

**South Harbour Master POA**

**BOD Meeting Agenda**

October 22, 2021; 11:00 AM

SH Club House & via Zoom

**CALL TO ORDER**

The meeting was called to order at 11:01 am by Dale Mullarkey, 2021 President.

**IN ATTENDANCE**

Adam Berkowitz

MaryJane LeKanides

Roberta Guendelsberger

Dale Mullarkey

John McLendon

Leon Hicks

Vinny Petta

Carson Lawrence, LRES

Natalie Pyron, LRES

**APPROVAL OF AGENDA**

The agenda was approved as presented subject to the addition of public vehicular areas and fish factory safety to Safety & Security discussion.

**CONSENT AGENDA**

The following items were approved as consent agenda.

- Approval of Minutes of Board Meeting of August 27, 2021

**REVIEW OF MEETINGS & EVENTS SINCE LAST BOARD MEETING**

- Marina Parking Lot Meeting, Discussions with Engineer & Declarant, Proposals for Repairs – LRES arranged and hosted a meeting with the parties impacted by the marina parking lot. All agreed to work together. Dale & John attended as well. Dale, John & LRES then met onsite with McGill Engineering and are working towards some potential improvements in design of the parking lot. All engineering fees related to this project would be covered by the Marina parties and/or Declarant. LRES has also been working with McGill and Declarants on some repair estimates. LRES was asked to make sure Declarant has paving numbers and see if they would consider modifying the speed bumps at marina entrance to make them less severe.
- Budget Session – Member Associations with fall meetings have been informed that the Master dues for Class A Members (both full & partial service) to increase \$2.50/unit/month or less. This would bring Full Service rate to a maximum of \$56/unit/month. And Partial Service rate to a maximum of \$40.50/unit/month. It was noted that the increase may be less and that this increase is based on inflation in insurance, utilities & contracted services along with scheduled projects such as the audit cycle. This increase is not in any way connected to amenity improvements and at this time no improvements beyond the purchase of the unimproved property on Glen Cove have been budgeted.
- Stormwater Meetings & Conference Calls – LRES has been involved in a number of meetings involving both Master vendors/ reps and Declarants along with their reps. There was a conference call with the Declarant, their attorney, and their engineer that LRES was asked to attend. LRES then met with Officers and proceeded as directed by the Officers. LRES and Officers are happy to report that the Declarant is making progress on the Westport permit and actively reviewing all other permits. LRES has provided significant amounts of information to the Declarant and the Declarant has agreed to pay for a portion of the engineering & surveying costs incurred by the Master with regards to Westport.
- Round Table Meeting with Member Associations. It was noted that the following items were discussed with Board Members from the Class A Member Associations.
  - Upcoming Municipal Elections
  - Parking – Community Wide
  - Tennis & Pickle Ball Committee
  - Plan B Update
- Candidates Event – The event was a success. Suggestions for Future Events – Below is a review of the event prepared by Leon for future reference.

**What went well:**

1. I felt the process of relying less on questions from the audience and having more predetermined questions went well. This enabled getting more precise and well directed to the candidates. This not to say we should

## SHMPOA BOD Meeting Minutes for 10-22-2021

not entertain questions from the audience.

2. Having written questions from the audience is better than relying on people voicing their questions.
3. The microphone worked well.

### **What we can do better:**

1. Have three or four people develop specific questions for the candidates.
  - a. pointed questions to find out what the candidates know about management
  - b. questions related to specific knowledge and skills
  - c. Canvas the community for questions prior to the event
2. Have a clock present with a timer
3. Focus more on the introduction: how many positions are being voted on, which candidates are running for which one.
4. Expectations of the audience
5. Have two microphones (someone other than the moderator passes microphones).
6. Use 5 X 8 cards for questions vs 3 X 5
7. Have our own videographer.
8. In the introduction, establish rules regarding videotaping. Ensure each candidate is apprised of the rules and obtain their agreement.
9. Introduction should be written and read as written.
10. Introduction should acknowledge all who have participated
11. Review all this a month or so prior to the event.

