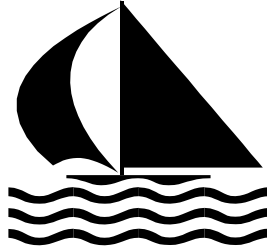


PORTSIDE BOARD OF DIRECTORS MINUTES



October 8, 2011

Call to Order: The quarterly Portside Homeowners Association Board of Directors meeting was called to order at 8:58 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: Board Officers Present: President Frank Meeks, Vice President Andy Barnette, Secretary Mitch Manning; **Board Members Present:** Tim McCarter, Gene Register, Charlie Speight, Dewey Fuquay, and Tommy Poe.

Board Members Absent: Alton Baldree, Frank Moye, and Scott Lang.

Assignment of Proxies: Alton Baldree's proxy was assigned to Frank Meeks, Scott Lang's proxy was assigned to Andy Barnette and Frank Moye's proxy was assigned to Tommy Poe.

Confirmation of a Quorum. There was a quorum present - 8 Present, 3 Proxies.

Others Present: Mark Cutler - Volunteer Treasurer

Other Business of the Secretary:

Minutes of April 9, 2011 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 April 9, 2011. After some discussion, a motion was made by Tommy Poe to accept the minutes as submitted, seconded by Andy Barnette. Members for 8, against 0, abstained 0. Proxies for 3, 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 July 1, 2011 – September 30, 2011: Mark Cutler submitted the attached Treasurer's report as of September 30, 2011. After the review was completed, Tim McCarter moved to accept the Treasurer's Report subject to audit of the expenses; seconded by Gene Register. Members for 8, against 0, abstained 0. Proxies for 3, against 0, abstained 0. Motion passed unanimously. **See Enclosure 1 attached.**

2011-2012 Homeowners Dues (July 1, 2011 – June 30, 2012): As of September 30, 2011, we still have 3 property owners who have delinquent dues for this budget year. **Action Item 65 - Ongoing.**

2011-2012 Capital Improvements:

Picnic Tables: The approved 2011-2012 budget for capital improvements for the last three (3) years included six (6) new picnic tables for the Portside Picnic Shelter.

The estimated cost in the capital improvements budget for the six (6) foot putty colored picnic tables from Sam's Club was \$119.34 each plus taxes (\$8.35) = \$127.69 each. During the week of August 7, 2011, Sam's Club reduced the price to \$99.81 each plus taxes (\$6.99) = \$106.80. The total cost savings per table is \$20.89 each. On Friday, August 12, 2011, President Meeks emailed the Board of Directors to determine if we should purchase six (6) picnic tables. The email served as the motion and Andy Barnette seconded the motion to purchase the six (6) picnic tables. Members for 11, against 0, abstained 0. Motion passed unanimously.

Action Item 66 closed on August 16, 2011.

Refuse dumpster for cleanup from Hurricane Irene: On August 30, 2011 after Hurricane Irene, Larry Lewis asked about getting refuse dumpsters from New East for the residents of Portside to put their cleanup debris. After discussion with a majority of the Portside Board, it was decided to get 3-4 dumpsters. Gene Register recommended approving getting 3-4 dumpsters from New East. The motion was seconded by Andy Barnette. Members for 11, against 0, abstained 0. Proxies for 0, against 0, abstained 0. Motion passed unanimously.

After 3 weeks, a total of 4 refuse dumpsters were filled up. The last dumpster was picked up on September 19, 2011. On September 22, 2011, Mark Cutler, Portside Volunteer Treasurer, received the bill for the 4 refuse dumpsters from New East. The total cost for the 4 refuse dumpsters including renting the 4 dumpsters, delivery, pickup and landfill charges was \$1,230.53. **Action Item 67 closed on September 22, 2011.**

Entrance Lights to Portside canal from river: After discussing the burned out red light on the side of the channel entering Portside from the river, Tommy Poe moved to order one (1) replacement red light and the motion was seconded by Gene Register. Members for 8, against 0, abstained 0. Proxies for 3, against 0, abstained 0. Motion passed unanimously.

