

Southwind POA Board of Directors

Monthly Meeting Minutes Executive Session March 17, 2020

LOCATION: Carolina Trace Volunteer Fire Dept. Meeting Room

ATTENDEES: Anthony Hoots, Tim Rushatz, Doug Burnett, Biz Burnett, Kristen Hoots, Forrest Breyer, Ernie Clemens

ABSENT: Cindy Breyer, Andy Shook, Larry Wilkins

OTHER ATTENDEES: None

NOTE-TAKER: Biz Burnett

Anthony called the meeting to order at 6:34pm, and then offered a short prayer.

No one from the Southwind community came to offer input or ask questions during the Community and Good Neighbor portion of the Agenda, so the Board went into Executive Session

A motion was made, seconded and unanimously approved to accept the Minutes from the February 19, 2020 SWPOA Monthly Board Meeting.

EXECUTIVE COMMITTEE REPORT AND NEW BUSINESS

1. Report

- a. **Infractions & Compliance (I&C) Process:** Tim agreed to serve as Chair for our I&C Committee. Another Committee Member is needed. Tim shared a document that described another CT POA's "Compliance Violation Process." After some discussion, the Board agreed to a similar I&C Process. Some steps were agreed upon; others will be finalized after review by our Attorney.
 - b. **Legal:** Tim will meet for 1 hour with our Attorney on Thursday April 2 @ 4pm (Attorney's earliest available appt.). The Attorney's fee for that hour will be \$150. Topics to be covered are our I&C Process and our Bylaws and Covenants update project (estimated cost for legal fees and court filings, tentative project timeline including approval vote by Membership).
 - c. **Other:** Fri March 13 "Community Association Law Day" was canceled because the venue (NC State) is now unavailable for public events, due to health safety concerns. Our prepaid registrations (\$330) will be refunded.
2. A Motion was made, seconded and unanimously approved to accept the Executive Committee Report.

3. New Business

- a. **Bylaws & Covenants Update Project:** Pending information from Attorney, expected April 2. Biz informed the Board that a Google Doc was started last year,

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to store our "wish list" topics and verbiage for our updated B&C. Discussion about this project was tabled until the April BoD meeting.

- b. **Reflective Mailbox Plaque for 1028A:** The Board approved spending \$25 to have CT Fire Dept install a reflective sign on the post near the roadway that shows the pool's address. Biz will order the plaque and installation.

TREASURER'S REPORT AND NEW BUSINESS

1. Report by Doug Burnett

- a. Financial Summary as of March 16, 2020

<u>Bank Balances</u>	<u>2/18/2020 Balance</u>	<u>Transactions</u>	<u>3/16/2020 Balance</u>
Checking Account	\$19,331.98		
Income		\$14,773.00	
Transfer from Reserve		\$2,000.00	
Obligations Paid		(\$4,706.30)	
			<u>\$31,398.68</u>
Reserve Account			
Checking/Savings Account	\$64,217.12	(\$1,998.98)	\$62,218.14
Certificate of Deposit #3463	\$50,504.11	\$0.00	\$50,504.11
Certificate of Deposit #3471	\$50,504.11	\$0.00	<u>\$50,504.11</u>
			\$163,226.36
Total Cash Available			<u>\$194,625.04</u> =====

Payments: Major payments this period were \$1,345.00 for the processing of 4 Liens back in 2017; \$820.00 for Property Insurance; and \$2,000.00 for the new salt water purification system.

Budget: To date, we have received \$39,939.00 of our \$80,943.00 2020 Budgeted assessment dues.

- b. Some but not all answers have been received from our previous legal advisory resource. Doug will make a list of related and new questions for our new Attorney.
- c. Doug prepared but has not yet filed SWPOA's Federal and State tax returns.

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2. A Motion was made, seconded and unanimously approved to accept the Treasurer's Report.
3. **New Business:** None.

