

SHMPOA BOD Meeting Minutes for 10-7-2022
South Harbour Master POA BOD Meeting Minutes
Meeting Date: October 7, 2022; 11:00 AM
Meeting Location: SH Club House & via Zoom

OWNER COMMENT PERIOD

There were no owner comments at this time.

I. Call to Order – Adam

Time: 11:03am

IN ATTENDANCE

Adam Berkowitz

MaryJane LeKanides

Leon Hicks

Jim Cross

John McLendon

Carson Lawrence, LRES

Joy Phelps, LRES

Absent: Roberta Guendelsberger, Bill Martin

Owners: 2 in-person & 8 via zoom

II. Adjustment/Approval of Agenda - Adam

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

III. Consent Agenda - Adam

The following items were unanimously approved via a motion made by Mary Jane and seconded by Jim.

- Approval of Minutes of Board Meeting of August 26, 2022
- Items Approved Since Last Meeting:
 - Board Approval to Proceed with New Website
 - Board Approval to Proceed with Final Signatures and Transferring of Funds to Complete Property Acquisition

IV. Committee & Management Updates

- **Finance & Treasurer's Report - John**
 - Review of August Reports – Reports have been sent to Committee for review. John noted that we are to finalize September reports, as these show the transfers for the property acquisition. Below are 9/30/2022 account balances:
 - Operating - \$56,630
 - Reserves - \$548,786 (was \$703K before \$155K loaned for Property Purchase)
 - Capital Improvements - \$6,951.15 – transfers will be made monthly in amount of \$5,416 to repay the loan in accordance with August Board Motion over the next ~29 months.
 - Payment of Stormwater & Road Expenses – It was noted that final payment was issued and deducted from the Stormwater (\$11,750) & Road Reserves (\$21,850) paid by Full Service Members.
 - Audit Update – LRES is providing some additional information recently requested.
 - Budget Update – LRES noted that they met with Committee this week and developed the budget line item by line item. Board was provided a draft for review. It was note that this is a preliminary draft. While there is a lot of time to finalize before the 2023 Meeting, Glen Cove & SH Station are both trying to plan their fall Annual Meetings and have requested a number to include for Master dues. The Master needs to provide a “max” figure but can always charge less. The Board agreed to provide the numbers shown on the draft as “max” figures. This would be a MAX of \$46.40 for the Partial Service Class A Members and \$61.50 for the Full Service Class A Members.
- **Communications – Roberta & Leon**
 - Next Newsletter
 - New Members Needed – It was noted that an owner has recently volunteered and they hope to meet soon.
- **Marina Parking Lot Ad Hoc Committee – Bill (absent)**

It was noted that based on Bill's absence and lack of report, no action will be taken at this meeting. The Board hopes to take action at the next meeting.
- **Safety & Security - Bill (absent)**

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It was noted that the speed limit sign was installed in the marina area, but other signs recently removed (without authorization) need to be reinstalled.

- **Property/Grounds & Maintenance – Jim**

Jim provided the following updates:

- Debris from the storm has been significantly picked up by landscapers.
- Jim is working to get damaged street signs and brackets repaired/replaced.
- The pool continues to have numerous issues with the pump despite regular monitoring by Jim & LRES. Additional discussion was held under the management report.
- Light sensor switches were suggested for the bathrooms.

- **Golf Course – Par 3 Committee – Jim**

Jim noted that Jon Weaver (Course Super) is requesting a full survey of boundaries with permanent markers next year in hopes of having better delineation of the golf course and adjacent properties.

- **Community Activities – Mary Jane**

- Upcoming Activities & Future Plans – Mary Jane noted that attendance at 2nd Saturday Socials has been sporadic, but Oktoberfest is expected to be strongly attended. Christmas activities will be similar in format to those held last year. Garage sale update was also given.
- Use of Amenities by Non-Owner/Residents – The Board unanimously passed a motion made by Mary Jane and seconded by John to allow Class B Members to rent the Clubhouse at double the current rate for Class A Members/Residents. It was noted that rental concerns regarding non-owner/residents have been addressed.

- **Fish Factory Rd Development Ad Hoc Committee – Leon**

Leon noted that there have been no discussions with the Town, but he has talked with maintenance regarding flooding concerns about the area during the recent storm, as this would impact any potential pathway.

