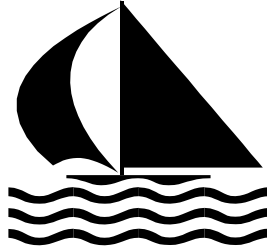


PORTSIDE BOARD OF DIRECTORS MINUTES



January 8, 2011

Call to Order: The quarterly Portside Homeowners Association Board of Directors meeting was called to order at 09:05 A.M.

Introduction of Guests and Administrative Announcements: President Meeks welcomed Board members and told them that refreshments were available in the kitchen.

Secretary's Business: Mitch Manning

Record of Voting Members Present: President Frank Meeks - Present; Secretary Mitch Manning – Present; Board Members Present: Alton Baldree, Andy Barnette, Tim McCarter, Gene Register, Charlie Speight, Tommy Poe and Stanley Wainwright.

Board members absent: Bill Brown (Vice President) and Scott Lang.

Assignment of Proxies: Scott Lang's proxy was assigned to Bill Brown, but was invalid due to Bill Brown's absence. Bill Brown's proxy assigned to Frank Meeks.

Confirmation of a Quorum: There was a quorum present – 9 Present, 1 Proxy.

Others Present: Mark Cutler - Volunteer Treasurer

Other Business of the Secretary:

Minutes of October 9, 2010 Board of Directors Meeting: Members of the Portside Homeowners Association Board of Directors were asked if there were any changes to the minutes from the Board meeting held on October 9, 2010. After some discussion, a motion was made by Tommy Poe to accept the minutes as submitted; seconded by Alton Baldree. Members for 9, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

Any other unfinished business of the Secretary: None.

Treasurer's Business: Mark Cutler

Review of Quarterly Treasurer's Report for the Period October 1, 2010 – December 31, 2010: Mark Cutler submitted the quarterly Treasurer's report as of December 31, 2010. After the review was completed, Tim McCarter made a motion to accept the Treasurer's Report subject to audit of the expenses; seconded by Andy Barnette. Members for 9, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously. See page 6 of the minutes for the quarterly Treasurer's report.

2010-2011 Homeowners Dues (July 1, 2010 – June 30, 2011): As of December 31, 2010, we still have 3 property owners who have delinquent dues (totaling \$600) for this budget year and \$300 for last budget year. **Action Item 26 - ongoing.**

Projected Budget for July 1, 2011 – June 30, 2012: The Treasurer stated that he will have a projected budget available for the April 9, 2011 Board meeting. **Action Item 55 opened on January 8, 2011.**

Any other unfinished business of the Treasurer: None

Unfinished Business:

Portside Homeowners Email Addresses: President Meeks reported that by using the email addresses of homeowners to email the Board of Directors minutes, social announcements, deaths, etc., it has continued to reduce expenditures in the budget. As of November 11, 2010, we have email addresses for 42 of the 53 (38 + 4 owners who have two lots each) Portside property owners. **Action Item 7 - ongoing.**

Sewer Petition – We currently have 41 signatures (53/41 = 77.4%) on the sewer petition. At the July 2009 Portside Annual Homeowners Association meeting, Paul Spruill, Beaufort County Manager, stated that in order for this petition to show Portside is seriously interested in getting sewer lines extended to Portside, we need signatures from 90% of the Portside property owners before submitting the petition. After some discussion by the Board members, it was decided to close this action item and submit the sewer petition to Paul Spruill, Beaufort County Manager, with a cover letter. The President provided a draft letter to Mr. Spruill for the Board members for review. **Action Item 8 will be closed.**

Amendment to the Two Covenants – We currently have forty-five (45) Portside property owners who have signed the original two Covenants in 1992 or an Amendment this year. This leaves five (5) property owners, covering seven (7) lots, who have not signed agreeing to the two Portside Covenants. **Action Item 15 - ongoing.**

Changes to the two Covenants – As of December 31, 2010, we had thirty-six (36) notarized signatures (36 plus 2 owners with two lots) agreeing to the changes to the two Portside Covenants. We have a total of thirty-eight (38) notarized signatures filed. **Action Item 29 – ongoing.**

Note: All the Portside related documents may be viewed and/or downloaded from the following web page: <http://portsideonthebamlico.com/covenants.html>.

Filling Cracks and Seal Coating: On Monday, November 15, 2010, the contractor completed filling in the cracks and seal coating the roadways inside Portside. Thanks to everyone for your assistance in getting this project completed. Following a discussion of the quality of the work (cracks and tire tracks), it was agreed that the President would ask the contractor to return in the Spring to retar the cracks in the street and see if they can fix the tire tracks between Dockside and Riverview Drives. The President explained to the Board members that with the cold weather we've had during the last couple of months, you will see more cracks now than you will when the weather starts to warm up. It was agreed that final approval of future projects should require majority approval of the HOA Board. **Action Item 47 will be closed.**

Relocating Cluster Mailboxes: During the Portside Board meeting on October 9, 2010, a motion was made and approved to relocate the Portside cluster mailboxes at the end of the canal on Whichard's Beach Road at the entrance to Portside.

