MARINA

at

ST. JAMES PLANTATION℠

Marina at St. James Plantation Owners Association Inc

ANNUAL GENERAL MEETING-VIRTUAL 12/09/2020

Questions

- You may submit questions during this session by email to President@stjamesmarina.com
- They will be reviewed and answered at the end of this session
- If an answer cannot be given immediately, a response will be emailed

Donation to Fire Department

- Thanks to our Fire Department and Bob Hardison
- Check presented for $500
- Excellent service to the Marina

Agenda

SUBJECTS TO BE COVERED AT THIS MEETING

Agenda

MOA President's Report	John Neuner-President
Dockmaster's Report	Jon Helms-Dockmaster
Financials	David Kelly-Treasurer
Review of Insurance	John Neuner-President
Election of Directors (Results)	David Kelly-Treasurer

MOA President's Report

OVERVIEW OF 2020 EVENTS

A Challenging Year

- Board's Objectives for 2020
  - To establish policies & procedures to operate Marina Complex
  - To align MOA with necessary outside professional support
  - To keep our operations efficient & professional

Contract Renewals

- Accounting & Admin Services
  - Current Contract with Camilla Desmarais in 2nd year of operation
  - Renewed at $18,600 for 2021, an increase of 6.2%
- Marina Operations
  - Contract with Lands Edge Management LLC renewed for a further 2 years
  - In 2020 provided a 1.8% increase for health care benefits
  - 2021 an increase of 1.7% is approved to cover both payroll and health for a total of $352,000
  - Marina is open 364 days p.a. at a cost of $967 per day or:
    - Approx $2.00 per Unit per Owner per day or
    - $0.22 per hour per Unit when open

Contract Renewals

- Marina Augmented Services
  - Renewed contract with At the Helm LLC for 2 years
  - Allows Company to provide boat cleaning and minor maintenance services
- Landscaping
  - Renewed and augmented contract with Coastal Landscaping
  - Increased scope of coverage
  - Included servicing new Utility Lot

Ice Machine

- Purchased an Ice Machine
  - Troon discontinued the ice service
  - New machine purchased outright
  - Capacity of 202 10lb bags of ice
  - Refilled by supplier periodically
  - Provides service 24/7/365
  - Payment by credit or debit card

FINALLY!

Adverse Weather Activity

- Marina **Adverse Weather Policy** is activated when Marina appears in warning Cone issued by NOAA for an approaching Storm
- Decision to implement made by Dockmaster 72-96 hours prior to expected landfall and approved by BOD.
- For Hurricane Isaias, by Friday, July 31st, St. James was in the "Cone"
- Storm moving at 18mph. St. James vulnerable by Monday, August 3rd
- Require 3-4 days to prep marina & implement tie down policy
- Mandatory evacuation possibility needs to be considered in timing

Impact of Hurricane Isaias

- Many people underestimated storm's potential impact
- St. James more vulnerable with storms approaching from South
  - Tidal height and surge are biggest risks
- Water rose to within 2 feet of top of Pilings
- Caused damage to Electrical feeds to Docks A, B, C & D
- Repairs will cost $320K-$400K
  - Insurance deductible $50K
  - To be paid out of Reserve Fund
- Jon Helms will provide more information

This is Us!

This could have been Us!

COVID-19

- NC Gov. Roy Cooper issued Executive Stay-Home order to be effective Monday, March 30, 2020 at 5:00pm
- Comparable facilities such as Southport Marina and Atlantic Marine shut down.
- St. James Marina stayed open for limited operations
  - Divided Crew into 2 Groups to minimize infection risk
- On April 20th started launch and recovery on limited basis
- Resumed normal operations on May 7th
- Board and Jon Helms implemented policy for the safety of staff and Owners
- Separation of Crews minimized threat of complete shutdown in the event of staff contracting COVID-19

Thanks to our Staff

ent in

MARINA at ST. JAMES PLANTATION

Real Estate

- Acquisition of Utility Lot closed on October 23rd 2020
  - Price was $80,000
  - Area is 16,541 Sq. ft
- Gate to be installed at entrance on Long Bay Drive
- Right of way granted by POA to allow ingress and egress
- Maintenance included in Landscaping Contract
- CAMA permit being renewed
- Completion of major Marina asset purchases!

Harborside

- Held informational meeting on August 12th for Unit Owners
- Discussed Owner concerns relating to:
  - Financials
  - Security
  - Maintenance
  - Operations
  - Landscaping
  - Pest Control

Harborside

- Restrictive signs posted near main condo entrance
  - No Smoking area extended
  - Only Loading or Unloading permitted at entrance way
- General cleanliness discussed including cigarette butts etc
- Troon committed to improving cleanliness around Tommy's when it reopens
- Need everyone to play their part in maintaining the cleanliness of the whole Marina complex
- Financial impact of proposals on future dues were examined
  - Residents offered two alternatives for 2021 Budget

Other Matters

- Financial
  - To be covered by David Kelly
  - Dues increase for 2021 will be $6.00 per slip
  - New Reserve Study to be conducted in 2021
- Parking Policy

Dockmaster's Report

OVERVIEW OF MARINA ACTIVITY IN 2020

Dockmasters Report

- Items to be discussed:
- Marina Traffic Stats
  - Fuel Sales, Dry stack activity, Rental program info
- Ship's store report
  - Sales, inventory, items added
- Hurricane Prep
  - Adverse weather policy, tie down
- Marina maintenance
  - Forklifts, Docks, Harborside, Shore power project
- Staff Updates

Marina Traffic Stats

Fuel Sales

Total Gallons pumped:

