MARINA at ST. JAMES PLANTATION

Marina at St. James Plantation AGM Agenda

Meeting Call to order	John Neuner-President
Certification of Quorum	David Kelly-Secretary
Approval of 2020 AGM Minutes	John Neuner-President
Introduction of Board and Guests	John Neuner-President
MOA President's Report	John Neuner-President
Review of Insurance	John Neuner-Brenda Harris
Dockmaster's Report	Jon Helms-Dockmaster
Financials	Craig Thompson-Treasurer
Secretary's Report	David Kelly-Secretary
Election of Directors (Results)	David Kelly-Secretary
Emailed Questions and AOB	John Neuner-President

Ballots cast as a % of Eligible Voters	Absolute	Equiv Unit
Ballots Eligible	490	484
Ballots and Proxies Received	119	116
Proxies Rejected	0	0
Net Valid Ballots and Proxies	119	116
Percentage Cast-Valid Submissions	24.3%	24.0%
Ballots or Proxies Required	49	48.4
Quorum Achieved. (=>10% of Eligible Ballots)		TRUE

As of 12/7/2021

Certification of Quorum

Approval of 2020 AGM Minutes

- Based on Ballot submissions and Proxies:
  - 2020 AGM Minutes were approved

Introduction of Board

John Neuner
President

Craig
Thompson
Treasurer

Dale Creech
At Large

Hiroki Toma
At Large

David Kelly
Secretary

But the two most important people in the Marina are:

Jon Helms

Katie Stiller

Introduction of Guest

Donation to Fire Department

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

MOA President's Report

OVERVIEW OF 2021 EVENTS

A Challenging Year

- Board's Objectives for 2021
  - 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
  - Camilla Desmarais retired and sold her business to Joshua Podczervinski CPA
  - Transition went very smoothly
  - Renewed at $ 22,800 for 2022, an increase of 20%
- Marina Operations
  - Contract with Lands Edge Management LLC is in its second year
  - 2021 an increase of 1.7% is approved to cover both payroll and health for a total of $352,000
  - In 2022 provided a 5.7% increase for health care benefits for a total contract price of $372,000 which includes a staffing increase from 12 to 14
  - Marina is open 364 days p.a.
    - Approx $2.15 per Unit per Owner per day

Contract Renewals

- Marina Augmented Services
  - Contract with At the Helm LLC now in its 2nd year
  - Allows Company to provide boat cleaning and minor maintenance services
- Landscaping
  - Contract with Coastal Landscaping is in its second year
  - Increased scope of coverage which Includes servicing new Utility Lot
  - 2022 Costs are estimated at $34,100 for the Marina and $11,000 for Harborside.
  - Larry Helms , no relation to Jon Helms, is the Owner.
- St. James Properties Inc
  - Contract is in it's second year

Fuel Service Contract
R D White obligations

- Marina signed a 10-year contract to supply fuel to Marina in 2000
- Contracted with R D White of Shallotte
- They provided and paid for the tanks, pumps and all structures
- They pay for all maintenance and asset replacement
  - New Pumps installed in 2021 at a cost to White of about $40,000
- They supply the fuel
- Agreement was extended in 2010
- Now extended for a further 10 years from 1/1/2022

Fuel Service Contract
Marina obligations

- Marina does not own fuel in tanks
- Marina dispenses and sells fuel
  - Price determined between R D White and Marina
- Marina receives a fixed sum per gallon pumped
  - Original agreement was sliding scale from 5-13 cents per gallon
  - Currently at 13 cents per gallon
- R D White pays Credit Card Fees (abt 3%)
- Marina remits net proceeds to R D White

Fuel Service Contract Renewal Process

- Asked several Fuel Suppliers to bid on Contract
- Campbell Fuel aggressively courted Marina
  - Gave Campbell outline of requirements (based on existing agreement)
  - NEVER HEARD ANOTHER WORD FROM Campbell!
- Renewed agreement with R D White.
- Main change: Increase in Commission from 13 cents to 15 cents per gallon. (15.4%)
- Insurance reviewed with USI and new Paragraph inserted into agreement
- Other conditions as before

Insurance Consulting Contract

- Our contract with USI our insurance consultants, was renewed for another year at a cost of $10,000
  - This was an increase of $2,500 over last year and in fact the first increase in over 10 years since we started the consulting process, initially with Wells Fargo.
  - This compensation is paid in lieu of insurance policy commissions on most of our policies.
  - Brenda Harris will cover this area later when we cover insurance.
- We did attempt to get a competitive bid for our insurance needs.
  - Agent from Maritime Insurance International was given the opportunity
    - Failed to get back to us in a timely manner.

Thanks to retiring Board Member Chris Christianson

Chris Christianson

- Re-elected in 2020 for 1 year Term
- Decided to leave St. James.
- Resigned as a Director in 2021.
- Hiroki Toma was appointed in his place

Harborside

- Prior to this Meeting, in accordance with the Association's Articles, Harborside Budget was presented to Owners for a vote of approval
  - The Budget for 2022 was approved
- Craig Thompson will provide details in his presentation
- The new Logo, a Lighthouse, was approved by the Board
- A new handicap door opener was installed


HARBORSIDE CONDOMINIUMS
OWNERS
PRIVATE RESIDENCES

Marina Memorial Bench

- Many years ago, Board set up a chair to honor past Board Member Nelson Berry
- His wife was added on her passing.
- Chair was in cedar and has been repainted and repaired
- Now in bad shape
- Chair needs to go or to be replaced

