

SHMPOA BOD Meeting Minutes for 5-6-2022  
**South Harbour Master POA BOD Meeting Minutes**  
**Meeting Date:** May 6, 2022; 11:00 AM  
**Meeting Location:** SH Club House & via Zoom

**CALL TO ORDER**

The meeting was called to order at 11:04 am by Adam Berkowitz, 2022 President.

**IN ATTENDANCE**

Adam Berkowitz	MaryJane LeKanides (via zoom)	Leon Hicks
Jim Cross	John McLendon	Joy Phelps, LRES
Bill Martin	Carson Lawrence, LRES	

*Absent: Roberta Guendelsberger*

*Four Owners attended in person and Ten Owners attended via Zoom.*

**APPROVAL OF AGENDA**

The agenda was approved as presented.

**CONSENT AGENDA**

The following items were approved as consent agenda.

- Approval of Minutes of Board Work Session of March 11, 2022
- Items Approved Since Last Meeting – *It was noted that there were no approvals of this nature issued.*

**HIGHLIGHTS OF LAST WORKSESSION**

Adam briefly discussed the last work session. The following four goals were noted as priorities for the 2022 Board.

- Glen Gove Property – Goal is to close on the property, conduct an owners survey of the needs & wants and then launch a plan to implement the items valued most by owners.
- Golf Course – Goal is to continue to work closely with the Town and its Committee to increase play & marketing while also pushing the Town to maintain the ponds.
- Marina Lot – Goal is to complete transition by addressing repairs and the implementing rules.
- Multi-Use Path – Goal is to encourage the Town to pursue/advocate for the development of the multi-use path along lands adjacent to Fish Factory Road.

Additionally, it was noted that the meeting ran long and was a little disorganized. Therefore the Board plans to more closely follow Roberts Rules of Order in conducting meetings.

**COMMITTEE & MANAGEMENT UPDATES**

- **Finance & Treasurers Report** – John McLendon provided the following report.
  - **Review of March/1<sup>st</sup> Quarter Reports** – The reports have been reviewed by the Finance Committee. The Association is in a good position regarding Reserves and the Marina Parking Lot will be added to Reserves next year.
  - **Audit Update** – Malvin Riggins was retained to completed the 2021 Audit. They have been communicating with LRES as well as have access to LRES' software. Last week they provided a new list of information needed and LRES have provided. Look forward to completing in the next 2 months.
  - **Tax Return** – Barbara Williams' office filed an extension and should have the return completed shortly.
  - **Tax Exemption on Marina Parking Lot** – The Marina Parking Lot was deeded over in December. Each January, Associations are allowed to apply for exemption on property taxes (& them only pay fire fees). This January, LRES promptly applied for the Marina lot, but we were initially declined as they considered the lot to be associated with Commercial properties. LRES has argued this with the tax office explaining that the businesses were all members of the Master Association. Recently they reconsidered their stance & issued the tax-exempt letter.
- **Communications** – Roberta was traveling, so LRES and Leon reviewed the following with the Board on behalf of the Committee.
  - **Upcoming Newsletter** – It was noted that the next newsletter is scheduled for June and it was suggested that it include a reference to the Fish Factory Survey/Multi-Use Path. *(This survey was since tabled)*
- **Safety & Security** – Bill discussed the following on behalf of the Committee and encouraged all owners to be vigilant in looking out for one another.
  - **Speeding Limit & Speed Bump Signage** – It was noted that signage was ordered and received.

