

PORTSIDE BOARD OF DIRECTORS MINUTES



April 10, 2010

Call to Order: The quarterly Portside Homeowners Association Board of Directors meeting was called to order at 9:05 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; Vice President Andy Barnette – Present; Secretary Mitch Manning – Present; Board Members Present: Alton Baldree, Bill Brown, Scott Lang, Tim McCarter and Charlie Speight. Board members absent: Frank Moyer, Tommy Poe and Stanley Wainwright.

Assignment of proxies: Frank Moyer's proxy was assigned to Alton Baldree. Tommy Poe's proxy was assigned to Presiding Officer (Frank Meeks). Stanley Wainwright's proxy was assigned to Frank Moyer, but was void due to Frank Moyer's absence.

Confirmation of a Quorum. There was a quorum present - 8 Present, 2 Proxies.

Others Present: Mark Cutler - Volunteer Treasurer

Other Business of the Secretary:

Minutes of January 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's meeting held on January 9, 2010. After some discussion, a motion was made by Andy Barnette to accept the minutes as submitted, seconded by Mitch Manning. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously.

Portside Board of Directors Proxies: We currently have 10 proxies for members of the Portside Board of Directors. **Action Item 1 - ongoing.**

Portside Homeowners Proxies: We currently have 2 proxies for the Annual Portside Homeowners Association Meeting. Homeowners may go to the Portside web site and download the Portside Homeowners proxy at: http://www.portsideonthepamlico.com/PHA_Proxy.pdf. **Action Item 2 - ongoing.**

"Take Pride In Portside"

Any other unfinished business of the Secretary: None.

Treasurer's Business: Mark Cutler

Review of Quarterly Treasurer's Report for the Period January 1, 2010 – March 31, 2010: Mark Cutler submitted the attached Treasurer's report as of March 31, 2010. After the review was completed, Alton Baldree moved to accept the Treasurer's Report subject to audit of the expenses; seconded by Bill Brown. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 1 attached.**

Proposed Homeowners Association Dues Increase: During the week of January 12, 2010, a letter was mailed to all Portside property owners requesting their "Yea" or "Nay" vote on the proposed dues increase. As of April 9, 2010, we received 28 "Yea" votes and 10 "Nay" votes on the projected dues increase. According to the Portside Bylaws, we needed a majority (50%) to approve the dues increase which we have. **See Enclosure 2** for a list of property owner's votes on approving the dues increase. **Action Item 25 closed on April 10, 2010.**

2009-2010 Homeowners Dues (July 1, 2009 – June 30, 2010): As of March 31, 2010, we still have 3 property owners who have delinquent dues for this budget year. **Action Item 26 - ongoing.**

Projected Budget for July 1, 2010 – June 30, 2011: Mark Cutler presented the projected budget for July 1, 2010 – June 30, 2011 and explained the projected Income and Expenses. The projected income includes the increase in dues from \$150.00 to \$200.00 per year. In the bottom left corner, Mark listed some items that need to be considered for improvements to Portside. After much discussion by the Board members, Bill Brown moved to accept the projected Portside budget for July 1, 2010 – June 30, 2011; Tim McCarter seconded the motion. Members for 8, against 0, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. **See Enclosure 3 attached.**

Note: The projected Portside budget will be presented to the Portside Homeowners Association at the annual meeting on July 3, 2010 for the Homeowners approval. Action Item 37 will remain open until the projected budget is presented on July 3, 2010. **Action Item 37 - ongoing.**

Portside Tax Form: 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 interest Portside received from the ING account, we paid \$26.23 in taxes.

Action Item 40 closed on April 10, 2010.

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 March 31, 2010, we have email addresses for 34 of the 53 (4 with two lots) Portside property owners. **Action Item 7 - ongoing.**

Sewer Petition – We currently have 35 signatures (53/35 = 66%) 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 95% of the Portside property owners before submitting the petition. **See Enclosure 4 attached.** **Action Item 8 - ongoing.**

Note: If you would like to sign the sewer petition, President Meeks has the petition. Call him at 252-258-5330 or stop by his home and sign it. We would like to get the sewer petition submitted to the Beaufort County Board of Commissioners as soon as possible.

Amendment to the Two Original Covenants – We currently have forty-five (45) Portside property owners who have signed the original two Covenants in 1992 or an Amendment during the last two years. Since October 2009, we received three (3) signed Amendments agreeing with the original two Portside Covenants from 1992. On March 1, 2010, President Meeks filed the three (3) additional signed Amendments to the two Covenants from 1992 at the Beaufort County Register of Deeds Office. **They are recorded in Book 1712, Pages 562-564.** This leaves six (6) property owners covering eight (8) lots who have not signed agreeing to the two original Portside Covenants. **See Enclosure 5** for the names in yellow of property owners who have not signed agreeing to the original two Portside Covenants. **Action Item 15 - ongoing.**

Changes to the two Covenants – As of February 26, 2010, we had thirty-four (34) notarized signatures (32 plus 2 owners with two lots) agreeing to the changes to the two Portside Covenants. We had a total of thirty-six (36) notarized signatures to file. We have one lot with three owners. To approve the changes to the two Covenants, we needed a 2/3 majority. We have more than a 2/3 majority. On March 1, 2010, President Meeks filed the 34 notarized signatures (36 total) changes to the two Portside Covenants at the Beaufort County Register of Deeds Office. **They are recorded in Book 1712, Pages 565-604.** **Enclosure 5** has a list of the Portside property owners who have signed agreeing to the changes to the two Portside Covenants. **Action Item 29 – ongoing.**

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

Dredging of Portside Entrance Canal: Frank Moye agreed to talk with the local office of the Corps of Engineers and let the Board members know the current status. This item was tabled due to the absence of Frank Moye at the Board meeting.