Marina Memorial Bench

- In May 2021, request received to place a bench on Marina Common Elements to honor a recently deceased individual
- Prompted discussion as to what the Marina Policy would be for Memorial benches.
- Space to place benches is limited
- Decided to have one Bench with multiple Plaques
- New Bench purchased and Berry Plaque transferred
- Detail policy written-appears on Website under Documents.
- Covers all aspects including eligibility

Insurance

- Isaias damaged our electrical boxes.
  - Repair cost was over $200,000
  - Reimbursement from Insurers was $121,000
- Repair delays due to Covid
  - Issues with manufacture, delivery and installation of parts
  - Delays in getting County approvals
- A big “Thank You” to our Owners and Tenants for their patience

Insurance

- As a result of the claim and the insurance market generally our Insurer, Markel, declined to renew our coverage for 2022.
- Brenda Harris from USI was able to get coverage through Chubb
  - More from Brenda later
- As a result of the damage suffered by Southport Marina, the Board decided to go for full replacement cost for docks and piers
- Contracted with ATM to do an evaluation.
  - Resulted in a replacement value of $6,013,450. At 90% co-insurance, policy will be for $5,400,000 resulting in an increased premium

Insurance Coverage

BRENDA HARRIS-COMMERCIAL RISK CONSULTANT - USI

Marina at St James
Insurance And Risk Management Program Stewardship Report
Renewal Summary (as of 12/8/2021)

- Risk Management & Insurance Program Recap
  - Summary of Coverages - 2022
  - Earned Agency Fees – 2021 and 2022
  - Renewal Marketing (List of markets approached) - 2021
  - Claims Advocacy and Payments - 2021
  - Contractual and On-Going Reviews – 2021

Summary of Coverages 2022

Coverage Type	Limit
DryStack Building Coverage	$ 3,000,000
Dock System-Subject to receipt of appraisal	$ 5,502,105
Primary Flood Coverage-2760 Long Bay Dr.	$ 500,000
Condo Building Coverage	$ 4,150,000
Primary Wind Coverage-2571 St. James Dr.	$ 3,000,000
Excess Wind Coverage 2571 St. James Dr.	$1,000,000 in excess of $3,000,000
Excess Flood Coverage-2571 St. James Dr.	$ 1,500,000
Primary Flood Coverage -2571 St. james Dr.	$ 500,000
Marina Operator's Legal Liability	$ 1,000,000
	$2,000,000 aggregate, $1,000,000 per occurrence
General Liability	
Protection and Indemnity	$ 1,000,000
Equipment/Inland Marine	$ 461,525
Bumbershoot	$ 4,000,000
Directors and Officers & Emplyment Practices Liability	$2,000,000 Policy aggregate
Cyber	$ 1,000,000
Crime	$ 1,500,000
Pollution Coverage-Long Bay Dr.	$1,000,000 Each Pollution condition
	Limit: $2,000,000 policy aggregate
USI Consulting Fee	

2021 Earned Agency Fees

USI works on a fee agreement basis as previously agreed upon. There are some policies where a commission is earned. These are policies which cannot be written on a zero commission basis or were added later (cyber and crime)

2021 Earned Agency Fees

- Fee - $7,500*
- Excess Wind - $399
- Excess Flood - $812
- D&O - $827
- Drystack Flood – 617
- Wind - $814
- Condo Flood - $130
- Cyber - $419
- Crime - $267

(Note: Pollution – is in third year of a three-year policy. Commission was $1,675.95 in first year.)

Total 2021 agency revenue $11,786

*USI requested and the MOA agreed to an increased service fee of $10,000 going into the 2022 year. USI's annual revenue for service with a combined fee and commission is just under $15,000

2021 Markets Approached

In addition to incumbent carriers

- ARCH Insurance Group -
- Arrowhead Insurance Risk Managers, LLC
- Aspen Insurance
- Avondale Insurance Associates, Inc.
- AXIS Insurance
- Beazley USA
- Catalytic Risk Managers & Insurance Agency, LLC
- Colony Specialty
- Ethos Specialty
- General Star
- Global Excess Partners
- Hallmark E&S
- Ironshore
- James River Insurance Company
- Kinsale Insurance Company
- Lexington Insurance Company
- Nationwide E&S/Specialty
- Palomar Specialty Insurance Company
- RLI Insurance Company
- RSUI
- Sigma Underwriting Managers
- Sompo International

Claims Advocacy

Positive Outcomes as a result of Claims Advocacy

- In June 2021, the hurricane claim settled at $127,395.
- Through USI claims advocacy, our claims professionals were able to negotiate a lower depreciation %, thereby increasing the amount of claim paid from $112,500 to $127,395.
- This resulted in an increased payout of $14,895

Contractual and On-Going Review

- RD White Lease Agreement (added wording)
- MOA contract
  - Crime
- Coverage Reviews
  - Cyber Security Added
  - Debris Removal Limit Increased
  - Building Valuation Increase (Dry Stack)

Conclusion

- Questions/Concerns

Thank you for your Trust In USI Insurance Services

Dockmaster's Report

OVERVIEW OF MARINA ACTIVITY IN 2021

Dockmasters Report

- Items to be discussed:
- Marina Traffic Stats
  - Fuel Sales, Dry stack activity, Rental program info
- Ship's store report
  - 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- 106,240

