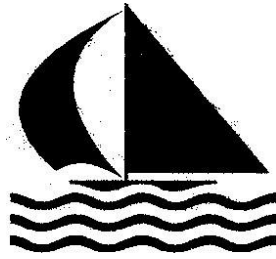


**PORTSIDE HOMEOWNERS ASSOCIATION  
QUARTERLY BOARD OF DIRECTORS MINUTES**



January 15, 2022

**Call to Order:** The quarterly Portside Homeowners Association Board of Directors meeting was called to order at 9:00 A.M.

**Introduction of Guests and Administrative Announcements:** President Meeks welcomed Board members.

**Secretary's Business:** Mitch Manning

**Record of Voting Members Present:** President Frank Meeks - Present; Vice President Lawrence Beacham - Present; Secretary Mitch Manning - Present; Treasurer Mark Cutler – Present; Board Members Present: Tommy Poe, Pam Clark, Wes Crawford, Frank Moye (telephonically), Harland Simmons (telephonically), and Gene Register.

**Board Members Absent:** Bill Braddy

**Assignment of Proxies:** 0

**Confirmation of a Quorum.** There was a Board quorum present - Present: 10 Proxies: 0

**Others Present:** none

**Other Business of the Secretary:**

**Minutes of October 16, 2021, Board of Directors Meeting:** Members of the Portside Homeowners Association Board of Directors were asked if there were any changes to the minutes from the Board meeting held on October 16, 2021.

President Meeks stated he requested the following changes to the Quarterly Portside Board of Directors draft minutes for October 16, 2021 before they are approved.

Action Item 199 changed to Action Item 129 and the title changed to **Property Owner Compliance**. Moved from new Business to under old Business.

Action Item 199 title in the draft minutes be changed to **Speeders on Portside Roadways** with a suspense of 30 Nov 21.

President Meeks asked for discussion and when it was completed called for a motion. A motion was made by Lawrence Beacham to approve the October 16, 2021 Portside Board minutes with changes, seconded by Pam Clark. Motion passed unanimously.

**See Enclosure 1.**

**Any other unfinished business of the Secretary: none**

**Treasurer's Business: Mark Cutler**

**Review of Draft Quarterly Treasurer's Report for the Period October 1, 2021 –**

**December 31, 2021:** Mark Cutler submitted the attached Treasurer's report as of December 31, 2021. After the review was completed, Gene Register moved to accept the Treasurer's Report subject to audit of the expenses; seconded by Tommy Poe. Motion passed unanimously.

**See Enclosure 2.**

**Any other unfinished business of the Treasurer: none.**

**Portside Board Unfinished Business:**

**Portside Sewer Petition Extension Update:** No update to report.

**Action Item 78 – Ongoing.**

**Property Owner Compliance:** On Thursday, October 28, 2021, at 10:30 A.M., Wes Crawford and Frank Meeks met with Lee Precise in the Law Offices of White and Allen. Per the BOD guidelines during the Quarterly Board Meeting on October 16, 2021, President Meeks would write a letter to the Portside Board of Directors. The bill for Mr. Precise's consultation was \$200.00.

**NOTE:** President Meeks found the following in Portside HOA Minutes approved on July 8, 2017. "Following discussion, Tommy Poe made a motion to investigate legal action to achieve compliance for the property up to \$2,000.00. Floyd Wiggins seconded the motion. The motion passed unanimously."

After a lengthy discussion with Attorney Percise about options, Wes Crawford and Frank Meeks agreed with Mr. Percise that Frank Meeks write to the members of the Portside Board of Directors to get their approval for Mr. Precise's law office to write letters to Beaufort County Agencies about the condition of Tom Smith's property and what can legally be done about it.

On Saturday, October 30, 2021, President Meeks authored an email to the Portside Board of Directors asking their approval for the Law Offices of White and Allen to write letters on behalf of Portside. As of January 9, 2022, no additional action has been taken by the Portside Board.

President Meeks called for discussion and once completed for a motion from the board. Tommy Poe moved to close the item. Gene Register seconded. The motion passed unanimously.

