

# PORTSIDE HOMEOWNERS ASSOCIATION QUARTERLY BOARD OF DIRECTORS MINUTES



April 23, 2022

**Call to Order:** The quarterly Portside Homeowners Association Board of Directors meeting was called to order by President Meeks at 9:08 A.M.

**Secretary's Business:** Mitch Manning

**Record of voting members present:** Board Officers Present: President Frank Meeks, Vice President Lawrence Beacham, and Treasurer Mark Cutler. Board Members Present: Pam Clark, Wes Crawford, Frank Moye, Gene Register and Karen Simmons.

**Board Members Absent:** Tommy Poe, Billy Braddy and Mitch Manning

**Assignment of proxies:** Tommy Poe's proxy was assigned to Frank Moye, Mitch Manning's proxy was assigned to Presiding Officer and Billy Braddy does not have a proxy on file to assigned.

**Confirmation of a Quorum:** There was a quorum present - 8 Present, 2 Proxies

**Others Present:** None

**Other Business of the Secretary:**

**Minutes of January 15, 2022 Board of Directors Meeting:** Members of the Portside Homeowners Association Board of Directors were asked if there were any changes to the draft minutes from the Board's meeting on January 15, 2022. After some discussion, a motion was made by Gene Register to accept the minutes as submitted without changes; seconded by Frank Moye. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 1.**

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

**Treasurer's Business: Mark Cutler**

**Review of Quarterly Treasurer's Report for the Period January 1, 2022 – March 31, 2022:** Mark Cutler submitted the attached Treasurer's report (Enclosure 2) as of March 31, 2022. After the review was completed, Lawrence Beacham moved to accept the Treasurer's Report subject to audit of the income and expenses; motion seconded by Karen Simmons. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 2.**

**New Business of the Treasurer: Mark Cutler**

**Portside U.S. Income Tax Return Form for 2021:** Mark Cutler informed the Board members that he filed the U.S. Income Tax return for the Portside Homeowners Association. Mark explained that we received a \$4.00 credit due to being non-profit and our interest was less than \$100.00. **Action Item 202 closed on April 23, 2022.**

**2022-2023 Homeowners Dues (July 1, 2022 – June 30, 2023):** The members of the Board of Directors discussed e-mailing and/or mailing an invoice to the Portside property owners for the 2022-2023 dues. Mark Cutler will have the dues invoices (sample at Enclosure 3) ready to e-mail and/or mail by May 1, 2022. **See Enclosure 3.**  
**Action Item 203 opened on April 23, 2022.**

**Projected Draft Budget for July 1, 2022 – June 30, 2023:** Mark Cutler presented the attached projected Portside Homeowners Association budget for July 1, 2022 – June 30, 2023 and explained the projected Income and Expenses.

On March 10, 2022, Mark Cutler received a letter by email that the grass cutting rate was going to increase due to inflation, cost of supplies and equipment by the current contractor. President Meeks explained that he emailed the BOD members an estimate for \$125.00 to cut the grass per week from a private contractor. After a lengthy discussion, Lawrence Beacham made a motion to recommend to the Portside Homeowners at the Annual meeting to pay the person currently mowing the grass a weekly salary of \$75.00 per cutting and trimming of the Portside communal area. The motion was second by Gene Register. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously.

Mark reviewed items listed in the budget which need to be considered for capital improvements. After discussion by the Board members, Gene Register moved to accept the projected Portside budget subject to the final approval at the Annual Homeowners meeting. Lawrence Beacham second the motion. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 4.**  
**Action Item 204 opened on April 23, 2022.**

**Note:** The projected Portside budget for 2022-2023 will be presented to the Portside Homeowners at the Annual Portside Homeowners Meeting on July 9, 2022 for the Homeowners approval. **Action Item 204** will remain open until the projected budget is presented on July 9, 2022 and approved.

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

**Unfinished Business:**

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

**Action Item 78 - Ongoing.**

**Review of the Portside Bylaws and Covenants:** At the Portside Board meeting on Saturday, January 15, 2022, 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. No additional information was presented at the April meeting.

**Action Item 200 – Opened on November 29, 2021.**

**Any other unfinished business:** None.

**New Business:**

**Portside Halloween Trunk or Treat:** This year we're looking for volunteers to take over the Portside Halloween Trunk or Treat to be held in conjunction with Halloween. Please contact one of the Portside Board members if you are interested. All games and materials from prior years are available to the new volunteer.