12% increase

Diesel- 48,815

40% increase

Dry Stack activity

Total # of Launches

And Recoveries

10,476

307 boats in Dry stack and 121 boats in the marina

Rental Program

Units in program

30 Wet slips

54 Dry stacks

877 Overnight/Trans

Wet slip rate

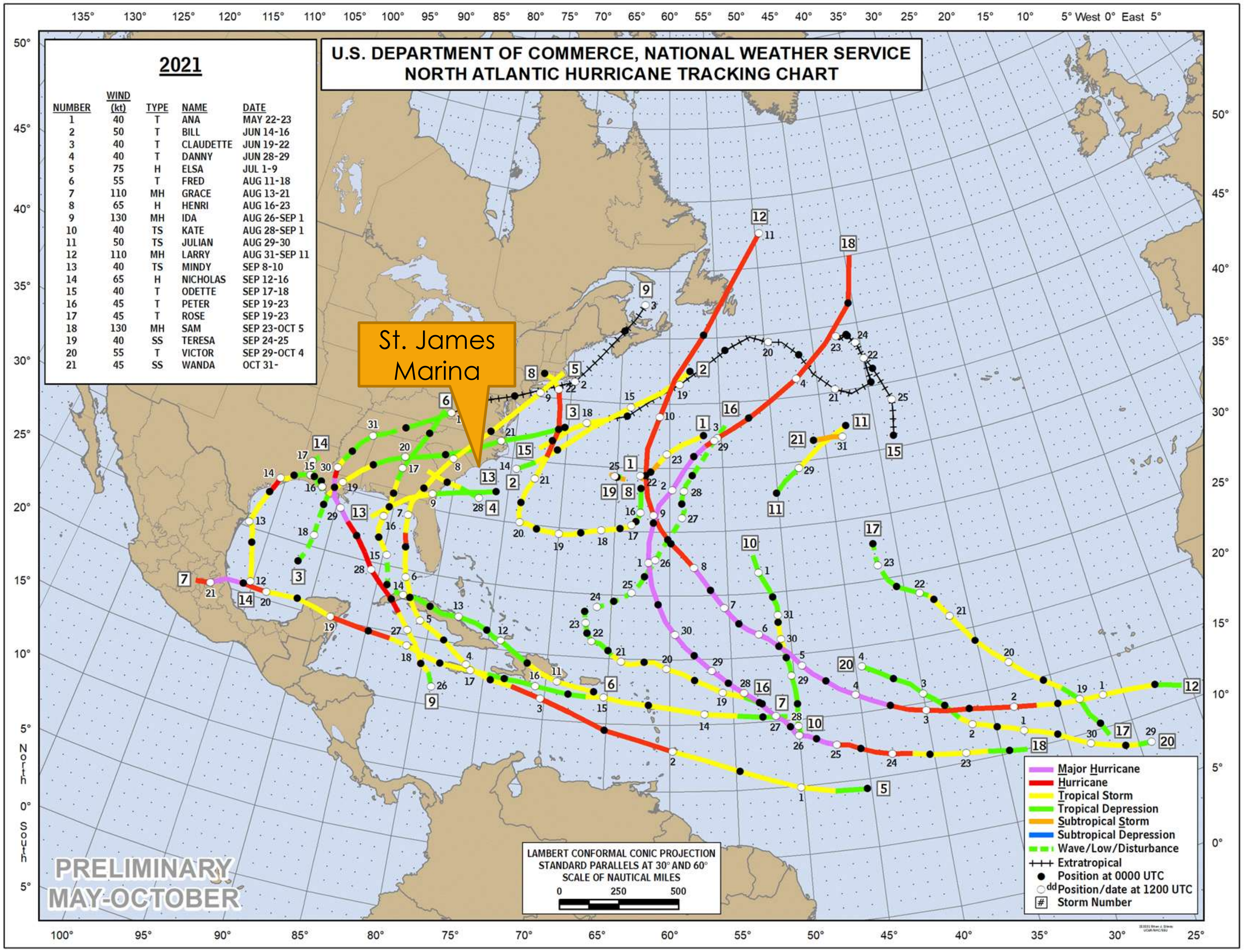
$13 per/ft $390 min

Dry stack rate

$15 per/ft $375 min

Ship's Store

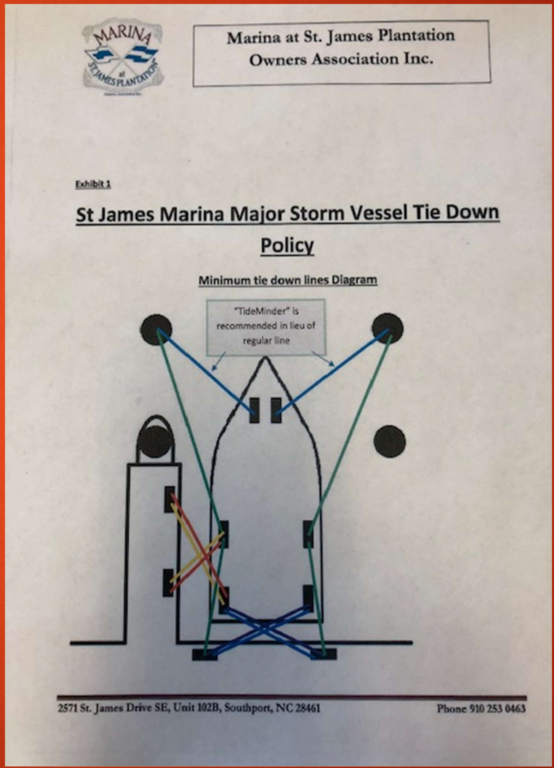
- Inventory
  - Cleaning items, dock lines, safety gear, and fenders
  - Clothing, embroider items, hats, mugs, license plates
  - Tackle, rods, bait
  - Artwork on consignment
- New items added
  - St James Marina Burgees



