

DRAFT - PORTSIDE HOMEOWNERS ASSOCIATION - DRAFT ANNUAL MEETING MINUTES



July 8, 2023

Call to Order: President Meeks called the Portside Homeowners Association Annual Meeting to order at 9:05 A.M. President Meeks reminded everyone that sausage dogs and cheese biscuits were available.

Introduction of Guests and Administrative Announcements: President Meeks welcomed everyone to the Annual Portside Homeowners Association (HOA) meeting. The President welcomed Jack and Kathryn Todd at 191 Portside Drive to the Portside Community.

Secretary's Business:

Record of voting members present: Prior to the start of the Portside Annual HOA meeting, Portside Homeowners were asked to check with Portside HOA Acting Secretary Karen Simmons, to ensure their address, telephone numbers and email address were correct in the Portside Homeowners Directory and to place their initials beside their name to have a roster of those in attendance. **See Enclosure 1.**

Action Item 220 Opened on July 8, 2023.

A quorum was confirmed by a show of hands and documented by signatures on the attendance roster. There was a total of 24 voting members of the Portside Homeowners Association in attendance.

Homeowners Absent with a Proxy:

Homeowners Absent with a Proxy: 6 Proxies Assigned: Lois Keech's proxy assigned to Judy Langley, Cynthia Keel's proxy assigned to Gene Powell, Ann Wiggins' proxy assigned to Gene Register, Floyd Wiggins' proxy assigned to Gene Register, Beverly Winstead's proxy assigned to Tommy Poe and Jeannette Hudson's proxy assigned to Tommy Poe.

Confirmation of a Quorum: There was a quorum present – 24 Present, 6 Proxies.

Others Present: None.

Other Business of the Secretary:

Draft Annual Homeowners Association Meeting Minutes on July 9, 2022: Members of the Portside Homeowners Association were asked if there were any changes to the minutes from the Portside Annual HOA meeting on July 9, 2022. After some discussion, President Meeks called for a motion to approve the minutes. Gene Register made the motion to accept the minutes; seconded by Wes Crawford. The motion passed unanimously.

See Enclosure 2.

Any other unfinished business of the Secretary: None.

Treasurer’s Business: Mark Cutler

Review of Draft Quarterly Treasurer’s Report for the Period April 1, 2023 – June 30, 2023: After the review and discussion were completed, Boo Bailey made a motion to accept the Treasurer’s Report subject to audit of the expenses with the \$900.00 correction, motion seconded by Lawrence Beacham. The motion passed unanimously.

See Enclosure 3.

Review of Draft Annual Treasurer’s Report for the Period July 1, 2022 – June 30, 2023: After the review and discussion were completed, Boo Bailey made a motion to accept the Treasurer’s Report subject to audit of the expenses with the \$900.00 correction; motion seconded by Carol Wainwright. The motion passed unanimously.

See Enclosure 4.

Homeowners Dues - July 1, 2023 – June 30, 2024: The July 1, 2023 - June 30, 2024 dues invoices were emailed/mailed to the Portside property owners on May 1, 2023

Action Item 216 – Ongoing.

Any other unfinished business of the Treasurer: None

Unfinished Business:

Portside Sewer Extension Update: No updates since April BOD meeting.

Action Item 78 - Ongoing.

Review of the Portside Bylaws and Covenants: President Meeks opened the floor for discussion on recommended changes to the Portside Bylaws/Covenants. Gene Register made a motion to close the action without being approved. It was seconded by Evon McLean. With no other discussion, the motion passed unanimously,

Action Item 200 – Closed on July 8, 2023.

Any other unfinished business: None.

New Business:

Projected Budget for July 1, 2023 – June 30, 2024: Mark Cutler presented the projected budget (**Enclosure 5**) for July 1, 2023 – June 30, 2024, and reviewed items listed in the budget which need to be considered for capital improvements. After discussion, President Meeks asked the HOA members for a vote to approve the Portside projected budget for July 1, 2023 – June 30, 2024. Tommy Poe made a motion to approve the projected Portside budget for July 1, 2023 – June 30, 2024; Lauren White seconded the motion. The motion passed unanimously.

See Enclosure 5.

Action Item 217 - Closed on July 8, 2023.

Portside Financial Audit - July 1, 2022 – June 30, 2023: President Meeks called upon Wes Crawford for the results of the Portside Financial Audit for the period of July 1, 2022 to June 30, 2023.

President Meeks called for a motion to table the Portside Financial Audit report for July 1, 2022 to June 30, 2023 until the \$900.00 difference could be corrected and the Audit Report emailed to the Homeowners for approval. After discussion by the Portside HOA members, Lauren White made a motion to table Portside Financial Audit report for July 1, 2022 to June 30, 2023 until the \$900.00 difference could be corrected and the Audit Report emailed to the Homeowners for approval. Lawrence Beacham seconded the motion. The motion passed unanimously.

