

SHMPOA BOD Worksession for 11-13-2020
South Harbour Master POA
BOD Worksession Minutes
November 13, 2020; 3:00pm
Clubhouse & Via Zoom

CALL TO ORDER

The meeting was called to order at 3:07 pm by George Bryant, 2020 President.

IN ATTENDANCE

George Bryant, John Winebar, Dale Mullarkey & Leon Hicks

Carson Lawrence, LRES & Natalie Pyron, LRES

Joining Via Zoom: Adam Berkowitz, John McLendon

Absent: Jim Schweppe

ADJUSTMENT/APPROVAL OF AGENDA

The agenda was approved as presented.

CONSENT AGENDA

The following items were approved as consent agenda.

- Board approval to hold November Work Session in person with social distancing protocols.

OLD BUSINESS

1. Reports

• **Committee Reports & Reporting Practices**

- **Finance & Treasurer's Report** – October 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. It was noted that in agreement with Finance Committee, LRES is authorized to take maturing CD funds and place in a 12 month CD with Parke Bank at 1%.
- **Safety/Security**– Adam (Board Liaison) & Tom Boone (Chair) will be meeting in Clubhouse within the next several weeks. Speeding/Signage Concerns will be on their agenda.
- **Property/Grounds & Maintenance** – Projects reviewed/considered by Committee.
 - **Tennis Courts - Drainage Around Courts**– Outerbanks Courts is finishing a large project and will be in touch in the next couple of weeks with a proposed start date for SHM. They will meet with Warren to go over the scope of work before starting.
 - 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** – Board sent the mockup for approval. The cost will actually be \$2,012/monument instead of \$3,950/monument because there is no special font like there was when we had the swooping R. A \$1,000 deposit for each is required to order. Board approved, but requested that the “Village” be centered.
 - **Landscaping Projects** – LRES noted that Seaside has been asked to quotes some changes near the monuments per P/G&M requests. Quotes have not yet been received. Board will consider via email.
- **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. \$0 of the Committee Expenses/Holiday Decorating has been spent against the \$300 budget.
 - **Committee Chair** – Regrettably, Lynn has decided to step down as chair and a new chair is needed. Board requested an article be placed in newsletter.
- **Communications - Next Newsletter**–Committee has developed a draft for Board review. Board reviewed 4 articles written by LRES and made suggestions. Additionally, LRES will write an article about Lynn's position on the CAC and the request for nominations for Master Board. Board will review final draft via email.
- **OI Golf Advisory Committee Update** – It was reported that new staff is getting lots of support from the Town and being very productive, including lots of spraying of the course. There was \$30K on the Town Agenda for review, but we have not received confirmation if this passed.

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- **Management Report: LRES**

- **Stormwater Updates –**
 - **Glen Cove**– Carolina Creations – Additional Quote of \$18,550 – LRES continues to evaluate & monitor area around 5015.
- **Sanitary District Update on Glen Cove** – LRES still working to reschedule meeting with Phil Norris.
- **Pool** – Closed on 10/31/20 and furniture has been stacked. The vendor has made a recommendation that over the next year or two the Board consider upgrading the chlorinating system. Options range from \$899 to \$3250. LRES recommends this be evaluated over the winter by P/G&M.
- **2021 Budget Prep** – LRES has revised draft and is prepared to discuss with Committee at Board's instruction. Glen Cove & SH Station have been notified of small increase \$1 to \$1.50/unit. LRES will discuss with Finance Committee.

III. New Business

1. Upcoming Meetings

- a. **Town Hall** – Board decided to schedule a Town Hall style informative open meeting for December 18th. It will be a Zoom Meeting and questions will be required in advance.
- b. **January Board Meeting.** Worksession will be planned via zoom due to COVID concerns.
- c. **January Annual Meeting.**
 - i. **Board Nominees:** There are 4 seats up including John McLendon, Leon Hicks, John Winebar & Jim Schweppe. John M, Leon & John W all agreed to run again. LRES will check with Jim.
 - ii. **Board Size:** Once again, the 2020 Board passed a motion to cap the size of the 2021 Board at 7 Directors. Additionally, the Board passed a motion to limit each Member Association to only 2 Representatives on the Board. The Board believes that this is the most effective way to manage the Association. Therefore, any additional volunteers/nominees made at the Annual Meeting will be running for one of four seats.
 - iii. **Voting & Amendment:** Board noted that they would really like to have Amendment passed before Annual to clarify any voting practices. LRES will consider the Amendment a priority with a goal of completing before end of 2020, so that Annual package can be mailed in January.

IX. Executive Items

1. Ongoing Town Relations

- a. **Church Construction.** No updates were provided at this time.
2. **Covenant Amendment** –Prior to meeting, LRES received finalized draft and sent to Board. LRES noted that contact is being made with Chapel owners and Board needs to discuss plan to contact all Member Association Boards. LRES was asked to contact attorney to see if it is feasible to get the Amendment passed before the end of the year. If possible, LRES will work to send Member Boards & all Voting Entities a copy via email. LRES will send Officers a draft of the cover letter next week for review. It was agreed that an email explaining the documents will be drafted for all owners and a copy of the documents will be posted on the website.
 3. **Land Use Proposals** - Board discussed land planning proposals from an engineering firm and an architect to determine the best options. Officers reported on their participation in a conference call with the engineering firm. Based on the cost, services provided and experience with similar projects, the Board unanimously agreed to approve a proposal from McGill Engineering to evaluate all options for amenities within South Harbour within a price range of \$5K-8K provided there is an escape clause based on 4 requirements. The Board noted that a bigger pool, pickleball/tennis courts, a larger room with capacity of 80-100 people and dual meeting capacity along with a fitness center are the top priorities needed within the Community. Therefore if at any point it becomes apparent that these 4 priorities cannot be achieved, the escape clause would be enacted and services should halt. LRES will work on finalized contract with vendor.

MEETING ADJOURNMENT

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 4:17 pm. Respectfully submitted,

Carson Lawrence, Secretary - Lawrence Real Estate Services