

Southwind POA Board of Directors

Monthly Meeting Minutes Executive Session June 19, 2019

LOCATION: Carolina Trace Country Club Governor's Room
ATTENDEES: Ernie Clemens, Forrest Breyer, Doug Burnett, Biz Burnett, Gwen Stewart, Sharon Clemens
ABSENTEES: Larry Wilkins, Jo Anne Batten, Jamie Corn, James Falls
OTHER ATTENDEES: Andy Shook
NOTETAKER: Biz Burnett

Ernie called the meeting to order at 6:32pm, then offered a prayer.

No visitors came to offer input or questions to the Board.

A motion was made, seconded and unanimously approved to accept the Minutes from the May 9, 2019 regular monthly Board Meeting.

EXECUTIVE COMMITTEE REPORT AND NEW BUSINESS

1. There was no Executive Committee Report.
2. A motion was made, seconded and unanimously approved to have Andy Shook fill the vacant (11th) position on the Board, as a Member-at-Large.
3. The Board discussed moving the desire/need to **update SWPOA's Bylaws and/or Covenants (B and/or C). Sharon, Andy and Biz expressed interest in helping with this project**, which will include researching other POAs' governing documents. Biz reminded everyone that amended or entirely new B/C require approval by a majority of the members who attend any regularly called meeting of Southwind property owners. The expected next such meeting is the annual meeting in early October, at which ballots and proxies will be counted and the 2020 Southwind Board of Directors will be announced. The Bylaws require that notice of any full membership meeting and materials related to any business that will be transacted at such a meeting (e.g., ballot and proxy forms) must be mailed to all Members 10-50 days in advance. Expected annual meeting materials mailing date is the week of September 9. That **will require the Board to vote on the proposed B/C document(s) at the August 21 Board meeting**. Everyone agreed that it's a lot to get done in a short amount of time but worth attempting.
4. **Nominations for 2020 Board Members** are welcome and will be requested from the membership by an announcement in an email or the next issue of the Southwind Newsletter.

TREASURER'S REPORT AND NEW BUSINESS

1. Forrest reported that the checking account balance is \$42,880.34; the savings account balance is \$71,103.06; and SWPOA now owns two (2) \$50,000 6-month CDs that pay 2% interest. Our next CTA quarterly payment of \$10,798 is due July 1. Seven (7) owners are currently in arrears, for a total of \$4,031. For any owner still in arrears at 90 days (e.g., June 30 for unpaid 2019 Annual Dues), the Treasurer will get legal assistance to proceed with legal action (filing a lien on those Southwind Lots).

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2. A motion was made, seconded and unanimously approved to accept the Treasurer's Report.
3. There was discussion of the need to provide the NC Secretary of State with updated contact information for who is SWPOA's Registered Agent. **Biz agreed to research the process and, if necessary, ask our legal resource Diana Kennedy.**
4. There was discussion about how we can get proof that we are exempt from sales tax because SWPOA is registered in North Carolina as a nonprofit organization. **The Treasurer will research this topic with other CT POA Treasurers.**

CTA REPRESENTATIVE REPORT

1. Highlights from the June 4 CTA Meeting:
 - a. CTA renewed Southern Protection Agency's contract because even though their bid wasn't the lowest, CTA felt the current processes are working well.
 - b. An upcoming change to the electronic gate system will require everyone to purchase a new windshield sticker (\$10).
 - c. The security guardhouse is switching Internet service providers from Windstream to Spectrum, to (presumably) improve service speed and reliability.
 - d. Work continues to install a new electronic security gate at the end of Traceway North. Estimated total cost is \$33,900.
2. Per CTA Bylaws Section 2 requirements, **the Board appointed Forrest Breyer as SWPOA's CTA Director. The Board also appointed Doug Burnett and Ernie Clemens as SWPOA's Alternate CTA Directors.** Any or all of these three will attend each CTA meeting and will cast SWPOA's one (1) vote whenever required.

SECRETARY'S REPORT AND NEW BUSINESS

1. The *Rules & Regulations* (R&R) document was emailed May 29 and postal-mailed to all owners May 30. R&R #2 - Parking – has been modified to clarify that “No parking *overnight* or for a duration longer than 24 hours is allowed without written permission from the Board.” R&R #5 – Nuisance / Property Maintenance – has been modified to add the words “free of tall grass.”
2. SWPOA's website – www.CTSouthwindPOA.org – has been updated and now includes a page where the Bylaws, Covenants, and Pool Rules can be viewed or downloaded. More such documents can be added in the future. The website also includes a form for submitting an inquiry or message to the Board (so the Board's email address can't be scraped and sold to spammers)
3. The SWPOA Corporate Seal is not in the box Kelly gave Forrest on May 1. Biz will ask Kelly and Cordie if they still have it.
4. The Membership Data needs to be updated, especially for rental properties. Sharon and Biz will work on that.
5. A motion was made, seconded and unanimously approved to accept the Secretary's Report.

