**Emerald Plantation Master Association, Inc.**

**Monthly Board Meeting**

**December 17, 2018**

**Present:** Dave Chenoweth, Lydia Lewis, Tom Noble, Ron Webb, Myrtle Palmer, Dan Allen, Evans Stout, Molly, Sandy Helms

President, Dave Chenoweth, opened the meeting at 6:00 pm and minutes from the November meeting were approved.

Dixie Noble, Treasurer, gave the following report:

Reserve income held in savings account $84,06l.89 11/30/2018

Checking account per Quickbooks: $13,678.26 12/14/2018

*(includes amount to be transferred into reserve account)*

March – December reserve amount held in checking $14,850.00 12/14/2018

*$15/mo x 110 properties x 8 months*

Dues outstanding > 90 days $ 1,953.27 12/14/2018

Board is in the process of addressing the outstanding dues that are delinquent by one property owner over a period of two years. A lien has been filed against the property.

Treasurer’s report was approved.

**Gate**: Tom Noble addressed the situation with the outgoing gate that was compromised recently by the heavy winds. The gate has been patched and Overhead Doors (the company that installed the gates) has been contacted to discuss further operational options in the future. Myrtle has ordered enough pickets from the gate company to replace those that are damaged. A welder has been out to determine the next steps in repairing the gates and his proposal to install a 1 X 1 solid aluminum bar on both gates and attach the new pickets in the amount of $700.00 labor and $102.00 materials was approved.

**Pool:** The shell of the original well tank in the pool house split and had to be replaced as reported in the November minutes. The original water pump installed over 30 years ago, due to electrical issues, cannot be repaired and has to be replaced. A proposal was made to replace the 5 HP motor that drives all the water issues at the Pool for a cost of $1,400.00. The Pool is one amenity that must be in place by the Spring of 2019 when the Pool season opens. Motion was approved.

**Tennis Courts**: no report

**Lights:** As reported in the November minutes, Myrtle Palmer purchased LED light bulbs to be installed in all the gray light stands throughout the neighborhood. The Board would like to acknowledge and thank Rick Stepputtis, a resident, for his professional service to the community. Rick replaced every light and repaired several stands that were not working. The lights in the neighborhood are much brighter and for that we are most grateful.

**Club House:** The Club House has been decorated inside with wreaths and a Christmas tree. Myrtle Palmer decorated the outside of the Clubhouse deck with beautiful lighted trees and lights along the wall. Rick Stepputtis put up the Nativity, Joy and Believe signs around the Circle. The Board acknowledged the beautiful Christmas lights, etc. and thanked each person who participated.

**Community Signs**: no report

**Boat Storage area:** Evans Stout presented the Board with a drawing to build a fence along the road side at the Boat Storage area that will be tastefully attractive and cost effective. Discussion followed and the Board asked that at the next Board meeting in January 2019, Evans present a definitive course of action including cost.

**Landscaping**: No issues

As reported in the November minutes, Emerald Plantation has major erosion on the sound side bank near our boat ramp that needs a seawall installed soon. After meeting with Josh Edmondson, Town of Emerald Isle, regarding this issue he recommends that EPMA have the area assessed by a professional engineer before we have a contractor do the work. Tony Browder and Ken Lacey were contacted to review the situation.

Ken Lacey was not interested in the project. Tony Browder submitted a structural services proposal for items listed:

***Scope for Engineering Services included: initial site visit with Dave to determine scope of project (completed Monday, 12/10/18). Coordinate completion of Minor CAMA permit application including application and applicable site plan sketch. Design of variable height timber bulkhead similar to the existing bulkhead to the west of existing boat ramp, retainage heights vary from approximately 6.5’ at existing neighbors bulkhead to 2 feet on east side of boat ramp, bulkhead section depicting construction requirements suitable for construction and permitting.***

***Emerald Plantation will be responsible for hand delivery or certified mailing of CAMA permit application to adjacent neighbors (can hand deliver) (Ron Webb and Evans Stout agreed to coordinate) as these property owners will probably be required to provide written authority to encroach onto their property for proposed work. Emerald Plantation will provide site parcel plat showing normal high water line, landward limit of AEC and 30 ft. offset buffer line (deed reference found at Carteret GIS didn’t show these items). Building permit to be obtained by GC or Emerald Plantation using provided structural documents.***

***Once Emerald Plantation produces required information we will make every reasonable attempt to submit to Town of Emerald Isle before 12/21 to avoid building permit fees.***

***Engineering Budget Fee (not to exceed-invoiced hourly $110/hr.) - $1,500.00***

At the October and November meetings the need to prioritize and identify the top areas to improve the quality of the community were discussed. Due to the severity of the erosion in the cul-de-sac area at the Boat Dock, it is necessary to re-prioritize the list as follows:

1 – Bulkhead/retaining wall at end of cul-de-sac from Lot 019 to steps to Boat Dock.

2 – Boat Storage area

3 – Boat dock (slips were destroyed by the Hurricane and we need four new slips and EP sign will need to be replaced.)

4 – Boat Ramp:

**Architectural Committee:** As reported in the November minutes, Dave made a proposal to the Board that in the future we should consider changing our building Covenants to address and include all future driveways to be constructed with concrete, asphalt and permeable pavers. Permeable pavers will last longer and are more durable and more ec0-friendly than concrete or asphalt. A motion to include the permeable pavers was approved. A motion was also made to include in the changes to the Covenants to include the approval of using tin roofing – which was approved. Myrtle Palmer, Chair, Architectural Committee is working on the Amendments to include adding permeable pavers, tin roofing as well as new guidelines for fencing that were approved in the minutes earlier this year.

**Social:** Lydia Lewis reported the December social was quite successful.

**Old Business:** At the November meeting it was suggested that a note be included in the December mailing from the CPA for the first quarter 2019 dues, a list of the improvements that have been made in our community since Hurricane Florence and the seriousness of the next few months to address the outstanding areas we are working to complete for the Spring/Summer of 2019. Lydia Lewis presented to the Board a list that will be mailed to the Homeowners.

Next meeting – January 21, 2019