

SHMPOA BOD Meeting Minutes for 6-10-2022  
**South Harbour Master POA BOD Meeting Minutes**  
**Meeting Date:** June 10, 2022; 11:00 AM  
**Meeting Location:** SH Club House & via Zoom

**OWNER COMMENT PERIOD**

- Chuck Polluck – Glen Cove President – Thanked the Board for installing speed limit signs.

**I. Call to Order – Adam**

Time: 11:06am

**IN ATTENDANCE**

Adam Berkowitz

MaryJane LeKanides

Roberta Guendelsberger

Jim Cross

John McLendon

Bill Martin

Carson Lawrence, LRES

Joy Phelps, LRES

Absent: Leon Hicks

Owners: 8 in-person & 5 via zoom

**II. Adjustment/Approval of Agenda – Adam**

Agenda was approved as presented based on motion made by Mary Jane, seconded by John and unanimously approved.

**III. Consent Agenda - Adam**

- Approval of Minutes of Board Meeting of May 6, 2022. Motion made by John and seconded by Mary Jane passed unanimously to remove item from consent agenda.
- Items Approved Since Last Meeting: *The Following were approved by unanimous motion made by Mary Jane and seconded by John.*
  - Board Adoption via email of Parking Rules & Regulations
  - Board Approval via email of June Harbinger Newsletter
  - Officer Approval via email to require Class B Members to rent the Clubhouse for Membership Meetings

**IV. Approval of Minutes of Board Meeting of May 6, 2022.** Three changes were requested regarding the common area parking, the addition of names/parties and noting that Roberta was absent. Motion to approve subject to the three changes discussed was made by Mary Jane, seconded by John and passed unanimously.

**V. Committee & Management Updates**

- **Finance & Treasurer's Report - John**
  - Review of May Reports – Reports have been sent to Committee. John noted that there is approximately \$910K in Assets of which \$153K is dedicated to Capital Improvements.
  - Audit Update – LRES has provided additional information and Malvin Riggins anticipates completing in 4-5 weeks.
- **Communications – Roberta & Leon**
  - June Edition – It was noted that positive feedback was received.
  - Next Newsletter – September is scheduled release. Committee is looking for suggestions and requested that John provide a little info on Marina Club Condos.
- **Safety & Security - Bill**
  - Speeding Limit Signage – Signs have been installed within central part of campus. LRES has sign for Marina Club area and will work with John on specific placement. Positive feedback was noted.
  - Parking Regulations - LRES has published revised regulations on website and distributed to Associations in the marina area. Enforcement within the marina was discussed later in agenda.
    - Parking Policy Resolution – John made a motion that was seconded by Bill to formally adopted the new/revised policy. Motion passed unanimously.
    - Signage and Warnings – It was agreed that additional signage would be installed and warning notices drafted by LRES would be issued for two weeks. This was a motion made by John, seconded by Roberta and passed unanimously.
- **Property/Grounds & Maintenance - Jim**
  - Tennis Courts & Pickleball Update – Volunteers painted lines on courts. Master reimbursed for materials.