ROADS & GROUNDS COMMITTEE REPORT AND NEW BUSINESS

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1. There was no written report filed in the absence of R&G Cmte Chair Jamie Corn. Forrest shared updates Jamie had verbally provided, about the status of the committee's projects.
2. On May 14, the Board started notifying owners of the 7 vehicles illegally parked in the pool or dock parking lots, to move their vehicles by May 24 or they'd be towed at owner's expense. One vehicle's owner who requested written permission to continue parking at the dock (for a few weeks at a time this summer) was granted permission until August 23. Three other vehicles were moved by their owners prior to Friday May 24, the date the Board arranged for Car Pros to tow away from the pool parking lot the 3 remaining abandoned vehicles. One towed vehicle's owner who verbally complained about not having been notified paid Car Pros to retrieve what had been towed.
3. A Short-Term (2-5 Days) Parking Approval Request Form will be created and required to be signed and submitted by vehicle owner and also signed by a Board Member. The form will record the owner's name, phone#, email address, and the vehicle's year, make, model and license plate number.
4. POA common ground trees that will be removed were marked today. The committee identified 3 full trees and 4-5 that need limbing. After getting price quotes from several tree removal service providers, the committee will authorize one to proceed with the work. The Board voted to not offer all property owners the opportunity to possibly save money by including in the POA's project tree removal/limbing work on their own property (owners would pay the service provider directly).
5. The Board discussed the condition of the swingset at the Dock and a request from Lot# 963 Owner Donna Brewer to not remove it because she sees children use it occasionally. Andy agreed to inspect it and advise the Board if it's unsafe and/or unrepairable.
6. The Board also discussed Donna Brewer's request for a picnic table on the common ground by the Dock. Options discussed included 1 or 2 tables; on a concrete pad (to make grass mowing easier); composite materials that wouldn't need to be stained or painted; and do-it-yourself rather than prefabbed. No motion was made to proceed on this topic.
7. Forrest reported that Jamie had bought and sprayed herbicide on POA common grounds.
8. Forrest reported that Jamie will examine and report on maintenance required to fix broken electrical lights at the Dock.
9. The Board wants the R&G Cmte to prioritize getting current information about who owns the boats moored at the Dock. James Falls may have some of this info.
10. At the May 9 meeting, the Board voted to purchase a trailer that we could use to haul away tree debris. At this meeting, the Board rescinded the decision to purchase a trailer because the total cost on Saturday June 1 (for POA Common Grounds Clean Up) to rent a trailer (half-day) and pay landfill fees (2 loads) was only \$41.29.
11. The next POA Clean-Up will be 9-11am Saturday July 13. The Board voted to not offer all Residents the opportunity to also include their yard debris with common grounds' tree debris, something that Lot# 989 Owner had requested on April 28. That request remains on the R&G Cmte's future projects list.

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12. The Board discussed installing a water faucet at the front entrance, and approved Gwen getting some price quotes.
13. Doug reported that he had asked three engineering firms to give us a price quote for a Pavement Assessment (a study and report that advises us about recommended timelines and estimated costs to repave Southwind roads). Two firms had already sent Doug their price quote, both of which were approximately \$6,000. A motion was made, seconded and unanimously approved that \$6,000 is the most we will pay for any firm's Pavement Assessment.

ARCHITECTURAL COMMITTEE REPORT AND NEW BUSINESS

1. AC Chair Gwen Stewart reported that a Southwind POA Builder's Packet has been hand-delivered to the owner of 5 undeveloped Southwind lots who recently expressed intent to clear and build on some lots. The AC sent a follow-up email, to clarify everything that's required for the AC to issue written approval, including if a lot will only be partially or fully cleared more than 60 days before new home construction is expected to commence.
2. Gwen also reported that there's been no recent communication re status of new home being constructed on South Bay (Lots 960+961). Gwen will ask Candi Bloedorn for a status update.
3. There was no AC new business.
4. A motion was made, seconded and unanimously approved to accept the Architectural Committee Report.

POOL COMMITTEE REPORT AND NEW BUSINESS

1. On May 28, a vandalism incident was reported to Lee County Sheriff's Dept. A certified letter was mailed to the parent of the Southwind youth suspected to have been involved in the vandalism incident.
2. Numerous incidents of glass containers found in the pool trash can and pool furniture not moved back to proper location. The Pool Cmte is considering purchasing a "No glass containers in pool area" sign.
3. The several Owners whose accounts are not paid in full will be notified that use of the pool is suspended until the account is paid in full. This suspension applies to an Owner's (or Tenants, if applicable) entire household and guests.
4. Volunteers are still needed to open & close the pool.
5. Pool Cmte Co-Chairs Sharon Clemens and Jo Anne Batten reviewed all pools in Carolina Trace re fence type and gate closure options. They also got info about how to purchase a podium-style stand for holding sign-in sheets.
6. SW Pool is currently grandfathered in re height of pool fence, but that courtesy could be revoked at any time by any Lee County Health Department Inspector who deems current fence is no longer secure.
7. Co-Chairs will get a revised estimate for replacement fence and a key-coded gate lock.

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8. A 4-camera video surveillance system has been purchased and will be installed at the pool before the July 17 Board meeting. A monitor to be used with the system was donated to the POA.
9. A motion was made, seconded and unanimously approved to accept the Pool Committee Report.

MEMBERSHIP & SOCIAL COMMITTEE REPORT AND NEW BUSINESS

1. There was no report because there is no M&S Committee yet.
2. 983 Whistling Wind: Sold on May 30. New Owners' names appeared on a POA Dues Status Form the settlement firm sent us on May 29.
3. The Board tabled discussion of forming an M&S Committee.
4. The Board tabled discussion of scheduling "Southwind Day at the Pool."

OTHER NEW BUSINESS

1. Gwen again expressed interest in establishing and Chairing a Beautification Committee. After brief discussion, the topic was tabled for the future.

GENERAL ANNOUNCEMENTS

1. The Board's next monthly meeting will be Wednesday July 17 6:30pm.

At 8:55pm, a motion was made, seconded and unanimously approved to close the meeting.