

PORTSIDE HOMEOWNERS ASSOCIATION ANNUAL MEETING MINUTES



July 9, 2022

Call to Order: President Meeks called the Portside Homeowners Association Annual Meeting to order at 9:21 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 introduced two new owners since the last Portside HOA meeting: Bill and Janet Hall, 205 Portside Drive and Stephanie Ellis, 46 Riverview Drive.

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 Secretary Mitch Manning, 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 208 Closed on July 9, 2022.

A quorum was confirmed by a show of hands and documented by signatures on the attendance roster. There was a total of 21 voting members of the Portside Homeowners Association in attendance.

Homeowners Absent with a Proxy: 2 Proxies Assigned: Ann Johnson's proxy assigned to Karen Simmons and Dewey Fuquay's proxy assigned to Lawrence Beacham

Confirmation of a Quorum: There was a quorum present – 21 Present, 2 Proxies.

Others Present: None

Other Business of the Secretary:

Draft Minutes of July 10, 2021 Annual Homeowners Association Meeting: Members of the Portside Homeowners Association were asked if there were any changes to the minutes from the Portside Annual HOA meeting on July 10, 2021. After some discussion, President Meeks called for a motion to approve the minutes. Tommy Poe made the motion to accept the minutes; seconded by Karen Simmons. 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, 2022 – June 30, 2022: After the review and discussion were completed, Gene Register made a motion to accept the Treasurer's Report subject to audit of the expenses: motion seconded by Pam Clark. The motion passed unanimously, 23 to 0.

See Enclosure 3.

Review of Draft Annual Treasurer's Report for the Period July 1, 2021 – June 30, 2022: After the review and discussion were completed, Lawrence Beacham made a motion to accept the Treasurer's Report subject to audit of the expenses; motion seconded by Wes Crawford. The motion passed unanimously, 24 to 0.

See Enclosure 4.

Note: HOA member Rick Eaton joined the meeting bringing total votes to 24.

Homeowners Dues - July 1, 2022 – June 30, 2023: The July 1, 2022 - June 30, 2023 dues invoices were emailed/mailed to the Portside property owners on May 7, 2022.

Action Item 203 - 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.

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. No volunteers agreed to take over the mission.

Review of the Portside Bylaws and Covenants: No additional information was presented at the April Board of Directors meeting.

President Meeks has submitted the following three items for discussion based on phone calls from buyers/owners of property within Portside.

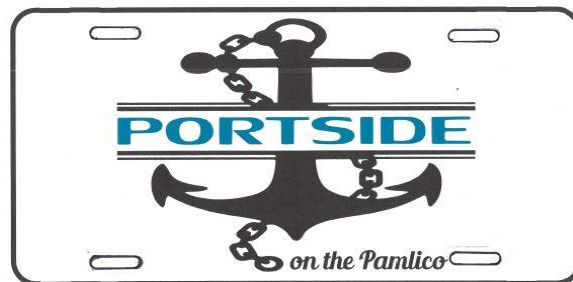
1. AIRBNB and VRBO - after discussion Stuart Elks motioned to have BOD develop a recommendation and submit to HOA for a 2/3 vote to change; seconded by Lawrence Beacham. Motion passed unanimously, 24 to 0.
2. Fences – after discussion Frank Moyer motioned to have BOD develop a plan and report back to the HOA: seconded by Lorie Sneed. Motion passed unanimously, 24 to 0.
3. Bulkheads – after discussion Tommy Poe made a motion for the BOD to study and recommend to the HOA bylaw changes to maintain existing bulkheads and catwalks to code; seconded by Karen Simmons. Motion passed unanimously, 24 to 0.

President Meeks opened the floor for additional items for discussion on recommended changes to the Portside Bylaws/Covenants. There were none.

Action Item 200 – Ongoing.

Any other unfinished business: None.

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: meeksfd@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 Ultra Club and 1 Jerzees Polo shirts on-hand to \$20.00 each. A list of the remaining t-shirts and polo shirts attached as **Enclosure 5**.



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.

