

**Minutes**  
**Emerald Plantation Master Association**  
**January 20, 2025**

**Present:** Mauri Galey, George Gomez, Brian O'Dell (via telephone), Darcel Browning, Sandy Helms, Donna Grady, Kristina Voltaire; guests Bruce Paetzhold, Gary Vaccaro, & Steve Johnson.

**Opening:** Mauri called the meeting to order at 6:32 P.M. (The meeting time was changed from 6:00 to 6:30 due to scheduling. This change was posted to the Facebook page.) The adjusted minutes from December, 2024 were approved.

**Treasurer's Report — Darcel Browning**

Financial Status as of December 31, 2024:

|                                    |              |
|------------------------------------|--------------|
| Reserve Fund Held in Money Market: | \$164,481.14 |
| Operating Fund (Checking):         | \$ 11,999.88 |
| Dues Outstanding (> 90 days):      | \$ 2,542.25  |

**COMMITTEE REPORTS**

**ACC - Frank Salvo**

Mauri reported on behalf of Frank. A written 'request for action' notice has been sent to the homeowners with fencing violations. The notice requested a timeline for fixing the violations. The next step is a formal hearing if action is not taken. The Certificate of Occupancy for the Galey property at 8716 Emerald Plantation Road has been issued and the homeowner has requested the return of the \$1,000 development deposit.

**Clubhouse - Sandy Helms**

The clubhouse has a new vacuum and refrigerator. Thanks to George Gomez, Mauri Galey, and Donna Grady for installing the new fridge, and thank you to Donna's aunt for donating it. Thank you to Steven Johnston for donating the vacuum. Sandy again encouraged homeowners to use the clubhouse for meetings and events. Rick Stepputtis, who takes care of the clubhouse lights, has been added to the Ace account so he can purchase replacement bulbs as needed.

**Pool - Mauri Galey**

The pool has been closed since the end of October; the well pump discharge piping snapped this past month and the pool maintenance crew has repaired it. The Board has decided to stick with the same pool maintenance and repair company (Carolina Pool & Maintenance) and the price for next season will remain the same.

**Social - Mauri Galey**

Tentative social events for 2025:

May 24, 2025 - EPMA Memorial Day BBQ at the pool;

July 5, 2025 - EPMA 4th of July BBQ at the pool; and

August 30, 2025 - EPMA Labor Day BBQ at the pool.

All of these events are in budget.

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**Tennis Courts - Mauri Galey**

No new activity; some maintenance is needed. The play set by the tennis courts still needs to be leveled, as it is sinking/leaning to one side. The Board needs to reassess the quality of the play set and either fix or replace it. This expense may need to be added to the capital plan.

The lights on the tennis courts are turned on and off using a dial-type timer. That means if someone sets it for 2 hours and only plays for one hour, the lights will stay on for another hour unattended.

**Gate/Gatehouse - George Gomez**

In January, both the front entry and exit automobile gates failed; Mauri reported that it looks like the hinge is jammed. Brian suggested that the control arm is out of round and hasn't been replaced. The maintenance company (Eastern Access) has been contacted but has been unable to come out yet. They will provide us with a quote for a permanent solution which will include doubling maintenance from two to four times per year. The Board may consider taking bids from other companies if the gate continues to be an issue. Bruce recommended asking other HOAs/subdivisions who they use for gate/maintenance. Additionally, the molding around the gate house windows is rotting and needs to be repaired and painted.

**Landscaping/Lighting/Irrigation - George Gomez**

George talked to Sixtos about the broken fence by the community entry; the repair should cost less than \$3,000 total and includes landscaping. Some Board members are concerned about the aesthetic of the chain link fencing and would like it to be hidden by bushes/foliage.

There was an irrigation issue in the road across from the pool and the leak has been addressed. Those sprinklers are owned by the HOA, not the homeowner, and it may be advantageous to convert them from sprinklers to a drip line.

**Dockmaster/Boat Storage - Gary Vaccaro**

There is one more boat parking space left in the main boat lot. There is a small boat space left in the boat overflow lot located by the townhomes. There are a couple of people with boat storage spaces who are moving. With the new fiscal year starting April 1, 2025 if there are more boat storage requests than there are spots, the Board would have to hold a lottery.

**Boat Ramp/Day Dock - Brian O'Dell**

Britan is Brian's contact at Harber Marine. The project has been determined as "major" by CAMA which adds time and oversight to the project, but doesn't add anything to the price beyond \$150.00 for permits. Britan has been unable to define a timeframe and is hoping to have an update for Brian in the next couple of weeks.

**Capital Planning Committee - Frank Salvo**

The Board discussed building up the Reserve Fund to close the gap between upcoming projects and the funds available for them. In December, Frank updated the Capital Plan and passed around a copy to

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everyone at the meeting. As has been discussed for the past several months, over the next 5 to 10 years there will be a \$3,500.00 gap per owner in our budget. This gap is due to the age of our community and the need to replace or maintain large capital amenities including the day dock, the road surfaces, the gate house, and the club house.

**Old Business**

—Drainage between town homes - Gary Wood said he would clean it up for \$85/hour. If cleaning up the area does not work, it needs to be dug up. Mauri and Gary will meet up for further discussion.

—Part of the retaining wall by the townhomes needs some maintenance. This is where a tree was removed, a planter removed, and a parking space added. The wall was not properly rebuilt during that process.

—Repainting of the yellow lines on the road shared with Ace, the church and the shopping center is tentatively scheduled for Feb 8th, but the temperature needs to be at least in the 50s for a few days in a row.

—Basketball hoop by the tennis courts - per Google, it costs about \$400-\$600 for installation and the hoop itself would be about \$700. The Board will discuss this further into 2025.

—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.

**New Business**

—Dave Chenoweth addressed a letter to the Board with some Capital Plan suggestions and the Board will review it and comment. The initial review shows the letter contains some good insights and also shows that The Board needs to provide more communication on financials.

—Gary asked if there is a plan for fixing the holes in the road going toward the townhomes. Brian said we need to make sure the contractors we use are properly insured. The Board agreed that some of the bad holes need to be repaired sooner rather than later. Mauri will contact Onslow Paving. The Board will also see if a cold patch like those used in the past would work.

—The canal fountain pumps need to be looked at again. The duckweed is clogging them up. The Board approved having it repaired by Raymond who repaired it in the past. In the 1990s there was a contract in place to have a company regularly come out and treat the canal to reduce algae and duckweed growth. Reinstating this would help preserve the life of the fountains, and the Board will look into adding this back into the budget. York Management needs to be looped in on this too, since their restaurants are also canal-facing.

—Bruce raised the idea of turning over the entrance road to the town for maintenance & management. Mauri will look into it.

At 7:20 P.M., a motion to close the meeting was approved.