- **Management - Maintenance & Admin Items - Carson**

- Completed Items - the following were reported to the Board, but it was noted that some were explained within Jim's P/G&M report.
 - Glen Cove Stormwater Project Completed
 - Glen Cove Paving Project Completed
 - Clean Up of Common Area within Village Green
 - Additional Speed Limit Sign Installed on Glen Cove
 - HVAC Drain Line Repaired
 - Clubhouse Roof Repaired Post Storm - \$950 invoice received for Saturday repair.
- Updates on Ongoing Items - the following were reported to the Board.
 - New Sign for FF Monument Area – LRES is working with a RAGS (in Wilmington) & Sign Shoppe (in Shallotte) to obtain quotes for the new design. There are some concerns about weight & LRES is working with P/G&M along with Debra McLendon on the layout. Currently it is estimated that the new sign will be ~\$2500. Once pricing is known for the individual placards, LRES will contact Marina area businesses to see if they are interested in purchasing one.
 - Stormwater Updates – LRES has been working with the Declarant's engineer. Some measurements within Village Green were required and LRES provided those recently. LRES has been told that the engineers are meeting with the Declarant in the near future to review their suggestions.
 - Website Reconstruction – Natalie & LRES have been working to recreate/redesign a new website. The calendar has been loaded and updated. Many of the documents have also been loaded & are available for loading. LRES has drafted some basic text for the homepage and will work on text for each Class A Member page, but any recommendations would be greatly appreciated. Also, there is a problem with the domain name display, but this is being corrected shortly.
 - Pool Pump Repairs – After finding water in the hallway and bathrooms, it was determined that there was a leak in the plumbing lines leading to the pump and the water level in the pool was dropping. Based on the storm, Pool Professionals was not able to repair and had to close the pool. Since then, Pool Professionals has been working to resolve the issues

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and is bringing in an expert from Raleigh to further evaluate. The pool is in no condition to open at this time and will likely be closed for several more days, as algae has bloomed due to the lack of circulation. The pool is set to close 10/31. Depending on how long it takes to resolve this issue, LRES noted that the Board may want to consider not reopening and instead drain some of the water to properly treat the algae that has plagued the pool all summer. The Board unanimously passed a motion made by John and seconded by Jim to close the pool at this time for the season.

- Replacement Flags Ordered for Clubhouse – arriving Friday. LRES apologies for the flag not being removed prior to the storm. There was miscommunication with vendors in the chaos.
- Storm Clean Up Underway – LRES is working with Seaside to get a price on the necessary clean up. LRES is also meeting with the golf course to determine ownership/responsibility of debris in a few areas. Leon made a motion seconded by Jim for the Master POA to provide once a month pick up of debris. The motion failed based on only Leon & Jim approving and Mary Jane, John & Adam dissenting.
- Replacement Street Signs & Brackets Ordered – LRES has ordered a number of signs for a different vendor and Jim Cross ordered brackets online. P/G&M is also helping to provide a comprehensive list of additional signs & brackets needed. LRES also agreed to have the posts painted provided the cost does not exceed \$1K.

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

- Closing Status – Adam noted that following the receipt of the final recorded survey, approval of the HUD and transfer of funds, the property closed & was recorded. Notice was sent to owners. LRES noted that there have been some negative comments from a few owners.
- Community Survey – Based on John & Bill's content, LRES has developed draft provided for Board review which can be sent via constant contact email and results will be tabulated automatically. LRES requested Board feedback by the next Friday.

VI. New Business – Adam

There was no New Business discussed at this time.

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- Budget – It was noted that the max increase is anticipated to be \$6/month/unit. But it might not be that much, after results from the survey are obtained and reviewed.

OPEN MEETING was adjourned at 12:33 by unanimous agreement. Motion made by Mary Jane and seconded by John.

VII. Executive Session – resumed at 12:34 pm

- **LRES Contracted Services** – Board reviewed another copy of the contract amendment provided for their reference. A motion passed to approved and have agreement retroactive to 1/1/2022 was made by John and seconded by Mary Jane.
- **Town/Neighboring Concerns - Adam**
 - Discussions with the Town - There was no additional discussion at this time.
 - Golf Course - There was no additional discussion at this time.
 - Marina Parking Lot – LRES has been in communications with Developers. They expressed concerns about the cost of Turner's proposals and said they would be getting additional bids. Their response seemed to indicate that they still intend to complete repairs. Adam noted that this is positive feedback. Board instructed LRES to have any vehicles without tags towed.
 - Property Discussions – LRES agreed to send all owner comments to the Board for review via email.

VIII. Adjourn - Meeting adjourned at 12:49pm based on unanimous agreement.