

# PORTSIDE HOMEOWNERS ASSOCIATION QUARTERLY BOARD OF DIRECTORS MINUTES



January 21, 2023

**Call to Order:** The quarterly Portside Homeowners Association (HOA) Board of Directors meeting was called to order at 9:02 AM.

**Introduction of Guests and Administrative Announcements:** President Meeks welcomed Board members and told them that refreshments were available in the kitchen.

**Secretary's Business:** Acting Secretary - Frank Meeks

**Record of Voting Members Present:** President Frank Meeks - Present; Vice President Lawrence Beacham - Present; Treasurer Mark Cutler – Present; Board Members Present: Billy Braddy, Carol Anne Harrell, Frank Moye, Tommy Poe, Karen Simmons, Carol Wainwright and Beverly Winstead.

**Board Members Absent:** Secretary - Mitch Manning

**Assignment of Proxies:** Mitch Manning's proxy was assigned to Presiding Officer (Frank Meeks).

**Confirmation of a Quorum:** There was a quorum present – Present 10, Proxies 1.

**Others Present:** None

**Other Business of the Secretary:**

**Board of Directors Meeting Minutes for October 15, 2022:** Members of the Portside Homeowners Association Board of Directors were asked if there were any changes to the draft minutes from the Board meeting held on October 15, 2022.

After discussion by the Board members, Lawrence Beacham made a motion to approve the Draft BOD minutes from October 15, 2022; motion was seconded by Karen Simmons. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously. **See Enclosure 1 attached.**

**Any other unfinished business of the Secretary:** None .

**Treasurer's Business:** Mark Cutler

**Review of Quarterly Treasurer's Report for the Period October 1, 2022 – December 31, 2022:** Mark Cutler submitted the attached Treasurer's report as of December 31, 2022.

After the review was completed, Karen Simmons made a motion to approve the Treasurer's Report as of December 31, 2022, subject to audit of the expenses; motion was seconded by Carol Anne Harrell. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

**See Enclosure 2 attached.**

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

**Unfinished Business:**

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

**Action Item 78- Ongoing.**

**Review of the Portside Bylaws and Covenants:** Billy Braddy recommended we contact a lawyer to review our current Bylaws and Covenants. After some discussion, it was recommended that Will Mayo be contacted to do the review. Here are some of the items that need to be addressed: Airbnb and VRBO, fences and bulkheads.

After discussion by the Board members, Billy Braddy made a motion not to exceed \$500.00 for hiring Will Mayo to review Portside's list of concerns approved by the Portside Board members. Motion was seconded by Frank Moyer. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

**Action Item 200- Ongoing.**

**Portside Halloween Trunk or Treat:** Gail Meeks, Karen Simmons, Lou Jean Manning, Carol Wainwright and Boo Bailey volunteered to host a Halloween Trunk or Treat at the Portside Picnic Shelter on Saturday, October 29, 2022 from 3:00 – 5:00 P.M. All Portside I and II residents, their children, grandchildren, and any children special to them were invited.

A very big thank you to all the volunteers for supporting the Portside Trunk or Trick. We had a very successful event, and all the children had an amazing and enjoyable time.

The Portside Board of Directors truly appreciates the efforts of the volunteers for the event. Again, thank you for supporting the Portside Community Trunk or Trick.

**Action Item 210 - Closed on October 29, 2022.**

**Any other unfinished business:** None.

**New Business:**

**Cluster Mailbox Repair:** The post for the D Cluster Mailboxes has several holes caused by rust. After contacting Roger Duff, he agreed to replace the post on the D Cluster Mailboxes for \$50.00. The work was completed on Sunday, January 15, 2023.

**NOTE:** Harland Simmons provided the tubing for the post.

After discussion by the Board members, Carol Wainwright made a motion to reimburse President Meeks in the amount of \$50.00 for hiring and paying Roger Duff to replace the post on the D Cluster Mailboxes post; motion was seconded by Frank Moyer. Members for 9, against 0, abstained 1. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

**Action Item 211 - Closed on January 21, 2023.**

**Repair to Portside Flag.** The Portside flag was torn during the high winds before the Christmas Holiday. The repair to the end was done by a seamstress at Roberson Laundry in Washington, NC. The repairs to the Portside flag were required to be paid in advance with cash only in the amount of \$15.00 paid by President Meeks. The flag repairs were completed and the flag flying again on Tuesday, January 10, 2023.