Action Item 31 was opened on October 22, 2009.

Wet Mail in Mailboxes: At the January 10, 2010 Board of Directors meeting, Charlie Speight agreed to check on replacement cluster mailboxes and get a cost estimate. President Frank Meeks presented drawings of cluster mailboxes and a shelter. The mailboxes are currently on the Barnette's property. Another location is desirable. The item is on-going until resolved.

Action Item 36 was opened on November 19, 2009.

Note 1: On February 9, 2010, President Meeks called the New Bern Post Office and discovered that they had some used 12 cluster mailboxes. On February 10, 2010, President Meeks picked up two (2) of the twelve (12) cluster mailboxes that match the ones we already have on hand. If the decision is made to continue using the cluster mailboxes, we will have enough mailboxes for all Portside property owners to have a mailbox based on the 911 mailing addresses. Examples of how the cluster mailboxes could be assigned will be discussed at the Portside Annual Homeowners Association meeting on July 3, 2010.

Note 2: On March 23, 2010, President Meeks talked to the Postmaster in Chocowinity, NC about the location of the cluster mailboxes in Portside. He explained to the Postmaster that the 32 Portside cluster mailboxes are currently located on one of the Portside homeowner's property. President Meeks explained to the Postmaster that we, the Portside Homeowners Association, own a strip of land at the end of the canal on the main entrance road to Portside. After some discussion and looking at the 911 map of Portside subdivision, the Postmaster agreed that it would not be a problem to relocate our mailboxes on Portside Drive between Lots 46 and 1B on the strip of land owned by the Portside Homeowners Association. The estimated cost for materials (concrete, lumber and studs) to move the two cluster mailboxes currently being used and install the two 12 cluster mailboxes is included in the Portside 2010-2011 Projected Budget.

Any other unfinished business: None.

New Business:

July 1, 2009 – June 30, 2010 Portside Financial Audit: After some discussion by the Board of Directors members, Andy Barnette was appointed to conduct the July 1, 2009 – June 30, 2010 Portside audit of the financial records. The audit will be presented at the Portside Annual Homeowners Association meeting on July 3, 2010. **Action Item 38 was added on April 10, 2010.**

Chairman of the Nominations Committee: President Meeks advised that this year six (6) members of the Portside Board of Directors will be up for election. Bill Brown was appointed as Chairman of the Nominations Committee, and he is to select two other members to help in the nominations selection. The following are the Board members whose term will expire on June 30, 2010: Andy Barnette, Alton Baldree, Bill Brown, Tim McCarter, Frank Moye and Tommy Poe.
Action Item 39 was closed April 10, 2010.

Any Other New Business: None.

Action Item Updates: Please refer to the list of action items on page 6 of the minutes.

Information Items:

Annual Portside Homeowners Association Meeting: The Annual Portside Homeowners Association meeting is scheduled for Saturday, July 3, 2010 at 9:00 A.M. at the Portside Picnic Shelter. Sausage dogs will be provided. Please bring your favorite drink.

Proposed dates for Portside Homeowners Association Socials from April 2010 through September 2010:

May 8 and May 22, June 12 and June 26, July 10 and July 24, August 12 and August 26 and September 11 and September 25

Projected Dates for 2010-2011 Board of Directors and Annual Homeowners Association Meetings:

Board of Directors Meeting: October 9, 2010, January 8, 2011 and March 12, 2011.

Annual Homeowners Association Meeting: July 2, 2011.

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.

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.

Special thanks to the following:

President Meeks stated he wanted to take this opportunity to thank all of the Portside residents for their continued support in maintaining their Portside property. It is that time of the year for the grass and weeds to start growing.

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 address: <http://www.portsideonthepamlico.com/>.

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

The Board President called for a motion to adjourn: Scott Lang made a motion to adjourn, and it was seconded by Alton Baldree. Members for 8, against 2, abstained 0. Proxies for 2, against 0, abstained 0. Motion passed unanimously. With no other business to discuss, the meeting adjourned at 10:20 A.M.

Respectfully submitted on April 16, 2010.

Mitchell W. Manning Sr.

Franklin D. Meeks

Mitchell W. Manning Sr.
Secretary

Franklin D. Meeks
President

Action Items

Portside Action Items			
Action Item #:	Topic:	Suspense:	Completed:
1	Portside Board of Directors Proxies	On-going	
2	Portside Homeowners Proxies	On-going	
7	Master email list for Portside property owners	On-going	
8	Portside Property Owners petition for Sewer Service	On-going	
15	Amendment to the two Portside Covenants	On-going	
25	Dues increase	10 Apr 10	Completed
26	Delinquent dues	On-going	
29	Amendment for changes to the two Portside Covenants	On-going	
31	Dredging entrance to Portside canal	3 Jul 10	On-going
36	Wet mail in mailboxes	3 Jul 10	On-going
37	Projected Budget for July 1, 2010 – June 30, 2011	10 Apr 10	Completed
38	Portside Financial Audit July 1, 2009 – June 30, 2010	3 July 10	
39	Appoint Chairman for the Nominations Committee	10 Apr 10	Completed
40	U.S. Income Tax Return	10 Apr 10	Completed

Portside Address Directory

Changes

Best, Gary and Mickey

281 Portside Drive
Chocowinity, NC 27817

Home Phone:

Cell Phone: 252-944-1582

Email: mngbest@yahoo.com

Lot #13

Board of Directors Members (2009-2010)

Alton Baldree	Andy Barnette
Bill Brown	Scott Lang
Mitch Manning	Tim McCarter
Frank Meeks	Frank Moye
Tommy Poe	Charlie Speight
Stanley Wainwright	

Mark Cutler - Volunteer Treasurer

"Take Pride In Portside"