

Minutes
Emerald Plantation Master Association
December 16, 2024

Present: Mauri Galey, Frank Salvo, Brian O'Dell (via telephone), Darcel Browning, Sandy Helms, Kristina Voltaire.

Opening: Mauri called the meeting to order at 6:00 P.M. The adjusted minutes from November, 2024 were approved.

Treasurer's Report — Darcel Browning

Financial Status as of November 30, 2024:

Reserve Fund Held in Money Market:	\$162,829.75
Operating Fund (Checking):	\$ 12,954.18
Dues Outstanding (> 90 days):	\$ 3,253.51

A few people have paid up on their outstanding dues. Darcel encourages everyone to make their quarterly payments, \$340 every quarter, with checks made out to Emerald Plantation Master Association, and addressed to:

PBMares LLP
3621 John Platt Drive
Morehead City, NC 28557

This address is current as of December, 2023. Brian noted that the Bylaws require monthly association dues payments, but the Association has been collecting quarterly for as long as the Board can remember.

Frank mentioned revisiting the annual audit process (e.g., auditing a selection of 20 expenses versus auditing a single month's transactions which may not show any patterns of fraud). The Association's fiscal year runs from April to April.

COMMITTEE REPORTS

ACC - Frank Salvo

Fencing violation issues still need to be resolved on two properties. The Board discussed implementing a formal timeframe for resolution. A homeowner is having a surveyor come look at a large tree on the lot that may need to be removed.

Clubhouse - Sandy Helms

Sandy reported some successful parties in the clubhouse this month. Sandy mentioned getting some plastic bins to organize various supplies in the clubhouse storage area. The clubhouse also needs a new fridge and vacuum. Mauri found some fridge options for about \$500, which is in budget, and Sandy will find a vacuum.

Pool - Mauri Galey

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The well pump for the pool is broken and needs to be repaired/replaced. This may be as simple as a PVC pipe repair. The pressure switch is still working. Mauri is working on getting someone in to repair it.

Social - Mauri Galey

No activity.

Tennis Courts - Mauri Galey

No activity.

Gate/Gatehouse - George Gomez

Frank reported on behalf of George. The entrance gate was not working for a bit this month, but it has been repaired. A homeowner put in some teflon grommets to help the hinge swing more smoothly. Additionally, if the pedestrian gate is open and not locking, you can reset it by hitting “Y” on the panel.

Landscaping/Lighting/Irrigation - George Gomez

Frank reported on behalf of George. Frank looked into getting the optical sensor box for community lighting moved from Brian’s property. A representative from Wire Pros is coming to look at it this week. Additionally, the lights in the circle are not working so Wire Pros will look at that as well. The Board will also follow up with Sixtos regarding irrigation in the circle. Darcel noted that the timer schedule for the Christmas lights is off and needs to be fixed.

Dockmaster/Boat Storage - Gary Vaccaro

Gary is making sure a 21’ boat can fit in the storage spot designated for a new homeowner. There are 2 open boat storage spaces available.

Boat Ramp/Day Dock - Brian O’Dell

A letter will be sent out to homeowners regarding the day dock replacement. Brian said that the Board should prepare to have about 30 planks per year replaced on the boat ramp. 35 planks were replaced this past year.

Capital Planning Committee - Frank Salvo

Frank said the Board should figure out how to formally communicate capital plan changes and information to the community before the next annual meeting. Mauri mentioned addressing this at the start of the new fiscal year. Maybe the information can be distributed as part of the next annual meeting mailing packet. The next big community maintenance concern is replacing the roads and implementing an assessment for that (one lump sum versus staggered payments).

Old Business

—Drainage between town homes - no updates.

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—Yellow lines on the road - Brian received a quote for \$975 to have a company come out and re-stripe.

—No update on the basketball hoop.

New Business

—Document guidelines / record keeping - Frank would like to have this reorganized by fiscal year. Many records are still in storage and need to be brought on-site.

—Mauri mentioned that an attorney he spoke with could also organize the Bylaws, Amendments, and Rules and Regulations into a searchable, tightened-up format that is easier for everyone to understand.

At 6:52 P.M., a motion to close the meeting was approved.