

SWANSBORO COUNTRY PROPERTY OWNERS ASSOCIATION

Board of Directors Meeting

December 3, 2020

Mosquito Fire Station

DRAFT

Meeting Minutes

1. Call to Order / Roll Call

The meeting was called to order at 6:00 PM by Tom Best, President. All Directors were present at roll call: Tom Best, Dan Van Dusen, David Blain, Dennis Janca. Jerry Pullin, Gordan Smith and Megan Lattanner. Rick LaFrance and Andrea Dunifon were also present from The Management Trust.

2. Confirmation of Agenda Posting

The meeting agenda was confirmed as having been posted in the common area and placed on the association web site at least four days prior.

3. Approval of Minutes: The October 29, 2020 open meeting minutes were **approved** as presented.

4. Announcement of Actions Taken at Prior Executive Sessions

Management announced that on October 29th the Board had taken two actions in Executive Session:

- The Board reviewed the maintenance department salary and performance and voted an annual increase in pay.
- The Board voted 5/0/1 to proceed with foreclosure (Authorization to Proceed) on account #848016.

5. Financial Reports: October 2020

David Blain, Treasurer, submitted a written report and reviewed the October financial report.

- a. Reserve Expense Authorization: None for this meeting.
- b. Authorization to Lien on accounts: None for this meeting.

6. Maintenance Report

A verbal maintenance report was discussed by the Maintenance Department. Tree clearing, chipping, and road work were completed.

7. Management Report

Management gave written reports which included collections, insurance and all open/closed action items.

8. Committee Reports

- a. Ad Hoc Fire Grant Committee – No report at this meeting.
- b. Airport / Runway Committee – Tom Best reported for the committee. He mentioned that another letter was recommended based upon the DOT findings concerning possible airport landing obstructions by non-conforming homeowners. The committee will draft the letter.
- c. Architectural Review Committee – There were no ARC applications since the last meeting.
- d. Communications/Web Site Committee –No report at this meeting.
- e. Common Areas Committee – There had been no common area committee meeting since the last open Board meeting however the committee recommended a funding adjustment for the previously approved fencing program based upon input from the Maintenance Department at the meeting. The additional funding request was **approved 7/0**.

- f. Road Committee –No report at this meeting. Jerry Pullin commented that a roads recommendation would be available in January.

9. Unfinished Business:

- a. 2021 Budget Approval – Treasurer Blain reviewed the proposed budget. The annual assessment is being set at \$550 however a rebate of \$98,000 is being credited to return operating funds not used in 2020. A motion was made by David, seconded by Tom and **approved** 7/0 to adopt the budget as presented.
- b. Reserve Study Approval – The 2021/22 reserve study update dated 11/11/20 was **approved**, 7/0.

10. New Business:

- a. Airport Runway Lights – President Best reported that the association had received input from the members concerning purchasing remote activated lighting as a safety enhancement for the airport. There is an open question concerning the airport permit and amendments conditions. Some of the amendments are not available at this time due to DOT being closed because of Covid restrictions. The matter was **Tabled** until the documentation was obtained and reviewed.
- b. Common Area Use Rules and Request Form – Vice President Janca submitted a draft, Swansboro Common Area Use Policy document for review. Management also provided an updated form in the Board Packet and mentioned that a Rule change would need to be circulated to the members for the thirty-day comment period since no rule presently existed regarding use of the common area (other than the airport). This was **Tabled** pending more review.
- c. Attorney Review of Agenda prior to posting – Management announced that, in response to an open meeting question from October, the attorney had agreed to review the agendas, at no charge to the association, prior to meetings. The Board directed management to send the attorney a draft copy of the agendas and respond to any questions. If attorney response is not received prior to the posting deadline the meeting(s) would proceed as scheduled. The Board **approved** this action 7/0.
- d. Placing Draft Minutes on the web site – Management recommended placing Draft minutes on the web site after review by the Secretary. This is allowed by the Amended Bylaws and would keep the membership informed in a timelier manner. The Board voted 7/0 to **approve** this recommendation.
- e. 2021 Election Update – On behalf of the Inspector of Elections management reported that eight candidates had self-nominated by the deadline of 12/1/20 for the four open positions. A notice of the meeting and candidate list is scheduled to be mailed on 12/4. Ballots will be sent the first week in January for the meeting scheduled for Feb. 13th at the Firehouse. The Board set a tentative meet and greet date of January 12th.

11. Open Forum:

- Member Kirkpatrick discussed a comment made on social media and asked if the association should take any action.
- Member Purcell asked about the current status of legal support and was informed that an announcement would be made soon after the association had contacted some of the

parties involved.

12. Next Meeting and Schedule –

The Board confirmed the meetings in 2021 will be held on the third Thursday of each month starting at 5:30 PM at the Mosquito Fire District facility.

12. Adjournment – 7:15 PM -

Approval of Minutes

These Minutes were prepared by R. LaFrance, The Management Trust and reviewed by your Secretary.

Approved by:

Title

Date

Unofficial until approved and signed.



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