NOTE: Mark Cutler has ordered the new red light. There are currently 6 old back-up lights for the canal entrance. Larry Lewis has two (2) old lights and Frank Moye has four (4) old lights. **Action Item 69 closed on October 8, 2011.**

Boat Ramp Sign: The broken Portside boat ramp sign was discussed. A motion was made by Andy Barnette to purchase a new sign for \$25 plus taxes from Hudson's Signs, and the motion was seconded by Tommy Poe. Members for 8, against 0, abstained 0. Proxies for 3, against 0, abstained 0. Motion passed unanimously. President Meeks will get the new sign made and install it.

Action Item 71 closed on October 8, 2011.

Projected Capital Improvements: The discussion of the projected capital improvements in the 2011-2012 Budget was tabled until the January 14, 2012 Board of Directors meeting. **Action Item 72 opened on October 8, 2011.**

NOTE: President Meeks reported that two capital improvements included in the 2011-2011 budget have been completed. These are the six (6) picnic tables which were purchased by the Portside homeowners Association and a key box which was purchased by President Meeks.

Any 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 September 30, 2011, we have email addresses for forty-eight (48) of the fifty-three (53) (49 + 4 owners who have two lots each) Portside property owners.

Action Item 7 - ongoing.

Amendment to the Two Covenants – We currently have forty-four (44) 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 March 31, 2011, we had thirty-eight (38) 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://portsideonthepamlico.com/covenants.html>.

Any other unfinished business: None.

New Business:

Keys for Portside Boat Ramp: There have been several reports of unauthorized use of the Portside boat ramp over the last few months. After discussion, it was agreed that President Meeks will remind property owners of the boat ramp rules and will address specific violations as deemed necessary. **Action Item 68 Closed.**

Any Other New Business: None.

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

Information Items:

Annual Portside Homeowners Association Meeting: The Annual Portside Homeowners Association meeting is scheduled for Saturday, July 7, 2012, at 9:00 A.M. at the Portside Picnic Shelter. Sausage dogs will be provided. Please bring your favorite beverage.

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.

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.

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 this past summer.

Special note from Casey and Stephanie Sumner (Lot #12): President Meeks received the following note from Casey and Stephanie Sumner: "We just wanted to let you know that we will be leaving the neighborhood (again) at the end of October. The house sustained a little more damage than we realized in the beginning, and right now we aren't able to fix it. If it were just Casey and I, we would live through it, but with the kids, we want our home to be super safe. I am sure we will be back from time to time on the weekends to enjoy the serenity of the river."

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, edge up along the road edge, and blow the grass off the road after mowing and edging.**

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

Board of Directors Meetings: January 14, 2012 and April 7, 2012.

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

The Board President called for a motion to adjourn: Andy Barnette made a motion to adjourn, and it was seconded by Dewey Fuquay. Members for 8, against 0, abstained 0. Proxies for 3, against 0, abstained 0. Motion passed unanimously. With no other business to discuss, the meeting adjourned at 9:20 A.M.

Respectfully submitted on October 9, 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	
15	Amendment to the two Portside Covenants	On-going	
29	Amendment for changes to the two Portside Covenants	On-going	
65	Delinquent dues	On-going	
66	Purchase Picnic Tables	15 Aug 11	16 Aug 11
67	Refuse dumpster for cleanup from Hurricane Irene	25 Sep 11	22 Sep 11
68	Keys for Portside Boat Ramp	8 Oct 11	8 Oct 11
69	Lights for Portside entrance canal	8 Oct 11	8 Oct 11
70	Keys to Portside Boat Ramp	8 Oct 11	8 Oct 11
71	Sign for Portside Boat Ramp	8 Oct 11	8 Oct 11
72	Projected Capital Improvements	7 Jan 12	

Changes to the Portside Directory

Remove as of November 1, 2011:

Sumner, Casey and Stephanie

253 Portside Drive
 Chocowinity, NC 27817
 Home Phone:
 Cell Phone: 252-378-6094
 Email: sumners@ecu.edu
 Lot # 11