Enclosure 6 – Portside Order Form

New Business:

Projected Budget for July 1, 2022 – June 30, 2023: Mark Cutler presented the projected budget (**Enclosure 5**) for July 1, 2022 – June 30, 2023, and reviewed items listed in the budget which need to be considered for capital improvements. The budget included an increase in grass mowing of Portside Common Areas from \$50 per cutting to \$75 per cutting effective July 1, 2022. After discussion, President Meeks asked the HOA members for a vote to approve the Portside projected budget for July 1, 2022 – June 30, 2023. Tommy Poe moved to approve the projected Portside budget for July 1, 2022 – June 30, 2023; Stuart Elks seconded the motion. The motion passed unanimously, 24 to 0. **See Enclosure 7.** **Action Item 204 Approved on July 9, 2022.**

Portside Financial Audit - July 1, 2021 – June 30, 2022: President Meeks called upon Gene Register for the results of the Portside Financial Audit for the period of July 1, 2021 to June 30, 2022. **See Enclosure 8.**

After Gene Register presented the results of the Portside Financial Audit, President Meeks called for a motion to approve the Portside Financial Audit report for July 1, 2021 to June 30, 2022. After discussion by the Portside HOA members, Gene Register made a motion to approve the Portside Financial Audit; seconded by Tommy Poe. The motion passed unanimously, 24 to 0 **Action Item 205 Closed on July 9, 2022.**

Chairman of the Nominations Committee: President Meeks advised the Homeowners that this year six (6) seats on the Portside Board of Directors will be up for election. President Meeks served as the Chairman of the Nominations Committee. Following are the six (6) Board members whose terms expired on June 30, 2022: Lawrence Beacham, Mark Cutler, Pam Clark, Wes Crawford, Frank Moye and Gene Register. See nomination report format attached. Following are the five (5) Board members whose terms expire on June 30, 2023: Billy Braddy, Mitch Manning, Frank Meeks, Tommy Poe, and Karen Simmons. President Meeks presented the nominees for the six (6) Portside Board members whose term will expire pm June 30, 2024: Lawrence Beacham, Mark Cutler, Carol Ann Harrell, Frank Moye, Gene Register, Carol Wainwright and Beverly Winstead. **See Enclosure 9.**

President Meeks called for any additional nominations from the floor. There were none. Gene Register requested to be removed from the nominations and called for an acclamation vote for the nominees. The motion was seconded by acclamation of the HOA present 22 and 2 proxies. The President recognized the unanimous vote. The motion passed 24 to 0. **Action Item 206 Closed on July 9, 2022.**

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:

President Meeks shared information on the Beaufort County noise ordinance.

See Enclosure 10.

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 October 2022, 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'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:

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.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”: None

President Meeks called for Any Other Business, Announcements, or items for the “Good of Portside”: Tommy Poe 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 Pam Clark. The motion passed unanimously, 22 present and 2 proxies, 24 to 0.

The Board President called for a motion to adjourn: Floyd Wiggins made the motion to adjourn and remain in session by electronic means. Pam Clark seconded the motion. The motion passed unanimously 24 to 0 (22 present and 2 proxies).

With no other business to discuss, the meeting adjourned at 10:13 A.M.

Respectfully submitted on July 11, 2022.

Mitchell W. Manning, Sr.

Franklin D. Meeks

Mitchell W. Manning Sr.
Board Secretary

Franklin D. Meeks
Board President

10. Enclosures

1. Portside Homeowners Association Directory.
2. Approved Minutes of July 10, 2021, Annual Homeowners Association Meeting
3. Approved Quarterly Treasurer's Report for the period April 1, 2022 – June 30, 2022.
4. Approved Annual Treasurer's Report for the period July 1, 2021 – June 30, 2022.
5. Approved Remaining in stock T-Shirts and Polo Shirts
6. Approved Portside Order Form for t-shirts, polo shirts or license plates in the future
7. Approved Projected Portside Budget for July 1, 2022 – June 30, 2023.
8. Approved Portside Financial Audit for July 1, 2021 to June 30, 2022.
9. Approved list of nominations for Portside BOD from July 1, 2022 – June 30, 2024.
10. Beaufort County Noise Ordinance – Chapter 92: NOISE

Action Items

Portside Action Items			
Action Item #:	Topic:	Suspense:	Completed:
78	Sewer Extension Update	Ongoing	
200	Review of the Portside Bylaws and Covenants	Ongoing	
203	Homeowners Dues (July 1, 2022 – June 30, 2023)	Ongoing	
204	Approved Draft Budget for July 1, 2022 – June 30, 2023	9 Jul 22	9 Jul 22
205	Approved Portside Financial Audit for July 1, 2021 – June 30, 2022	9 Jul 22	9 Jul 22
206	Chairperson for the Nominations Committee Listing Approved	9 Jul 22	9 Jul 22
208	Portside Homeowners Directory Updated	9 Jul 22	9 Jul 22

Current Portside Homeowners Board of Directors

Board of Directors Officers (2022-2023)

Frank Meeks - President
Lawrence Beacham - Vice President
Mitch Manning - Secretary
Mark Cutler – Treasurer



Board of Directors Members (2022-2023)

Billy Braddy
Carol Anne Harrell
Frank Moye
Tommy Poe
Karen Simmons
Carol Wainwright
Beverly Winstead

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