Chairman of the Nominations Committee: President Meeks advised the Homeowners that this year five (5) seats on the Portside Board of Directors will be up for election and one (1) seat for Frank Moye and one (1) seat for Beverly Winstead to fill their unexpired term until June 30, 2024.

Karen Simmons served as the Chairman of the Nominations Committee. See nomination report format attached. Following are the five (5) Board members whose term expired on June 30, 2023: Billy Braddy, Mitch Manning, Frank Meeks, Tommy Poe, and Karen Simmons.

Other Board members whose term will expire on June 30, 2024 are: Lawrence Beacham, Carol Wainwright, Mark Cutler, Frank Moye, Carol Ann Harrell and Beverly Winstead.

See Enclosure 6.

President Meeks asked Karen Simmons to announce the nominees for the five (5) HOA Board members for July 1, 2023 to June 30, 2025.

The following are the nominations for a two (2) year term expiring on June 30, 2025: Frank Meeks, Lauren White, Boo Bailey, Karen Simmons and Billy Braddy.

Action Item 219 - Closed on July 8, 2023.

President Meeks called for any additional nominations from the floor. President Meeks called for any additional nominations from the floor. There were none. With no other nominations, President Meeks called for a vote to elect: Frank Meeks, Lauren White, Boo Bailey, Karen Simmons and Billy Braddy for a two (2) year term expiring June 30, Wes

Crawford to fill Frank Moyer's unexpired term and Tommy Poe to fill Beverly Winstead's unexpired term ending June 30, 2024. Stuart Elks made a motion to accept the list of nominations, seconded by Ann Johnson. The motion passed unanimously.

NOTE: The newly elected and current members of the Portside Board of Directors were asked to meet 10 (Ten) minutes following adjournment for a Special Call Board meeting to elect the new officers for the Portside Homeowners Association.

Any other New Business:

Portside Halloween Trunk or Treat: This year we're looking for volunteers to assist with 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.

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 2024.



Dates for 2023-2024 Quarterly Board of Directors Meetings: Quarterly Board of Directors meetings are scheduled for the third Saturday in October 2023, January 2024 and April 2024.

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.

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

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:

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

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 the driving surface of our roadways.**

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.



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’ 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.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 Face book, 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”:

Goose Dropping: There were several complaints about the geese and their droppings on the ground. Mary “Boo” Bailey told the homeowners that she had gotten some Goose Scram from Lowes that is supposed to help clear up the problem. She will let the homeowners know if it works.

Bulkhead repairs: Evon McLean wanted to know if anyone had telephone numbers for contractors who do bulkhead repairs. Mark Cutler offered to get with her with a list of contractors.


Portside Shirts: President Meeks reminded everyone Portside still has some shirts for children and adults available at a price of \$10.00 each.

President Meeks called for Any Other Business, Announcements, or items for the “Good of Portside”: Lawrence Beacham made a motion to refer the Annual Meeting of the Portside Homeowners Association (HOA) Business to the Portside Board of Directors for ratification/implementation, and it was seconded by Lauren White. The motion passed unanimously.

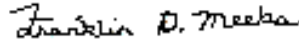
The Board President called for a motion to adjourn: Lauren White made the motion to adjourn and remain in session by electronic means. Tommy Poe seconded the motion. The motion passed unanimously.

With no other business to discuss, the meeting adjourned at 9:45 A.M.

Respectfully submitted on July 8, 2023.



Karen Simmons.
Acting Board Secretary



Franklin D. Meeks
Board President

6. Enclosures

1. Portside Homeowners Association Directory.
2. Approved Minutes of July 9, 2022, Annual Homeowners Association Meeting.
3. Approved Quarterly Treasurer’s Report for the period April 1, 2023 – June 30, 2023
4. Approved Annual Treasurer’s Report for the period July 1, 2022 – June 30, 2023.
5. Approved Projected Portside Budget for July 1, 2023 – June 30, 2024.
6. Approved list of nominations for Portside BOD for July 1, 2023 – June 30, 2025.

Action Items

Portside Action Items			
Action Item #:	Topic:	Suspense:	Completed:
78	Sewer Extension Update	Ongoing	
200	Review of the Portside Bylaws and Covenants	Ongoing	8 Jul 23
216	Homeowners Dues (July 1, 2023 – June 30, 2024)	8 Jul 23	Ongoing
217	Projected Budget for July 1, 2023 – June 30, 2024	8 Jul 23	8 Jul 23
218	Portside Financial Audit for July 1, 2022 – June 30, 2023	Tabled	
219	Chairperson for the Nominations Committee	8 Jul 23	8 Ju 23
220	Portside Homeowners Directory Updated	8 Jul 23	8 Jul 23

New Portside Homeowners Board of Directors

Board of Directors Officers (2023-2024)

Frank Meeks - President
Lawrence Beacham - Vice President
Mary "Boo" Bailey – Secretary
Mark Cutler – Treasurer



Board of Directors Members (2023-2024)

Billy Braddy
Carol Anne Harrell
Wes Crawford
Tommy Poe
Karen Simmons
Carol Wainwright
Lauren White

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

