

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



April 15, 2023

Call to Order: The quarterly Portside Homeowners Association Board of Directors meeting was called to order by President Meeks at 9:10 A.M.

Secretary's Business: Acting Secretary - Karen Simmons

Record of voting members present: Board Officers Present: President Frank Meeks, Vice President Lawrence Beacham, and Treasurer Mark Cutler. Board Members Present: Billy Braddy, Carol Anne Harrell, Frank Moye, Karen Simmons and Carol Wainwright.

Board Officer's Absent: Secretary – Mitch Manning

Assignment of Proxies: Mitch Manning's proxy assigned to Presiding Officer (Frank Meeks), Tommy Poe's proxy assigned to Mark Cutler and Beverly Winstead's proxy was not valid.

Confirmation of a Quorum: There was a quorum present – Present 8, Proxies 2 and 1 proxy not valid.

Others Present: None

Other Business of the Secretary:

Minutes of January 21, 2023 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 21, 2023.

After some discussion, a motion was made by Lawrence Beacham to accept the minutes as submitted without changes; seconded by Carol Wainwright. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. 1 proxy not valid. Motion passed unanimously.

See Enclosure 1.

Minutes for March 4, 2023 Board of Directors Special Call Meeting: Directors were asked if there were any changes to the draft minutes from the Board of Directors Special Call meeting to review Portside covenants held on March 4, 2023.

After some discussion, a motion was made by Carol Anne Harrell to accept the minutes as submitted without changes; seconded by Mark Cutler. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. 1 proxy not valid. Motion passed unanimously.

See Enclosure 2

Any other unfinished business of the Secretary: None.

Treasurer's Business: Mark Cutler

Review of Quarterly Treasurer's Report for the Period January 1, 2023 – March 31, 2023: Mark Cutler submitted the attached Treasurer's report (Enclosure 2) as of March 31, 2023. After the review was completed, Billy Braddy moved to accept the Treasurer's Report subject to audit of the income and expenses for the period January 1, 2023 – March 31, 2023; motion seconded by Frank Moye. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. 1 proxy not valid. Motion passed unanimously..

See Enclosure 3.

New Business of the Treasurer: Mark Cutler

Portside U.S. Income Tax Return Form for 2022: Mark Cutler informed the Board members that he filed the U.S. Income Tax return for the Portside Homeowners Association. Mark explained that with the \$51.52 interest Portside received from the Capital One account, we will pay \$.00 in taxes.

Action Item 215 closed on April 15, 2023.

2023-2024 Homeowners Dues (July 1, 2023 – June 30, 2024): The members of the Board of Directors discussed e-invoice mailing and/or mailing an invoice to the Portside property owners for the 2023-2024 dues. Mark Cutler will have the dues invoices (sample at Enclosure 3) ready to e-mail and/or mail by May 1, 2023. Electronic copies will go to all members with valid email addresses. Paper copies will be mailed to members without email addresses.

See Enclosure 4.

Action Item 216 opened on April 15, 2022.

Projected Draft Budget for July 1, 2023 – June 30, 2024: Mark Cutler presented the attached projected Portside Homeowners Association budget for July 1, 2023 – June 30, 2024 and explained the projected Income and Expenses. Mark reviewed items listed in the budget which need to be considered for capital improvements. After discussion by the Board members, Frank Moye moved to accept the projected Portside budget subject to the final approval at the Annual Homeowners meeting on July 8, 2023; Lawrence Beacham seconded the motion. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. 1 proxy not valid. Motion passed unanimously.

See Enclosure 5.

Action Item 217 opened on April 15, 2023.

NOTE: The projected Portside budget for 2023-2024 will be presented to the Portside Homeowners at the Annual Portside Homeowners Meeting on July 8, 2023 for the Homeowners approval. **Action Item 217** will remain open until the projected budget is presented on July 8, 2023 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 Board of Directors meeting on January 21, 2023, Billy Braddy recommended we contact a lawyer to review our current Bylaws and Covenants. Frank Meeks and Karen Simmons presented and discussed the letter with Will Mayo in his office on February 10, 2023. On Thursday evening, February 16, 2023, we received the first draft of the suggested/recommended changes to the two Portside Covenants for the Board to review. After discussion by email, President Meeks called for a Special Call Board meeting on Saturday, March 4, 2023, for a detail face-to-face discussion. The Board's recommendations/comments were emailed to Attorney Will Mayo for review and incorporation into the Portside Covenants.