Marina 2021 AGM Presentation
12/8/2021

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 2022



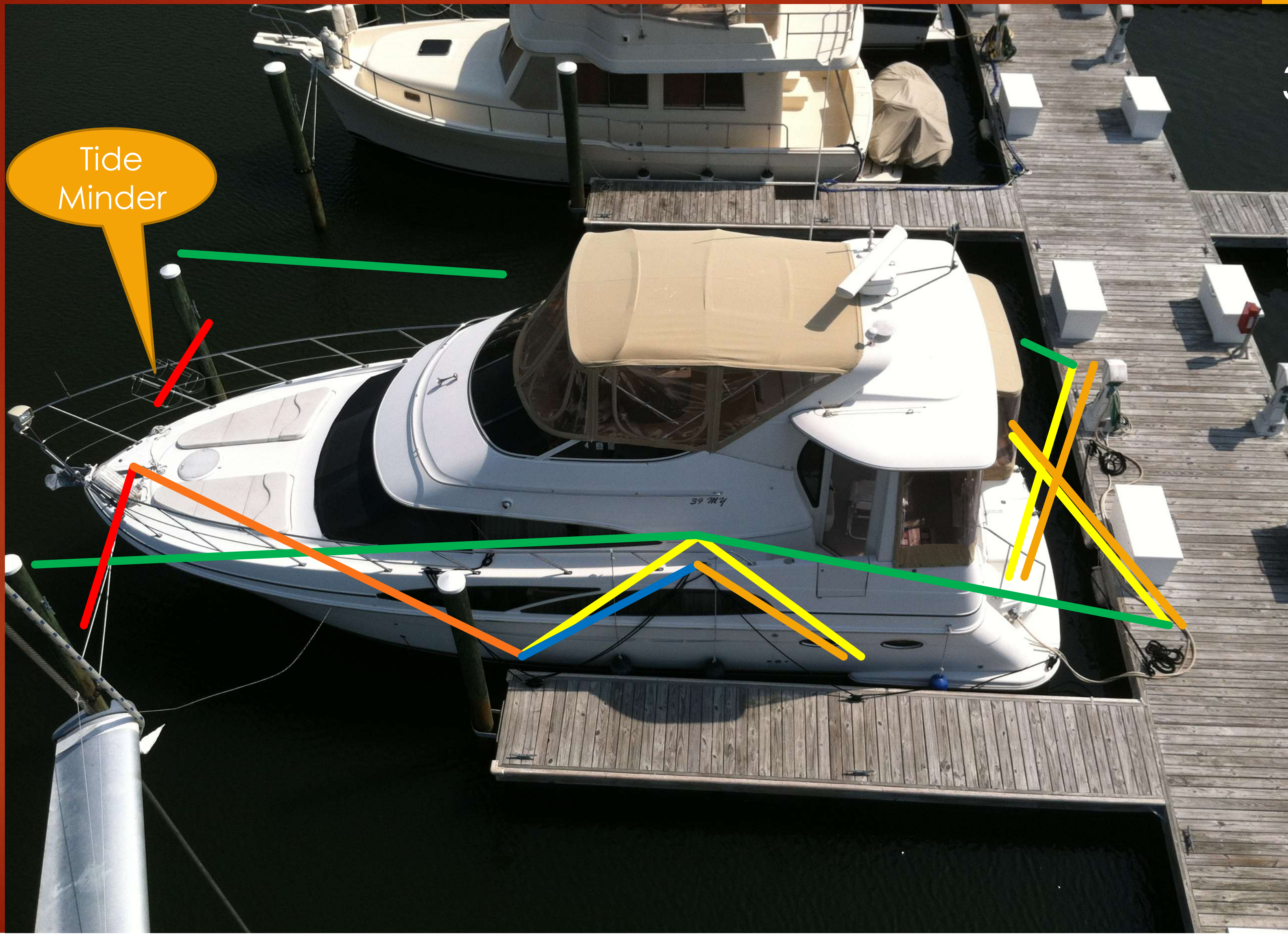
Marina at St. James Plantation
Owners Association Inc.

