via zoom call due to covid concerns.

**COMMITTEE REPORTS & MANAGEMENT UPDATES**

**1. Reports**

- **Committee Reports & Reporting Practices**
  - **Finance & Treasurer's Report** – LRES noted that July Financials have been sent to Finance Committee for review. Overall Association is under budget due to covid-19 and lack of progress on potential purchase. Committee and LRES have communicated regarding efforts to maximize yield on interest bearing reserve accounts.
  - **Safety/Security–**
    - Speeding/Signage Concerns - Adam (Board Liaison) & Tom Boone (Chair) are reviewing speeding & signage concerns on Minnesota and other Master streets. Committee has asked to meet with LRES once the clubhouse has reopened.
  - **Property/Grounds & Maintenance** – Recent update was provided in Newsletter. Below are items being reviewed/considered by Committee.
    - Tennis Courts - Drainage Around Courts– Quotes were obtained and evaluated by P/G&M. P/G&M believes that Outer Bank Tennis Contractors is the best vendor based on pricing, skill and references. The Committee provided the following list in order of priorities. Below are notations of the decisions the Board made unanimously.
      - Drainage on Court Perimeter - approximately \$3,000 depending on the exact linear footage required. Board approved.
      - Fence Repairs - \$3,888.86 Board approved.
      - Windscreen Replacement – \$1,550.00 Board approved.
      - Court Leveling and Resurfacing - \$10,910.50 – Board intends to schedule for 2021.
    - Tennis Courts – ADA Access – There has been a concern noted by a Glen Cove owner regarding the difficulty accessing the courts via a wheelchair. Board decided to ask P/G&M to consider addressing as a 2021 project with possibly moving the gate.
    - Pool Opening – Pool opened in early July with covid restrictions in place. After working out a few kinks and trying to better inform owners of the process, everything seems to be running fairly smoothly. It appears many people are still not using the facilities with

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regularity based on covid concerns.

- Elevated Walk Path to Cambridge – The Glen Cove Board has raised concerns regarding the access to the walkway on the Master side. There is a handicapped resident within Glen Cove that struggles to access the walkway. LRES obtained a quote to have a ramp built leading up to the walkway on the Glen Cove side. It would be 4' wide at the walkway and fan out to 7' at the street. PG&M has reviewed and recommended the \$750 estimate. The Board unanimously approved of the walkway addition on the Glen Cove side.
  - *Note: Master Board discussed that Glen Cove has brought up safety concerns regarding the pathways leading up to the walkway on both sides along with concerns about Cambridge Crossings using their side as overflow parking. Master noted that they do not control the Cambridge side and therefore this is not a Master issue.*
- **Community Activities** – All activities are on hold until Governor's restrictions are lifted. Additionally, there are typically no activities planned for July & August due to summer schedules.
  - Funding Update – To date, the Committee has spent \$644.71 and collected \$335 in income against a \$1500 Budget. \$0 of the Clubhouse Consumables \$500 budget has been spent. \$0 of the Committee Expenses/Holiday Decorating has been spent against the \$300 budget.
- **Communications** - Next Newsletter– Latest Newsletter was distributed in August. The next Newsletter should be sometime in October. LRES will draft an update once given a timeframe.
- **OI Golf Advisory Committee Update–**
  - Jim Cross provided a recent update for the August Newsletter noting that he is back until a replacement can be found, the course suffered some hurricane damage but is reopened and conditions are improving.
  - Today, LRES was contacted by Rebecca with Parks & Rec noting that they “received the green light to open the pro shop to the public, with social distancing guidelines in place, this week.” Rebecca asked if the Master had any problems with the restrooms opening again. The Board noted that this would be approved provided the Town and Pro Shop are in compliance with Covid guidelines.
- **Management Report: LRES**
  - Stormwater Updates –
    - Glen Cove– Carolina Creations – Additional Quote of \$18,550 – LRES continues to evaluate & monitor area around 5015.
    - Golf Course/Golf Villas – LRES has sent a letter to the Town/golf course regarding their decision to pump out water behind the Golf Villas towards Glen Cove intersection noting damage and the permit violations. The need to dredge/clean the ponds was noted as well as concerns about Minnesota Drive homes.
    - Glen Cove/Cambridge Drainage Ditch along the side of 5066 Glen Cove – Since Florence, the Master has made efforts to clean up the downed and damaged trees in this ditch and clear a path for drainage. The owner of 5066 is still concerned about the overall appearance and one damaged tree/limb. Unfortunately accessing the area is difficult and clearing it out significantly would be extremely costly, likely would cause erosion and would likely not look very attractive. LRES will work with local tree vendors when their schedule permits to get a quote on removing a dangling limb by climbing. But aside from that issue the trees are not impeding stormwater and are not believed to be a threat to adjoining property. Board noted that this is considered a natural part of the stormwater system and only situations negatively affecting stormwater and/or seen as a potential danger will be addressed at this time.
  - Relocation of Irrigation Pump– After many frustrating steps, this project has been completed! All parties are satisfied.
  - Sanitary District Update on Glen Cove – LRES is still trying to coordinate an onsite meeting between Sanitary District representative and Phil Norris to determine a solution/plan forward. Meeting was set for the day after Hurricane, but it is having to be

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rescheduled. LRES will continue to follow up.