**Portside Financial Audit for July 1, 2021 – June 30, 2022:** The Board President stated that it was time to start preparing for the annual Portside financial audit. After some discussion by the Board of Directors members, President Meeks appointed Gene Register to conduct the July 1, 2021 – June 30, 2022 audit of the Portside financial records. The audit will be presented at the Portside Annual Homeowners Association meeting on July 9, 2022. See attached Audit report format.

**Enclosure 5 – Financial Audit Report.**

**Action Item 205 was added on April 23, 2022.**

**Chairman of the Nominations Committee:** President Meeks advised the Board members that this year six (6) seats on the Portside Board of Directors will be up for election. President Meeks appointed himself as the Chairman of the Nominations Committee, and stated he can select two other members to help in the nominations selection.

**NOTE:** If you are interested in serving on the Portside Board of Director from July 1, 2022 to June 30, 2024, please contact President Meeks at [meeksf@gmail.com](mailto:meeksf@gmail.com) or (252) 258-5330.

Following are the six (6) Board members whose term will expire on June 30, 2022: Lawrence Beacham, Mark Cutler, Pam Clark, Wes Crawford, Frank Moye and Gene Register See nomination report format attached.

The following members have stated they plan to stay on the Portside Board for two more years: Lawrence Beacham, Mark Cutler, Frank Moye and Gene Register.

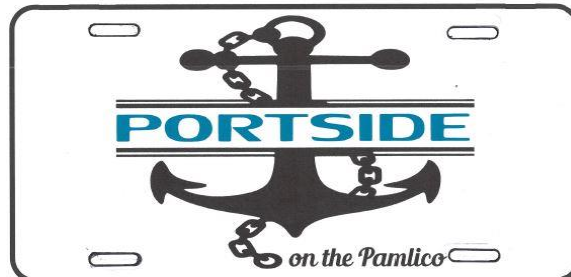
There are no restrictions on the number of nominations. The election of the new Board members will occur during the annual Portside Homeowners meeting on July 9, 2022.

**Enclosure 6 – Nomination Committee Report.  
Action Item 206 was added on April 23, 2022.**

Following are the five (5) Board members whose term will expire on June 30, 2023: Billy Braddy, Frank Meeks, Mitch Manning, Tommy Poe and Karen Simmons.

**NOTE:** A special call Board of Directors meeting to elect new Board Officers will take place following the close of the Portside Homeowners Association meeting on July 9, 2022.

**Portside Homeowners Association Shirts or Portside License Plate:** If you would like to purchase a shirt or Portside License Plate, please contact Frank Meeks by email: [meeksf@gmail.com](mailto:meeksf@gmail.com) or 252-258-5330. On April 1, 2022, President Meeks sent out an email that the Portside Board agreed to reduce the selling price of the remaining 7 UltraClub and 1 Jerzees Polo shirts on-hand to \$20.00 each. A list of the remaining t-shirts and polo shirts went out on April 2, 2022. Copy attached as **Enclosure 7.**



For Portside Homeowners to place any new order for t-shirts, polo shirts or license plates in the future, a minimum order of twelve (12) each paid in advance will be required. An order form is attached.

**Form**

**Enclosure 8 – Portside Order**

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

**Any Other New Business Items: None**

**Information Items:**

## Portside Meeting Dates:

**Date for 2022 and 2023 Annual Homeowners Association Meetings:** Second Saturday in July 2022 and July 2023.



**Date for 2022 Quarterly Board of Directors Meetings:** The next Quarterly Board of Directors meeting is 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.

Pam Cark asked for clarification on reserving the Picnic Shelter 60 days in advance. The rule is there to ensure you have the use of the Picnic Shelter on the day you want to use it. There is nothing in the rules to say you cannot reserve it the week before if not reserved.

**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 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 (this mandatory evacuation came out in 2012).

Officials say mandatory evacuations have always been that, mandatory. This new law makes it so officials can enforce it.

People would face a \$1,000 fine and a misdemeanor charge if they're 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 this winter.

## Reminders:

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, we asked everyone 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.

## Welcome to Portside



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

<https://www.portsideonthepamlico.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 Facebook, please let President Meeks know you would like to join.

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

**Portside Board of Director Members:** Gene Register asked for clarification on how many Board meetings can a Board member miss before replacing them. Below is the approved change to the Portside Bylaws dealing with removing Board members dated July 31, 2013.