Gas- 94,700

Diesel- 33,900

Currently 117 boats in Marina and 310 boat in Dry stack

Dry Stack activity

Total # of Launches

And Recoveries

9,958

Rental Program

Units in program

36 Wet slips

67 Dry stacks

711 Overnight/Trans

Wet slip rate

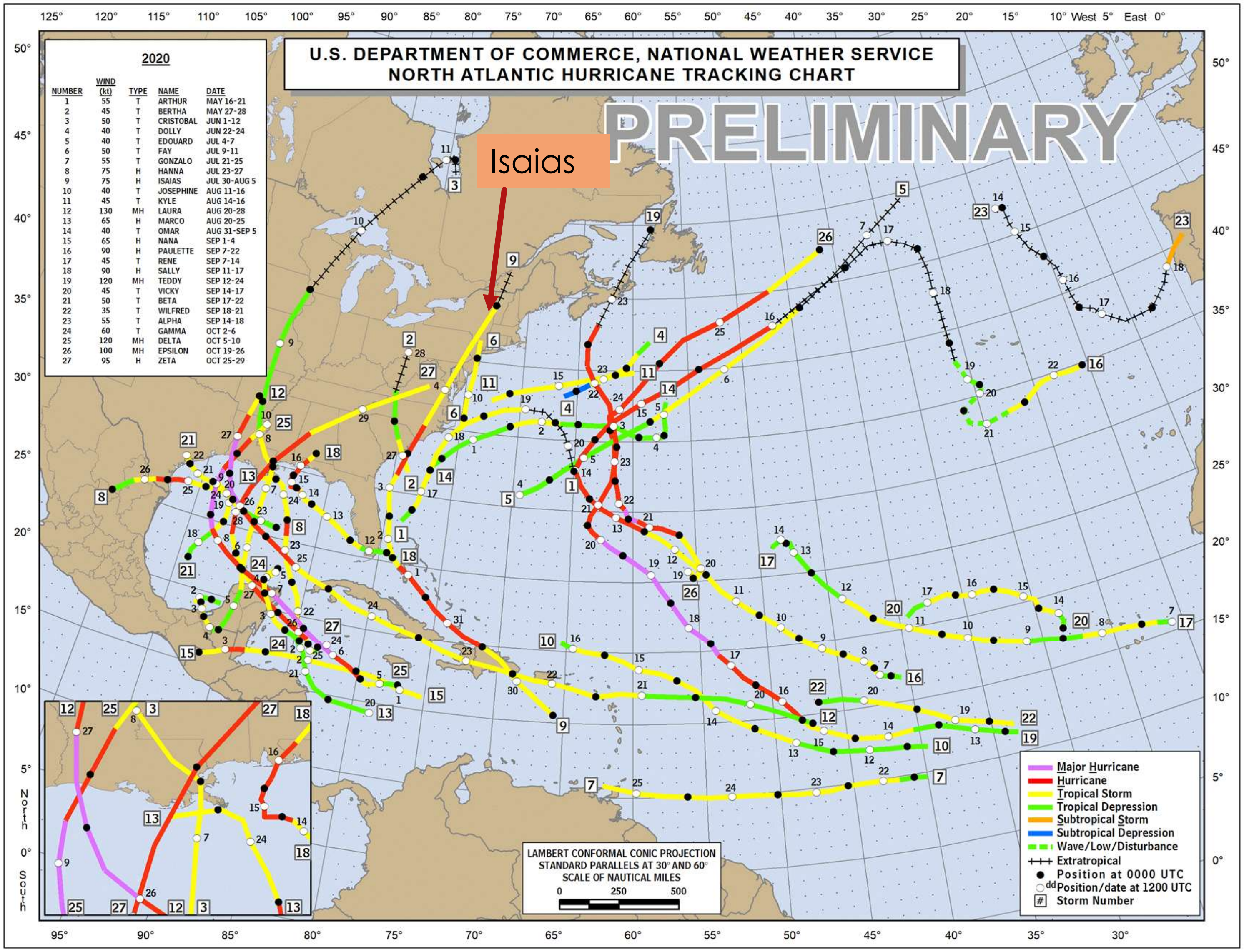
$11 per/ft $330 min

Dry stack rate

$13 per/ft $325 min

Ship's Store Report

- $36K in sales 35% profit margin for 2020
- Inventory
  - Cleaning items, engine oil, bilge pumps, fuses, and dock lines.
  - Clothing, embroider items, hats, mugs, license plates.
  - Tackle, rods, bait.
- New items added
  - Stemless wine glasses, kids clothing and batteries


U.S. DEPARTMENT OF COMMERCE, NATIONAL WEATHER SERVICE
NORTH ATLANTIC HURRICANE TRACKING CHART
PRELIMINARY
Isaias
2020
NUMBER WIND (kt) TYPE NAME DATE
1 55 T ARTHUR MAY 16-21
2 45 T BERTHA MAY 27-28
3 50 T CRISTOBAL JUN 1-12
4 40 T DOLLY JUN 22-24
5 40 T EDOUARD JUL 4-7
6 50 T FAY JUL 9-11
7 55 T GONZALO JUL 21-25
8 75 H HANNA JUL 23-27
9 75 H ISAIAS JUL 30-AUG 5
10 40 T JOSEPHINE AUG 11-16
11 45 T KYLE AUG 14-16
12 130 MH LAURA AUG 20-28
13 65 H MARCO AUG 20-25
14 40 T OMAR AUG 31-SEP 5
15 65 H NANA SEP 1-4
16 90 H PAULETTE SEP 7-22
17 45 T RENE SEP 7-14
18 90 H SALLY SEP 11-17
19 120 MH TEDDY SEP 12-24
20 45 T VICKY SEP 14-17
21 50 T BETA SEP 17-22
22 35 T WILFRED SEP 18-21
23 55 T ALPHA SEP 14-18
24 60 T GAMMA OCT 2-6
25 120 MH DELTA OCT 5-10
26 100 MH EPSILON OCT 19-26
27 95 H ZETA OCT 25-29
Major Hurricane
Hurricane
Tropical Storm
Tropical Depression
Subtropical Storm
Subtropical Depression
Wave/Low/Disturbance
Extratropical
Position at 0000 UTC
Position/date at 1200 UTC
Storm Number
LAMBERT CONFORMAL CONIC PROJECTION
STANDARD PARALLELS AT 30° AND 60°
SCALE OF NAUTICAL MILES
0 250 500
North
South

Hurricane Prep

- Adverse weather policy
  - Named storm and in the cone.
  - Property secured. Trash cans, dock carts, life rings stowed.
  - Dock box lids, extinguisher covers secured, wifi antennas down, fuel off, water off, chain dry stack doors, etc.
- Tie Down policy
  - Thanks to those who participate in program and for those who secure their own vessel.
  - 77 boats in program – 52 boats not in program
  - Rate to remain same for 2021

