

**Annual Meeting Minutes
Emerald Plantation Master Association
Saturday, May 11, 2024**

President Maurice Galey called the meeting to order at 10:00 A.M. and introduced the other Board members in attendance: Brian O'Dell, George Gomez, Frank Salvo, Darcel Browning, Donna Grady, and Kristina Voltaire, Secretary. Special thanks was given to Lydia Lewis, and special recognition was given to Sandy Helms (not present), former Secretary for the Board, who will continue to manage the Clubhouse. Special recognition of Bruce Paetzold, who still helps around the neighborhood, and special recognition of Gary Vacarro as well.

Molly Laula certified there was a quorum present including proxies.

Proof of Notice of Meeting was mailed out less than 50 days & more than 10 days before the Annual Meeting as required. Mauri noted that Facebook is a good place to stay current and to communicate with the neighborhood.

A Motion to approve the Minutes from the 2023 Annual Meeting was made and seconded. The Minutes were approved.

The community's Facebook survey results were discussed. Communicating with neighborhood homeowners and renters was the primary concern of homeowners at last year's Annual Meeting, and the Facebook survey was an effort to address that concern. There were many suggestions and input from the community as a result of conducting the survey. Mauri gave a special thank you to Frank for setting up the survey.

Darcel Browning, Treasurer, gave the financial report for the community as of March 31, 2024.

Reserve Fund (MM):	\$154,619.22
Operating Fund (checking):	\$ 33,832.65
Outstanding Dues (>90 days):	\$ 718.42

A homeowner asked about the outstanding dues; Darcel stated that most of it has been paid since the end of March, and those in delinquency have been contacted. Darcel reminded everyone that the CPA address for mailing in dues has changed again:

3621 John Platt Drive
Morehead City, NC 28557.

Checks should be payable to Emerald Plantation Master Association. A homeowner suggested that we try to find a better interest rate for Emerald Plantation's Money Market account.

COMMITTEE REPORTS

Architectural Control Committee (ACC)

Frank Salvo reported on the Architectural Control Committee status. A few homeowners installed new roofs; a couple homes improved landscaping; a home on the sound side currently has permits to continue construction. Frank reminded everyone to submit plans for changes to their property to ensure the scope is within the parameters of community Bylaws and Rules and Regulations. Emerald Plantation's philosophy is that homeowners should be able to do as they please with their properties, but there are parameters within the Homeowners Association. A homeowner asked if plans must be submitted at a board meeting. Frank clarified that the Architectural Control Committee can be contacted at anytime for project approval. Frank also stated that the Board is trying to improve record keeping for past requests. A homeowner reminded the Board that the Rules & Regulations require 3 people on

the ACC to approve or deny requests from homeowners; Frank replied that the committee is comprised of April Carpenter, Mauri, and himself. New signs and branding will be replacing all old signage in the community; Katie O'Dell received special recognition for helping design the new signs. A community member asked if the ACC guidelines are available on Emerald Plantation's website and Frank affirmed that they are.

Clubhouse, Pool, Tennis Courts

Mauri reported on behalf of Sandy for the clubhouse report. The clubhouse windows have been washed and the carpets professionally cleaned; the clubhouse is ready to host events this year. Homeowners may call Sandy to reserve a time and to receive a special gate code for their guests. Homeowners may use the clubhouse twice per year without charge. A homeowner asked who cleans up after events; it is the responsibility of the event host to make sure the clubhouse is restored to its original condition. A \$500 deposit is required to rent the space, which will be refunded after an inspection to make sure the clubhouse is clean.

Mauri thanked Rick Stepputtis for helping maintain the clubhouse lights, electric, and pool. The whole pool was renovated last year, which included re-plastering & building up sand behind the pool. New tiles and ladders were installed, and the deck was repainted. This year, the HOA replaced the valves in the equipment room with PVC valves. The pool maintenance company was changed to CPM, the company that also renovated the pool. The pool opened on May 1, 2024, and will stay open through October.

In 2023, pickle ball lines were added to the tennis courts.

A community member expressed concern about the deterioration of the roads, the decking around the pool, and the road into the EP community from the shopping center. That person asked if someone could use a paint striper to repaint the yellow lines on the road. Mauri affirmed that the Board is getting quotes to fix the pool deck. Mauri also said that the Emerald Plantation HOA owns the road from the community gate to the stoplights and fixing that road should be a priority.

Social

Mauri presented on behalf of the Social Committee. The community picnic on Labor Day of 2023 was successful and the Board intends to do it again this year along with an event on Memorial Day. Any other requested social events will fall to community volunteers to put together. On May 16, 2024, a ladies' social is scheduled at the clubhouse. Guests can RSVP with Molly or on the Facebook page.

Gate/Gatehouse

George reported that a gate repair that occurred several months ago has been successful up until last week and he is following up with the repair company to fix it. Remotes for the gate will be available on May 14. Newer vehicles can be programmed internally with the code to open the gate. The gate code has changed again for the year. The pedestrian gate will likely need to be replaced with something stronger soon; someone has been forcing the gate so it keeps breaking. A homeowner suggested posting instructions on how to open gate and someone else suggested having a key lock that people can purchase a key for. Brian suggested hitting "clear" on the keypad before dialing the numbers to open gate. Mauri said a security camera may be added to the pedestrian gate entrance.

Al, former Board president, reminded everyone that the past Board intended to give all new homeowners copies of the Bylaws and Rules & Regulations. The current Board stated that the realtors are bound by law to give copies at the closing of a home sale.