**Bylaws > "Section 5. Removal of Directors.** At any regular or special meeting of the Association duly called, any one or more of the members of the Board of Directors may be removed, with or without cause, by a majority vote of members, and a successor may then and there be selected to fill the vacancy thus created. A director whose removal has been proposed by the members shall be given at least ten (10) days' notice of the calling of the meeting and the purpose thereof and shall be given opportunity to be heard at the meeting. Additionally, any Director who has two (2) consecutive unexcused absences from the Board meetings or who is delinquent in the payment of an assessment for more than twenty (20) days may be removed by a majority vote of the Directors at the meeting, a quorum being present."

After a brief discussion, it was decided to table until the Board of Directors Special Call Meeting on July 9, 2022.  
**Action Item 207 added on April 23, 2022.**

**Next the Board President called for a motion to adjourn and remain in session by electronic means:** Gene Register made a motion to adjourn and remain in session by electronic means, and it was second by Mark Cutler. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously.

With no other business to discuss, the meeting adjourned at 9:41 A.M.

*Franklin D. Meeks*

Franklin D. Meeks  
Recording Secretary

*Franklin D. Meeks*

Franklin D. Meeks  
President

8 Enclosures

1. Approved Quarterly Portside BOD Minutes for January 15, 2022
2. Approved Quarterly Treasurer's Report for January 1, 2022 – March 31, 2022
3. Approved Homeowners Dues for July 1, 2022 – June 30, 2023
4. Approved Draft Budget for July 1, 2022 – June 30, 2023
5. Approved Format for Financial Audit Report for July 1, 2021 – June 30, 2022
6. Approved Format for Nomination Committee Report for July 1, 2022 – June 30, 2024
7. Approved Remaining in stock T-Shirts and Polo Shirts
8. Approved Portside Order Form for t-shirts, polo shirts or license plates in the future

**Action Items**

<b>Portside Action Items</b>			
<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	9 Jul 22	
202	U.S. Income Tax Return (2021)	23 Apr 22	23 Jul 22
203	Homeowners Dues (July 1, 2022 – June 30, 2023)	9 Jul 22	
204	Projected Draft Budget for July 1, 2022 – June 30, 2023	9 Jul 22	
205	Portside Financial Audit for July 1, 2021 – June 30, 2022	9 Jul 22	
206	Chairperson for the Nominations Committee	9 Jul 22	
207	Removal of Portside Directors	9 Jul 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  
Frank Moye  
Pam Clark  
Tommy Poe  
Wes Crawford



### Portside Mailing Address:

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



### Changes to Portside Directory

#### Elks, Stuart and Donna Kay

2307 Old Heritage Place  
Greenville, NC 27858  
Home Phone: NA  
Stuart's Cell Phone: 252-917-2626  
Donna Kay's Cell Phone: 252-917-2627  
Portside Add: 45 Riverview Drive  
Portside Phone:  
Stuart's Email: [selks@suddenlink.net](mailto:selks@suddenlink.net)  
Donna's Email: [ElksDonnaKay@gmail.com](mailto:ElksDonnaKay@gmail.com)  
Lot #33

#### Elks, Stuart

2307 Old Heritage Place  
Greenville, NC 27858  
Home Phone: NA  
Stuart's Cell Phone: 252-917-2626  
Portside Add: 45 Riverview Drive  
Portside Phone:  
Stuart's Email: [selks@suddenlink.net](mailto:selks@suddenlink.net)  
Lot #33

#### Fuquay, Dewey and Delane

54 Inlet Way  
Chocowinity, NC 27817-8732  
Dewey's Cell Phone: 252-714-0372  
Delane's Cell Phone: 252-714-3068  
Dewey's Email: [deweyfuquay@gmail.com](mailto:deweyfuquay@gmail.com)  
Delane's Email: [delanefuquay@gmail.com](mailto:delanefuquay@gmail.com)  
Lot #24

#### Fuquay, Dewey and Delane

63 Ridgecrest Drive  
Chocowinity, NC 27817  
Portside Add: 54 Inlet Way  
Dewey's Cell Phone: 252-714-0372  
Delane's Cell Phone: 252-714-3068  
Dewey's Email: [deweyfuquay@gmail.com](mailto:deweyfuquay@gmail.com)  
Delane's Email:  
[delanefuquay@gmail.com](mailto:delanefuquay@gmail.com)  
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