Exhibit 1

St James Marina Major Storm Vessel Tie Down Policy

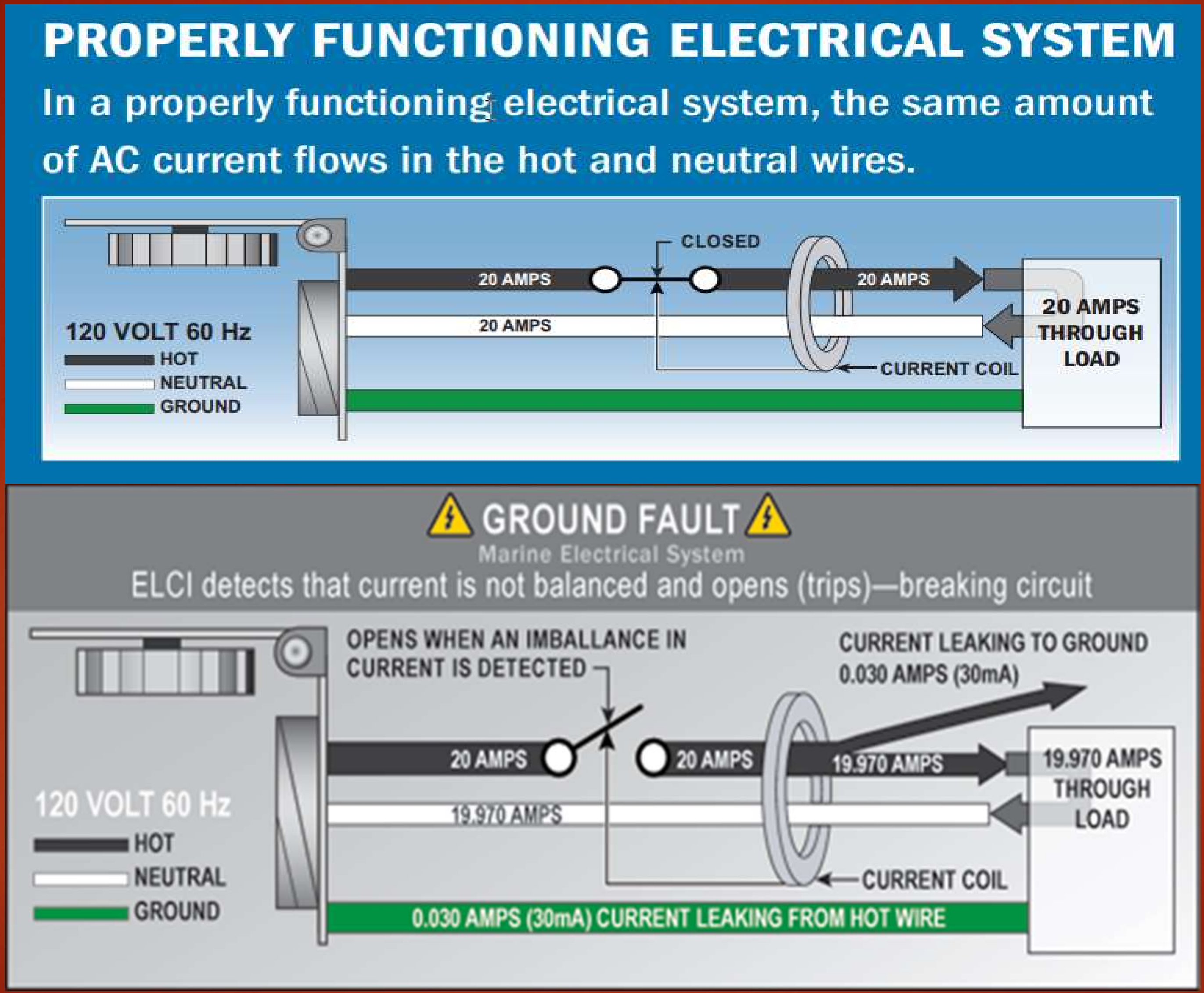
Minimum tie down lines Diagram

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


Tide
Minder
39 MY

Marina Maintenance

- Shore power project
  - Shore power restored in May.
  - New breakers designed to detect ground fault issues.
  - Thermal coating on pedestal wires tested-only one issue found-DT pedestal.


PROPERLY FUNCTIONING ELECTRICAL SYSTEM
In a properly functioning electrical system, the same amount of AC current flows in the hot and neutral wires.
CLOSED
20 AMPS
20 AMPS
20 AMPS
20 AMPS THROUGH LOAD
120 VOLT 60 Hz
HOT
NEUTRAL
GROUND
CURRENT COIL
GROUND FAULT
Marine Electrical System
ELCI detects that current is not balanced and opens (trips)—breaking circuit
OPENS WHEN AN IMBALLANCE IN CURRENT IS DETECTED
CURRENT LEAKING TO GROUND 0.030 AMPS (30mA)
20 AMPS
20 AMPS
19.970 AMPS
19.970 AMPS THROUGH LOAD
19.970 AMPS
120 VOLT 60 Hz
HOT
NEUTRAL
GROUND
CURRENT COIL
0.030 AMPS (30mA) CURRENT LEAKING FROM HOT WIRE


WARNING

Marina Maintenance

Harborside

Harborside dormers and lower level brick areas painted

Roof inspected and issues addressed

Handicap door installed for HS entry

Quarterly pest control spraying.

Screen replacement and other items that come up.

Plumbing and drain issues impacted some units.

Compromised drain line caused significant issue in unit below. Sheet rock removal, plumbing addressed, dry out, reinstall, refinish.

Toilet and shower leaks addressed and issues they cause for unit below addressed.

Planned for 2022- Exterior lights to be replaced

Continued maintenance as it comes up.

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

Piling rings, dock floats, pedestal sensors replaced as needed

Lighting for Marina inspected monthly

Forklift and Equipment

Scheduled maintenance performed by Gregory Poole

1000 hour service performed, seals for lift cylinders replaced.

Ignition panel replaced, parking break issues addressed.

Hydraulic hoses replaced as needed.

New forklift tires installed for Marina 1 ($22,000)

Dry stack bunk boards replaced as needed.

Sweep floors and grease doors.

Marina Maintenance

Facility

New fuel pumps and wiring completed.

New cameras installed for C dock access ramp and D dock access ramp.

Monitoring equipment in working order.

Parking policy for extended parking needs.

Soundings for water depth completed and will be monitored.

Concrete patch work for launch pad.

Planned for 2022- resurface and stripe parking lot.

Prep and paint DS vertical beams

Staff Update

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

Full time folks are Dave, Danny, Katie, Trevor, and Steve.

Part time throughout the year are Walter, Al, Ed, and Tyler

Summer staff was Wilson, Delaney, Davis, Kevin, and Shane.

Thanks to all!