**Action Item 129 – Closed on January 15, 2022.**

**Frank Moye departed and his proxy was assigned to Harland Simmons.**

**Portside Halloween Trunk or Treat:** The Portside Halloween Trunk or Treat was held on Saturday, October 30, 2021, from 3:00 – 5:00 p.m., at the Portside Picnic Shelter. The event was a tremendous success with approximately fifty-five (55) children and adults in attendance. The children participated in organized games and activities. Snacks and beverages were served followed by the trunk or treat parade of children through the line of golf carts and automobiles for Halloween treats.

Gail Meeks and Donna Kay Elks, organizers of this event, would like to express their thanks and appreciation to those individuals who volunteered for this event and to those individuals who brought Halloween treats for the children.

**Action Item 198 – Closed on November 1, 2021.**

**Speeders on Portside Roadways:** On Tuesday, November 23, 2021, Mark Cutler picked up the five new Portside speed limit signs (\$106.75) and Frank Meeks purchased three posts for three of the signs, and mounting bolts, nuts and washers (\$38.62). Total cost was \$145.37. The signs were installed on Wednesday, November 24, 2021. Please slow down and observe the posted Portside Speed Limit. One signpost will be returned and President Meeks will reimburse the HOA for \$11.80.

On Monday, December 6, 2021, President Meeks purchased three additional speed limit signs to replace two faded signs and one additional new sign at a cost of \$64.05.

Gene Register made a motion to reimburse President Meeks \$64.05. Mark Cutler seconded the motion. The motion passed unanimously.

**Action Item 199 – Closed on January 15, 2022.**

**Any other unfinished business: none.**

**New Business: Yes**

**Notice of Real Estate Assessment for 2022:** On January 8, 2022, portside received a letter from the Beaufort County Tax Assessor Office titled “**Notice of Real Estate Assessment for 2022**”. The letter was to advise Portside that the value the property located at 60 Riverview Drive (Picnic Shelter and Boat Ramp) now has a total market value of \$88,182 and has a net taxable value of \$.00. **See Enclosure 3.**

**Review of the Portside Bylaws and Covenants:** On Monday, November 29, 2021, President Meeks in preparation of the Portside Board of Directors meeting on Saturday, January 15, 2022, requested all Board members do a comprehensive review of the Portside Bylaws along with the 3 changes and two (2) Covenants along with the 1 change and submit a typed/or handwritten listing of their recommended changes by Saturday, January 1, 2022 to Mitch Manning and Frank Meeks. All Portside documents can be located on the following web site: <https://portsideonthepamlico.com/covenants.html>.

President Meeks asked Mitch Manning to email the recommended consolidated changes to the Portside Board members by Saturday, January 8, 2022, to allow the Board members time to review prior to the January Board meeting when we discuss **Property Owner Compliance/Portside Bylaws and Covenants** since there are a lot of opinions on this subject.

President Meeks reminded the Board members that all recommended Covenants changes need to be reviewed and drafted by an attorney prior to presenting to the Portside HOA for approval. Then President Meeks opened the floor for discussion on projected changes to the Portside Bylaws and Covenants. After a lengthy discussion, Tommy Poe made a motion to continue to collect comments/errata/addenda on the bylaws and covenants for discussion at the April BOD meeting. Lawrence Beacham seconded the motion. Motion passed unanimously. **Action Item 200 – Opened on November 29, 2021.**

**Replacement of the Portside Flag:** The current Portside was made by Arkansas Flag and Banner, Inc. The total cost for setup and the flag was \$188.32. Copy of invoice attached as **Enclosure 3**. The one-sided flag was received and put up on November 16, 2020. President stated it was time to replace the Portside flag due to the high winds we had incurred in the last couple of months. President Meeks opened the meeting for discussion. After the discussion was completed, Lawrence Beacham moved to order a Portside flag to replace the wind damaged flag and reimburse President Meeks \$188.32 when it's ordered. Gene Register seconded the motion. The motion passed unanimously. **Action Item 201 – Closed on January 15, 2022.**

#### **Any Other New Business Items: Yes**

President Meeks shared Harlan Simmons' request for medical leave from the BOD and Karen Simmons has volunteered to serve in his place. Tommy Poe motioned to replace Harlan with Karen on the BOD. Pam Clark seconded. Motion passed unanimously.

**Action Item Updates:** Please refer to the list of action items on the last page of the agenda.

#### **Information Items:**

#### **Portside Meeting Dates:**

**Date for 2022 Annual Homeowners Association Meetings:** Second Saturday in July 2022.



**Date for 2022-2023 Quarterly Board of Directors Meetings:** The next Quarterly Board of Directors meeting is scheduled for the third Saturday in April 2022 and a Special Board Meeting following the Portside HOA.