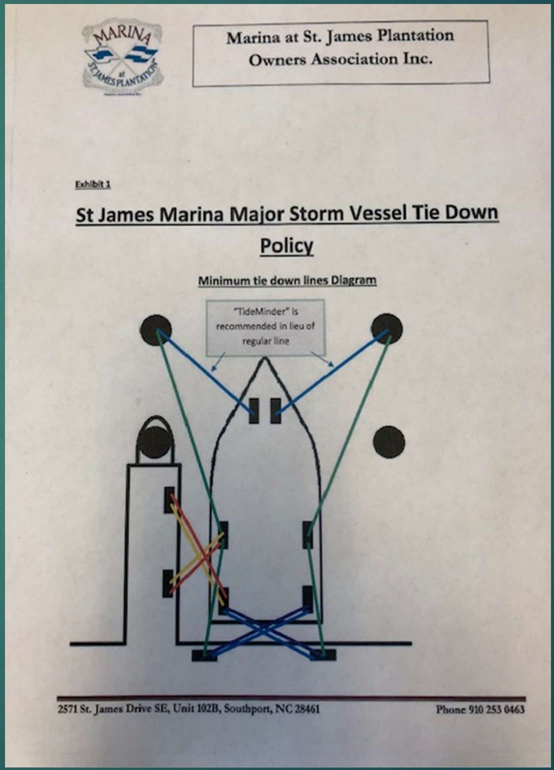
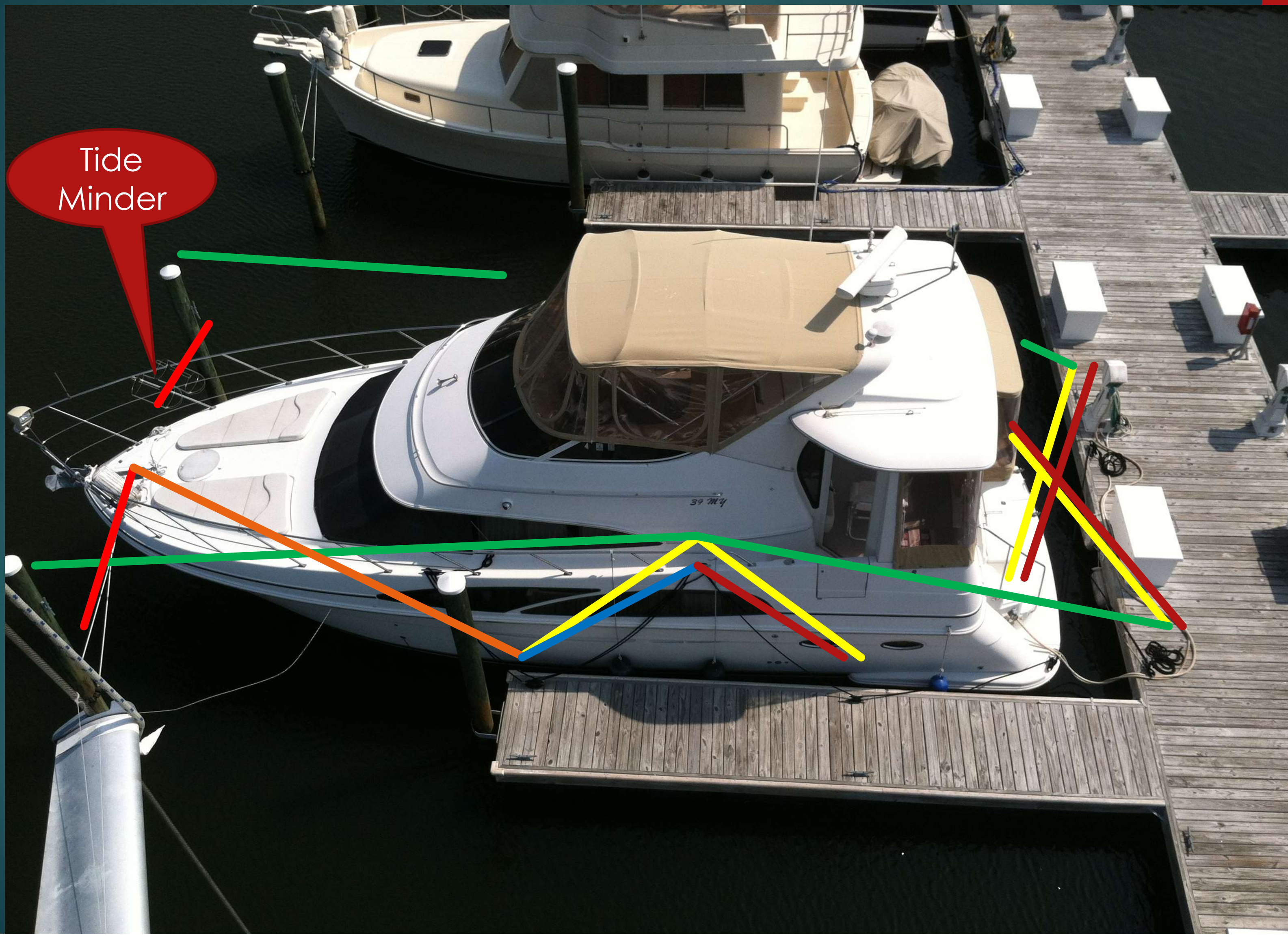

Marina at St. James Plantation Owners Association Inc.

Exhibit 1

St James Marina Major Storm Vessel Tie Down Policy

Minimum tie down lines Diagram

2571 St. James Drive SE, Unit 102B, Southport, NC 28461 Phone 910 253 0463


Tide
Minder

What we don’t want to see!

MARINA at ST. JAMES PLANTATION

Marina Maintenance

Docks and Dry Stack

- Dockboxes, dock gear cleaned on a schedule
- Boards replaced as needed and cleats tightened
- Ramps and grease points lubed on a schedule
- Dry stack bunk boards replaced as needed
- Sweep floors and grease doors

Forklift and Equipment

- Schedule maintenance performed by Gregory Poole
- Seals for fork actuators and tilt cylinders replaced
- Main cylinder seal replaced
- New fork covers installed
- New golf cart ordered and expected any day now

Harborside and Facility

- Harborside pressure washed and spot painted
- Roof and dormer work completed
- A/B parking lot resurfaced
- Monitoring equipment in working order
- Added new handrail at H dock steps
- New A/C unit for Shipstore and Marina office

Shore Power Project

Where we started

Aug 3rd - Hurricane Isaias storm surge submerged A,B,C,D dock electrical cabinets

Aug 5th - Paul Forte (Archer electric) on site, accessed damage.

Aug 5 – 19 spent contracting Engineer. First 2 did not show much interest in the job.

Thanks to fellow boat owner Richard Domanski (CBHF Engineers) for offering his assistance.

Aug 21-31- engineered drawing completed and submitted to County for approval

Sept 3-28 - Approval process with County, several site visits

Where we are

Sept 28 – Permit approved by County and Electrical cabinets ordered from Eaton Corp. Expected time frame for deliver 10-12 weeks.

Oct 20th – Proposed construction for framework began. Needed cabinets onsite to finalize

December 5th - D dock cabinets delivered. 3 cabinets weighing 500lbs in total. Stainless cabinets. Breakers will all be GFCI breakers (new code) Custom breakers (approx cost $500 each). Can't pick them up at Lowes hardware

What's next

Dec 7th – Matt Scharf (True North Builders) helping to construct framework for new cabinets

A,B,C dock cabinets being delivered in the next 2 weeks

Matt to continue building as cabinets get onsite

Individual breakers due to be onsite by the end of the month

Staff Update

Thanks to all the employees for all of their efforts throughout the year!

Summer staff Ed Mckinnon, Justin Sledge, and Shane Lashlee were a huge help.

Dave Cox, Jason Prairie, and Caitlin Saunders have all moved on to new career paths.

I wish them all the best in their new ventures!

