

Meeting Title | Minutes - Amended Dec 2018

Meeting date | time Nov 13 | 6:30 pm – 8:55 pm | Meeting location Clemens' Home

Meeting called by Cordie Dorman
Type of meeting POA Board Meeting
Facilitator Larry Wilkins
Note taker Kelly Dorman
Timekeeper Kelly Dorman

Larry Wilkins – Vice President
Forrest Breyer - Treasurer
Kelly Dorman - Secretary
Gwen Stewart – At Large; Arch Cmte Chair
Biz Burnett – At Large; Arch Cmte
Sharon Clemens – At Large; Arch Cmte
Jo Anne Batten – At Large; Pool Cmte Chair
Jamie Corn – At Large; Roads and Grounds Cmte Chair
Ernie Clemens – At Large
Not Present: James Falls and Cordie Dorman

AGENDA TOPICS

Called to Order | 6:30 pm | Presenter Larry Wilkins

Time allotted | 6:30- 6:40 | Agenda topic Reading of Minutes Secretary's Report | Presenter Kelly Dorman

Reading of Last Meeting Minutes: Secretary

Motion to Accept meeting minutes; Motion seconded; Motion accepted by the Vice President

Time allotted | 6:41 -6:50 | Agenda topic Treasurer's Report | Presenter Forrest Breyer

Reading of Treasurer's Report

Treasurer provided Journal covering 10/11/18 and BB&T Statement

Dues/Fees Owed: Kitchens family still owes dues; were supposed to send check in October; Treasurer sent an email and will follow up with a call. A deal was made with Tim re the dues, that date has passed.

3 people who have liens (916 Pitts, 915 Hopkins, and 919/920 have sold, 1062 Wiley in bankruptcy, 1029 Caveney not paid in quite awhile in legal process [desire to transfer property to the POA - would need to consult legal; Kelly will discuss 1029 with Dianna Kennedy])

New owners: 1040 Meadowreach sold, 1030 bought in Oct (Crain), 933 Lakewind being sold by Lisa Kincaide

Motion to Accept Treasurer's Report; Motion seconded; Motion accepted by the Vice President

Secretary emailed Lacey and Cindy re a Membership and Social committee; Cindy accepted and awaiting a response from Lacey

Secretary contacted: the IRS to update the address for the POA to the President's address (per the CB&L); the CTA webmaster and had our contact information updated and to get information on "piggy backing" off the CTA website, POA needs to set up a domain name and its website and then send a link to CTA webmaster (he suggested Weebly)

Spoke on Corporate 101 Training for the POA by Dianna Kennedy of Key CMI, cost is \$60/hr and is estimated to take 2 hours; Motion was made to arrange this, 2nd, Voted, Motion Passed; Secretary to arrange this

Administrative Budget presented, Secretary made an error on cost of a domain name and Ms. Burnett corrected the number. Breakdown of the budget:

Administrative Budget:

Domain Name: \$12/yr (corrected)

Paper: \$50/Case (10 reams)

Mailing Supplies (labels, envelopes): \$100

Postage: \$200

Printer Ink: \$90

The shared Google account information was sent out and Board members were given log-in credentials; Each committee has it's own folder – do not need a personal Google account to use the group account, keeps documents in a central location which makes transition easier and offers transparency

Motion to Accept Secretary's Report; Motion seconded; Motion accepted by the Vice President

Stump removal project underway – working with 4 companies for quotes; Brewington has been the only one to come out and walk around to give a quote (other 3 have not come out yet); Brewington quote was \$3500 for all stump removals (price is for 100 stumps in cul de sacs); Jamie has requested that mulch not be taken away so we can use in the cul de sacs; \$450 Brewington will remove the debris from the POA; Brewington gave a professional, timely response and Jamie recommends using them again; They will be in POA on Nov 19 to grind the stumps

Future notes: propose a cul de sac beautification and flag project, projected \$300 per cul de sac, planting

Lawn service – Was unable to get a quote from our current lawn service, use the \$4900 we had paid as a baseline for the budget and seek other quotes to begin work in April, if no one can be found by then we will have to use the current provider or find another solution

Proposed two work days – Nov 17 and Dec 8 as a limb pile consolidation project at the Dock area (pile will be marked off); Jamie will contact Brewington to find out what date for pick-up and to schedule the cul de sac project

Crepe Myrtle project – Forrest has a chipper that can handle up to 3"; R&G Chair will get together with Larry and Forrest when it is appropriate to trim the trees (must wait until winter)

Forrest donated another chainsaw to the POA

POA chainsaw needs blade sharpened; Larry will take care of it

Jamie to pick up blower and supplies from Cord

Bob Johnson repaired the electrical box at the front sign for \$65, Jamie will keep his information on hand for electrical work we may have in the future

Sign repairs: Meadow Reach sign is broken and will be repaired within 2 weeks for \$75 plus tax

Sign contact proposed replacing the wood signs with artificial materials and he will provide a quote at a later date; Needs to add a sign for Windrace Trail