Based on the President's conversation with Mr. Pittman at the Washington DOT Office on Friday, January 7, 2011, in order for Portside to locate the cluster boxes off the state right-of-way coming into Portside, we would need to have an engineer prepare a certified plan to locate the cluster boxes beside Whichard's Beach Road. The certified plan would need to be submitted with a DOT encroachment form to the DOT for approval. He also stated that if the certified plan was approved we could only use asphalt (not concrete) for the apron.

In addition to reviewing the certified plan designed by an engineer to locate the cluster mailboxes next to the road right-of-way, there would be a safety issue that the DOT would be required to address.

After discussing the President's conversation with Mr. Pittman on relocating the cluster mailboxes beside Whichard's Beach Road, the additional cost and safety issues, a motion was made by Tim McCarter to look at all options before relocating the cluster mailboxes. The motion was seconded by Charlie Speight. Members for 9, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously.

Alton Baldree then suggested that the motion include asking Andy and Judy Barnette to design a landscaping plan acceptable to them for the current location on their property. Tim McCarter amended his motion to include asking Andy and Judy Barnette to design a landscaping plan acceptable to them for the current location on their property. The amended motion was seconded by Charlie Speight. Members for 9, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously. **Action Item 50 - ongoing.**

Strip of Land at End of Canal: On October 21, 2010, Portside received the original deed of conveyance from the Beaufort County Register of Deeds office for the property. The deed to the property was given to the Secretary for filing in the HOA records. **Action Item 53 will be closed.**

Any other unfinished business: None.

New Business:

Parcel Number for Strip of Land at End of Canal: The Beaufort County Tax Assessor's Office assigned a parcel number (15026907) to the strip of land at the end of canal. On December 14, 2010, President Meeks submitted the Property Tax Exemption Form to the Beaufort County Tax Assessor's Office starting in 2011. According to the Tax Office, there will be no property taxes on the strip of land for 2010. **Action Item 54 will be closed.**

Any Other New Business: None.

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

Information Items:

Portside Resident: On November 30, 2010, Avalon "Al" Swain, one of Portside's residents, passed away. Our thoughts and prayers go out to his family. His wife, Barbara, has moved to their daughter's residence in Black Creek, NC. The family plans to keep their Portside property.

Note: If any homeowner has a death in your immediate family, please contact the President or one of the members of the Portside Board of Directors.

Annual Portside Homeowners Association Meeting: The Annual Portside Homeowners Association meeting is scheduled for Saturday, July 2, 2011 at 9:00 A.M. at the Portside Picnic Shelter. Sausage dogs will be provided. Please bring your favorite beverage.

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.

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. If you have pets, please be courteous of others and clean up behind them. Please keep your pets on a leash when you are out walking them. In order to keep Portside looking good for family, friends and visitors, everyone is asked to keep their grass mowed year around as needed.

Portside Web Site: If you have not viewed the Portside web site, now is the time. Here is the Portside web site link: <http://www.portsideonthepamlico.com/>.

Scheduled Board of Directors Meetings: April 9, 2011.

Call for Any Other Business, Announcements or Items for the "Good of Portside": None

The Board President called for a motion to adjourn: Tim McCarter made a motion to adjourn, and it was seconded by Gene Register. Members for 9, against 0, abstained 0. Proxies for 1, against 0, abstained 0. Motion passed unanimously. With no other business to discuss, the meeting adjourned at 09:50 A.M.

Respectfully submitted on January 10, 2011.

Mitchell W. Manning, Sr.

Mitchell W. Manning Sr.
Secretary

Franklin D. Meeks

Franklin D. Meeks
President

Action Items

Portside Action Items			
Action Item #:	Topic:	Suspense:	Completed:
7	Master email list for Portside property owners	On-going	
8	Portside Property Owners petition for Sewer Service	Closed	8 Jan 11
15	Amendment to the two Portside Covenants	On-going	
26	Delinquent dues	On-going	
29	Amendment for changes to the two Portside Covenants	On-going	
47	Filling in cracks and seal coating roadways	Closed	8 Jan 11
50	Relocating cluster mailboxes	On-going	
53	Deed for strip of land at end of canal from Mr. Whichard	Closed	8 Jan 11
54	Parcel Number for Strip of Land at End of Canal	Closed	8 Jan 11
55	Projected Budget for July 1, 2011 – June 30, 2012	9 Apr 11	