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- Clubhouse Exterior Repairs – Original vendors are behind schedule to complete punch list/post painting items. LRES has reassigned work orders for different vendors. Additionally, LRES has added the following to the work orders:
  - Pressure washing pool fence & signage – It was noted that this is needed, following the recent trimming of the shrubs.
  - Repairing Pool Wash Station
- Irrigation @ Pool - Warren Vasser was thanked for installing irrigation to pool planters at a cost of \$250.
- **Community Activities – Mary Jane**
  - Upcoming Activities & Future Plans
    - Community Yard Sale – 30-40 families are participating. Should be very popular.
    - Saturday Social – Spring Salads & Sausages are the menu.
    - Community Clean Up – it was noted that this is still a goal, but thus far there has not been much response. The event will be delayed until the Fall/cooler weather. One person per Member Association to act as a liaison is the goal.
    - Library – It was noted that more shelves are needed and donations would be appreciated.
- **Fish Factory Rd Development Ad Hoc Committee - Leon**
  - Abbreviated Survey – Leon has suggested a very simple survey. LRES has drafted and sent to Leon for review. It was agreed that this would be discussed with Leon upon his return.
- **Golf Course – Par 3 Committee – Jim**
  - Village Green Onsite Meeting – LRES arranged meeting with Jonathan Weaver, Jim Cross & Bill Martin to discuss the golf course areas adjacent to Village Green (Elton) and its impact on Village Green stormwater drainage. Golf Course has committed to making an effort to improve but did not make a commitment regarding timeframe for implementation. Jim noted that golf course is supposed to check on their budget.
  - Ponds – Committee is still pushing the Town to get these cleaned out.
  - Boundaries – It was agreed that LRES will coordinate a meeting with Jim, Bill, Jon Weaver and Joy to measure some of the boundary lines.
- **Management - Maintenance & Admin Items - Carson**
  - Completed Items – Following were reported to Board.
    - ProShop Glass – Glass broken by Seaside was replaced on 5/13 at Seaside's expense.
    - Pool Keys – LRES obtained an additional 50 key cards. Original cards were backordered, but another vendor was located.
    - Pool No Smoking Sign – Replacement sign was obtained following confrontation between residents.
    - Replacement of NC Flag – Replacement was ordered and installed at clubhouse.
    - Common Area at Village Green – Area between Anderson & Elton received pine straw and additional weeding. Seaside has been notified that this area needs to receive the same attention as other Master Common Areas.
  - Updates on Ongoing Items
    - Replacement letters for vandalized FF Monument - All letters have been removed. However, vendor has still failed to obtain the missing letters and can't find replacements that match 100%. LRES has contacted other vendors and has not been able to find one that can match exactly. LRES is still working on some options for consideration.
    - Missing Street Signs – Boss Court has been replaced and a Fish Factory sign has been ordered.
    - 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/Site Solutions at 4983 Glen Cove. An estimate of \$12,500 was provided to re-work 1-2 driveways and the swales leading towards Vanessa was approved. LRES is waiting to see if this project can be combined with the paving project in hopes of obtaining a lower price.
    - Glen Cove Drive Paving Quotes – area previously repaired by Sanitary District – Engineers originally estimated project to cost between \$17K-\$26K. Site Solutions met onsite with

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engineers after determining the engineers have not drawn up specific plans/specs. Site Solutions would be able to complete the stormwater/grading element and the paving for a cost of \$22,600. These projects could be divided, but LRES has had significant troubles getting paving vendors to complete work at numerous projects and fears that the coordination of the project could be very problematic. Additionally, if combined with other Glen Cove stormwater project, Site Solutions has offered a \$1,500 discount. John motioned and Roberta seconded to combine the Glen Cove Paving Project with the Previously Approved Glen Cove Stormwater Project and have Site Solutions complete both subject to the \$1,500 discount for a total expense of \$33,600. This motion passed unanimously. LRES will schedule project and communicate with impacted owners.

- Expansion of Security System/Cameras – The \$600 expansion has been authorized. Sentinel hopes to get this scheduled in the next couple of weeks.
- CH Water Meter Leak – Plumber has been contacted as County has determined leak is not on their side.
- Pool – LRES noted that it had to be temporarily closed due to algae concerns but should be reopening soon.

### VI. Status of Plan “B” for Improving/Expanding Community Amenities - Adam

- Property Survey – Survey was obtained from seller and sent to Board for review along with Adam’s comments. The survey contained a cut out for a driveway along the rear of the property.
- Adam’s Statement – Adam read the attached statement during the meeting.
- The various Board Members responded.
  - Mary Jane noted concerns about the change in square footage and lack of advantages to South Harbour Station. Bill agreed with concerns. It was noted that original vote used the term approximate.
  - John noted that a plat must be stamped and recorded before sale is finalized.
  - Roberta noted strong support for the project from Glen Cove and noted that possibly screening could be requested for SH Station’s benefit.
  - Adam discussed inflation in prices of all local real estate over the last year since this price was negotiated.
  - John also noted concerns about zoning and CLD setbacks. Adam noted that this is not tied to the purchase and would need to be considered by individual associations.
- Contract Status – Draft contract was also prepared and sent to Board for review. After much discussion that was a motion made by John and seconded by Roberta to move forward with the purchase in accordance with the proposed contract. The motion passed with Adam, John, Roberta and Jim voting in favor. Mary Jane opposed. Bill abstained.
- Community Survey – It was noted that this will be sent following contract.