## **MANAGEMENT & COMMITTEE UPDATES**

- Management – LRES reported the following Maintenance & Admin Items
  - Completed:
    - Fixed Clubhouse sink garbage disposal
    - Men's urinal repaired
    - Removed dead tree in Master land behind golf villas
    - Replaced Children at Play sign on Minnesota
    - Bought 2 new wreaths for clubhouse for Christmas (Westport owners will supply bows)
    - Ordered replacement AED pads for AED machine
  - New/Pending
    - Clubhouse Gravel – Quote increased from \$1,230 to \$1,500 due to rising material costs. The Board unanimously passed a motion to approve.
    - FF Monument – Letters vandalized. Located 3 of the 4 missing letters, but one is broken. Working to get pricing to replace missing letters and re-secure the letters we have. Also, looking into any other ways that would make them installed more securely. LRES was asked to look into solar lighting and potential security cameras.
- Finance
  - 2022 Budget – Committee is trying to schedule a meeting to review.
- Communications
  - Newsletter – Next episode is scheduled for December.
  - Committee Charter – Committee and Officers will discuss during upcoming meeting.
  - Committee Meeting with Officers & LRES – Meeting scheduled for next Thursday.
  - Election/Candidates Event – Committee voiced opinion opposing involvement or responsibility for event, something that had been proposed to be a shared event between CAC and Communications.
- Safety & Security
  - Parking Concerns – Feedback from Member Associations has not yet been received, as most have been focused on the property proposal.
  - Public Vehicular Safety – John shared information with Board. Board agreed to have John speak with Attorney Ellen Wortman to discuss the pros and cons of this designation for private roadways. Concerns regarding golf carts and required signage will be investigated.
  - Security Concerns – cameras and ring door bells are advantageous, especially given some of the recent vandalism. The Committee is hoping to gain info on owners using these items for future reference.
- Property/Grounds & Maintenance

### SHMPOA BOD Meeting Minutes for 10-22-2021

- Tennis Courts - LRES discussed with Dale and delayed drainage project. The total cost was approved at \$6,156.50. However, given the uncertainty of Plan B, it was decided to hold off until at least after the vote. The courts are to be powerwashed this week.
- CH Parking Lot - See management report.
- Community Activities
  - Recent Yard Sale – 25 properties participated. It was suggested that the current nominal fee be waived going forward.
  - Future Plans – Food truck, food drive and cookie exchange are some ideas being considered.
- Golf Course – Par 3 Committee. Play is still very up. Issues due to rain and heat were discussed. It was noted that Linda Zaccaro has volunteered for South Harbour spot on the Committee.
- Oak Island Elections – Review of Candidates Event was discussed above. Volunteer drivers living in South Harbour for the election were noted.

### **STATUS OF PLAN “B” FOR IMPROVING/EXPANDING COMMUNITY AMENITIES**

- Upcoming Meetings for Westport (10/22), Golf Villas (10/24) & Village Green (10/24). Officers will join Member Boards and LRES to give presentations. Adam has agreed to take the lead.
- Feedback from Member Associations – Numerous positive responses and some negativity were discussed.
- Upcoming Member Association Vote – It was noted that votes have been requested by the end of October.

### **NEW BUSINESS**

No New Business was discussed at this time.

### **IX. Executive Session**

- **Town/Neighboring Concerns**
  - Discussions with the Town – There was no additional discussion at this time.
  - Golf Course- There was no additional discussion at this time.
  - Marina Parking Lot - There was no additional discussion at this time.
  - Property Discussions – The Board gave LRES instructions regarding negotiations.

### **MEETING ADJOURNMENT**

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 12:56 pm.

Respectfully submitted,  
Carson Lawrence, Secretary  
Lawrence Real Estate Services