

PORTSIDE HOMEOWNERS ASSOCIATION ANNUAL MEETING MINUTES



Saturday, July 3, 2010

Call to Order: President Frank Meeks called the Annual Portside Homeowners Association meeting to order at 9:00 am. The meeting was held on the Portside Community Lot.

Introduction of Guests and Administrative Announcements: President Meeks welcomed everyone to the Annual Portside Homeowners Association (HOA) meeting. He reminded everyone that sausage dogs and fixings were available.

Secretary's Business: President Meeks introduced the Portside HOA Secretary Mitch Manning.

Record of voting members present: Twenty-one (21) Portside Homeowners signed the roster documenting the Annual Portside Homeowners Association attendance. Five (5) members were present but did not sign the roster. One (1) Homeowner in attendance has not signed the two Portside Covenants. **Action Item 41 closed on July 3, 2010**

Confirmation of a quorum: A quorum was confirmed by a show of hands and documented by signatures on the attendance roster. There were a total of twenty-six (26) voting members of the Portside Homeowners in attendance.

Approve minutes for July 4, 2009 Portside Annual Homeowners Meeting: Two copies of the July 4, 2009 HOA meeting minutes were available for review. There were no changes to the minutes. President Meeks called for a motion to approve the minutes. Motion was made by Bill Brown and seconded by Alton Baldree. The motion passed unanimously.

Portside Directory: A copy of the Portside Directory was circulated to ensure current and correct addresses, telephone numbers and email addresses.

Action Item 42 closed on July 3, 2010

Portside Board of Directors Proxies: The secretary announced new proxies will be needed for the 6 new Board members for the 2010-2012 years immediately following the election later in the meeting. Proxy forms were available at the meeting. Five new board members completed and returned their proxies. One Board member was not able to attend the Portside HOA meeting. **Action Item 1 closed on July 3, 2010**

Portside Homeowners Proxies: The secretary announced new proxies are needed from all homeowners for the 2010-2011 fiscal year. Proxy forms were provided. Only three members completed and returned proxy forms at the HOA annual meeting. **Action Item 2**

Any Other Unfinished Secretary's business: There being no other unfinished business, the Secretary returned the meeting to President Meeks who proceeded with the Treasurer's report in the absence of the (voluntary) Treasurer Mark Cutler.

Treasurer's Business: Mark Cutler (absent). President Meeks presented the Treasurer's Business.

Portside Income Tax Form: President Meeks reported that the Portside HOA paid \$26.23 in 2009 income taxes due to interest from money invested in the ING account.

Review and approve quarterly Treasurer's Report for period April 1, 2010 - June 30, 2010: President Meeks reviewed the financial report for the last quarter in fiscal year 2009-2010 which covers the period April 1, 2010 - June 30, 2010. A motion was made by Lawrence Beacham and seconded by Andy Barnette to approve the Portside Quarterly Treasurer's report subject to audit. The motion passed unanimously.

Review and approve fiscal year Treasurer's Report for the period July 1, 2009 – June 30, 2010: The President reviewed the fiscal year financial report covering the period July 1, 2009 - June 30, 2010. President Meeks called for a motion to approve the fiscal year Treasurer's Report for the period July 1, 2009 - June 30, 2010 subject to audit. The motion was made by Tim McCarter and seconded by Jean Eaton to approve the Portside Fiscal Year Treasurer's report. The motion passed unanimously.

2009 - 2010 Homeowners Dues (July 1, 2009 - June 30, 2010): As of June 30, 2010, we still have 2 property owners who have delinquent dues for this budget year. **Action Item 26**

2010-2011 Homeowners Dues (July 1, 2010 – June 30, 2011): The invoices for homeowners dues for July 1, 2010 - June 30, 2011 were mailed to property owners in early May 2010. As of June 30, 2010, we received dues from 21 property owners.

Projected Budget: The President reviewed each line item of the Portside Projected Budget for July 1, 2010 – June 30, 2011. Major capital improvement projects included in the projected budget which were discussed in depth at the HOA meeting included roadway repairs of filling in the cracks and sealing the road and relocating the mailboxes.

Projected bids for the road repairs from three contractors were reviewed. As part of the road repairs, the grass along the edges of the roads would have to be removed and tree roots from a tree on the property of Ricky Best which are damaging Portside Drive would have to be removed. After discussion, it was agreed that Ricky Best be contacted about the tree damaging Portside Drive. President Meeks was asked to contact the paving contractors to determine if their projected bids include removing the grass along the edges of the roads. If necessary, it was agreed that a community work day for homeowners would be scheduled to help remove the grass along the edges of the roads.