Please welcome new hires

Trevor Causey, Al Albanese, Walter Plaine, and Durham Mabry and my personal favorite Tyler Helms

A supreme thanks to Dave West, Katie Stiller, and Danny Watts.

Their efforts and commitment to this organization is greatly appreciated.

A special thanks to Katie for overseeing a successful shipstore!

Financial

FINANCIAL REPORT FOR 2020 AND BUDGET 2021

Financial Report

- Estimated Results for 2020
- Budget for 2021 and Annual Dues
  - Harborside
  - Marina
- Purchase of Utility Site
- Reserves
- Audit Report for 2019 Fiscal

Marina Financial Results to end October 2020

- Facilities Fees and Fuel Sales were over plan by about $7K
- Ship's store income inc. Ice over plan
- Management fee $9K below Plan due to COVID adjustment
- Forklift Repairs were $14K over Plan,
- Building repairs were under plan by $10K
- Insurance should be on Plan
- Latest Estimate for Marina expected to show a small surplus for the year of $32K

	10 Mos to October	LE 2020	Plan 2020
Income			
Marina Dues	747,731	897,277	897,255
Other Income	113,659	128,791	126,878
Total Income	**861,390**	**1,026,068**	**1,024,133**
Expenditure			
Management and Accounting	300,350	364,420	372,500
Reserve Provision	256,763	308,116	308,116
Insurance	80,485	102,582	102,484
Forklift R&M	31,088	38,306	22,800
Landscaping	24,251	31,101	27,000
Depreciation	17,187	20,624	19,531
Utility Offsets	33,276	39,931	39,677
Other Expenses	117,990	120,988	132,025
Surplus	(32,778)	(31,734)	
Net Spending	**828,612**	**994,334**	**1,024,133**

Harborside Financial Results to end October 2020

- Continued to put away Reserve money $43K
- Insurance should be below plan by about $3K
- Landscaping over Plan due to increased activity $8K
- Building R&M over plan by $26K
- LE Deficit $29K. Probably taking some from Reserves

	10 Mos to October	LE 2020	Plan 2020
Income			
Residential Assessments	59,731	71,677	71,677
Commercial Assessments	29,866	35,839	35,839
Other Income	539	600	-
Total Income	**90,136**	**108,116**	**107,516**
Expenditure			
Reserves Provision	35,833	43,000	43,000
Elevator Repairs and Maintenance	3,666	4,000	4,000
Insurance	25,451	30,541	33,947
Landscaping	13,802	16,562	7,500
Electricity	5,238	6,500	7,000
Water and Sewer	1,007	1,500	2,000
Fire Alarms and Security	1,333	1,500	1,500
Telephone	400	1,000	1,486
Building R&M	30,016	33,000	7,083
Harborside Expenses	**116,746**	**137,603**	**107,516**
Deficit to be funded	(26,610)	(29,487)	-
Net Income	**90,136**	**108,116**	**107,516**

Ice Machine

- Troon discontinued Ice service
- Looked at alternatives including onsite icemakers
- Cost of these Units start at $60K
- Volume from St. James not high enough to justify
- Settled for Leer Machine with 200 bag capacity.
- Cost $7,740 installed.
- Payback 3.3yrs and ROI at 43.2%

Let's see how the Ship's Store has been performing

Ship's Store Summary Results

For 2020, Sales well ahead of Plan despite Tommy's shutdown and Covid-19

Gross Profit is well ahead of this year's Plan, helped by ice sales

Ice machine performing to Plan and CER. Expect we will meet CER projections

Store Inventory planned at 3 months, but running higher-needs attention. Procurement issues

Running behind original CER, mainly timing.

	2020			2021	
	10 Mos	**Est. YE**	**Budget**	**Budget**	**CER**
Total Store					
Sales	33,831	36,597	27,971	39,600	71,428
Gross Profit	11,357	12,628	8,471	12,400	21,500
%	34	35	30	31	30
Store Inventory	26,467	25,000	23,000	25,000	12,432
Ice Machine					
Sales	3,353	3,558	-	6,200	6,275
Gross Profit	1,728	1,792	-	2,300	2,519

Some of our offerings

Ship's Store Results-10 Months

Type of Sale	Sales	% of Total	Gross Profit	%
Merchandise	16,521	*49%*	3,925	*24%*
Clothing	7,530	*22%*	3,696	*49%*
Ice Sales	4,139	*12%*	2,155	*52%*
Battery Consignment	1,865	*6%*	424	*23%*
Tackle	1,899	*6%*	671	*35%*
Novelty	1,324	*4%*	513	*39%*
Fuel Products	825	*2%*	245	*30%*
Delivery Fees	(38)	*0%*	(38)	
Discount Sales	(234)	*-1%*	(234)	
Total	33,831	*100%*	11,357	*34%*

Marina 2021 Budget

Expenditure

- 82% of expenses are spent on Management Reserves and Insurance
- Depreciation is incurred on our Assets including Admin Building, computers, camera systems etc.
- Landscaping budget increased to improve site appearance
- Reserve increases in line with long range plan.
- Repairs for Forklift and Docks are unpredictable but usually offset each other

EXPENDITURE		
Expenses excluding Offsets		
	Management & Accounting	370,600
	Reserves	340,300
	Insurance	108,400
	Landscaping	30,600
	Repairs-Docks, Forklift	32,600
	Fork Lift Running Costs	7,500
	Depreciation	25,000
	All Other	89,600
Total Expenditure		**1,004,600**

Marina 2021 Budget
Other Income

Miscellaneous income helps reduce dues for 2021.

Impacts dues by $12.60 per month

Fuel income based on fixed amount per gallon sold

Ship's store performing well

Continued income from Forklift Fees

REVENUE		
Income other than Dues (Excl. Offsets)		
	Fuel Income	12,700
	Facilities Fees	23,200
	Fork Lift & Common Area Fees	22,800
	Ship's Store	12,400
	Other Income	2,100
Total Other Income		**73,200**

Marina 2021Budget
Marina Dues

Plan to breakeven for year

Dues calculated based on NET expenditure for year.

Expenses divided by total number of Equivalent Units (484) and then by 12

For Marina-Add Utility Availability Fee

2020 Dues were $158.00

Gross Expenditure		1,004,600
Other Income		73,200
NET EXPENDITURE		**931,400**
Financed by Owner Dues		
Wet/Dry Units	475	
Harborside Equiv. Units	9	
Total Equivalent Units	484	
Equates to Monthly Dues per Unit of:		$ 160.37
Utility Recovery		$ 3.63
Total Dues Per Month		$ 164.00

How much of your Dues is spent on what?

