**Minutes**

**Emerald Plantation Master Association**

**September 18, 2023**

Present: Lydia Lewis, Darcel Browning, George Gomez, Frank Salvo, Mauri Galey, and Zack Luceno a resident living on Emerald Circle.

Prior to the Meeting the Emerald Isle Police Department made a presentation on their community services and outreach programs. Details are outlined at the end of these minutes.

**Board Meeting**

Lydia opened the meeting. Minutes from the August Board Meeting were approved.

Darcel gave the Treasurer’s report as of August 31, 2023

Reserve Fund held in the Money Market $143,060.53

Checking Account Balance: $ 26,543.35

Dues outstanding > 90 days $ 0.00

She reported several residents have paid due early.

Per Frank’s recommendation and agreement of The Board we are reviewing director’s and officer’s liability insurance. We will have to provide financials. Policy shows 108 lots. We have counted 109 units, plus the shopping center. The shopping center pays us dues and pays for landscaping. We have insurance including wind and hail.

We are also looking into an attorney for the HOA.

The Treasurer’s report was approved.

To Do: Reconfirm the number of lots on legal documents as they renew. Zack works for an MGA that brokers out policies. He can run our needs with his company if we need an additional quote.

**Committee Reports:**

**Gate:** Gate – nothing new to report. Remotes are working.

A comment was made that the Pedestrian Gate is found open frequently.

To do: The Board will investigate putting a spring or spring hinge on the pedestrian gate.

**Landscaping:**

Landscaping – there are two trees that reach out from a neighbor’s lot onto a common area. Paxson is going to get to someone to get it taken down.

To Do – we need to sign the new contract and get it back to the contractor. Once both parties have signed it will be given to the treasurer as a permanent record.

**Architectural** **Committee:**

Mike and Misty owners of the property between Dave Branch and Georgia Ricks have applied for permits to build. The first step will be repairing the bulkhead. Then construction will begin.

The small sink hole is back in the road on Emerald Circle. We will contact Aqua and Bogue Banks Water Company to seek help with cause and repair.

On Going - Frank reported format designs for the new Emerald Plantation signs were sent out on the Emerald Plantation communication site and received several responses. We will be getting estimates to replace the signs.

**Club House:**  Sandy was not present this month, but she let us know there are several requests for future reservations including one for a potluck for Emerald Isle Baptist Church.

We need to confirm with renters that you can only have the legal limit of people. This is on the rental form but should be confirmed.

If renters have a problem with crowd control, behavior, etc., call the police directly.

When you have a meeting at the club house, you need to talk with Sandy to get a temporary gate code for the hours it will be open so that guests can get in.

Check to see if Sixtos can replace the screen on the soffit. This keeps insects and rodents out.

**Boat Storage:** Gary Vaccaro is in charge of Boat Storage, and he reported all registrations are in and updated. There was one trailer that had a flat. It has been repaired. We now have vacant spots in the boat storage area.

**Pool:** The month went smoothly with one incident reported. Please continue to ask adults and/or children to keep off the plastic fill-line.

**Pool Planning:** We need to repair the tiles and walls in the bathrooms to help keep them clean. There will be four projects in the off season: re-bed the filters, rework the pump room piping to allow maintenance, get a quote for a backup recirculation pump.

**Social:** The social held on Saturday, September 2, 2023, was a big success. We kept records on food and drink orders and will be able to reduce our budget slightly in 2024 as we had a lot of food left over. The leftovers were sent home with residents.

**Canal –** Frank found a copy of a 1996 proposal to treat the canal for weeds and algae. We will pursue treatments of the duck weed this fall/winter.

**Fountain:** The rebuilt fountain is working. New fountains purchased by BAR 57 are also working.

**Old Business:**

**Boat Ramp Issues:** Bruce is in the process of getting 3 bids.

**Entry Lights:** Lydia waiting for report from Ace Hardware.

**Master Association and Town Houses:**

The Board is continuing to investigate the Common Areas and how they are held in ownership. We have located the history and are reviewing it. In 2020 the HOA had an attorney review the paperwork and set forth an opinion. In 2023 the Town Homes had an attorney review the paperwork and set forth an opinion. The two opinions are not the same.

A mutually beneficial resolution on the ownership and obligations is going to be our goal. There will be several steps to this process. Reviews will include parcels, covenants, amendments and how they are filed, etc.

Step 1 Master Association group to research and review findings.

Step 2 – Master Assoc and Town Homes meet and agree on ownership and obligations.

Step 3 – Update to County to record findings.

**New Business:**

Frank has completed a leger review. Mauri has itemized the capital items and started estimates for their short-term maintenance, long term maintenance and replacement cycles. These things will help us develop a capital plan.

It was suggested that we review our record keeping ensuring clarity and compliance.

It was suggested we ask Gary V. how he holds records for the Town House group.

The goal is to get things standardized.

Frank will get a committee together to review rules and regulations updating them were needed.

We plan to review rules, regulations, and the publishing of these.

**Emerald Isle Police Department – Presentation Highlights**

**Number 252 354 2021, Dispatch 252 726 1911**

Chief Michael Panzarella – been here since 2015, full time from 2020.

Community Resource Officer – David Beere, replaced Sandra DeLorme

David Beere – originally from NJ. Retired after 20 years in Marine Corps, retired as MAJ. Was a school resource officer for Havelock HS before coming here. Can play the bag pipes.

Golf Cart Regulations will not be enforced by the Police in EP – as it is private.

Someone can get a DUI for driving in a “vehicular area” even though private. EP is a private vehicular area.

Here are some ways to interact with the EI PD

First Tuesday 2PM – community watch meetings

Third Tuesday 10 AM in board room – Police educating the public.

Example topics – school bus safety, ocean safety

Fourth Thursday – 10 AM – coffee with a cop - in commissioners board room – EI PD provides donuts, and sometimes breakfast casseroles. This attendance is often 25 people or more.

Other Services

House Watch Program – if you are going to be gone for an extended time. Let EP Police know, and they will drop by and check on it.

Project Medicine drop box – in lobby of police department. Open 8am to 9pm.

IF you have liquids or needles bring them. They do not go in box, but Mike P. will make arrangements to dispose.

Call the police, they will come out, take down the serial number of bikes, and take photographs. They record this information in case a bike is missing. It can help find the bike and help with insurance.

They will also come out and record your firearms and jewelry with pictures for insurance. They do not maintain this. They also recommend you do this with electronics too.

*We are ZONE 4 – Bogue inlet drive to bridge on the sound side.*

Suggestions From EI PD to us: set up blocks and block captains.

Questions

How often does “prescription drug pick up occur”? This is done twice per year. Next one probably done in October at Food Lion.

Are there community patrols done on a regular basis? 20 officers are employed, 4 officers working each day.

Yield Sign at entrance is facing he wrong way. Mike will check on it to get it corrected.