### ○ General Maintenance Updates

- Landscaping – In May/June, landscaper was asked to prepare a number of estimates for P/G&M Committee and Board review to replace damaged & dying bushes at several locations (maintenance, clubhouse, etc.) and add stone/rock at both clubhouse parking lot and Minnesota Drive parking. LRES received estimates just prior to meeting and forwarded to P/G&M. P/G&M will prioritize and make timing recommendations for Board to consider in conjunction with budget prep. Below are quotes for future reference.

1). Replacement of shrubs on Vanessa Dr. that was run over.

*To grind existing stumps and install 23 7gal Carissa Holly to area.*

**Total Labor and Material: \$1,442.00**

2). Replacement of shrubs by clubhouse kitchen door.

*\*These are Indian Hawthorne in decline from leaf spot fungus. (Incurable Disease)*

*Total of four. Two look healthy but will look like the other two over time.*

*Take out and replace four Indian Hawthorne with 4 3gal dwarf burfodi holly.*

**Total Labor and Materials: \$348.00**

3). Adding shrub and Pine Straw to footbridge beds.

*Install 2 7gal Dwarf Burfodi Holly and Pine Straw to area.*

**Total Labor and Materials: \$138.60**

4). We already removed debris pile from front of 5061 when we cut trees falling from woodline.

5). 5066 Owner mowing grass section that belongs to master. We showed the crew the area and are mowing to the utility pole. Street lamp.

6). Rock Quotes:

*\*To add 57 stone/slate to existing overflow parking area on **Minnesota Dr.***

*Level existing area and distribute/top dress 1" and voids.*

**Total Materials and Labor: \$1,157.35 Mat \$405.00 Labor**

*\*To add DOT base/crushed granite to existing **parking areas at clubhouse.***

*Clean out edges of where gravel meets borders and distribute/top dress as needed.*

*Parking near Clubhouse, Tennis Court, Across from Tennis Court. 3 Areas.*

**Total Materials and Labor: \$1,345.57 Mat \$640.00 Labor**

7). Storm debris and tree work within common area at Village Green.

**Total Labor, Equipment and Fees: \$2,166.00**

8). Perimeter Woodline cut back on Glen Cove. From 5066 to 5046 and from 4991 to 4997.

*This work has been needing to be done for a few years now. The woodline continues to*

*grow over the turf and push towards the road. We would cut back the growth hard 4 to 6' and remove low hanging branches.*

**Total Labor, Equipment and Fees: \$1,480.00 Labor \$460.00 Dump Fees**

- Clubhouse was prepared and rearranged for pool opening. Furniture was moved upstairs and a hand sanitizer station was installed in the bathroom hall.

### ○ Hurricane Updates

#### ▪ Trees

- Tree at airport entrance - Complete
- Trees down behind 5023 WW - Complete
- Trees at old tennis court lot - Complete
- Trees at Minn. Park - Complete
- Trees by 5066 GC – Tree company met with LRES onsite and noted concerns (see stormwater section above)
- Tree btw Elton & Anderson on Master land - was removed by Village Green landscapers but will be billed back to the Master

#### ▪ Signage

- Re-hung all street signs that were able to be re-hung
- Ordered a new Fish Factory st. sign, new set of brackets for sign on O'Quinn, and new stop sign from Fish Factory and O'Quinn.

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- Vandalized SH sign on Fish Factory side monument – The sign was evidently vandalized by unknown individuals around the same time that the course was also vandalized. LRES is looking into options for replacing and is working with A Sign of Distinction. Entire sign may have to be replaced as matching letters are difficult to find/make. LRES has just received and forwarded to Property & Grounds a couple of options for their review.
- 2021 Contracts - Pool - Pool Professionals started onsite this year and has provided a two year renewal option. A decision does not have to be made immediately but must be renewed by 10/1/2020 in order to maintain current pricing. Board voted unanimously to commit to another 2 years per proposal.
- 2021 Budget Prep – LRES intends to work with Finance Committee on a draft budget for review at 9/18 Budget Workshop. Board was asked to inform LRES of any projects or additional services that should be considered.

### **EXECUTIVE ITEMS**

#### 1. Ongoing Town Relations

- a. Church Construction– *The recent newsletter contained general info and noted that Glen Cove was trying to meet with State reps. Below is an update received from Glen Cove President....*

*“I have finally talked to Trent James, NC DNR about the Shoreline property and how it is adversely affecting our properties. Somehow we miscommunicated and Trent did not tell us when he was coming over to inspect the church property or he was told to do it on his own. The key point now is that he has been over and found that the church is in violation of NC laws and regulations. About two weeks ago he sent the church a written notice of violation. He has not heard back from them and so he is giving them another week to respond to his notice before he moves to the next step (I’m not clear on what the next step will be but I think some type of enforcement move. As is true in our case, he has not been able to contact them directly to let them know what he is doing. The notice informed the church that they must immediately repair and complete the silt barriers now in place. They must also come up with a plan to correct the situation of ongoing movement of sand, mud and the like from their property to ours.*

*He seem to draw hairs between the dirt movement issue and flooding issues. He seemed to indicate that the water issue belonged to the town.*

*To me the most important point is that he is telling them that they are breaking the law. Down the road, if legal action becomes necessary, I think that is huge. When I find out anything else I will let you know. Chuck “*

- 2. Online Statement – LRES provided a draft in June and re-attached the draft policy for Board review. Board agreed to review via email.
- 3. Covenant Amendment –A revised draft has been developed by Master’s attorney and reviewed by Officers. Board discussed and provided a consensus on a path forward via a vote of the majority. John McLendon objected to some of the wording changes.

**Meeting adjourned at 2:38pm.**