Biz suggested getting entrance/exit sign quotes so it is clear on both sides as these can only be seen from one direction

Proposes getting quotes for speed bumps in Southwind in two locations to help reduce speeding

Wants to form an actual committee; Will put out a call in the newsletter once it is running

Kelly suggested looking into road clearing for the winter; Jamie will get quotes; Gwen knows some people she can refer

Motion to Accept; Motion seconded; Motion accepted by the Vice President

Time allotted | 7:33-7:48 | **Agenda topic** Pool Committee Report | **Presenter** Jo Anne Batten

For 2019 estimated between \$7118-\$8018 for budget

6 new umbrellas are needed as well as large rubber mats for bathrooms

Safety grips for pool steps railing are requested

In 2020 we need a 60" fence which will cost between \$5700-\$6500 and drain covers which will cost \$500 (replaced every 5 years)

(Forrest informed us that 2020 is the year we can increase dues if needed)

Need electrical inspected at the pool – can Mr. Johnson be used to inspect pool electric and the light pole at the pool? Jamie will check on this

Locks at the pool house and gates need to be changed

Pool parking signage – add this onto the signage conversation to coordinate parking signs with the rest of the signage

Amendment: Jamie Corn will be considered as the Pool Manager

Amendment: Sharon asked if we hire Jamie will he carry his own insurance or will he be covered under our insurance

Investigate getting a cover to use on the pool vs paying the \$1200/yr to drain it

Motion to Accept pool report; Motion seconded; Motion accepted by the Vice President

Time allotted | 7:49-7:50 | **Agenda topic** Dock Committee Report | **Presenter** Kelly Dorman

James was absent; Emailed that he had no updates at this time

FIVE MINUTE BREAK

Time allotted | 7:58-8:30 | Agenda topic Architectural Committee Report | Presenter Gwen Stewart

Architectural Cmte identified 29 infractions and will be addressing those

AC infraction form created and will be filled out and submitted to the Secretary for delivery (if a rental, it will go to the renter and to the property owner/management); A date will be given (ten days) for infraction correction

The committee has met twice and will continue to meet as needs are addressed

A "Friendly Reminder" common infractions letter to go out with the Dues bills; Biz presented the draft - Add Article/Section #s with Guidelines/Rules as well as match language to Covenants and By-Laws

Request for fences are currently on the roster; Needs guidance on what to use; Forrest suggested having people submit for approval and then we can discuss as a Board; Kelly will meet with Dianna Kennedy from Key CMI and discuss covenants and by laws

Request for a water spigot for the front entrance: \$500

New plants: \$200

Gwen had planted a tree at front entrance and is donating bows and lights for signs; Forrest and Cindy will donate a wreath for the main sign; Larry will ask Tim for the spotlight; Jo Anne offered Christmas lights; The committee is excited to update our Christmas "look"

Motion to Accept arch cmte report; Motion seconded; Motion accepted by the Vice President

Time allotted | 8:30 | Agenda topic Old Business | Presenter Larry Wilkins

Covered Reports; No Old Business

Time allotted | 8:30-8:44 | Agenda topic New Business | Presenter Larry Wilkins

Discussion to change the date of monthly meeting. Biz said that Tuesday's do not work for James Falls. Tuesday does not work for the clubhouse, either. Meeting changed to 2nd Thursday of each month. Forrest will schedule with the clubhouse.

Question about lots 990/991 (David Webster is asking about owner financing of lots, taxes and dues will be paid through him; Wants to know how individuals will gain gate access and use amenities if property is still in his name; Security Cmte says POA needs to figure out the rules for this situation; CTA Security requires documentation of ownership); Biz recommended treating it as a rental, Kelly concurred and Cordie had given such feedback prior to the meeting for Kelly to relay. Motion was made to require a contract and this would be treated as a rental as long as Mr. Webster held the deed in his name. Motion made, seconded, and passed.

CTA Report given by Forrest: 7 new cameras will be added in Trace managed by ADS; CT CC waiting on two contractors to work on the gate at the dam (need a diver, only found two companies to quote); Firewise grant – up to \$1999 for removal of debris (Nov 1 2018 – Sep 30 2019), Cordie will check on if it is not too late to file (required to file: pics, 6 before+6 after); CTA will be re-lining Traceway w/optical reflective beads; Carolina Water Service – judge has rejected their rate increase; Harbor Creek and Stonegate erosion issues are being discussed in CTA and they are seeking a solution with an engineer

Gwen suggests raising the non-refundable portion of the builders fee of \$2500 (\$1500 is refundable); Motion was made by Gwen to increase the non-refundable portion of the fee to \$4000, motion was 2nd Motion unanimously passed

Look to holding the quarterly meeting in Jan for the POA membership and to present the annual budget

A suggestion was made to pool (donating plants, time, etc) resources for plantings in the cul de sacs after the clean-up is done

Time allotted | 8:55 | Agenda topic Meeting Closed | Presenter Larry Wilkins

Motion to Close Meeting; Motion seconded; Meeting Closed