Biggest proportion is spent on Administration and Management-37%

Reserves account for 34% of Dues

Insurance 11%

All other expenses 18%

Income not from Dues is 7%

Dues Summary			
How are your Dues spent?			
As a % of Gross Expenditure			$
Net Expenditure-Dues Collected		93%	160.37
Other Income		7%	12.60
Gross Income		100%	172.97
Management Fees		37%	63.81
Reserves		34%	58.59
Insurance		11%	18.66
Other		18%	31.90
Gross Expenditure		100%	172.97

Harborside Budget 2021. (Excluding Marina Portion)

Preliminary 2021 Budget for Harborside, showing requested expenditure and suggested expenditure.

Expense			
Reserves		**$44,539**	3.58% increase over 2020 as discussed at 8/12 meeting.
Insurance		**$29,327**	Mainly Building Insurance with allocation of D&O and liability of 20%. No allocation of USI Fee
Landscaping		**$9,000**	Base Cost of $450 monthly ($5400 yearly) plus Palm Trees, Plantings, special plantings etc ($3,600)
Electricity		**$3,500**	Electric cost for House Meter. Outside of Buildng, lights, elevator power etc
Water		**$1,800**	Irrigation of HS Landscaped area.
Telephone		**$800**	Cost of Elevator Telephone.
Elevator		**$4,000**	Service Agreement and Misc Maintenance costs
Fire/Security Alarms		**$1,500**	HS Proportion of Alarm Service (Charged by Troon)
R&M Building		**$23,400**	
	$3,200		Lobby cleaning/painting (cleaning once per week) (paint once)
	$1,000		Screen repair
	$3,600		Pressure wash breezeways/ceilings/sidewalks (once)
	$1,600		Bug spray (quarterly and includes units)
	$8,000		Dormer painting/caulking
	$6,000		Misc R&M - Seasonal decorations, polish elevator doors (monthly) electrical repair, lobby A.C., roof maintenance, etc
Required Income to cover expenses		**$117,867**	
Represents a cost per month per unit of		**$546**	
Current (2020) Dues		**$498**	
Potential Increase per month over 2020 of		$48	

Options (Potential Reductions in dues, if the following expenditures are amended as under)

Reduce Lobby Cleaning in off season	$1,000
Reduce scope of pressure wash to only once	$1,800
Reduce frequency of bug spraying (no units)	$800
Reduce landscaping costs	$1,500
Reduce regular R&M	$1,500
Total possible Reductions	**$6,600**
Revised Expense Total	**$111,267**
Revised Dues per month	**$515**
For every $1,000 of expense, dues are impacted by	$5

Harborside Expenditure 2021

Harborside Expenses	**$**	%
Insurance	29,327	26%
Reserves-Cap Replacement	44,539	40%
Preventitive Mtce Landscaping	7,500	7%
Building Rep & Mtce	18,300	16%
Electricity	3,500	3%
Elevator/Rep & Mtce	4,000	4%
Water and Sewer	1,800	2%
Telephone	800	1%
Fire Alarms and Security	1,500	1%
Harborside Total Expenses	**111,267**	100%

Harborside Budget Approval

Harborside Budget Approval Results					
18 Units eligible to vote	For	Against	Abstain	Total	% Pass
# Units Voted	14	3		17	82%
Budget was approved					

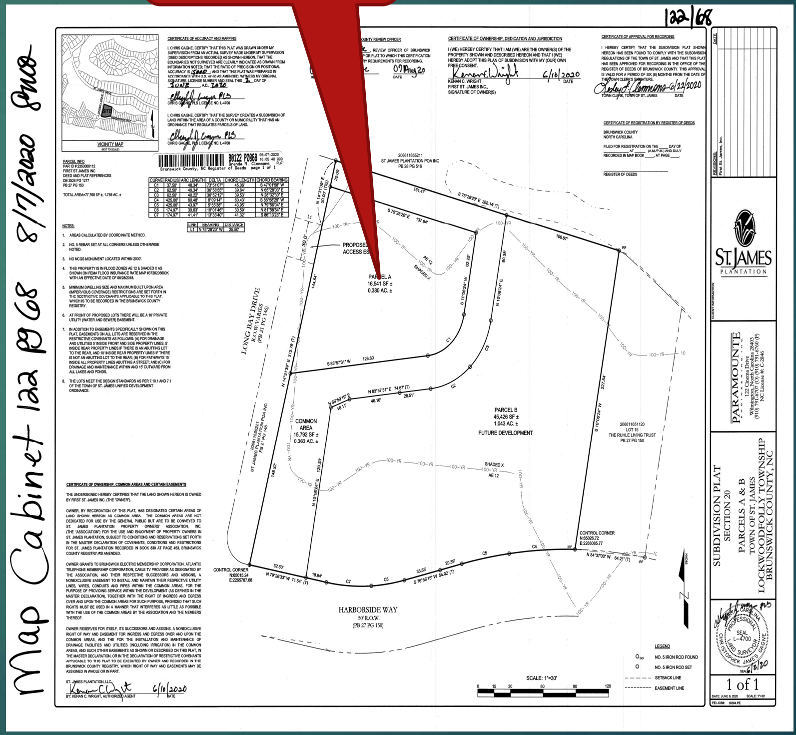
Harborside Monthly Dues for 2021 Including Marina portion

Assessment per Unit	HS Dues	50% of Marina	Total
Commercial			
Unit 101	1,545.37	240.56	**$ 1,785.93**
Unit 102A	772.69	120.28	**$ 892.96**
Unit 102B	772.69	120.28	**$ 892.96**
12 Residential Units in Total	6,181.49	962.22	**$ 7,143.71**
Residential Unit	515.12	80.19	$ 595.31

Purchase of Utility Site

- On November 2nd, Finally closed on the purchase of the Utility Site
- Funds from Reserve Account
- Site is 16.541 Square Feet in Area
- Easement received from POA for ingress and egress
- Gate being installed on Long Bay Road Entrance
- CAMA permit now being amended
- Will avoid USACOE fees for spoil

Utility Site for Marina



Reserves

So why do we need “Reserves”?

Structure of a Condominium:

- Developer spends money to buy land and build infrastructure
  - Creates Units for sale
  - Sells Units to Customers and recovers his money
- Creates an Association to run the Site
  - Association collects dues from new Owners to cover running costs
- In time, the infrastructure needs to be replaced
  - No longer the Developer responsibility, he left years ago!
  - Unit Owners must pay for replacement through Dues or Assessment

Reserve Study to be conducted

- At the end of 2015 conducted Cash Reserve Study for the Marina and Harborside
- Used a professional firm called Reserve Professionals
  - Specializing in Reserve Studies for Condos etc.
- Since receiving the study, we have been interpolating the reserve needs
- Board feels it is time to re-look at our position
- Reserve Professionals will conduct a study in 2021
- This may trigger an adjustment in the reserve funding for 2021 and beyond

