

**Minutes**  
**Emerald Plantation Master Association**  
**November 17, 2025**

**Present:** Mauri Galey, Darcel Browning, Brian O'Dell, Donna Grady, Steven Johnston, Sandy Helms, Kristina Voltaire.

**Opening:** Mauri called the meeting to order at 6:05 P.M. The adjusted minutes from October, 2025 were approved.

**Treasurer's Report — Darcel Browning**

The financial status as of October 31, 2025:

Reserve Fund Held in Money Market:	\$121,754.03
Operating Fund (Checking):	\$ 36,841.06
Outstanding Dues (> 90 days):	\$ 1,819.70

Darcel followed up with homeowners who are more than 90 days behind regarding their delinquent dues. The statuses are similar to last month. The Reserve Fund is continuing to be replenished.

**COMMITTEE REPORTS**

**ACC - Frank Salvo**

The noncompliant fencing issues still need to be resolved. Draft letters still need to be sent to the owners and the fences will need to be removed. The new owner of 424 Emerald Circle requested information about a shed installation. The bylaws on this topic were verbally reviewed. The new owner will submit an ACC request before proceeding.

The following items have been addressed at the request of various neighbors:

- 405 Emerald Plantation Rd – repair and repaint the front steps; mailbox maintenance. The home also received a new roof and the exterior was repainted.
- Entrance – galvanized pipes on the roadside behind the bushes. George took these to the dump.
- 411 Emerald Plantation Rd – screen in or move plastic storage units. The Board will check in with the owner. At present, the home is occupied.

**Clubhouse - Sandy Helms**

Thank you to Brenda Underhill and Sandy Helms for decorating the clubhouse and gate for Christmas. Sandy has cleaned out under the fireplace in the clubhouse, too. More plastic bins need to be purchased for old files and to replace the cardboard boxes that they're currently stored in. The clubhouse is rented out for Thanksgiving.

**Pool - Mauri Galey**

The pool is closed and is on the winter maintenance plan. CPM will clean and treat the water twice per week.

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**Social - Mauri Galey**

There are no more community-sponsored social activities planned for 2025.

It was requested that the Board investigate and correct the electrical outlets at the entrance of the community so that Christmas decorations and lighting can be illuminated for 2025.

**Tennis Courts - Mauri Galey**

In September, the Board reviewed the tennis court rules. In October, the Board removed old contact names and added pickleball as an authorized activity on the courts. This month, the Board will be posting the updated Rules on the website. The new Rules will read as follows:

EPMA Tennis Courts Rules and Regulations 11/17/2025

Section 3: Tennis Courts

1. The tennis courts are for tennis and pickleball only. No other activity is permitted.  
(The Board did approve shuffleboard courts. A group of residents plans to paint them on the end of the tennis courts.- once installed shuffleboard will be allowed.)
2. The tennis courts are for the use of homeowners and houseguests only. Use by any other parties will require Board or the Board designated chairman of the tennis courts approval.
3. Play will be limited to 45 minutes when other parties are waiting.
4. Tennis shoes are mandatory.
5. No breakable or sharp objects are permitted on the court.
6. Please remember to turn off lights after night use.

Additional Rules Update 3/17/1997.

Court is used for homeowners and houseguests only.

No skateboarding or bicycles or pets of any kind are allowed on courts.

Tennis shoes must be worn on courts, no street shoes allowed.

Play is limited to 45 minutes when others are waiting.

No breakable or sharp objects (e.g., ball can top) on court.

Report any problems to a Board Member or the Board-designated chairman of the tennis courts.

General Guidelines 11/17/2025

In short please use the tennis courts for tennis and pickleball. If we add a basketball hoop or shuffleboard court, these activities would be approved. Once the courts are resurfaced, additional emphasis will be placed on not using them for skateboarding, bike riding, dog walking, and other activities that would damage the surface.

