

Minutes of the Battery Shores POA Board of Directors

May 18, 2021

Location: 1065 Otter Circle

Board Members Present:

Susan Davidson, President
Bob Sasena, Vice President
Rosalind Wingate, Secretary
Rob Rafter, Director at Large

POA Members Present:

George Bizzak
Suzanne Cook
John Edmunds
Matt Kessinger
Judi Scanlon

The meeting was **Called to order** at 6:36 and the **Member Forum** began. The President asked the guests for their input on any of their concerns, or suggestions, and explained that once the Open Forum was over, the members were welcome to stay and listen, but would not be able to participate unless specially recognized by a Director, as it is necessary to follow the agenda of business in order for time efficiency.

* George Bizzak asked about how Board meetings are scheduled and Susan explained that it is up to the individuals making up the Board. A minimum of once a quarter is required in the By-Laws Article II, Section 3.7.

* Judi Scanlon asked about committees and how they come about. She suggested a Welcome Committee that would both welcome new residents and at the same time educate them about the POA. Susan explained that committees are represented by a Liaison, who is a Director and that the Board 'tasks' the committee through the liaison with a particular issue. The committee then reports in to the Liaison who works with the Board. The Board makes the decisions, the committees are there to help.

* Matt Kessinger inquired as to what color to paint his mailbox.

* John Edmunds stated he was aware his mailbox was not in compliance and inquired further how to make necessary changes to meet approval.

* Suzanne Cook inquired as to how many hours a week a Director needs to be available. Susan explained that it varies depending on what is going on. It was also explained that much of the work is done with communication between the Directors by using emails. Rob pointed out that the Board has been working especially hard, so that the next Board will operate more smoothly and presumably with less time involvement.

Open Forum then closed, and the Regular Board Meeting began.

Minutes of the last meeting had been approved and posted to the Website. The President asked that the following completed tasks be added to these Minutes:

- Mailed to all Battery Shores lot owners a reminder of POA authority to approve architectural changes to their property, as many changes have been noticed without the POA approval and/or permits. Permits must be obtained from the City who contact us for approval
- Mailed to POA Members, only, a call for Nominations to the Board of Directors for the upcoming term
- Board unanimously approved the removal of a large tree stump on the entry property at a discounted price
- Board approved a three member Nomination Committee (Bill Flowers, David Adelsperger and Suzanne Cook) to canvas for nominations for upcoming election to Board of Directors and tasked

them according to By-Laws III.3.a. A task order for the Nomination Committee was formulated and voted on by the Board to proceed with canvassing for Nominations.

Treasurer's Report:

Cayce sent her sincere apologies for not being able to attend this meeting. The President reported on her behalf that the Operating Account currently has \$39,735 and the Reserve Account \$169,764. The proposed Budget that had previously been circulated among the Directors brought forth the **motion** by Rob and seconded by Rosalind to keep the Base Assessments this year at \$360 for the 2021/2022 fiscal year. The motion was carried with unanimous decision.

Committee Reports:

ARC: 1003 Pine Martin paint color changes was approved; however, a request for a plastic type shed was not allowed as the Covenants state "If any detached building is erected on any residential building lot, it must be of similar design and materials as the main residence". 1056 Otter inquired about what type of shed is allowed; 1074 Otter requested approval for re roofing and it was approved; 1137 Otter paint color was approved; 1052 Otter re roofing with architectural style shingles was approved; 1124 dock key was inactive and was reactivated. Still waiting on response from the builder for a fence at 1129 Otter.

Dock Property: Power washing and sealant is currently scheduled for June 18 to take 1-2 days. A notice will be put at the dock 1 week prior, as well as on the website, that the dock will be closed for two days. The Board is still looking into replacement of all the 28 lights along the dock walkway. One option comes with a cost of \$68 each, plus the installation. The current ones are the original and in bad need of replacement. This will move forward to the next meeting.

Dock Security: Children were seen climbing around the gate to get on the dock; the Police were contacted, but by the time they arrived the children were gone.

Entry Property: After three weeks of having made application for electric service with Dominion Electric, an approval was received. Powell Electric will now be contacted to begin electric installation at the front entry.

Nomination Committee: So far, only two candidate statements are received to fill the three openings.

Old Business:

Contact the Board. All Directors are now receiving notifications.

Website: The Board opened up to receive comments from the visiting Members, some who had not visited the website, and some commenting they were getting used to the new format and presentation. The President complimented the Members on taking their time to share their ideas.

A **motion** to publish the "Rules and Regulations Governing the Use of Common Properties" under the Procedures and Policies tab was made by Susan and seconded by Rosalind and passed. The policy for covering infractions is currently on the website, but not the actual Rules. These are the same Rules posted at the Dock Property by cover any common property. Discussion ensued about adding phone numbers to the "Who to Call" but a full vote awaits for determination.

Discussion about if and where to put a Summary of Restrictive Covenants resulted in the further work to adjust the verbiage currently used under Restrictive Covenants. The Board voted unanimously to not publish a 'summary' as all properties do not actually have the same restrictions. Member of the POA and all Residents will be directed to check their particular Covenants. Clarification will be made as well to better educate the community on our subdivision covenants and the City of Beaufort codes.

BREAK The Board took a break; at this time, although were welcomed to stay, the visitors left.

Mailbox Complaint Handling: after much discussion on how to handle the formal complaint of more than twenty non-compliant mailboxes and posts, further decision on the course of action is postponed. Rob stated that Lowe's has a 6" x 6" post available for \$45 for anyone needing to replace their post.

Annual Meeting: The cover letter for the mail-out had already been approved by the Board for publication for the Annual meeting. Because of Covid, no in person meeting was scheduled this year. An offer was made by the "Chairman of the Beaufort Municipal Election Commission" to count the ballots for the POA. A **motion** was made by Rob and seconded by Rosalind to accept this offer.

Policy to educate realtors, prospective buyers and new residents about the POA: The Board unanimously agreed this will be put on the next agenda.

New Business:

Website Committee formation A motion was made to form a Website Committee. After discussion, it was determined this should be voted upon by the incoming Board. Bob who is currently handling the website offered to continue his services, and would then take task orders from the Liaison on the next board.

Discussion of clarifying information printed in the Friendly Reminder: The Board unanimously agreed to publish more accurate information within the Website.

Lawn Care of Common Properties Contract Extension Renewal: A **motion** was made by Rob and seconded by Bob to accept the second and last one year extension of Lawn Care at the same pricing. The motion was unanimously carried. It was mentioned that next year will require getting new bids. At that time the Contract Committee will be formed to carry out this task.

Adjournment:

The meeting adjourned at 8:35. No time was set for another meeting. The next requirement for this Board will be to announce the new Board Members and see that the Base Assessments are mailed out as soon as it can be verified that the proposed budget is accepted by the Membership.

*Respectfully submitted,
Rosalind Wingate*