Please welcome new hires

Steve Turley and Alex Whittinghill

Steve is joining us full time and Alex is part time seasonal


Danny


Dave


Katie


Trevor


Walter


Al


Tyler


Steve

Financial

FINANCIAL REPORT FOR 2021 AND BUDGET 2022

Financial Report

- Estimated Results for 2021
- Change of Accounting Firm Ownership
- Budget for 2022 and Annual Dues
  - Marina
  - Harborside
- Real Estate Activity - Slips
- Reserves
- Audit Report for 2020 Fiscal

Marina
Financial Results to end October 2021

Variations due to:

- Income bolstered by stronger Transient Dockage ($8k), higher fuel commissions ($6k) and robust Ships Store sales ($7k).
- Higher Insurance premiums due to increased coverage decisions. $50k
- Reserve lower due to interest rate / income decline
- Forklift Repairs were $27K over Plan.
- Professional Services unplanned $23k
- Latest Estimate for Marina expected to show deficit of $63 k for year

	10 months to October	LE 2021	2021 Budget
Income			
Marina Dues	776,898	932,490	931,400
Other Income	107,585	132,603	122,900
Ships Store Gross Income	18,345	19,024	12,400
Total Income	902,828	1,084,117	1,066,700
Expenditure			
Management & Accounting	307,283	370,049	370,600
Reserves	271,583	326,019	340,400
Insurance	91,169	159,587	108,400
Landscaping	28,887	34,145	30,600
Repairs - Docks & forklifts	49,247	59,139	32,600
Fork Lift Running Costs	6,482	6,889	7,500
Occupancy	28,154	29,906	28,600
Depreciation	19,237	23,086	25,000
Utility Offsets	35,598	40,421	39,000
All Other	90,606	98,397	84,000
Total Spending	928,246	1,147,636	1,066,700
Surplus / (Loss)	**(25,418)**	**(63,520)**	**-**

Harborside
Financial Results to end October 2021

Variations due to:

- Continued to put away Reserve money $43K
- Insurance should be on plan
- Landscaping over Plan due agreed to increased activity $4K
- Regular building R&M on plan, however large charge to Reserves ($26k) for water damage and Dormer Painting ($10k)
- On Plan for the year.

	10 months to October	LE 2021	2021 Budget
Income			
Residential Dues	60,888	72,925	74,178
Commercial Dues	32,238	38,857	37,089
Other Income	93,126	111,782	111,267
Expenditure			
Reserves	36,125	43,101	44,539
Building R & M	18,666	14,128	18,300
Elevator repairs and maint	3,605	4,000	4,000
Insurance	24,709	30,599	29,328
Landscaping	9,410	11,185	7,500
Electricity	3,787	4,696	3,500
Water & Sewer	2,360	1,773	1,800
Telephone	464	575	800
Fire Alarm / Security	-	1,500	1,500
Total Spending	99,126	111,558	111,267
Surplus / (Loss)	**(6,000)**	**224**	**-**

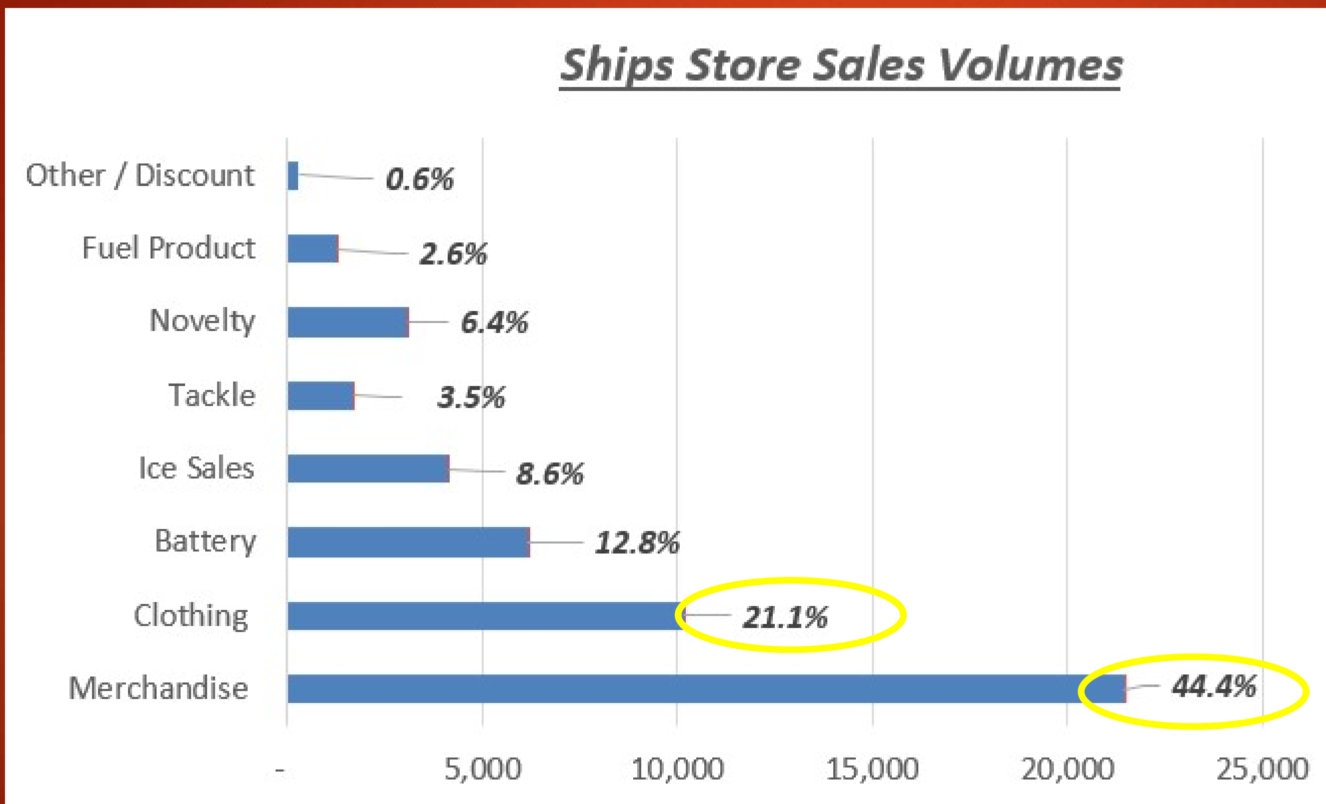
Change of Accounting Firm

Camilla Demaris – CPA sold her business in early 2020 to Josh Podczervinski, a North Carolina licensed CPA. Josh's firm, the new owner, will be servicing our Marina's accounting, billing, collection, and other financial needs. We have coordinated a seamless transition.

