

SHMPOA BOD Meeting Minutes for 11-19-2021
South Harbour Master POA BOD Meeting Minutes
Meeting Date: November 19, 2021; 11:00 AM
Meeting Location: SH Club House & via Zoom

CALL TO ORDER

The meeting was called to order at 11:02 am by Dale Mullarkey, 2021 President.

IN ATTENDANCE

Adam Berkowitz	MaryJane LeKanides (via zoom)	Roberta Guendelsberger
Dale Mullarkey	John McLendon	Leon Hicks
Carson Lawrence, LRES	Natalie Pyron, LRES	
Absent: Vinny Petta		

APPROVAL OF AGENDA

The agenda was approved as presented.

CONSENT AGENDA

The following items were approved as consent agenda.

- Approval of Minutes of Board Meeting of October 22, 2021
- Items Approved Since Last Meeting
 - Officers approved additional gravel for clubhouse parking lot approved for a total of \$2500.

MANAGEMENT & COMMITTEE UPDATES

- Management - Maintenance & Admin Items – LRES provided the following updates.
 - Installed Rock at Clubhouse Parking Lot
 - Fixed Lights at LBR Entrance
 - Attempted to wash courts but damage was a concern. LRES is obtaining a quote from Pristine.
 - Working with vendor to obtain replacement letters for vandalized FF Monument.
 - Cleaning of Minnesota Drainage Ditch is underway at cost of \$3K. Anticipated to finish mid-December.
- Finance
 - 2022 Budget – John and Carson provided the following updates on behalf of the Committee. Member Associations were previously told increase for 2022 could be up to \$2.50. Committee met and is recommending a \$2/mth increase to \$40 & \$55.50. Below are some the points of interest (primarily changes since last draft presented to Board). The Board discussed and unanimously passed a motion to proceed with \$2/mth budget increase as recommended by Finance Committee.
 - 2022 includes Audit, per adopted cycle – Board agreed.
 - Finance Committee recommended Reserve Study Update be moved to 2023, to reduce increase & be offset by lack of Audit in 2023 – Board agreed.
 - Legal Fees increased based on anticipated needs – Board agreed.
 - “Extra Mgmt Fees” for special projects such as Stormwater Permit Transfers, Property Purchase, Expansion of Amenities, etc. LRES discussed with Board in more detail in review of contract during Executive Session.
 - Office Supplies split out to show mailing costs, as outside service recommended for mailings – Board agreed.
 - Utilities increased based on usage and rising costs – Board agreed.
 - Pool Attendant Eliminated, but Security System amount increased – Board agreed.
 - Purchase of OWL camera/speaker included in 2021 estimate. Board unanimously passed motion to proceed with purchase.
- Communications – Roberta reviewed the following with the Board on behalf of the Committee.
 - Review of Meeting with Officers – It was noted that going forward the newsletter will not be held up for items in the works. If information is not ready/available, those articles will be removed. The proposed publication dates are 3/1, 6/1, 9/1 and 12/1 for 2022. It was clarified that the Committee will be asked to send reminders to the Board of information needed. It was noted that the Committee is considering mailing more

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often (as opposed to email) but is looking into costs. The Board also unanimously passed a motion to approve the purchase of Office 365 to include Publisher for ~\$100/year for use by the Committee.