Bill Brown suggested that the projected budget include funds to replace the canal lights and that Portside II be contacted about paying for the new lights since Portside I paid for the current lights.

President Meeks called for a motion to approve the Portside Projected Budget for July 1, 2010 - June 30, 2011. The motion was made to approve the projected budget and to proceed with the capital improvement projects of replacing the canal lights, paving and sealing roadways and relocating the mailboxes per HOA discussion and subject to approval of the U. S. Post Office. It was decided that the Board will make the final decisions on each of these capital improvement projects. The motion was made by Bill Brown and seconded by Gene Register. The motion passed unanimously.

{For details of the discussion on relocating the mailboxes, please refer to the section of the minutes entitled "Wet Mail in Mailboxes".} **Action Item 44 closed on July 3, 2010**

Financial Audit: President Meeks called upon Andy Barnette for a review of the Portside Financial Audit for period of July 1, 2009 – June 30, 2010. Andy Barnette presented an oral report on his recently completed audit of the said financial records. He confirmed all income and expenses were in order and there were no discrepancies. President Meeks called for a motion to approve the audit report. The motion was made by Alton Baldree and seconded by Agnes Beacham. The motion passed unanimously.

Action Item 38 closed on July 3, 2010

Any Other Unfinished Treasurer's Business: There being no other unfinished Treasurer's business, the meeting returned to President Meeks for unfinished HOA Business.

Unfinished Business: Frank Meeks

Capturing email addresses of all Portside Homeowners: The President reported that by using the email addresses of homeowners to email the Board of Directors and HOA minutes, it has continued to reduce expenditures in the budget since July 2009. As of July 3, 2010, we have email addresses for thirty-nine (39) of the fifty-three (53) Portside property owners. Copy of Portside email distribution list enclosed. **Action Item 7**

Sewer Petition: Based on Mr. Spruill's comments at last year's Portside Annual Homeowners Association meeting, the Secretary has a petition available for property owners' signatures. Once we have received the necessary signatures, it will be presented to the Beaufort County Board of Commissioners to request sewer service for Portside subdivision. As of July 3, 2010, we currently have thirty-seven (37) signatures. Mr. Spruill stated last year that we need at least 95% of the property owners to sign the petition. **Action Item 8**

Amendment to the two Portside Covenants: As of July 3, 2010, we still have five (5) property owners (which covers seven [7] lots) who have not signed the Amendment to the two Covenants and the changes approved earlier this year. **Action Item 15**

Amendment for changes to the two Portside Covenants: The President reported that he has received an additional signed and notarized change from Ron and Janet Ayers. We currently have thirty-six (36) notarized signatures (38 total) for the changes to the two Portside Covenants. **Action item 29**

Note: All the Portside related documents including but not limited to the Constitution, By-Laws, meeting minutes, and directory may be viewed and/or downloaded from the following web address: <http://portsideonthepamlico.com/covenants.html>.

Dredging of Portside Entrance Canal: On October 22, 2009 the Board members discussed dredging the entrance from the Pamlico River leading into the canal next to Stanley and Carol Wainwright's property (lot 21). The Board members all agreed that the next action would be to check with the Corps of Engineers to determine the legal status of the canal entrance. This action is on-going. **Action Item 31**

Wet Mail in Mailboxes: On November 19, 2009 the Board of Directors received an email from Agnes Beacham that her mail frequently gets wet. The mailboxes are currently on the Barnette's property and another location is desirable. We are looking at relocating the Portside cluster mailboxes to the property deeded to Portside in 1992 by Mr. Warren Whichard at the north end of the canal on Portside Drive. We have acquired two additional 12 cluster mailboxes from the New Bern Post Office at no cost to the HOA. This would allow all Portside property owners to have a mailbox at Portside. As delineated in the projected budget, we are exploring adding a shelter over the mailboxes. Robin Bowen asked that we reconsider moving the mailboxes to the Tract Two property deeded to the Portside HOA by Mr. Whichard. He stated that he is still interested in purchasing the strip of land. After Mr. Bowen's comments, the HOA members voted to move the cluster mailboxes to the picnic shelter lot subject to the approval of the U. S. Post Office. This action is on-going.

Action Item 36

Any other unfinished business: There being no other unfinished business, President Meeks began discussion of New Business.