SECRETARY'S REPORT AND NEW BUSINESS

1. **Report by Biz Burnett**
 - a. **MINUTES:** Wrote and emailed the Draft February 19 Board Meeting Minutes to Board Members, for review and feedback
 - b. **WEBSITE:** Uploaded to site's Documents & Forms page the approved January Board Mtg Minutes and the Newsletter Winter issue. Updated site's HOME page to show R&G Cmte Co-Chairs.
 - c. **NEWSLETTER:** *The Southwind Gem* Winter 2020 issue was finalized with the help of reviewers Doug, Anthony and Kristen, and emailed it to the community on February 28.
 - d. **MEMBERSHIP DATA UPDATES:**
 - i. **Undeveloped Lot# 1018:** Got contact info from new Owners Robert & Fiorella Goode. They didn't receive governing docs from previous Owner BuySellHold USA. New Owners live in Durham, and expect to build within 1 year.
 - ii. **Rental Lot# 988 Whistling Wind:** new Tenant as of Feb 14 (per Feb New Residents List; contact info NOT provided by Owner).
 - iii. **Developed Lot# 1034 Windrace:** sold on 2/14/20 to Prestige Home Solutions, LLC (owned by Chris Papadopoulos; remodeled and listed for sale on 3/14 for \$159,900).
 - iv. **Undeveloped Lot# 903:** sold Feb 19 to new Owner Israel Lucas Construction, Inc.
 - v. **Developed Lot#1022:** sold March 5 to new Owner KBC Realty, LLC (owned by Chris Vecchio).
2. A Motion was made, seconded and unanimously approved to accept the Secretary's Report.
3. **New Business:** None.

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CTA DIRECTOR'S REPORT

Forrest provided these highlights from the March 3, 2020 CTA Meeting. **(Approved Minutes from past meetings are typically available in their entirety on CTA's website [HERE](#).)**

1. CTA's annual audit is scheduled to begin in late March.
2. **Security:** CTA owns the ground along each POA's entry/exit for a distance of 30 feet in from Traceway. POAs are urged to check on this, and contact CTA VP and Security & Safety Committee Chair Cal Saltzman for documentation needed to avoid potential legal issues.
3. **Traceway Roads & Maintenance (TRAM):** Each POA's Board must vote whether to approve proposed work to test new materials for maintaining several culverts along Traceway. Estimated project cost is \$40,000. At CTA's next meeting, Forrest will report that SWPOA's Board voted YES.
4. **CTCC Liaison's Report:** A large tree removal project was just concluded, to keep the grass growing well and to keep roots from tearing into the cart paths. CTCC maintenance staff has been taking care of landscaping around Traceway, to improve general aesthetics for residents.
5. **Water & Sewer Utilities:** Our water and sewer service provider Carolina Water Service NC is owned by Utilities, Inc, which recently changed its name to CIREX, which will appear on future water and sewer utility bills.
6. **CT Fire Dept:** All residents are encouraged to purchase a reflective address sign, to assist emergency vehicles in locating their home.
7. **Harrington:** This is the name for the proposed 40 ½-acre lots residential community whose plot plan will soon be reviewed and approved or denied by Lee County's Zoning Board. Harrington would be built on land that backs up to some CT POAs on the north side of the lake.
8. The next CTA meeting is Tuesday April 7.

ROADS & GROUNDS COMMITTEE REPORT AND NEW BUSINESS

1. **Report by Forrest Breyer and Andy Shook, R&G Co-Chairs**
 - a. **ROADS:** Mark Mitchell of Mitchell Paving met with Forrest, and now has the pertinent portion of REI's Pavement Assessment Report. Mark inspected several roadway spots (the entranceway and 3 cul-de-sacs: South Bay, Harbor Side and Meadow Reach). He'll return soon, to do a total inspection and mark+number areas to repair. Within two weeks after the total inspection, he'll provide his estimate for each numbered road section. Likely repairs will be crack sealing, soft cut and patch; and where needed, grind and replace where needed. Tree roots seem to be major problem causing road damage.
 - b. **SIGNAGE:** Dave Bond's \$1100–\$1300 estimate to repair our front entrance signage has been approved, and he will proceed with that project in April as his schedule permits.