- December Newsletter – It was noted that articles are due the coming Monday morning. LRES will follow up with Village Green to determine the new President.
- Committee Charter – The Committee agreed to re-work draft with a broader focus. Then operational practices can be developed for the day-to-day items.
- Safety & Security – Adam discussed the following on behalf of the Committee.
 - Parking Concerns – It was agreed that this will be revisited at the next round table, but no feedback has been obtained yet.
 - Public Vehicular Areas – It was agreed that Carson will get John McLendon in touch with Attorney Ellen Wortman to discuss and review potential impacts. Then the item will be placed on agenda for next round table.
- Property/Grounds & Maintenance – LRES discussed on behalf of the Committee.
 - Tennis Courts - The drainage project was originally approved at \$6,156.50. While this was postponed due to Plan B. LRES realizes that Plan B changes to tennis courts will not be implemented for at least a year and therefore recommended proceeding with drainage project at this time. The Master Board agreed and authorized LRES to proceed with approved project.
 - Security Cameras – The Board asked LRES to investigate cost and ability to place a camera on the tennis courts to better monitor the courts and potentially the FF entrance statement (in light of recent vandalism).
 - Street Light – The Board asked LRES to reach out to the Town about installing another light pole along Vanessa near the Fish Factory entrance citing recent vandalism and concerns related to flood waters & boat/trailer parking.
 - CH Parking Lot - Gravel was installed throughout lot for \$2500.
- Community Activities – Mary Jane reviewed the following on behalf of the Committee. An update will also be included in the upcoming newsletter.
 - Tree Lighting is scheduled for 12/4 along with a contest.
 - Cookie Exchange – It was noted that this is scheduled for 12/19 at Clubhouse.
 - Clubhouse Decorations were briefly discussed and will be coordinated by Committee.
 - PORCH Food Drive – This program was discussed, and temporary signage was approved.
 - 2nd Saturday Socials – It was noted that this program has been re-started & hopefully can continue despite COVID.
 - Tennis/PickleBall Committee – this Ad Hoc group was discussed and volunteers are scheduled to meet in early December. An sign up app and signage for the courts was discussed and information will be included in newsletter.
 - Food Truck Ideas – It was noted that Joseph's has purchased a food truck which might be available for some South Harbour functions. It was agreed that additional information would be needed. But events would need to be for South Harbour only if taking place on South Harbour property and an agreement would need to be developed.
- Golf Course – Par 3 Committee – It was noted that Linda Zaccaro (SH owner) was approved by Town for SH opening. There are 2 more openings, but they cannot be filled by SH owners. A sign was suggested for the Pro Shop. It was noted that the course is popular and doing fairly well, but grass is going dormant.
- Oak Island Elections – Review of Election. This item was briefly discussed.

STATUS OF PLAN "B" FOR IMPROVING/EXPANDING COMMUNITY AMENITIES

- It was noted that the Member Association Vote was Obtained & Passed in favor of the Proposal.
- The Master is Currently Working with Engineers & Attorney.
- A Community Survey will be developed and sent once the property is firmly under contract.

NEW BUSINESS

- Annual Meeting – LRES will send a Call for Candidates in Mid December (along with articles in Harbinger). Annual dates is being moved to 1/22/22 based on Board Member conflicts. The next Board Meeting will be moved to 1/7/22 to allow for time to mail package.

EXECUTIVE SESSION

Committee Member Appointments

- Communications – Welcoming Ad Hoc Committee was approved. Lisa Petta, Carol Noyes & Leon Hicks

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were appointed based on recommendation by Committee. A general package is in the works. CAC funds may be used to cover some of the costs for the 2022 Budget year.

- Community Activities – Tennis/PickleBall Ad Hoc Committee was approved. The Vassars were appointed based on Committee Recommendation. Saturday Social Ad Hoc was approved. Maureen Stombaugh and Max McCullar were approved based on Committee Recommendation.

▪ **Vendor Contracts for 2022**

- LRES – Proposal for 2022 was discussed noting that special projects such as stormwater permit transfers, amenity expansions and similar items would be subject to additional management fees, if LRES is asked to oversee. LRES agreed to provide additional language for Board review.

▪ **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 – LRES will contact engineers and get quotes to Declarants for repairs. John McLendon continues to be point person for LRES.
- Property Discussions – LRES was instructed to proceed as discussed during open session.

MEETING ADJOURNMENT

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 1:20 pm.

Respectfully submitted,
Carson Lawrence, Secretary
Lawrence Real Estate Services