**Emerald Plantation Master Association, Inc.**

**Monthly Board Meeting**

**May 21, 2018**

**Present:** Dave Chenoweth, Joe Poole, Dan Allen, Ron Webb, Lydia Lewis, Anne Marie McDonald, Myrtle Palmer, and Sandy Helms

President Dave Chenoweth called the meeting to order. Minutes from the April 16, 2018 and the Annual Meeting, May 5, 2018 were approved.

In the Treasurer’s absence, Dave gave the following Treasurer’s report:

Reserve income held in savings account $123,749.03 5/16/2018

Reserve income held in Checking Account $ -

Checking Account $ 123,749.03 5/16/2018

Dues Outstanding > 90 days $ 1,517.35 5/16/2018

Discussion followed regarding the outstanding dues of $1,517.35. The Board President has been in contact with the homeowner and advised him the Board is taking action to place a lien on his property to cover outstanding dues.

Treasurer’s report for May 2018 was approved.

**Committee Reports:**

**Gate & Gate House:** A **Community Alert #1** will be mailed out this week letting the homeowners know the new gate access code **and on Monday, June 4th the current entry gate code will be changed**. The current gate opening system stays in place so existing remote control openers should work. **It is the homeowner’s responsibility to notify renters, individuals/organizations who deliver goods or services to your residence (e.g., contractors, UPS/Fed Ex, home health care, lawn maintenance, HVAC contractors, LP Gas providers, etc.) the new gate code.**  To ensure the highest level of safety and security with our new gate system, **please do not release the new access code to unauthorized individuals.**  The EPMA Board is currently notifying all emergency and essential personnel (EI police, fire, and EMT services, U.S. Postal Service, Carteret-Craven Electric Co-op, Blue Water Pool Management, Simmons & Simmons, Bogue Water, and Aqua).

**Pool:** The pool will be opened soon. Anne Marie will be out of town May 31, 2018 until middle of August. In her absence, Dave Chenoweth will open the pool every morning at 7:00 a.m. and Dan Allen will close each day at dusk. Other Board members volunteered to monitor activities.

**Tennis Courts and Children’s Playground:** A new child’s seat was purchased and installed on the swing set.

**Lights:** As reported at the last meeting, all lights are operational with the exception of several lights in the Townhouse parking lot and an outside electrical contractor will be called to trace lines.

**Club House:** Sanding the deck and staining will be done as soon as weather permits. Also in Anne Marie’s absence, Sandy Helms will make reservations for the Club House and arrange for clean up as needed.

**Landscaping:** Contractor has been very busy with mowing and trimming.

**Architectural Control:** no new report.

**Web Site:** no report

**Social:** No social scheduled at this time.

**Old Business:** Renovation of the bulk head by **B & P Services,** is progressing and hopefully will be completed by the end of May or early June. A request by B&P Services for a $5,000 draw was approved. The aerating fountain has been purchased. LED lights will be installed on every 4th pole at the Bulkhead.

As mentioned at the Annual Board Meeting, golf cart space for the Townhouses is a responsibility of the Townhouse Board of Directors and the EPMA Board Members who serve on the Townhouse Board will address with their Board.

**Community Alert #2** will be mailed to all Emerald Plantation Homeowners this week:

**Boat and Trailer Owners:** If you currently have a boat, trailer, or other property in the EP boat storage area, rules and regulations must be followed. For registration, please contact the Dockmaster (Evans Stout) – 1-805-689-9496. Properties not registered by the specified date of June 30, 2018, will be removed at owner’s expense.

**Other Business:** Joe Poole, outgoing Board Member, addressed the Board. As a member of this Board and a Homeowner for 13 years stated, “I would love to see and encourage the Board to adopt a true plan of action for each committee, (example: landscaping plan, Tennis court, etc). Several years from now there will be new homeowners and new Board members – an action plan each year will help the Board and the community to grow and continue to develop new ideas.” The Board thanked Joe for his support over the years and he also agreed to work with Tom Noble on the new gate, if any technical problems arise.

**New Business:** Assigning EPMA Board members and contacts for 2018-2019:

**EMERALD PLANTATION MASTER ASSOCIATION – BOARD MEMBERS:**

President - Dave Chenoweth – (252) 764-0716

Vice President – Ron Webb – (252) 622-1506

Treasurer – Dixie Noble – (717) 476-2133

At Large – Myrtle Palmer – (252) 764-0497

At Large – Lydia Lewis – (919) 448-6696

At Large – Tom Noble – (717) 476-1304

At Large – Dan Allen – (910) 340-0025

Board Emeritus – Ed Cox

Secretary to the Board – Sandy Helms (252) 241-1621

**OTHER CONTACTS: May 2018-2019**

Architectural: Myrtle Palmer – (252) 764-0497

Landscaping: Dave Chenoweth – (252) 764-0716

Dock/Board Storage: Evans Stout – (805) 689-9496

Gatehouse: Tom Noble - (717) 476-1304

Lights/Signs/Clubhouse: Dave Chenoweth – (252) 764-0716

Clubhouse Rental: Anne Marie McDonald (717) 460-0700 and Sandy Helms (252) 241-1621

Pool: Anne Marie McDonald (717) 460-0700, Dave Chenoweth (252) 764-0716

 and Dan Allen (910) 340-0025

Social Committee: Lydia Lewis – (919) 448-6696

Tennis Courts: Anne Marie McDonald (717) 460-0700

Roads: Dave Chenoweth (252) 764-0716

Website Coordinator: Bruce Hedreen

Neighborhood Watch Coordinator:

Robert Helms – 252-241-1512

No further business, meeting adjourned.

Next meeting: June 18, 2018