Asset Values

- Insured Assets consist of
  - Docks piers and bulkheads $2,300,000
  - Dry Stack Buildings $2,500,000
  - Condo Building $4,500,000
- Need Reserves to cover replacement and major repair cost
  - With good maintenance, structure should last for ever
  - Repairs can be expensive but can be spread out
  - Aiming to get to $2m Minimum Reserve Balance
  - Target is to cover 50% Replacement cost.
  - Updated Professional Reserve Study in 2021

Reserves Utilization

- MOA has been building and spending Reserves over the years.
  - Dredged the Marina in 2011 ($120K)
  - Repaired and replaced perimeter Boardwalk in 2018 ($320K)
  - Replaced skylights on Dry Stack Roof in 2019 ($65K)
  - Replaced Engine on #1 Forklift. ($55K)
  - Replaced Tires on 2 Forklifts ($50K)
  - Purchased own space from Developer in 2019 (350K)
  - Installed Camera Systems in 2018. ($56)
  - Installed fire retardant in dry stack building
  - Purchased Utility Lot from Developer 2020 ($82K)

Marina Reserves - 2020

2020 Activities		$
Beginning Balance		1,282,963
Monthly Contributions		231,087
Interest earned		9,721
Balance at 9/30		1,523,771
Contributions Q4		77,028
Expenditure (Spoil Site)		85,000
Projected Balance 12/31		1,515,800

Harborside Reserves - 2020

2020 Activities		$
Beginning Balance		175,447
Monthly Contributions		43,000
Expenditure		0
Projected Balance 12/31		218,447

Marina Reserve Progression 2016-2045

Marina Cash Reserve Projections- 2016-2045

Year	Reserve Balance (Opening) Fixed %	Spending at 2016 Values	Reserve Contribution with Fixed % Increase	Ending Balance using Fixed % Increase	% of Base Cost (Fixed %)
		B	C	D	E
			4.16%		
2017	$ 1,209,832	$ 275,042	$ 250,000	$ 1,184,790	12%
2018	$ 1,184,790	$ 20,000	$ 286,000	$ 1,450,790	14%
2019	$ 1,450,790	$ 469,650	$ 301,823	$ 1,282,963	13%
2020	$ 1,282,963	$ 85,000	$ 317,837	$ 1,515,800	15%
2021	$ 1,515,800	$ 70,000	$ 340,300	$ 1,786,100	17%
2022	$ 1,786,100	$ 228,559	$ 354,456	$ 1,911,997	19%
2023	$ 1,911,997	$ 352,268	$ 369,202	$ 1,928,931	19%
2024	$ 1,928,931	$ -	$ 384,561	$ 2,313,492	23%
2025	$ 2,313,492	$ 245,030	$ 400,558	$ 2,469,020	24%
2026	$ 2,469,020	$ 320,000	$ 417,222	$ 2,566,241	25%
2027	$ 2,566,241	$ 138,691	$ 434,578	$ 2,862,128	28%
2028	$ 2,862,128	$ 31,407	$ 452,656	$ 3,283,378	32%
2029	$ 3,283,378	$ 1,190,959	$ 471,487	$ 2,563,906	25%
2030	$ 2,563,906	$ 3,436	$ 491,101	$ 3,051,571	30%
2031	$ 3,051,571	$ 729,957	$ 511,531	$ 2,833,144	28%
2032	$ 2,833,144	$ 335,500	$ 532,810	$ 3,030,455	30%
2033	$ 3,030,455	$ 29,800	$ 554,975	$ 3,555,630	35%
2034	$ 3,555,630	$ 25,000	$ 578,062	$ 4,108,692	40%
2035	$ 4,108,692	$ 16,765	$ 602,110	$ 4,694,037	46%
2036	$ 4,694,037	$ -	$ 627,157	$ 5,321,194	52%
2037	$ 5,321,194	$ 40,000	$ 653,247	$ 5,934,441	58%
2038	$ 5,934,441	$ 93,000	$ 680,422	$ 6,521,863	64%
2039	$ 6,521,863	$ 60,000	$ 708,728	$ 7,170,591	70%
2040	$ 7,170,591	$ 2,332,752	$ 738,211	$ 5,576,050	54%
2041	$ 5,576,050	$ 342,000	$ 768,920	$ 6,002,971	59%
2042	$ 6,002,971	$ 15,000	$ 800,907	$ 6,788,878	66%
2043	$ 6,788,878	$ 1,872,000	$ 834,225	$ 5,751,103	56%
2044	$ 5,751,103	$ 25,000	$ 868,929	$ 6,595,032	64%
2045	$ 6,595,032	$ 890,000	$ 905,076	$ 6,610,109	65%

2021 Activities		**$**
Beginning Balance		1,515,800
Monthly Contributions		340,300
Expenditure		70,000
Projected Balance 12/31/2021		1,786,100

Electric Deduction $50K
Other $20K

Harborside Reserve Progression 2017-2045

Harborside Cash Reserve Projections- 2017-2045

Year	Reserve Balance (Opening) Fixed %	Spending at Future Values	Reserve Contribution with Fixed % Increase	Ending Balance using Fixed % Increase	% of Base Cost (Fixed %)
	A	B	C	D	E
			3.59%		
2017	$ 69,000	$ -	$ 30,000	$ 99,000	11%
2018	$ 99,000	$ -	$ 42,000	$ 141,000	15%
2019	$ 141,000	$ -	$ 34,447	$ 175,447	19%
2020	$ 175,447	$ -	$ 43,000	$ 218,447	23%
2021	$ 218,447	$ 16,000	$ 44,539	$ 246,986	26%
2022	$ 246,986	$ 25,085	$ 46,138	$ 268,039	29%
2023	$ 268,039	$ 20,000	$ 47,794	$ 295,833	32%
2024	$ 295,833	$ 24,188	$ 49,510	$ 321,155	34%
2025	$ 321,155	$ 110,626	$ 51,288	$ 261,817	28%
2026	$ 261,817	$ -	$ 53,129	$ 314,946	34%
2027	$ 314,946	$ 10,518	$ 55,036	$ 359,464	38%
2028	$ 359,464	$ -	$ 57,012	$ 416,476	45%
2029	$ 416,476	$ -	$ 59,059	$ 475,534	51%
2030	$ 475,534	$ 18,417	$ 61,179	$ 518,296	56%
2031	$ 518,296	$ 51,290	$ 63,375	$ 530,381	57%
2032	$ 530,381	$ -	$ 65,650	$ 596,031	64%
2033	$ 596,031	$ 28,957	$ 68,007	$ 635,082	68%
2034	$ 635,082	$ -	$ 70,449	$ 705,530	76%
2035	$ 705,530	$ 307,389	$ 72,978	$ 471,119	50%
2036	$ 471,119	$ -	$ 75,598	$ 546,716	59%
2037	$ 546,716	$ 247,922	$ 78,312	$ 377,106	40%
2038	$ 377,106	$ -	$ 81,123	$ 458,229	49%
2039	$ 458,229	$ -	$ 84,035	$ 542,264	58%
2040	$ 542,264	$ 254,108	$ 87,052	$ 375,208	40%
2041	$ 375,208	$ 35,663	$ 90,177	$ 429,723	46%
2042	$ 429,723	$ 24,406	$ 93,415	$ 498,731	53%
2043	$ 498,731	$ 50,280	$ 96,768	$ 545,219	58%
2044	$ 545,219	$ -	$ 100,242	$ 645,462	69%
2045	$ 645,462	$ 293,310	$ 103,841	$ 455,992	49%