New Business:

911 Portside House Numbers: Portside property owners were reminded of the importance of having their house numbers visible to emergency workers. According to the Chocowinity Fire Department, the 911 house numbers may be placed on the house or by the roadside. If the house number is beside the road, the letters need to be made of reflective material. The house numbers are required to be 3" in height.

Chairman of the Nominations Committee (Bill Brown): Bill Brown, the Nominations Committee Chairman, announced that the terms for 6 Board members were expiring. He presented the slate of six new Board members - Alton Baldree, Andy Barnette, Bill Brown, Tim McCarter, Tommy Poe and Gene Register. **Action Item 43 Closed on July 3, 2010**

The President called for any additional nominations from the floor. There were none. The President closed the nominations and called for a motion to elect the new slate of members presented by Nominations Chairman Bill Brown. The motion was made by Floyd Wiggins and seconded by Jean Eaton. The motion passed unanimously.

The new and old members of the Portside Board of Directors met immediately following adjournment to elect the officers for the Portside Homeowners Association. The officers for 2010 - 2011 are: President Frank Meeks, Vice President Bill Brown, Secretary Mitch Manning and Treasurer Mark Cutler (voluntary).

Any other New Business:

Unwanted visitors: President Meeks will follow-up with the identified property owner.

Action Item Updates: See page 6 of agenda.

Information Items:

Keys to Portside Boat Ramp: At the April 11, 2009 Board meeting, a motion was made and approved to establish **July 31st of each year** to have the Annual Homeowners dues and/or special assessments paid in order to retain a key to the lock at the Portside Boat Ramp. **If property owners still have outstanding dues and/or special assessments after July 31st, they will be asked to surrender their key to the lock at the Portside Boat Ramp.** President Meeks reminded the members not to make duplicates of their key.

Portside Socials: The Portside Board of Directors agreed at the April meeting to start having socials during the months of April through September on the 2nd and 4th Saturday night of each month. The next two socials are scheduled for July 10, 2010 and July 24, 2010.

Schedule Use of the Picnic Shelter: If any Portside property owner would like to reserve the Picnic Shelter during the upcoming summer months, please let the President know. Currently the rules for using the Picnic Shelter only allow reserving the Picnic Shelter 60 days in advance.

Board of Directors Meeting Dates: October 9, 2010, January 8, 2011 and April 9, 2011.

Portside Annual Homeowners Association Meeting: July 2, 2011.

Special thanks to:

Gene and Nancy Powell for their support in preparing and cooking the breakfast food.

Louise Lewis for providing onions and peppers for the sausage dogs.

Reminders:

Portside Web Site: If you have not had an opportunity to view the Portside web site, please take a few minutes to visit the site. Portside now has a web page of individuals who have their homes for sale or lease in Portside. Here is the web site address:
<http://www.portsideonthepamlico.com/>.

With the summer months here, 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. Please observe the posted 15 MPH speed limit within Portside subdivision.

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.

Portside Boat Ramp: In accordance with the Portside Boat Ramp rules, when using the ramp, members and guests are asked not to park vehicles and trailers on the community lot. Vehicles and trailers left on the lot can be towed at the owner's expense.

Call for any other business, announcements or items for the "Good of Portside":
 Clean-up day: If needed to prepare for road repairs, the Board will decide a clean-up day and notify the members.

Call for a motion to adjourn: President Meeks called for a motion to adjourn. The motion was made by Andy Barnette and seconded by Lawrence Beacham. The motion passed unanimously.

With no other business to discuss, the meeting adjourned at 10:45 A.M.

Respectfully submitted,

Franklin D. Meeks

Mitchell W. Manning, Sr.

**Franklin D. Meeks
 President**

**Mitchell W. Manning Sr.
 Secretary**

Action Items

Portside Action Items			
Action Item #:	Topic:	Suspense:	Completed:
1	Portside Board of Directors Proxies	On-going	3 Jul 10
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	
26	Delinquent dues	On-going	
29	Amendment for changes to the two Portside Covenants	On-going	
31	Dredging entrance to Portside canal	On-going	
36	Wet mail in mailboxes	3 Jul 10	
38	Portside Financial Audit July 1, 2009 – June 30, 2010	3 Jul 10	3 Jul 10
41	Sign-In roster of those attending the Portside HOA meeting	3 Jul 10	3 Jul 10
42	Portside Directory	3 Jul 10	3 Jul 10
43	Election of 6 new Board of Director Members	3 Jul 10	3 Jul 10
44	Projected Budget July 1, 2010 – June 30, 2011	3 Jul 10	3 Jul 10