After discussion by the Board members, Lawrence Beacham made a motion to reimburse President Meeks in the amount of \$50.00 for the repairs to the Portside flag; motion was seconded by Carol Wainwright. Members for 9, against 0, abstained 1. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

**Action Item 212 - Closed on January 21, 2023.**

**Any other new business:**

**Dead End Road Sign on Inlet Way Broken:** Lawrence Beacham stated the Dead-End Road sign on Inlet Way was broken and needed replacing. After discussion by the Board members, Frank Moyer made a motion to purchase a new sign from Hudson Signs in Chocowinity, NC not to exceed \$60.00; motion was seconded by Carol Wainwright. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

**Action Item 213 - Opened on January 21, 2023.**

**Replace 2 old folding 8' tables at the Picnic Shelter:** Frank Moyer suggested that the Portside Board of Directors purchase 2 8' tables to replace the 2 old 8' folding tables for the Portside Picnic Shelter. Frank Moyer stated currently one of the old tables has a bad leg. After some discussion by the Board members, Frank Moyer made a motion to purchase 2 8' tables from Lowes not to exceed \$200.00; Lawrence Beacham seconded the motion. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

**Action Item 214 - Opened on January 21, 2023.**

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

**Information Items: Portside Meeting Dates:**

**Portside Annual Homeowners Association Meetings:** Second Saturday in July 2023.



**Dates for 2022-2023 Quarterly Board of Directors Meetings:** Quarterly Board of Directors meetings are scheduled for the third Saturday in April 2023.

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

**Death of Family Member 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.

**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, please remove all mail from your cluster mailbox.**

**New law about leaving during a Hurricane or be fined.** Do you usually stay at home even when there is a mandatory evacuation? Well, if you do that, starting Monday, October 1, 2012, you could be charged and fined. Officials say mandatory evacuations have always been mandatory. This new law makes it so officials can enforce it. People would face a \$1,000 fine and a misdemeanor charge if they are ordered to evacuate and don't.

**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 all year.

**Reminders:**

**Portside Posted Speed Limit:** Please observe the posted 15 MPH speed limit within Portside subdivision.

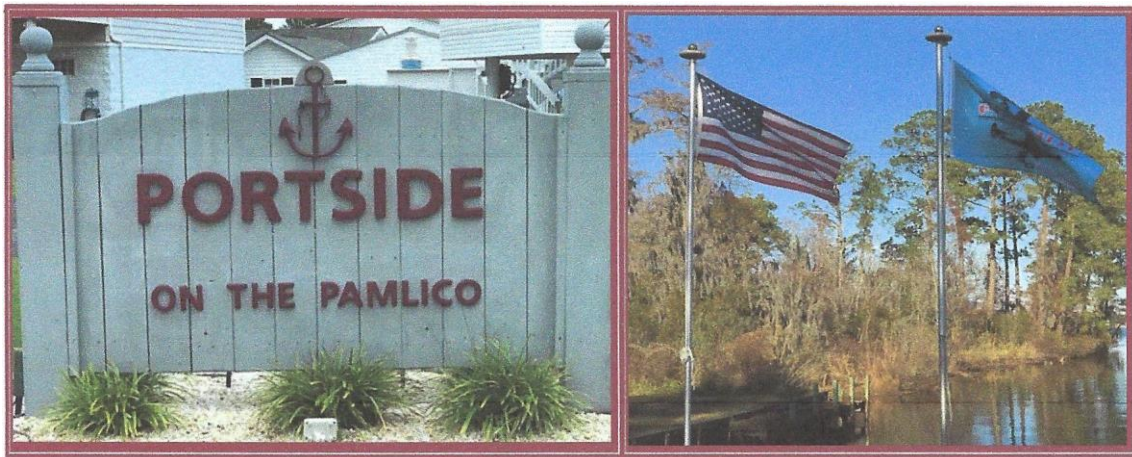
**Driving of Golf Carts within Portside:** Please remind everyone not to allow children under 16 years old to drive golf carts within Portside without a parent or guardian and to observe the "No Wake" within the water ways inside Portside.

**Upkeep of Portside Community:** To keep Portside looking good for family, friends and visitors, everyone is 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 and as much as possible out of the canals.** We still have Portside residents 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.