2021 Activities		$
Beginning Balance		218,447
Monthly Contributions		44,539
Expenditure		16,000
Projected Balance 12/31/2021		246,986

Lighting and door closer

Audit Results for Fiscal 2019

- Our Auditors are Herring & Sessoms PA from Clinton NC
- Duties are:
  - Audit of Financial Records for Fiscal Year
  - Preparation of Accounts
  - Preparation of Tax Returns
  - Issuance of Audit Opinion
- Results:
  - Tax returns submitted-no tax payable
  - Audit Report gives us a clean bill of health
  - However, we do not follow GAAP accounting during the year

End of Financial Section

Structure of this year's AGM

- Under NC Non-Profit Law, meetings have to be conducted in a "Place"
- Under Executive Order 136, issued in April 2020 (and so far extended 3 times,) the structure of meetings held during the Covid-19 Pandemic was laid out.
- It permits "Virtual Meetings" and Ballot voting
- We were going to have a Hybrid Meeting, but current restrictions made that option impossible.
- Likelihood of employing a hybrid process next year.
- Will certainly encourage electronic voting!

Marina at St. James-Allocated Interests					
Unit Numbers	# Units	Wet/Dry Equivalency	Wet/Dry Equiv Units	% Interest per Unit	Subtotals
Wet Slips					
A1-A14	14	1	14	0.20661	2.89256
B1-B23	23	1	23	0.20661	4.75207
C1-C38	38	1	38	0.20661	7.85124
D1-D38	38	1	38	0.20661	7.85124
E1-E4	4	1	4	0.20661	0.82645
F1-F8	8	1	8	0.20661	1.65289
G1-G21	21	1	21	0.20661	4.33884
H1-H9	9	1	9	0.20661	1.85950
	155		155		
Dry Stack Units					
A1-A80	80	1	80	0.20661	16.52893
B1-B80	80	1	80	0.20661	16.52893
C1-C80	80	1	80	0.20661	16.52893
D1-D80	80	1	80	0.20661	16.52893
	320		320		
Total Marina Units			475		
Commercial Building Units					
Unit 102-A Half Unit 102 (Old Sales Office and Ton	1	0.75	0.75	0.15496	0.15496
Unit 102-B Half Unit 102 (Marina Office/Store)	1	0.75	0.75	0.15496	0.15496
Unit 101-Tommy's Restaurant	1	1.5	1.50	0.30992	0.30992
Units 201-206	6	0.5	3.00	0.10331	0.61983
Units 301-306	6	0.5	3.00	0.10331	0.61983
Total Commercial Building Units	15		9.00		
Total Physical Units	490		484	*	100.00000
			0.20661		
	*	This number used to divide up the Marina Costs			

Voting using "Allocated Interest" as defined in addendum to Master Declaration of Condominium adding Harborside to Condominium-2005

Voting Process

- Ballots could be sent either electronically or paper
- Overwhelming use of electronic balloting
- Appointed Secretary not active. Treasurer now acting Secretary
- Treasurer handled processing of ballots as he is **not** up for re-election
- Treasurer receives electronic Ballots directly (auto-forwarding)
- Treasurer manually entered ballots into spreadsheet which
  - Validates Unit number to Owner Name
  - Records type of Ballot (Electronic or Paper)
  - Records Director votes
  - Records "Other Ballot " votes-Approval, Abstention or Disapproval

Voting Process

- Running summary maintained both in terms of absolute Ballots and those converted to Equivalent Units
- Web System records all Electronic Ballots submitted, even those submitted twice!
  - Provides a CSV file which is converted to an Excel File and reconciled to Spreadsheet.
- Manual Ballots recorded and filed
- Process reviewed by independent Owner
- Ballots Certified by Owner and Treasurer
- No Dominion Voting Machines used
- Hanging Chads not an issue with this election
- Results are not subject to the Electoral College.

Vote Numbers and Types

Type of Ballot Cast	#	%
Electronic.	165	88%
US Mail/Fax or E-Mail	23	12%
Total Ballots all Types	188	100%
Ballots cast as a % of Eligible Voters	Absolute	Equiv Unit
Ballots Eligible	490	484
Ballots Cast	188	182.5
Percentage Cast	38.4 %	37.7 %
Quorum Achieved. (=>10% of Eligible Ballots)		TRUE

Voting Results

- Voting was divided into two parts
  - Election of Directors
  - Votes on Other Matters
    - Past Meeting Minutes
    - Approval of Budget
    - Approval of Auditors
    - Ratification of Directors' Actions

These numbers are a combination of both the Marina and Harborside ballots

ults of Votes on Other Matters

Votes on Other Matters

	For	Against	Abstain	Total
1) Approve Minutes of 2019	184	0	4	188
2) Approve Operating Budget	176	5	7	188
3) Appoint Auditors	180	3	5	188
4) Ratify Directors' Actions	178	5	5	188

Percentage of Total

	For	Against	Abstain	Total
1) Approve Minutes of 2019	97.9%	0.0%	2.1%	100.0%
2) Approve Operating Budget	93.6%	2.7%	3.7%	100.0%
3) Appoint Auditors	95.7%	1.6%	2.7%	100.0%
4) Ratify Directors' Actions	94.7%	2.7%	2.7%	100.0%

Breakdown of Votes by Physical Unit			
Marina AGM 12/9/2020	Actual Votes	% of Total	Available Votes
Wet Slips			
A1-A14	2	14%	14
B1-B23	5	22%	23
C1-C38	16	42%	38
D1-D38	18	47%	38
E1-E4	4	100%	4
F1-F8	1	13%	8
G1-G21	7	33%	21
H1-H9	3	33%	9
Total Wet Slips	**56**	**36%**	**155**

Marina AGM 12/9/2020	Actual Votes	% of Total	Available Votes
Dry Stack Units			
A1-A80	28	35%	80
B1-B80	25	31%	80
C1-C80	31	39%	80
D1-D80	34	43%	80
Total Dry Stacks	**118**	**37%**	**320**
Total Slips (Wet & Dry)	**174**	**37%**	**475**
Commercial Building Units			
Unit 102-A Half Unit 102	1		1
Unit 102-B Half Unit 102	1		1
Unit 101-Tommy's	1		1
Units 201-206	6		6
Units 301-306	5		6
Total Commercial Building Units	14	93%	15
Total Votes Cast	**188**	**38%**	**490**