- **Josh Podczervinski**
- **Susan Delaney**

Welcome to the Ships Store

Ship's Store - Update



MARINA at ST. JAMES PLANTATION

Ice Machine - Update

- After Troon discontinued Ice service - in late 2020 the marina installed 24 hour machine
- Leer Machine with 200 bag capacity.
- Payback 3.3yrs and ROI at 43.2% on plan
- Ice sales during 2021 estimated to be well over the $5,500 plan with a profit margin over 50%

Ship's Store Summary Results

- ✓ 2021 sales are robust well ahead of plan despite Tommy's shutdown and Covid-19
- ✓ Gross Profit dollars are well ahead of Plan and holding margin percentage
- ✓ New Ice machine performing well with sales over Plan - heavy usage by marina and residents
- ✓ New offerings added – Burgees – Batteries performing well
- ✓ Conservative budget for 2022 – should be higher once Beacon 315 opens.

	10 Mos.	LE Full Year 2021	2021 Budget	2022 Budget
Sales	58,662	61,760	39,600	65,716
Gross Profit	18,345	19,024	12,400	19,308
GP %	**31.3%**	**30.8%**	**31.3%**	**29.4%**
Store Inventory	31,782	32,000	28,000	33,000
Ice machine				
Sales	6,516	5,509	-	5,509
Gross Profit	3,480	2,631	-	2,631
	53.4%	**47.7%**		**47.7%**

Ship's Store Results-10 Months

Type of Sale	Sales	% of Total	Gross Profit	GP %
Merchandise	24,292	*41.4%*	5,739	*23.6%*
Clothing	13,038	*22.2%*	5,239	*40.2%*
Ice Sales	6,516	*11.1%*	3,480	*53.4%*
Battery Consignment	6,961	*11.9%*	1,403	*20.2%*
Tackle	2,516	*4.3%*	832	*33.1%*
Novelty	3,558	*6.1%*	1,138	*32.0%*
Fuel Products	1,625	*2.8%*	393	*24.2%*
Other	156	*0.3%*	121	*77.6%*
	58,662	*100.0%*	18,345	*31.3%*

Marina 2022 Budget

Expenditures

- 82% of expenses are spent on Management, Reserves and Insurance
- Reserve increases in line with long range plan
- Depreciation is incurred on our Assets including Admin Building, computers, camera systems etc.
- Landscaping budget increased to improve site appearance.
- Repairs for Forklift and Docks are ongoing maintenance
- Other includes Audit, RE taxes, Fire protection, cameras, MOA dues, etc.

Expenses (excluding offsets)	2022 Budget	% Total
Management & Accounting	394,800	34.6%
Reserves	349,087	30.6%
Insurance	195,000	17.1%
Landscaping	34,145	3.0%
Repairs - Docks & forklifts	50,000	4.4%
Fork Lift Running Costs	7,095	0.6%
Occupancy	29,166	2.6%
Depreciation	24,323	2.1%
All Other	58,951	5.2%
Total Expenditure	1,142,568	100.0%

Marina 2022 Budget
Other Income

- Other income sources reduces MOA dues for the year. Impacts dues by $19.70 per month
- Fuel income based on fixed amount per gallon sold (increases in 2022) volume also has been increasing
- Ship's store performing well
- Continued income from Forklift Fees & Transient Income

Income other than Dues	2022 Budget
Fuel Income	20,944
Facilities Fees	22,287
Fork Lift & Transient Income	25,783
Ships Store	19,308
Interest Income	10,099
Other Income	13,176
Total Other Income	111,596

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
- 2021 Dues were $164.00
- Large increase due to insurance

Gross Expenditures		1,142,516
Other Income		(111,596)
Net Expenditures		1,030,920
(Financed by Owners Dues)		

Dry / Wet Units	475	(320 Dry and 155 Wet)
Harborside Equiv units	9	
Total Units	484	

Equates to Monthly dues per unit of:	$ 177.50
Utility Recovery	$ 3.50
Total Dues Per Month	**$ 181.00**

Marina at St. James Plantation
Owners Association Inc.