**Gate/Gatehouse - George Gomez**

Mauri reported for George. Some rust needs to be resolved on the right side pole by the entrance. Brian will take a look at it. Additionally, a few lights are out and there are some electrical issues by the gate. This needs to be resolved so that the Christmas lights work at the entrance. Brian

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will take a look at the panel tomorrow. The Christmas lights are being donated by a homeowner and will not require extra community resources. Finally, a reminder to homeowners selling their homes: please leave your gate remotes for the new owners.

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

Mauri reported for George. The Board needs to assemble a map of the irrigation points to see which are working and which are not, especially ahead of the road reconstruction. There are several photo sensors that are not working correctly and an electrician is needed to repair/replace them. Wire Pros will be contacted to work on the lights, which include a lamp on the canal and a lamp down by the deck at the boat dock. Some of the lights are on contract with the electric company—Mauri will investigate further.

**Community Involvement and Special Projects - Mauri Galey**

The Board will be planning several volunteer work weekends in March of 2026. There are some key projects that community members can complete as neighborhood to help maintain Emerald Plantation:

- Picnic table and kids area – clean up and re-stain wood where needed.
- Pool wooden fencing – level the fence where it is sagging, place supports under it, repair and paint the fence.
- Wall along the pool between the club house deck and the pool – repair wood along the top of the wall. Paint the wood and wall.
- Ramp to clubhouse – secure the railing.
- Plantation Drive – move a sign from one of the intersections at Emerald Circle and Plantation Drive to the roundabout to help people know where Plantation Drive begins.

**Dockmaster/Boat Storage - Gary Vaccaro**

There are two small boat spaces in the secondary storage lot by the townhouses. No available spots left in the main lot. If more boats are purchased, a boat storage lottery would occur at the beginning of the fiscal year (April 2026).

**Boat Ramp/Day Dock**

Bruce and Gary talked with Coast 2 Coast about working on the Boat Ramp. In the past EPMA has received quotes of more than \$350,000 to replace the boat ramp. Coast 2 Coast gave the Board an estimate of \$175,000 to \$200,000 to replace the ramp with a hog slat unit. This is great news for our Capital Plan.

Please make sure that the water from the hoses down by the day dock gets turned off after use. Bogue Water informed the Board that the water has been continuously running down there. The Board discussed turning off the water for the winter to prevent freezing water lines.

**Capital Planning Committee - Frank Salvo**

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Frank continues to keep the Capital Plan updated. The Board are using this as an active planning tool so that they can keep EP a first class neighborhood using a reasonable investment.

**Old Business**

—Part of the retaining wall by the townhomes needs some maintenance. This is an area where a tree was removed, a planter removed, and a parking space added. The wall was not properly rebuilt during that process. This will need to be added to the capital plan. There has been conversation about whether the Townhome Association or the Master Association is responsible for the maintenance of certain things by the townhomes in common areas. The Board suggested this be decided on a case-by-case basis.

—Canal fountain pumps: no update. Donna will look into a different solution.

—Document guidelines/record keeping - Frank would like to have this reorganized by the new fiscal year. Many records are still in storage and need to be brought on-site. EPMA will be able to use AI technology to digitize this information.

—The replacement of the letters on the large EP sign was crafted by a specific company and are proving to be too expensive at an estimated \$3000.00. Darcel has looked into alternatives which cost about \$2,500 not including paint. The Board discussed the shopping center management covering some of the cost and/or possibly taking the signage down completely.

—Brian, Frank, and Bruce suggested increasing security at the main gate and at the boat ramp area. New long range WIFI technology is looking like a good option. 70 West, the company that maintains the gate, has options for wifi so Mauri will inquire.

—Kayak storage is being worked on by the Carters. They will work on the design, location, budget, and management of this new amenity.

**New Business**

Brian mentioned that the gatehouse is in disrepair—soon we will need to figure out what to do with the gatehouse before it just falls apart. The clubhouse also needs painting and minor repairs.

Meeting was adjourned at 6:57 PM.