### VII. Update on Marina Parking Lot – Adam & John

- Amend Parking Policy (add Wyncie Wynd and repeal 2008 Parking Policy) – Board was sent a draft Resolution to repeal the past policy and implement the new policy while adding Wyncie Wynd. This was approved earlier in the meeting.
- Common Area Encroachments – John made a motion that Roberta seconded and it passed unanimously to engage an attorney to address title concerns, maintenance, improvements and restoration. This expense will be charged to the benefitted members as part of the regular budget.
- Parking Policy Enforcement – discussed under Safety & Security

### VIII. New Business – Adam

There was no New Business discussed at this time.

### OWNER COMMENT PERIOD

- Tim Confer – Glen Cove Board – noted that GC strongly supports the Community Clean Up Day and he offered to help coordinate.

**OPEN MEETING was adjourned at 12:25 by unanimous agreement.**

**IX. Executive Session – resumed at 12:29pm**

▪ **Town/Neighboring Concerns - Adam**

- Discussions with the Town – There was no additional discussion at this time.
- Golf Course - LRES noted that there are owners concerned about drainage impacts of the course. Board will consider this when working with Declarant on stormwater permits.
- Marina Parking Lot –Board reviewed a legal opinion regarding the transfer. LRES was asked to write an update for the benefited members, subject to Officer review. LRES was also asked to negotiate with the Declarants provided the Officers were copied on emails and other correspondence.
- Property Discussions – Board discussed having 2 owner surveys. One in approximately September to discuss owner priorities/community needs and a 2<sup>nd</sup> survey once some plans were developed for owners to provide feedback.

**X. Adjourn** - Meeting adjourned at 12:48pm based on motion from John and unanimous agreement.

### **Glen Cove Offer Letter Approval Justification**

The Master Board should execute the land purchase to enable delivery of the expanded amenities desired by the membership. This is a fact supported by both our previous survey sent to all HOA members as well as the subsequent vote by the 9 HOAs to utilize the capital improvement funds to proceed with the purchase.

The Glen Cove property being offered for purchase enables the realization of all the benefits described by the Master Board prior to the vote during Q3 2021. Additionally, the property purchase enables the community to overcome current barriers and restrictions imposed by impervious restrictions and physical space limitations within the community.

#### **Benefits achieved by following through with the purchase the Glen Cove property:**

- 1) Potential to expand the club house and occupancy limit
  - a. Provide indoor space for amenities such as a fitness center
- 2) Relieve parking limitations
  - a. Decentralizing multiple venues (Golf Course, Tennis Courts, Club House, Pool)
  - b. Additional parking for GC owners
- 3) Allows the POA to protect the curb appeal of the community on Vanessa Dr and Glen Cove
  - a. Ability Implement fencing or vegetative barrier to shield view of commercial property
- 4) Provides buildable land satisfying impervious requirements
  - a. Current impervious restrictions hinder ability to build on existing common grounds
  - b. Last tract of land available
- 5) Provides enough land to implement amenities previously proposed
  - a. Although the dimensions of the property are slightly smaller than what was originally considered, all of the Goals and Objectives are satisfied by the proposed offer.

#### **Previously evaluated Land Purchase Options:**

- Fire station: Deed restriction in place, large building but little parking and no vacant land
- Land On Vanessa, Beside Fire Station, Leading to Marina: Unavailable --- decided not to sell, focused on Marina & likely will sell as part of a large development package
- Land on Fish Factory, Next to Big Toy/Westport Storage: Listed for \$690,000 – 6.94 Acres (some of it low & wet); Stormwater/Drainage Concerns; Across Major/Busy Street; Adjacent to Town & County Facilities
- Vacant lots in South Harbour: Not enough lots adjacent, nor large enough to provide sufficient space & impervious