Action Item 200 – Opened on November 29, 2021.

On April 4, 2023, President Meeks received the revised changes to the two (2) Covenants from Will Mayo with the following two (2) added comments:

1. Fences: This new language is legally unenforceable as no measurable standard has been established.
2. Section 7: He did not add the 2% language as the statutes of NC accrue interest at 8% on judgments.

After some discussion, a motion was made by Lawrence Beacham to accept the revised changes as submitted with changes; seconded by Carroll Harrell. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0, 1 proxy not valid. Motion passed unanimously.

See Enclosure 6.

NOTE: Any changes to the two Portside Covenants recommended by Will Mayo and the Portside Board will need to be approved by a 2/3 majority vote of the Portside Homeowners Association.

Dead End Road Sign on Inlet Way Broken: The Dead End Road sign approved at the January Board meeting was ordered from Hudson Signs in Chocowinity, NC. The cost was \$48.04. The new Dead End Road Sign was installed on January 30, 2023.

Action Item 213 - Closed on January 30, 2023.

Replace two (2) old folding 8' tables at the Picnic Shelter: The two (2) new eight (8) foot tables approved at the January Board meeting were purchased on February 9, 2023. The cost was \$182.50 (Cost includes a 10% military discount). The old two eight (8) foot tables were taken to the county dump site.

Action Item 214 - Closed on February 9, 2023.

Any other unfinished business: None.

New Business:

Portside Financial Audit for July 1, 2022 – June 30, 2023: The Board President stated that it was time to start preparing for the annual Portside Homeowners Association (HOA) financial audit. After some discussion by the Board of Directors members, President Meeks appointed Wes Crawford to conduct the July 1, 2022 – June 30, 2023 audit of the Portside HOA financial records. The audit will be presented at the Portside Annual HOA meeting on July 8, 2023 for approval. Attached as Enclosure 5 is the audit report format.

Enclosure 7 – Financial Audit Report.

Action Item 218 was added on April 15, 2023.

Chairman of the Nominations Committee: President Meeks advised the Board members that this year five (5) seats on the Portside Board of Directors will be up for election. President Meeks appointed Karen Simmons as the Chairman of the Nominations Committee, and stated she can select two other members to help in the nominations selection. Following are the five (5) Board members whose term will expire on June 30, 2023: Frank Meeks, Mitch Manning, Billy Braddy, Tommy Poe and Karen Simmons See nomination report format attached.

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 8, 2023.

Enclosure 8 – Nominations Committee Report.

Action Item 219 was added on April 15, 2023.

Following are the six (6) Board members whose term will expire on June 30, 2024: Lawrence Beacham, Mark Cutler, Carol Anne Harrell, Frank Moye, Carol Wainwright and Beverly Winstead.

NOTE: A special call Board of Directors meeting to elect new Board Officers will take place following the close of the annual Portside Homeowners Association meeting on July 8, 2023.

Portside on the Pamlico Replacement Flag: On February 21, 2023, President Meeks emailed the Portside BOD members with the following information and asked for a vote.

The cost of the original Portside on the Pamlico flag was \$188.32 made by Arkansas Flag and Banner, Inc. and put in service on November 16, 2020. The second Portside flag cost \$182.09 and was purchased on January 10, 2022.

Due to the high winds we had incurred in the last couple of months, the flag has been repaired twice (\$25.00 first time paid by Portside and \$10.00 the second time and paid for President). There is no way to shorten the length of the flag for future's repair without taking part of the anchor.

President Meeks received quotes for ordering 1 or 3 flags on February 21, 2022.

The cost of 1 Portside flag is \$224.67. The cost of .3 Portside flags is \$347.83.

The President's email serves as the motion to purchase 3 flags at a cost of \$347.83 and it was seconded by Frank Moyer. Members for 8, against 1, abstained 1. Proxies for 1, against 0, abstained 0. Motion passed unanimously. **Action Item 220 Closed on February 2, 2023.**

NOTE New flags arrived on March 24, 2023.

