

SHMPOA BOD Worksession for 1-29-2021
South Harbour Master POA
BOD Worksession Minutes
January 29, 2021; 3:00pm
Clubhouse & Via Zoom

CALL TO ORDER

The meeting was called to order at 3:01 pm by George Bryant, 2020 President.

IN ATTENDANCE

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

ADJUSTMENT/APPROVAL OF AGENDA

The agenda was approved as presented.

CONSENT AGENDA

The following items were approved as consent agenda.

- Minutes of Board Worksession 11-13-20
- Minutes of Board Worksession 12-31-20

OLD BUSINESS

1. Reports

• **Committee Reports & Reporting Practices**

- **Finance & Treasurer's Report** – December 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.
- **Safety/Security**– Adam (Board Liaison) & Tom Boone (Chair) will be meeting in Clubhouse on 2/2/21. Below are agenda items:
 - Speeding/Signage Concerns
 - Parking Sign Request for Boss Court
 - Speeding on Fish Factory Road
- **Property/Grounds & Maintenance** – Projects reviewed/considered by Committee.
 - Tennis Courts - Drainage Around Courts– Outerbanks Courts has been delayed. Below are items previously approved/scheduled.
 - Drainage on Court Perimeter - approximately \$3,000 depending on the exact linear footage required. Scheduled for Fall 2020.
 - Fence Repairs - \$3,888.86 (see attached) Approved for Fall 2020; after drainage.
 - Windscreen Replacement – \$1,550.00 Approved for Fall 2020; after drainage.
 - Court Leveling and Resurfacing - \$10,910.50 (see attached). Approved for 2021.
 - Tennis Courts – ADA Access – Committee is evaluating for 2021.
 - Monument Letters – Approved at \$2,012/monument. Main entrance installed. Still waiting on Fish Factory monument. Vendor has said pressure washer will be out this week with installation to follow. LRES continues to follow up.
 - Landscaping Projects – Seaside has been authorized to proceed with entrance quotes totaling \$2,972.25.
- **Community Activities** – Most activities are on hold per covid.
 - Funding Update – 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. \$324.12 of the Committee Expenses/Holiday Decorating has been spent against the \$300 budget.
 - Committee Chair – No chair has been determined.
- **Communications - Next Newsletter**– Committee is working on a draft for Board review. Board provided the following input on items to be included:
 - Request to hold distribution until mid March based on upcoming mailings for Annual Meetings.

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- Report from P/G&M Chair
- Annual Meeting Follow Up
- **OI Golf Advisory Committee Update.** It was noted that John Winebar was appointed to the Par 3 Committee and is trying to run for chair. Board approved on Committee meeting as Clubhouse.
- **Management Report: LRES**
 - Stormwater Updates –
 - Glen Cove– Carolina Creations – Additional Quote of \$18,550 previously obtained – LRES continues to evaluate & monitor area around 5015.
 - Westport Rear Ditch – A quote for annual maintenance has been requested of Coastal and will be presented via email.
 - Westport Swale beside 5183/5185 – Edge Landscaping periodically cleans out this drainage swale running from golf course to Minnesota, as part of their WPT maintenance contract. However, it's no longer draining and needs to be regraded. Edge provided a quote of \$1,498.88 to regrade and install 2 pallets of Bermuda. After review of other options, Board unanimously passed a motion to proceed with Edge quote.
 - Westport ROW Culverts – Coastal, Carolina Creations & Edge are all evaluating some of the ROW along Minnesota, as there is a section holding water for an extended period. LRES will present quotes as soon as received.
 - Sanitary District Update on Glen Cove – LRES still working to reschedule meeting with Phil Norris. LRES is also trying to coordinate with McGill engineers.
 - Pool – Pool Professionals was approved to install chlorinator per Board authorization. It has been delivered to the pump room and is scheduled for installation next week.
 - Completed repairs/maintenance -
 - Replaced the downstairs clubhouse HVAC Motor - \$825
 - All HVAC systems serviced on 12/18
 - Repaired pot hole on alleyway in Westport
 - Village Green Master Island btw Elton & Anderson cleaned up - \$2,166
 - Replaced battery and lubricated locking mechanism at tennis cts. - \$677.87
 - **Carolina Creations Invoice** – LRES has received an old invoice from trees removed in early 2020. According to our records the bill is legitimate. But due to delay in billing, Carolina Creations has agreed to reduce by 50% to \$1,543.75. Board unanimously approved of payment of 2020 invoice.

III. New Business

1. Upcoming Annual Meeting– March 6th

- a. **Package Contents.** Board reviewed past packages and agreed on similar format with discussion of the Covenant Amendment & change in dues structure.
- b. **Budget.** Board approved of LRES making final adjustments with John McLendon and voted unanimously to have no increase for 2021 based on the Covenant Amendment and revised dues structure. There was a motion to reduce the budget by the \$10 set aside for Capital Improvements but after extensive discussion the motion failed. Dues will remain \$38/mth/unit for Partial Service HOAs and \$53.50/mth/unit for Full Service HOAs. The Class B rate will be finalized based on review of insurance premiums but will be less than \$0.50/mth/unit.
- c. **Meeting / Presentation Format.** It was agreed that zoom format will be similar to recent Town Halls with questions required in advance.

2. Additional Town Hall Meeting – Board approved of scheduling a meeting on 2/3 at 3pm to provide an update on the purchase of the school property, covenant amendment and Plan “B” for amenities. LRES will develop a presentation with the help of Dale, George & Adam.

IX. Executive Items

1. Ongoing Town Relations

- a. Church Construction – No updates were provided.
- 2. **Covenant Amendment.** Board authorized LRES via motion that passed unanimously to work with attorney to get it filed.

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3. **Property Acquisition.** LRES noted that the property officially closed and was purchased by a 3rd party with an Oak Island address.
4. **Engineering Study.** LRES noted that they are working diligently with McGill to evaluate stormwater concerns in hopes of moving forward with plans to improve, expand & increase amenities to match the needs of the Community.

MEETING ADJOURNMENT

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 4:45 pm.

Respectfully submitted,
Carson Lawrence, Secretary
Lawrence Real Estate Services