EPMA Monthly Meeting

September 20, 2021

6:00 P.M.

**Present**: Lydia Lewis, Gil Lowery, Myrtle Palmer, Kevin Kimmel, Samantha Gomez, Darcel Browning, Donna Grady, Molly Laula, Sandy Helms

Lydia opened the meeting and introduced Donna Grady. Donna will be representing the EP Townhouse Association in this and our future monthly meetings. She welcomed Donna and each Board member was introduced and welcomed Donna.

Lydia recognized Gil Lowery. Gil reminded the Board that one of our past Presidents, Ed Cox, passed away several months ago. Ed served on the Board of Directors of the Emerald Plantation Master Association from 1994 to 2016. A plaque was presented to Ed:

***Presented to Ed Cox***

***In Grateful Appreciation for Leadership***

***and Service on the Board of Directors of***

***Emerald Plantation Master Association***

***1994 – 2016***

***And in Recognition of Him as***

***Permanent Honorary Board Member***

***of the Association.***

For many years Nancy took care of the reservations and upkeep of the Club House. Ed’s two daughters gave Gil the plaque the Board presented to him in 2016 and asked, if possible, to be hung in the Club House along with a picture of Ed and Nancy in their memory. The Board appreciates this gift and it will be an honor to keep these in the Club House.

Minutes from the July and August meetings were approved.

Darcel presented the following report:

Reserve Fund from July 31, 2021 $134,662.74

$15/month x 110 properties 1,650.00

Transfer to checking (5,550.00)

Interest Income 1.15

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Reserve Fund (Money Market) Balance, August 31, 2021 $130,763.89

Operating Fund (Checking) Balance August 31, 2021 $ 16,670.53

Dues >90 days $271.61

Treasurer’s report was approved.

**Committee Reports:**

**Gate & Gate House:** Myrtle Palmer brought before the Board a Maintenance Agreement for Eastern Access Controls (EAC) – this agreement is for preventive maintenance and will provide preventive service twice a year – September and March. The Agreement was accepted and will be implemented immediately requesting that the first preventive service occur in September 2021.

**Landscaping, Tennis Courts & Lighting:** Gil reported that Sixtos Gomez, Landscaping Contractor was signed 9-23-2020 with the understanding that it automatically renews, therefore, the Contract will be automatically renewed 9-23-2021. The Board discussed increasing his salary by 10% effective immediately. Sixtos spends at least two days each week at EPMA and his work is outstanding – the Board agreed to this salary increase. Darcel will send an addendum specifying the addition to his salary and it will be attached to his previous contract.

Gil also reported that the trees around the Circle have been removed and six or seven sections of the sidewalks need to be replaced. Gil will work with Sixtos and access what needs to be done immediately. Due to the cost of removing and replacing the sidewalks there is a possibility Sixtos can grind down and level some of the sidewalks instead of expensive replacements. It was noted that this will be extra work for Sixtos, not included in his present contract and he will present the EPMA with a bill for his services.

**Architectural Committee**: No report

**Club House:** Kevin Kimmel asked if we have established COVID clean-up requirements for those using the Club House? Discussion followed. The Club House was not used from March 2020 to early 2021 for any function due to the Covid restrictions. It was decided that for future events we will look into updating COVID clean up requirements and report back to the Board at the next meeting.

**Pool:**  Effective Wednesday, September 15 pool hours were adjusted to:

Closing at 6:00 PM on Sunday, Monday, Tuesday, Wednesday, Thursday

Closing at 7:00 PM on Friday and Saturday evenings.

Please note – depending on the weather, the pool will remain open until October 15.

**Communications:** Samantha reported that she has requested articles be mailed to her for the Quarterly Newsletter. Our prior CPA firm mailed the Newsletters with the quarterly invoices; however, the new CPA firm will not follow those same guidelines. It is very expensive for the HOA to mail a Newsletter to each homeowner. We now have obtained email addresses for our homeowners and will send our Newsletters in the future to the email addresses on file.

**Socials:** Samantha reported that we will be having another Family Movie night on Friday, September 24th at 7:00 PM on the Tennis Courts. She will be sending out a notice via Facebook re the title of the movie.

**Old Business:**

Kevin reported that he will be addressing several unfinished repair items in the near future. It has been requested several times that people do not use the seats at the end of the boat dock to cut bait. Perhaps we need a sign to remind individuals to use the sink located in the middle of the walkway to cut bait and clean fish.

It was brought to his attention that some of the playground equipment needs repair. The paint is also peeling up on the picnic table.

Seawall: The seawall at the Boat Ramp is leaning and failing. The Board has been in touch with the Town of Emerald Isle inspector. According to the Inspector, the Contractor installing the Seawall did not have a final inspection done on the job. The Contractor has been notified as well as the Town Inspector. Further details will be discussed at the next Board meeting in October.

No further business, meeting was adjourned.

Sandy Helms, Secretary