Landscaping/Lighting/Irrigation

George reported that there has been community concern about the lack of maintenance of empty lots; if anyone sees a lot that needs attention, let George know so he can follow up with the lot owner. There is an allotment of 15 days to remedy any disrepair. After 15 days have expired, Lawn Rangers will do it and the lot owner will be billed. Lawn Rangers cleaned up the community landscaping from the front gate down to the water control area. There was conversation about fixing the landscaping and/or fencing that separates the neighboring community from Emerald Plantation in order to discourage trespassing. A homeowner expressed concern about a tree that needs trimming down toward the boat dock. George asked homeowners to continue to tell him if they spot landscaping issues around Emerald Plantation so he can remedy them. George reported that some irrigation had to be replaced last year because people were running over it with their cars. The community irrigation turns on at 4:30 A.M., so often no one notices if there are issues with the sprinklers. Sixtos of Lawn Rangers also eliminated sprinklers that were in the median going into the town homes that were just watering rocks. Sixtos manually turns on and inspects sprinklers seasonally. A homeowner expressed concern about the bulkhead wall by the boat ramp parking lot, which needs repair. Frank also mentioned that the lights by the signs on the road need to be replaced.

Community Involvement & Special Projects

Brian discussed Emerald Plantation's liability insurance: the Board/EPMA have a lot of liability exposure and the umbrella coverage should be double the amount of the underlying policy. The Board has upgraded the policy because it previously did not meet industry standards to cover our liabilities. The new policy meets standards.

Dockmaster & Boat Storage

Gary reported that we have 3 open spots for boat storage. The boat storage spaces go to a lottery when the lot is overfilled, but that has not happened in the history of the community. One boat storage spot is given per property. Slips at the boat dock are first come, first serve.

Boat Ramp/Day Dock

Brian reported that the boat ramp repair work is almost completed, and it can be used after May 20. The newly repaired portion of the boat ramp should hold up for 40 years. The decking on the ramp is in disrepair and needs to have some boards fixed. The day dock is deteriorated, and Brian is concerned from a liability standpoint. The Board is currently getting quotes for a new, ADA-compliant day dock. First, the day dock needs a short-term solution to improve usability, but full replacement is part of the community's long term capital planning.

STATE OF THE COMMUNITY

In 2023/2024 your Board continued to maintain, repair, and plan for the sustainability of Emerald Plantation. Last year several projects were completed.

Survey Results

What amenities make EP a great place to live?
What amenities are used most frequently?
What would you prioritize for improvement?

Pool, day dock, roads, boat ramp
Pool, day dock, boat storage
Day dock, boat ramp, roads

The Board has been and will continue to use your voice as a large part of maintaining and improving our great neighborhood. This will be seen in the implementation of our operating budget, our implementation of maintenance plans and in capital planning and execution.

Accomplishments for 2023-2024

Pool: new plaster, tiles, ladders, painted deck, furniture, and umbrellas.

Day dock: inspected for piling integrity. Bids for repair and replacement obtained.
Grounds: additional mulching to reduce erosion and improve aesthetics. Replacement of playground equipment. Additional boat storage added. Removal of Bay trees killed by beetle larvae.

2024-2025 Projects and Plans

Operating Budget

The new budget for 2024-2025 contains changes to ensure we maintain the amenities we all say are important. For 2024, we have seen providers drop HOAs. We have seen increases from most service providers and had to change some service providers, such as our pool service.

Like all coastal communities, our insurance rates have increased significantly during the past couple of years. We have policies in place to cover our insurable physical structures, such as the clubhouse, and to provide us with liability coverage as a community. These changes are covered by the new investment level of our dues.

Repair and Maintenance

Roads/Signs - replace the signs that are falling off the posts. See capital projects.

Day dock - replace 15-21 pilings and tighten up the handrails. See capital projects.

Boat ramp - repair so that boats and watercraft can be launched. See capital projects.

Capital Projects

The Capital Planning Committee is preparing a Capital Plan to budget for the maintenance and, when necessary, replacement of our major assets (roads, docks, and ramps).

2024/25 Roads Phase 1 \$55K, day dock repairs \$40K, boat ramp repairs \$29K, signs \$4.5K

2025 Road curbs phase 1 part 2 \$58K, clubhouse windows \$15K, pool fence \$8k

2026 Tennis courts \$20k

Future Day dock \$150k, roads \$310k.

Old Business - None.

New Business - Capital Planning Presentation

Frank handed out a packet of the Capital Planning Summary to all present community members and discussed the purpose of the newly formed Capital Planning Committee. This committee is working on building a 10-year financial plan that supports a community that homeowners will continue to want to live in. The plan includes community surveys to establish priorities; establishing a target reserve amount; inventory of capital expenditures and outlooks; and accounting for possible hurricane damage. Tentatively, the upcoming community projects will create a \$3,500 extra cost per household over the next 10 years. Frank stated that the Capital Plan will allow the HOA to work with homeowners on a case-by-case basis when it comes to paying the extra cost. The members of the Capital Planning Committee are Jennifer Alford, Mauri, George, Donna, Darcel, and Frank.

Vote on Budget

A motion to accept the 2024-25 budget was passed.

Vote on Board members

Brian and Donna were reelected to the Board.

At the meeting's closing, a homeowner commented about cars going the wrong way in the roundabout. Another homeowner mentioned young people driving golf carts on sidewalks in the community as a safety concern. Dave asked people to have their contractors put out a

safety cone if they have to park in the roads. He also gave special thanks to Larry Roberts, who runs the town's debris truck and picks up debris in Emerald Plantation. A homeowner thanked the board for their work.

The Motion to Adjourn Meeting was seconded and approved at 11:41 A.M.