Repair Potholes: President Meeks asked the board about purchasing bags of asphalt from Lowes to repair the pothole at 45/46 Riverview Drive due to the volume of traffic for the boat ramp and picnic shelter and the right curve as you enter Inlet Way. After discussion by the Board members, Frank Moyer moved to purchase up to 12 bags if needed of QPR Asphalt pavement repair at \$16.28 per bag plus taxes; Carol Harrell seconded the motion. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. 1 proxy not valid. Motion passed unanimously. **Action Item 221 opened on April 15, 2023.**

Any Other New Business Items:

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

Information Items:

Portside Meeting Dates:

Dates for 2023 and 2024 Annual Homeowners Association Meetings: Second Saturday in July 2023 and July 2024.



Date for 2023 Special Call Quarterly Board of Directors Meetings:

The next Quarterly Board of Directors meeting is a Special Board Meeting following the Portside HOA on July 8, 2023.

Date for 2023-2024 Quarterly Board of Directors Meetings: October 21, 2023, January 20, 2024, April 20, 2024 and a Special Call Meeting following the Portside HOA on July 13, 2024.

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.

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.**

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-round 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 the driving surface of our roadways.



DOGS: As always, please keep your dog on a leash when outside of a fenced 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..

NONE: If you have a problem with any dog in Portside on the Pamlico streets while walking, jogging, riding a bicycle or riding on a golf cart, please call Beaufort County Animal Control at (252) 946-4517.

Welcome to Portside



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

<https://www.portsideonthepamlico.com/>. It 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". No additional items.

The Board President called for a motion to adjourn and remain in session by electronic means: Carol Wainwright made a motion to adjourn and remain in session by electronic means, and it was seconded by Carol Harrell. Members for 8, against , abstained 0. Proxies for 2, against 0, abstained 0. 1 proxy not valid. Motion passed unanimously.

With no other business to discuss, the meeting adjourned at 10:20 AM.

Karen Simmons

Karen Simmons
Acting Board Secretary

Franklin D. Meeks

Franklin D. Meeks
Board President

8 Enclosures

1. Approved Quarterly Portside BOD Minutes for January 21, 2023
2. Approved Special Call Portside BOD Minutes for March 4, 2023
3. Approved Quarterly Treasurer's Report for January 1, 2023 – March 31, 2023
4. Approved Homeowners Dues for July 1, 2023 – June 30, 2024
5. Projected Draft Budget for July 1, 2023 – June 30, 2024
6. Review of the Portside Bylaws and Covenants
7. Approved Format for Financial Audit Report for July 1, 2022 – June 30, 2023
8. Approved Format for Nominations Committee Report for July 1, 2023 – June 30, 2025

| Portside Action Items | | | |
|------------------------------|---|------------------|-------------------|
| Action Item #: | Topic: | Suspense: | Completed: |
| 78 | Sewer Extension Update | Ongoing | |
| 200 | Review of the Portside Bylaws and Covenants | Ongoing | |
| 213 | Dead End Road Sign on Inlet Way Broken | 21 Jan 23 | 30 Jan 23 |
| 214 | Replace two old folding eight foot tables at the Picnic Shelter | 21 Jan 23 | 9 Feb 23 |
| 215 | U.S. Income Tax Return (2022) | 15 Apr 23 | 15 Apr 23 |
| 216 | Draft - Homeowners Dues (July 1, 2023 – June 30, 2024) | 8 Jul 23 | |
| 217 | Draft - Projected Budget for July 1, 2023 – June 30, 2024 | 8 Jul 23 | |
| 218 | Draft - Portside Financial Audit for July 1, 2022 – June 30, 2023 | 8 Jul 23 | |
| 219 | Draft - Chairperson for the Nominations Committee | 8 Jul 23 | |
| 220 | Portside on the Pamlico Replacement Flag | 30 Mar 23 | 2 Feb 23 |
| 221 | Repair Potholes in Riverview Drive | 8 Jul 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 Moye
- Tommy Poe
- Karen Simmons
- Carol Wainwright
- Beverly Winstead



Portside Mailing Address:

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



No Changes to Portside Directory