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- Speed Limits within Central Campus – After conferring with Member Associations (WPT, GC, GV & VG), flags marking locations have been installed and “no cuts” has been contacted. Once utilities are marked, poles will be installed. It was requested that one more be added at Marina Club Condo area.
- Speed Bumps on Fish Factory - Posts were being installed when vendor was stopped by Marina Businesses. They are concerned that installing posts will prevent some employee vehicles from being able to access. Options are to proceed with signage or table signage while we look into options of either altering the height/size of bumps or removing all together. The Board then passed a motion to rescind the prior motion to install signage; Leon abstained and all others were in favor.
- **Parking Regulations** – This is to be one of the topics discussed with the Member Association Boards. A copy of the latest version was sent on Tuesday for their review. LRES will also bring copies to the Round Table Meeting.
- **Property/Grounds & Maintenance** – Jim discussed on behalf of the Committee.
  - **Tennis Courts & Pickleball Update** – Volunteers have agreed to paint the pickleball courts.
  - **Clubhouse Exterior Paint** – After review of 3<sup>rd</sup> quote, Croom Painting’s \$6,500 bid was selected and work was completed. Committee has since provided LRES with a punch list of exterior Clubhouse repairs that will be completed shortly.
  - **Irrigation Request @ Pool** – Committee is evaluating a request to install irrigation to water planters. It was agreed that the Committee can review quotes and work with LRES to get this completed provided it falls under \$500.
- **Community Activities** – Mary Jane reviewed the following on behalf of the Committee.
  - Additional Library Shelving is needed. Committee is evaluating options.
  - Yard Sale is scheduled for 6/11 from 9-2.
  - 2<sup>nd</sup> Saturday Socials have had some low attendance, so the goal is to plan the next couple of events to have an outside element. The June Social will be a hot dog/pool event.
  - Water Aerobics – The instructor is being contacted for more information.
  - Neighborhood Clean Up – This idea will be discussed that the round table with Member Associations.
- **Fish Factory Road Development/ Multi-Use Path Ad Hoc Committee** – Leon reported on behalf of the Committee. He discussed a draft survey that he had worked with LRES to develop into something that could be emailed to all owners. John noted some concerns and offered to send comments to Leon after the meeting. The Board unanimously approved a motion to proceed with the survey subject to Leon & John working with LRES on a final draft. It was noted that the Board may want to ask Mark Martin (OI Town Council) to attend July Owners Meeting.
- **Golf Course – OI Par 3 Committee** – Jim reported on behalf of the Committee. He noted that OI Mayor and Parks & Rec Head both attended the April Meeting. While progress has been incredibly slow, they hope that this afternoon’s meeting will be productive. Jim noted that income has been consistent, but the course is short on employees like many other companies having trouble finding qualified staff. New equipment ordered has been delayed and there is no progress on the ponds at this time.
- **Management - Maintenance & Admin Items** – LRES provided the following updates.
  - **Completed Items**
    - Master land between Elton & Anderson in VG cleaned up - \$5,200
    - Repaired Ladies Restroom Toilet
    - Pest Control treatment for clubhouse completed
    - HVAC serviced
    - Replaced pool trash can
    - Irrigation Repairs @ Minnesota Park
    - Directors & Officers Insurance Renewed - \$962
  - **Updates on Ongoing Items**
    - Replacement letters for vandalized FF Monument – awaiting delivery – Originally wrong size was ordered by vendor. LRES has since been told repeatedly that the letters were delayed and/or installation was imminent. LRES continues to contact vendor constantly for updates. Board passed a motion to have all letters removed immediately and reinstalled only when all letters can be installed. Additionally Property, Grounds & Maintenance will work with LRES on other signage options.
    - Stormwater Updates – Based on continued complaints of pooling water and damage from water running in the back & rotting a deck, LRES met with Carolina Creations at 4983 Glen Cove. An

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estimate of \$12,500 was provided to re-work 2 driveways and the swales leading towards Vanessa. The Board unanimously passed a motion to proceed.

- Glen Cove Drive Paving Quotes – area previously repaired by Sanitary District – Previous estimates were between \$17-26K. A firm quote was anticipated prior to Friday's meeting but LRES did not have it as vendors had to go back to the engineers for additional information. There is a hope that this project could be combined with the Glen Cove stormwater project resulting in savings.
- Expansion of Security System/Cameras – When discussion vandalism concerns at the Fish Factory entrance, Sentinel Security suggested that the easiest/most affordable option would be to install a camera under the Clubhouse soffit facing Fish Factory at a cost of \$600. While this will not capture the area perfectly, it would catch those coming down Vanessa and the camera would still be sheltered. It was noted that up to 6 more cameras can be added to the current system. The Board unanimously passed a motion to proceed with installation.
- Pool Opening – After finally getting the pool cleaned, Pool Professionals obtained a permit to open on Wednesday. However, the key card system became problematic, so opening was delayed until Thursday (5/5). Concerns about Pool Professionals performance and staffing issues were discussed and it was agreed that the contract will be shopped in the fall.
- ProShop Glass Window – The window was cracked this week by landscapers. Seaside has arranged and approved Brunswick Glass to replace at their cost.
- Annual Color Beds & Pots – Seaside is scheduled to change out next week along with the mowing of the right-of-way.

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

- Property Survey – It was noted that this should be received within 30 days and is need to develop a Offer/Contract for Purchase.
- Community Survey – It was agreed that this is very much needed due to large number of property sales in the past couple of years. It was also noted that a fitness facility in the Marina area should also be investigated, as fitness was one of the top concerns.

### **UPDATE ON MARINA COMMON AREA PARKING LOT**

- Transition/Repairs – It was noted that the Attorney has reviewed and is working with the Declarant to facilitate repairs.
- Rules & Regulations – It was again noted that the draft will be discussed at today's round table with member associations.

### **NEW BUSINESS** No New Business was discussed at this time.

### **OWNER COMMENTS**

- Bonnie Weiner – Westport - Boss Court Parking concerns – Bonnie noted that street is being obstructed by vehicles hanging out into the road. LRES & Safety/Security will look into this and how it relates to the new parking rules & regulations.
- Chuck Pollock – Glen Cove – Multi-Use Path – Chuck had questions about the multi-use pathway and it was explained that this is a County project not funded by SHMPOA and it would be located along the cove and not directly along Fish Factory Road.
- Dan Russo – Westport – Speeding – Concerns were voiced especially about motorcycles. It was noted that new signs will be installed shortly.

### **EXECUTIVE SESSION** *Started at 12:34*

- **Town/Neighboring Concerns**
  - Golf Course – LRES was instructed to help facilitate a meeting between the Town (Jonathan Weaver), Jim Cross & Bill Martin to discuss impacts of the course on Village Green drainage concerns and the maintenance of this area.

### **MEETING ADJOURNMENT**

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 12:37 pm.

Respectfully submitted,  
Carson Lawrence, Secretary