Zoom Information

- 78 Owners signed up for this meeting
- 15 of those 78 (20%) did NOT vote
- Using the pre-registration system, able to match requests to attend to Unit ownership
- This year, we are muting attendees.
  - Controlling 78 people all wanting to talk could be a problem
- Written questions can be submitted
- Please complete the survey at the end of the meeting

Board Structure (Current)

- President-John Neuner : Term expires 12/31/2020
  - **Standing for re-election**
- At Large-Chris Christianson : Term expires 12/31/2020
  - **Standing for re-election**
- Secretary and Director-Rick Pedings: Term expires 12/31/2020
  - **NOT standing for re-election**.
- At Large-Craig Thompson : Term expires 12/31/2020
  - **Standing for election**
- Treasurer-David Kelly : Term Expires 12/31/2021
  - **Eligible for Re-Election in December 2021**

Thanks to John Winter

- John Winter resigned as a Director in March of this year
- Craig Thompson was appointed in his place
- John was instrumental in the repair of the Marina Head walls
- He also helped with the dredging project
- The new perimeter decking was all established with John's engineering expertise
- His skills will be missed

Thanks to our Retiring Board Member Rick Pedings

- Rick joined the Board in 2009
- Took charge of of our IT systems
- Installed the first Cameras in the Marina and Tommy's
- Appointed Secretary to the Board
- Worked on upgrading our marina wide WiFi system
- Not standing for re-election
- Thanks to Rick for all his contributions to the Marina
- We wish Rick well as he tackles new challenges.

Staggered Elections

- 4 out of 5 Board positions up for election
- Because of the need to stagger Elections
  - 3 persons will serve for two years
  - 1 Person will serve for one year

The following put their names up for election to the Board - 2021:


Dale Creech


Sid Rampy


Hiroki Toma


Thomas Moore


Craig Thompson


John Neuner


Chris
Christianson


Steve Hurbanek

Election Results for the Board of Directors

- To serve a two-year term:
  - John Neuner
  - Craig Thompson
  - Dale Creech
- To serve a one-year term:
  - Chris Christianson
- To try for election another time
  - Steve Hurbanek
  - Thomas Moore
  - Syd Rampy
  - Hiroki Toma
- The Board thanks all candidates for their willingness to serve.

Ballot Certification

MARINA at ST. JAMES PLANTATION

Marina at St. James Plantation Owners Association Inc.

Ballot Certification- 2020 AGM 12/09/2020

Candidate	Votes Received			
	Absolute	%	Equivalent Units	%
John Neuner	158	22%	154.5	22%
Chris Christianson	129	18%	127.0	18%
Craig Thompson	171	24%	168.0	24%
Dale Creech	85	12%	83.5	12%
Steve Hurbanek	19	3%	19.0	3%
Thomas Moore	33	5%	29.0	4%
Syd Rampy	38	5%	37.0	5%
Hiroki Toma	77	11%	75.5	11%
Write In 1	1	0%	1.0	0%
Write In 2	0	0%	0.0	0%
Total Votes Cast	711	100%	694.5	100%

Comments:

9 Electronic votes were DQ'd. 6 were duplicates and 3 had the wrong slip #

2 of the 3 were corrected and correct Ballots submitted.

4 Reported issues with the security code. 2 submitted correctly and 2 did paper ballots

Certification Signatures:

We, the undersigned, have reviewed the counting and recording of the ballots and believe that the totals above show a correct summation of such

MOA Secretary/Treasurer	Signature	Date
David Kelly		12/8/20

Owner Witness	Signature	Date
Jerry Hrabica		12/8/20

As a result of the Election, your new Board for 2021 is:

John Neuner

Craig Thompson

Dale Creech

2 Year Term Expires 12/31/22

Chris Christianson

David Kelly

Congratu
To all!

1 Year Term Expires 12/31/21

Question and Answer

- Questions submitted by Email

Questions asked and answered

- #6 1. approval of 2018 meeting minutes states that the minutes from 2017 were approved, not 2018
- Typo not caught before publication
- #11 10. references reduced rate for dry stack boats. What does that mean?
- With the 2-Hr Rule for dry stack owner docking, we allow dry stack owners to dock in available wet slips at a reduced rate.
- #16 1. lists insurance premium savings of $13,530 but the chart at the bottom of the page shows a savings of $15,705 for 2019
- The first number represents savings to the Marina, the second number is the overall number including timing changes and prepaid premiums

Questions asked and answered

- Where are the 2020 executive board actions enumerated that the MOA members are being asked to ratify and confirm? Without this information can this be a valid vote?
- Owners see activity going on all through the year. They are not asked for their approval at the time. The Board is given authority to run the Condominium, however, at the end of the year, the Board asks for a generic approval of their actions.
- With electronic ballot voting please explain how the process works:
  - How are votes tabulated and who counts the votes?
  - Who observes the vote count?
  - Who certifies the vote count?
- This was explained in the presentation

Questions asked and answered

- Please explain to all of the MOA members why you consider contracts to be private and cannot be provided to the members that pay for this contracts?
- Marina By Law #9 does not cover 3rd party contracts. Consequently, NC 55A -16-01 & 02 became applicable. Due to the vagueness of By Law # 9 the Board has adopted the above NC Statutes on Corporate Records and Inspection of records by members.
- Will we see a reduction in insurance costs (Harborside) since we achieved a CRS rating of 7?
- No likely adjustment as we are in an AE Flood Zone

Questions asked and answered

- What is the status of the automatic door opener approved in August for the Harborside Condominium lobby?
- In the 2021 Capital Budget
- What was the cost to the MOA for the new ice machine?
  - How much revenue has the ice machine generated to the MOA?
  - What is the ice machine Return On Investment (ROI)?
- This question was fully answered in the presentation

Questions asked and answered

- Has there ever been any discussion regarding extending the operating hours, especially during the summer months, even if it would mean a slight increase in the monthly membership fees?
- We changed to Summer Hours some 7 years ago. Extended hours run from Memorial Day through Labor Day. We have found that this works well and have had no pressure to increase the hours at this time.

Questions asked and answered

- With winter cold weather already here, the potential for freezing fresh waterlines in wet slip boats that have no shore power is high. What proactive, high urgency efforts are being put forth to restore shore power ASAP?
- As for water lines, wet slips boats can do what dry stack boats do in the winter, and that is winterize their fresh water system. The dry stack actually gets colder than it does outside.
- Have you considered hiring sufficient electricians to work on multiple docks simultaneously? I heard you were fixing one at a time starting with D dock
- You have to designate the electrician when applying for the permit. He is not just one person, he has a crew.
- The reason for one dock at a time, is because the cabinets are being manufactured and shipped as they are ready.

MARINA

at

ST. JAMES PLANTATION℠