**Emerald Plantation Master Association, Inc.**

**Special Called Board Meeting**

**Date: September 3, 2019**

**Present:** Lydia Lewis, Brenda Payne, Myrtle Palmer, Kevin Kimmel, Dan Allen, Dixie Noble, Cristy Carpenter.

At the July Emerald Plantation Master Association Board meeting, President Dave Chenoweth resigned as President and Board Member. Ron Webb, Vice President, resigned by e-mail to the Board effective immediately and Dan Allen, due to medical situation, also resigned effective immediately. Due to the resignations a meeting was called by Board Members on September 3, 2019.

Lydia Lewis opened the meeting and informed the Board Ron Webb and Dan Allen have resigned from the Board and with the resignation of Dave Chenoweth, (as previously recorded in minutes), new members to the Board need to be designated as soon as possible. Members of the Board who were present asked Lydia Lewis to serve as President and Brenda Payne, Vice President, until the next Annual Meeting, May 2020. A motion was made that Dixie Noble be appointed to the Board. Motion was approved. Two additional members need to be designated. Lydia will be contacting prospective members, who have indicated their willingness to serve as members of the Board, and will report to the Board at the September meeting.

Dixie Noble advised the Board that the Ace Hardware Account needs to be updated. Lydia Lewis, President and Kevin Kimmel will be designated to sign for supplies.

It is imperative that certain committees be formed and responsibilities be assigned immediately.

**Gate**: Kevin Kimmel will be in charge of the gate.

**Pool:** Lydia Lewis and Brenda Payne will take on the responsibility of opening the pool and closing the pool each day until October 15th when it will be closed for the year. Dixie Noble, Treasurer, has a copy of the Blue Water (BW) Contract and will forward a copy to Lydia to determined how often the Blue Water service person comes to the pool and on those days perhaps he can leave pool open? Dan Allen has been keeping the pool passes, etc. Dan Allen turned in the pool passes to Lydia who will work with other residents who possibly will be willing to work on a Pool Committee. Details will follow, hopefully at the September Board Meeting.

**Keys:** When Dave Chenoweth resigned from the Board and now that Dan has resigned, we have many extra keys. Kevin Kimmel volunteered to make a “Key Box” that will be installed in the Club House to safely hold a master key for every lock in the designated community resources as well as any additional keys.

It was determined by the Board the need for Committees to be established to help the Board and the Community.

**Lights:** Kevin Kimmel made a motion that Myrtle Palmer contact the Carteret County Electric Company to have a light installed on the east side of the Tennis Courts. Motion was approved. Sandy Helms will be in touch with a resident who indicated his willingness to serve on a Committee to see if he is willing to be Chair of the Lights Committee as there are several needs to be addressed immediately. She will report to the Board at the September meeting.

**Boat Storage Area:** No changes

**Landscaping:**   At this time no changes will be made – Lydia will meet with Sixtos (our landscaping contractor). Perhaps a Committee will be formed later.

**Architectural Committee:** Myrtle Palmer will ask Molly Lula to serve on this committee.

Cristy Carpenter, a homeowner, attended this meeting and expressed the need for the Board to be more informative to the homeowners and agreed to set up a Facebook account. She will attend the Board meetings and be available to post items of interest as well as to inform homeowners when help is needed in the community, etc.

**Special Projects:** Kevin Kimmel agreed to head up this committee to coordinate work days where we can, as a community, do volunteer work – example: stain the deck at the Club House, etc. Kevin will keep Christy informed so she can post dates, as well as send out notices with our dues to keep the community informed on special projects, socials, etc.

**Streets:** We have a sink hole on Emerald Circle that was identified in July. It appears this was due to a sewer pipe under the street that is causing the problem. Aqua filled the hole with DOT asphalt and we anticipate Aqua will do the repair in the near future.

**Sea Wall:**  There seems to be a situation at the Sea Wall that needs immediate attention to keep the sand from washing away. Myrtle Palmer suggested using high grade landscaping fabric and River Rock. Myrtle and Kevin Kimmel will work together to address this problem and report to the Board at the September meeting.

With a Hurricane Dorian expected within two days, meeting was adjourned with the anticipation that all will be ok and further decisions will be made at the September Board meeting.

Sandy Helms, Secretary