**Littering Highway:** Anyone who sees someone littering should call \*HP, or \*47 to report the action.

**Death in Family or Hospitalized:** If any homeowner has a death in your immediate family, sick or in the hospital, please contact the President or one of the members of the Portside Board of Directors.

**Schedule Use of the Picnic Shelter:** If any Portside property owner would like to reserve using the Picnic Shelter during the upcoming months, please let the President know. Currently the rules for using the Picnic Shelter only allow reserving the Picnic Shelter 60 days in advance.

**Special thanks to the following:**

President Meeks stated he wanted to take this opportunity to thank all the Portside residents for their continued support in maintaining their Portside property this winter.

**Reminders:**

**Cluster Mailbox:** If you have a problem with your mailbox key or lock, please call the Chocowinity Post Office. If you do not want sale papers to be put in your cluster mailbox, please notify the Chocowinity Post Office. **On a routine schedule, remove all mail from your cluster mailbox.**

Please observe the posted 15 MPH speed limit within Portside subdivision.

Please remind everyone not to allow children under 16 years old to drive golf carts within Portside without a parent or guardian and to observe the "No Wake" within the water ways inside Portside.

To keep Portside looking good for family, friends and visitors, everyone was asked to keep their grass mowed year around as needed and edge the grass along the Portside streets. When mowing the grass, please clean your grass clippings off the Portside streets. About half of the Portside residents are not edging the road in front of their homes or having it edged by the person mowing their grass. Grass growing on the edge of the road takes up driving surface of our roadways.



**DOGS:** As always, please keep your dog on a leash when outside of a fenced in area. This includes your own front lawn as well. Please do not walk your dog on others' private property or allow the dog to urinate on others' landscaping or mailboxes. Please be a responsible pet owner and pick up after your pet and place the waste in your own trash can.

**Portside Facebook Page:** We now have a Facebook page for Portside on the Pamlico Homeowners Association: <https://www.facebook.com/Portside-on-the-Pamlico-Homeowners-Association-1380950181934078/>. If you are on Facebook, please let President Meeks know you would like to join.

## Welcome to Portside



**Portside Web Site:** Here is the Portside web site link:

<https://www.portsideonthebamlico.com/>. If you have not viewed the Portside web site, now is the time.



**President Meeks Called for Any Other Business, Announcements, or items for the "Good of Portside":**

**Next the Board President called for a motion to adjourn and remain in session by electronic means:** Tommy Poe made a motion to adjourn and remain in session by electronic means, and it was seconded by Lawrence Beacham. Motion passed unanimously.

With no other business to discuss, the meeting adjourned at 9:49 A.M.

*Mitchell W. Manning, Sr.*

Mitchell W. Manning Sr.  
Board Secretary

*Franklin D. Meeks*

Franklin D. Meeks  
Board President

4 Enclosures

1. Encl 1 - Approved minutes of the October 16, 2021, Board of Directors meeting.
2. Encl 2 - Approved Quarterly Treasurer’s Report subject to audit for the period October 1, 2021 – December 31, 2021
3. Encl 3 - Notice of Real Estate Assessment for 2022
4. Encl 4 - Portside Flag replacement

**Portside Action Items**

<b>Action Item #:</b>	<b>Topic:</b>	<b>Suspense:</b>	<b>Completed:</b>
78	Sewer Extension Update	Ongoing	
129	Property Owner Compliance	Ongoing	15 Jan 22
198	Portside Halloween Trunk or Treat	30 Oct 21	1 Nov 21
199	Speeders on Portside Roadways	31 Dec 21	15 Jan 22
200	Review of the Portside Bylaws and Covenants	15 Jan 22	
201	Replacement of the Portside Flag	15 Jan 22	15 Jan 22

**Board of Directors Members (2021-2022)**

- Frank Meeks - President
- Lawrence Beacham - Vice President
- Mitch Manning - Secretary
- Mark Cutler - Treasurer
- Billy Braddy
- Gene Register.
- Karen Simmons (New)
- Frank Moye
- Pam Clark
- Tommy Poe
- Wes Crawford



**Portside Mailing Address:**

Portside Homeowners Association  
 60 Riverview Drive  
 Chocowinity, NC 27817-8832

