

SHMPOA BOD Meeting Minutes for 3-11-2022  
**South Harbour Master POA BOD Meeting Minutes**  
**Administrative Workshop**

**Meeting Date:** March 11, 2022; 11:00 AM

**Meeting Location:** SH Club House

**Zoom Link:**

<https://us02web.zoom.us/j/81018953531?pwd=ZHV0cWRsMXVERnRNMjhTVjJNeGZVdz09>

Meeting ID: 810 1895 3531

Passcode: 123456

**CALL TO ORDER**

The meeting was called to order at 11:03 am by Adam Berkowitz, 2022 President.

**IN ATTENDANCE**

Adam Berkowitz	MaryJane LeKanides	Roberta Guendelsberger	Bill Martin
Jim Cross	John McLendon	Leon Hicks	
Carson Lawrence, LRES		Natalie Pyron, LRES	

**ADJUSTMENT/APPROVAL OF AGENDA**

The agenda was approved as presented.

**CONSENT AGENDA**

The following items were approved as consent agenda

- Review of Minutes of Annual Meeting of January 22, 2022
- Decisions Made Immediately Following Annual:
  - Board unanimously voted to adopt the 2022 Budget as presented.
  - Board agreed to set meeting schedule via email.
  - Board elected the following Officers:
    - President – Adam Berkowitz
    - Vice-President – Roberta Guendelsberger
    - Treasurer – John McLendon
    - Secretary – Carson Lawrence, LRES - NON-VOTING
- Decisions Made Via Email or Via Work Sessions:
  - Agreement via email to hold March 11, 2022 Administrative Workshop.
  - Board approval of the March newsletter.

**REVIEW OF COMMITTEE STRUCTURE & APPOINTMENT OF LIAISONS**

The Board agreed to the following Board Liaisons.

- Finance – John McLendon
- Communications - Roberta Guendelsberger & Leon Hicks
- Safety & Security – Bill Martin
- Property/Grounds & Maintenance – Jim Cross
- Community Activities - MaryJane LeKanides
- Town – Par 3 Committee – Adam Berkowitz & Jim Cross (Bill Martin will also try to attend meetings)

**2022/2023 MEETING SCHEDULE**

The Board adopted the following tentative meeting schedule. The Board also agreed to have standard Board Meetings at 11am on Fridays.

- May 6<sup>th</sup> – Standard BOD – 11am
- May 6<sup>th</sup> – Member Boards Round Table – 3pm
- June 10<sup>th</sup> – Standard BOD – 11am

## SHMPOA BOD Meeting Minutes for 3-11-2022

- July 23<sup>rd</sup> – Community Mtg – Saturday – 10am
- Aug 26<sup>th</sup> – Standard BOD – 11am
- Oct 7<sup>th</sup> – Standard & Budget Mtg – 11am
- Nov 18<sup>th</sup> – Standard BOD – 11am
- Jan 6<sup>th</sup> – Standard BOD – 11am
- Feb 11<sup>th</sup> – Annual Mtg – Saturday – 9am

### **REVIEW OF ANNUAL MEETING**

No additional topics were discussed at this time.

### **GOALS FOR 2022**

The Board discussed the following goals for 2022:

- Glen Cove Property - Close on the Property & Subsequently Develop an Owner's Survey & Plan for Use of the Property.
- Golf Course – Help Town to increase play, marketing, improve course and push the Town to address pond maintenance.
- Parking Lot @ Marina – Work with Benefitted Members and Declarant to facilitate a smooth transition, get repairs made and develop parking regulations.
- Multi-Use Path – Work with the Town, as the Town hopefully takes a leadership role in officially sanctioning and identify funding options. SHMPOA will send out an owner's survey regarding use.

### **PROPERTY PURCHASE STATUS/UPDATE**

Board noted that they are still waiting on the survey to be provided by the Seller and that until this is provided a formal contract cannot be developed.

### **MARINA PARKING LOT UPDATE**

It was noted that there will be a meeting with the Marina Area Benefitted Members regarding the Parking Lot that was deeded to the Master at the end of 2021. John McLendon will represent the Board and Carson will facilitate. The goal will be to discuss maintenance concerns, funding & parking regulations. It was noted that the Marina Lot will need to be added to the Reserve Study, which is scheduled to be updated next year. John also voiced some concern about eminent domain related to the areas surrounding the actual parking lot and it was agreed that these past improvements will be noted at the parking lot meeting.

### **TOWN/NEIGHBORING CONCERNS**

- Fish Factory – Pedestrian Crosswalk – It was noted that the State Guidelines require a sidewalk before a crosswalk will be considered.
- Fish Factory Multi-Use Path – Walkway / Bike Path / Birding Path – Leon discussed positive conversations held with Town Council Members. A motion passed unanimously that a Fish Factory Road Development Ad Hoc Committee would be developed to promote safety of residents. Leon will serve as the Board Liaison.
- Town Communications / Meetings – Adam will try to attend meetings and will ask for help/reinforcement as needed. The golf course and multi-use path will be priority points of interest.
- Golf Course – No additional discussion was held at this time.

### **COMMITTEE UPDATES**

- Management – Completed Maintenance- The following items were noted.
  - Clubhouse and pool deck pressure washed

## SHMPOA BOD Meeting Minutes for 3-11-2022

- Put out salt prior to Annuals in prep for bad weather
- Put out new pickleball/tennis signs
- Drainage around tennis courts completed
- Repaired door latch on ProShop door
- Repaired O'Quinn sign & Ordered Boss Ct sign
- Finance – John noted receipt of financials and does not have any areas of concern.
- Communications – Recent newsletter was noted and no additional items were discussed at this time.
- Safety & Security
  - SHV Common Area Parking Policy – John's Draft – Board reviewed and suggested revisions were requested by the 18<sup>th</sup>. This will be discussed with Member Boards at the Round Table Meeting in May.
  - Speed Limit Signage: It was agreed that 15MPH signage will be installed at 12 locations within GC, WPT, GV & VG. Board reviewed various options and settled on the following:
    - 15mph Reflective Sign
    - 12" x 18" = \$55.16/sign = \$661.92 for 12
    - Green Steel Post
    - 8' post = \$61.80 = \$741.60 for 12Safety & Security will be asked to help identify locations. Prior to installation No Cuts will be called and courtesy notification will be sent to adjacent owners.
  - Spikes on side of Fish Factory Rd – The Board discussed recent report of spikes placed along side of speed bumps headed into marina area. Board agreed to have 4 speed bump signs installed on 2 posts to reduce ability to drive along edge of road.
- Property/Grounds & Maintenance
  - VG No Man's Land Estimate – Board discussed quote for a complete cleanup of trees and underbrush for \$5,200. P/G&M Committee meet with vendor onsite and recommend the proposal. The Board unanimously approved.
  - Clubhouse Painting Quotes – Quotes obtained for \$6500 & \$8988 from two painters for the exterior. The Board asked for a 3<sup>rd</sup> quote from a vendor recommended by SH Station. LRES was instructed to proceed with the lowest bid provided the specs are the same. Window Washing quote of \$390 will be held until after project is completed.
- Community Activities – A spring Clean Up Day was discussed and will be pursued.
- Town – Par 3 Committee – No additional discussion was held at this time.

## **ADJOURNMENT**

A MOTION was made to adjourn the meeting. The motion PASSED unanimously. The meeting adjourned at 1:25 pm.

Respectfully submitted,  
Carson Lawrence, Secretary  
Lawrence Real Estate Services