

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



October 15, 2022

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: Frank Meeks

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

Board Members Absent: Secretary - Mitch Manning and Board Member Billy Braddy.

Assignment of Proxies: Billy Braddy's proxy was assigned to Tommy Poe and Mitch Manning's proxy was assigned to Presiding Officer (Frank Meeks).

Confirmation of a Quorum: There was a quorum present – Present 9, Proxies 2.

Others Present: None

Other Business of the Secretary:

Board of Directors Meeting Minutes for April 16, 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 April 16, 2022.

After discussion by the Board members, Tommy Poe moved to accept the Draft BOD minutes from April 23, 2022; Karen Simmons seconded the motion. Members for 9, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 1 attached.**

Board of Directors Special Call Meeting Minutes for July 9, 2022: Members of the Portside Homeowners Association Board of Directors were asked if there were any changes to the draft minutes from the Board Special Call meeting to elect Board Officers held on July 9, 2022.

After some discussion Lawrence Beacham made a motion to accept the BOD Special Call minutes from July 9, 2022; Frank Moyer seconded the motion. Members for 9, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 2 attached.**

Any other unfinished business of the Secretary: None.

Treasurer's Business: Mark Cutler

Review of Quarterly Treasurer's Report for the Period July 1, 2022 – September 30, 2022: Mark Cutler submitted the attached Treasurer's report as of September 30, 2022.

After the review was completed, Tommy Poe moved to accept the Quarterly Treasurer's Report for the Period July 1, 2022 – September 30, 2022, subject to audit of the expenses; seconded by Carol Anne Harrell. Members for 9, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 3 attached.**

2022-2023 Homeowners Dues (July 1, 2022 - June 30, 2023): As of September 20, 2022, all delinquent homeowner's dues for this budget year have been paid except for one property owner. **Action Item 203 - Closed on September 20, 2022.**

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: No updates to report. **Action Item 200 - Ongoing.**

Any other unfinished business: None.

Billy Braddy arrived at 9:15 A.M. Billy Braddy's proxy pulled from Tommy Poe.

Motions between Board of Directors Meetings:

Purchase 6 new Picnic Tables: On August 22, 2022, President Meeks was asked to contact the Portside Board of Directors to get their recommendation on replacing the Folding Picnic Tables at the Picnic Shelter due to their condition. On September 4, 2022, after email discussion, Tommy Poe made a motion for Portside to purchase 6 Cosco 72" Brown Resin Rectangle Folding Picnic Tables in the amount of \$954.35 from Lowes in New Bern, NC and seconded by Carol Anne Harrell. The motion passed unanimously. **Action Item 208 - Closed on September 4, 2022.**

Disposing of 6 Picnic Tables: On September 5, 2022, after a long email discussion by the Portside Board members on the condition of the Portside 6 folding picnic tables, Carol Anne Harrell make a motion to sell the 6 old Portside folding picnic tables at \$25.00 per table for any HOA member who may want to purchase 1 of the 6 old picnic tables on Saturday, September 10, 2022 at 9 A.M. at the Picnic Shelter and the motion was seconded by Carol Wainwright. The motion passed unanimously. The last picnic table sold on September 17, 2022. **Action Item 209 - Closed on September 17, 2022.**

New Business:

Portside Halloween Trunk or Treat: Gail Meeks, Karen Simmons, Lou Jean Manning, Carol Wainwright and Boo Bailey have volunteered to host a Halloween Trunk or Treat party 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 are invited. See Enclosure 4 for Trunk or Treat details. All residents are encouraged to decorate their golf carts or trunks of their vehicles for Halloween. Or any resident can just attend with their Halloween treats. Snacks and beverages will be provided. There will be games for children to enjoy. This is a free event. Please mark Saturday, October 29, 2022 on your calendar. Contact Gail Meeks at 252-258-5331 if you can volunteer to lead one of the games.

Action Item 210 - Opened on October 1, 2022.

Any other new business: Yes.

Purchase of 2 8' Tables for Picnic Shelter: Frank Moyer suggested that the Portside Board of Directors purchase 2 8' tables for the Portside Picnic Shelter. After some discussion by the Board members, Frank Moyer made a motion to purchase 2 8' tables from Lowes not to exceed \$250.00; Lawrence Beacham seconded the motion. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

Portside Dogs not on a Leash: Several Board Members stated that Portside Property Owners have complained about dogs riding on golf carts. The dogs are not secured, and they jump off and this caused owners to be fearful. President Meeks was asked to do an email reminding owners to follow Portside guidelines: “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”.