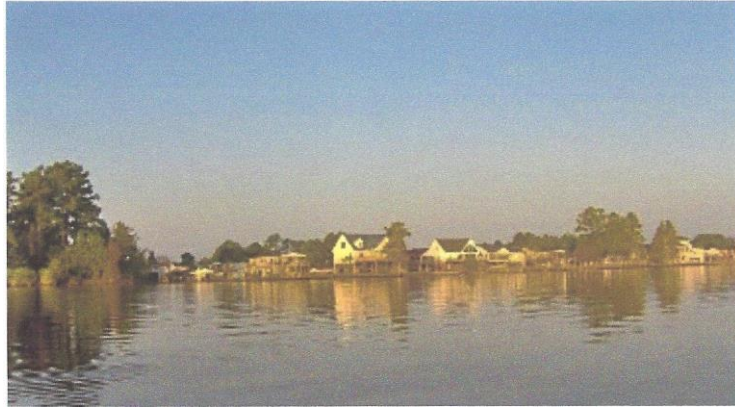


**DOGS:** As always, please keep your dog on a leash when outside of a fenced in area. This includes your own front lawn as well. Please do not walk your dog on others' personal property or allow the dog to urinate on others' landscaping or mailboxes. Please be a responsible pet owner and pick up after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

### 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.



**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 Face book, please let President Meeks know you would like to join.

**Call for Any Other Business, Announcements, or items for the "Good of Portside": No additional items.**

**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 Frank Moyer. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

With no other business to discuss, the meeting adjourned at 9:18 AM.

*Franklin D. Meeks*

*Franklin D. Meeks*

Franklin D. Meeks  
Recording Board Secretary

Franklin D. Meeks  
Board President

2. Enclosures

1. Approved Minutes of October 15, 2022, Portside Board of Directors Meeting.
2. Approved Quarterly Treasurer's Report subject to audit for the period October 1, 2022 — December 31, 2022.

### Portside Action Items

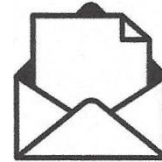
<b>Action Item #:</b>	<b>Topic:</b>	<b>Suspense:</b>	<b>Completed:</b>
78	Sewer Extension Update	Ongoing	
200	Review of the Portside Bylaws and Covenants	Ongoing	
210	Portside Halloween Trunk or Treat	29 Oct 22	29 Oct 22
211	Repair to D Cluster Mailboxes Post	2 Jan 23	21 Jan 23
212	Repair to Portside Flag	2 Jan 23	21 Jan 23
213	Dead End Road Sign on Inlet Way Broken	21 Jan 23	
214	Replace 2 old folding 8' tables at the Picnic Shelter	21 Jan 23	

**Board of Directors Members  
(2022-2023)**

Frank Meeks	President
Lawrence Beacham	Vice President
Mitch Manning	Secretary
Mark Cutler	Treasurer
Billy Braddy	
Carol Anne Harrell	
Frank Moyer	
Tommy Poe	
Karen Simmons	
Carol Wainwright	
Beverly Winstead	

**Portside Mailing Address:**

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



**Board of Directors**



**Changes to Portside Directory**

**Change From:**

**Spain, Randy and Eleanor**  
3013 Blackjack Simpson Road  
Greenville, NC 27858  
Home Phone: NA  
Eleanor's cell phone: 252-341-3277  
Randy's cell phone: 252-531-1499  
Portside Add: 221 Portside Drive  
Eleanor's Email: [ewspain@gmail.com](mailto:ewspain@gmail.com)  
Randy's Email: [spain.randall@gmail.com](mailto:spain.randall@gmail.com)  
Lot #10A and 10B

**Elks, Stuart**  
2307 Old Heritage Place  
Greenville, NC 27858  
Home Phone: NA  
Stuart's Cell Phone: 252-717-7200  
Portside Add: 45 Riverview Drive  
Portside Phone:  
Stuart's Email: [selks@suddenlink.net](mailto:selks@suddenlink.net)  
Lot #33

**Change To:**

**Spain, Randy and Eleanor**  
5846 Beaver Dam Road  
Vanceboro, NC 28586  
Home Phone: NA  
Eleanor's cell phone: 252-341-3277  
Randy's cell phone: 252-531-1499  
Portside Add: NA  
Eleanor's Email: [ewspain@gmail.com](mailto:ewspain@gmail.com)  
Randy's Email: [spain.randall@gmail.com](mailto:spain.randall@gmail.com)  
Lot #10A and 10B

**Elks, Stuart and Sandy**  
2307 Old Heritage Place  
Greenville, NC 27858  
Home Phone: NA  
Stuart's Cell Phone: 252-717-7200  
Sandy's Cell Phone: 252-531-7949  
Portside Add: 45 Riverview Drive  
Portside Phone: NA  
Stuart's Email: [elksstuart@gmail.com](mailto:elksstuart@gmail.com)  
Lot #33