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- c. **GROUND - LAWN CARE:** For the 2020 season, the POA will use Handy Hoots to manage common grounds cutting and maintenance. Deciding factors were lower cost plus “more bang for the buck.”
 - d. **GROUND - OTHER:** Remaining debris at lakefront has been cleaned up. Thanks to all who helped with the Saturday March 7 Clean-Up, which resulted in creating 2 piles of sticks to be wood-chipped in April. The tennis courts and pool parking lot have had debris blown off.
 - e. **DOCK:** One Lot Owner responded to our recent newsletter’s request to identify their boat moored at our Dock.
 - f. **OTHER:** The effort and cost to haul away the downed and unclaimed basketball pole and net (at the intersection of South Bay and Harbor Side) was covered by Carolina Trace Gated Properties, as a goodwill gesture to Southwind POA. The Owners of 962 Harbor Side have asked the R&G Committee to assist in correcting stormwater drainage that runs onto their lot.
2. A Motion was made, seconded and unanimously approved to accept the Roads & Grounds Committee Report.
- 3. New Business**
- a. **GROUND - OTHER:** The next Clean Up, Saturday March 28 9–11am, will be at the Pool parking lot, to finish building our 5 piles to be wood-chipped. To be included in those piles are the small trees and brush at the pool exit. We must have our 5 piles ready by Monday April 6. The “weed yard” at the front by the entrance sign has practically no grass and needs attention.
 - b. **DOCK:** 3 of 6 moored boats have been ID’d. A laminated sign will be put on the other 3, asking the Owner to contact the POA so we have their contact info. The next newsletter issue will repeat the request. The R&G Cmte will post a similar request notice on NextDoor.com’s CT section.

POOL STATUS REPORT AND NEW BUSINESS

(There currently is no Pool Committee or Chair.)

- 1. Report by Anthony Hoots**
- a. The new salt-based water purification system was installed.
 - b. When 2020 Pool Season Manager Josh Godfrey met with Anthony, he recommended no sign-in sheet because if necessary, our video surveillance system can show the date and time people entered and exited the pool area.
 - c. Josh also recommended we post all warning and alert signs adjacent to each other.
 - d. The pool is scheduled to be painted by our Pool Manager, Josh Godfrey, before Opening Day, as is the pool building, which Board Members will volunteer to paint.
 - e. The Board discussed placing near the mailbox a Bulletin Board on which to post, for example, Pool Rules, Community Announcements and News. No next step was agreed on or assigned.

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2. A Motion was made, seconded and unanimously approved to accept the Pool Status Report.
3. **New Business**
 - a. The Board asked Anthony to get some estimates to vinyl-side the pool building, so that cost can be compared to painting the building every 5 years.

ARCHITECTURAL COMMITTEE REPORT AND NEW BUSINESS

1. **Report by Kristin Hoots, AC Chair**
 - a. **1022 Windrace:** Approval was given to build new stairs and front deck to match existing design, and also to paint the entire exterior.
 - b. **961+960 South Bay:** Approval was given stormwater drains and landscaping stones/pavers. This work has been completed.
 - c. **933 Lakewind:** Approval was given to have the driveway paved with asphalt.
 - d. **903 Windrace:** A Builder's Packet was provided to this undeveloped Lot's new Owner.
 - e. **900A Windrace:** Owner contacted AC Chair, to explain sudden and extenuating circumstances for why a new roof was installed without submitting an AC Approval Request Form. The new roof was retroactively approved with no negative consequence to the Owner.
2. A Motion was made, seconded and unanimously approved to accept the Architectural Committee Report.
3. **New Business:** None.

MEMBERSHIP & SOCIAL COMMITTEE REPORT AND NEW BUSINESS

There was no report because there is currently no M&S Committee yet.

OTHER NEW BUSINESS: None.

GENERAL ANNOUNCEMENTS

1. Our next regularly scheduled Board Meeting will be Wednesday April 15, 2020, at 6:30pm, at Carolina Trace Volunteer Fire Department meeting room.

At 8:28pm, a motion was made, seconded and unanimously approved to close the meeting.