Action Item 212 – Opened on October 15, 2022.

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 January 2023 and 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 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 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.

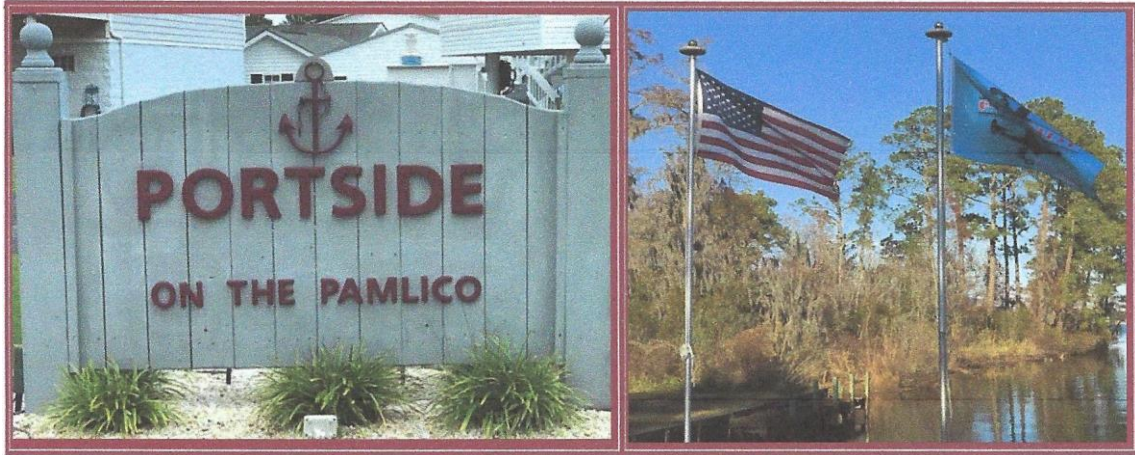
Driving of Golf Carts within Portside: Please remind everyone not to allow children under 16 years old to drive golf carts within Portside without a parent or guardian and to observe the "No Wake" within the water ways inside Portside.

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.portsideonthe pamlico.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.

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

Other Business: President Meeks reminded the Portside Board Members the need for someone to volunteer to be the Board Secretary.

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. Members for 10, against 0, abstained 0. Proxies for 1, against 0, abstained 0.

With no other business to discuss, the meeting adjourned at 9:31 A.M.

Franklin D. Meeks

Franklin D. Meeks

Franklin D. Meeks
Acting Recording Secretary

Franklin D. Meeks
President

4. Enclosures
 1. Approved Minutes of April 16, 2022, Portside Board of Directors Meeting
 2. Approved Minutes of July 9, 2022, Portside Special Call Board of Directors Meeting
 3. Approved Quarterly Treasurer's Report subject to audit for the period July 1, 2022 – September 30, 2022
 4. Portside Halloween Trunk or Treat Flyer

Portside Action Items

Action Item #:	Topic:	Suspense:	Completed:
78	Sewer Extension Update	Ongoing	
200	Review of the Portside Bylaws and Conenants	Ongoing	
203	Homeowners Dues (Juy 1, 2022 - June 30, 2023)	30-Sep-22	20-Sep-22
208	Purchase 6 new Picnic Tables	22-Aug-22	4-Sep-22
209	Disposing of 6 old Picnic Tables	30-Sep-22	17-Sep-22
210	Portside Halloween Truck or Treat	29-Oct-22	
211	Purchased of 2 8' Tables for Picnic Shelter	29-Oct-22	
212	Portside Dogs not on a Leash	20-Oct-22	

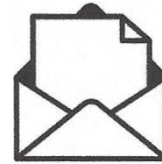
Board of Directors Members (2022-2023)

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



Portside Mailing Address:

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



Changes to Portside Directory

Change From:

Mccarter, Tim and Peggy
6348 Marvin Taylor Rd.
Grifton, NC 28530
Home Phone: 252-524-3224
Tim's Cell: 252-714-1037
Portside Add: 191 Portside Dr.
Email:
timmccarterplumbing@gmail.com
Lot #7

Change To:

Topp, Jack
191 Portside Drive
Chocowinity, NC 27817
Home Phone:
Jack's Cells: 704-651-2513
Portside Add:
Email: JBToppp@yahoo.com
Lot #7