Harborside Budget 2022 *(excluding Marina Portion)*

Harborside Units	2021 Latest Estimate	2022 Budget	% of Total	Comments
Harborside Expenses				
Reserves-Cap Replacement	43,101	44,825	39%	4% increase to build reserves
Insurance	30,599	31,500	28%	Mainly Building Insurance with allocation of D&O and Liability Coverage
Landscaping	11,185	11,000	10%	Ongoing landscaping and upkeep of grounds
Building Repair and Maint..	14,128	14,500	13%	General routine building repairs - larger Capital items are charged to Reserves
Electricity	4,696	4,600	4%	Electric for building house meter - outside of building, flood lights, elevator power, etc.
Elevator	4,000	4,000	3%	Service agreement and regular maintenance
Water and Sewer	1,773	1,800	2%	Irrigation of HS landscaping
Telephone	575	600	1%	Elevator telephone
Fire Alarms and Security	1,500	1,500	1%	HS portion of alarm service and protection
Total Expenses	111,558	114,325	100%	

Required income to cover 2022 expenses	114,325
Cost per unit per month	$ 529.28
Current Dues (2021) - excluding marina portion	$ 515.12
Increase over 2021 - $	$ 14.16
- %	2.7%

Harborside Budget Approval

Harborside Budget Approval Results

18 Units eligible to vote	For	Against	No Reply / Abstain	Total	% Pass
# Units Voted	13	0	5	18	72%

Budget Was Approved

MARINA at ST. JAMES PLANTATION

Harborside Monthly Dues for 2022 Including Marina portion

Monthly Assessment per Unit	# Units	Cost per Unit	50% of Marina		Total
Commercial					
Unit 101	3.0	1,587.85	266.25	$	**1,854.10**
Unit 102A	1.5	793.93	133.13	$	**927.05**
Unit 102B	1.5	793.93	133.13	$	**927.05**
12 Residential Units in Total	12.0	6,351.41	1,065.00	$	**7,416.41**
Each Residential Unit		**529.28**	**88.75**	$	**618.03**
			Current		**595.31**
			$ Increase	$	**22.72**
			% Increase		**3.8%**

Other topics

- Marina Real Estate Activity – slip sales
- Slip Foreclosure – One foreclosure occurred during 2021 due to lack of payment of MOA dues. Recovered full cost to the MOA.
- Past Due Accounts – Tighter controls implemented.

Sale / Exchange of Wet and Dry Slips - 2021

- High demand for dockage in our marina.
- Considerable (14.7%) turnover this year.
- Dry and Wet slip asset values have increase considerably during the past year.

Slip sales activity 2021 (thru October)

	Units Sold	Capacity	%
Dry stacks sold	41	320	*12.8%*
Wet Slips	29	155	*18.7%*
	70	475	*14.7%*

Price Ranges

	Low (1st Qtr)	High (recent)	Growth
Dry Stack (Height)			
Under 9'	$10,000	$30,000	*200.0%*
9' 10"	$40,000	$66,000	*65.0%*
10'6"	$30,000	$80,000	*166.7%*
12'6"	$65,000	$80,000	*23.1%*
13'	$62,500	$80,000	*28.0%*
Wet Slip			
30ft	$42,000	$65,000	*54.8%*
36ft	$60,000	$75,000	*25.0%*
40ft	$32,000	$85,000	*165.6%*
50ft	$70,000	$75,000	*7.1%*

Asset Protection

- ❑ Reserves
- ❑ Insurance Coverage

So why do we need "Reserves"?

Structure of a Condominium:

- Originally the Developer spent money to buy land and build infrastructure
  - Created Units for sale – 484 "units"
  - Units sold to Customers to recover developers money
- Created an ***Association (MOA)*** to run the Site
  - Association collects dues from Owners to cover running costs and build reserves
- In time, the infrastructure needs to be replaced
  - Unit Owners must pay for replacement through Dues or Assessment
  - Each month we put aside a portion of MOA dues into reserves
  - Reserves help pay for larger infrastructure replacement needs

No assessments in our 20+ year history

Reserve Study Conducted

- Reserve study updated during 2021 for the Marina and Harborside
- Industrial firm - Reserve Professionals
  - Specializing in Reserve Studies for Condos etc.
- Additional firm for comparative purposes – ATM Applied Technology Mgmt.
- Since receiving the study, maintained our reserve philosophy, however for continued prudence we decided to increase insurance coverage for updated replacement values

Asset Values

- Insured Assets:
  - Docks & Piers - $ 5,500,000 (was $2.3) ***Coverage 90 %***
  - Dry Stack Buildings - $3,000,000 (was $2.5) ***Coverage 100%***
  - Condo Building - $ 4,150,000 (At replacement Cost)
- Reserves - cover replacement and major repair cost
  - With continued maintenance, structure should last for many years
  - Repairs can be expensive but can be spread out
  - Aiming to get to $2m Minimum Reserve Balance
  - Target is to cover 50% Replacement cost over time.
  - 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 reinstalled Camera Systems in 2018. ($56)
  - Placed 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 space from Developer in 2019 (350K)
  - Purchased Utility Lot from Developer 2020 ($82K)
  - Marina Electrical System upgrade (not covered by insurance) ($85k)
  - Harborside Painting, & Repairs 2021 ($ 36k)

Marina & Harborside Reserves - 2021

2021 activity			Marina	HarborSide	Total
Balance 1/1/21			1,395,375	224,580	1,619,955
Contributions to Reserve					
Marina	$	27,158	325,896		325,896
Harborside	$	3,712		44,544	44,544
Less expenditures:					
Electric repair and forklift repair			(160,189)		(160,189)
Building Repairs & Painting				(71,302)	(71,302)
Reserve Balance @ 12/31/21			1,561,082	197,822	1,758,904

Marina & Harborside Reserves – Estimated 2022

2022 activity	Marina	HarborSide	Total
Opening Balance - 1/1/2022	**1,561,082**	**197,822**	**1,758,904**
Contributions to Reserve			
Marina	349,087		349,087
Harborside		44,825	44,825
Less expenditures:			
2022 Capital Items	(115,000)	(45,000)	(160,000)
Projected Balance - 12/31/22	**1,795,169**	**197,647**	**1,992,816**

Captial Expenses- 2022 (estimated)	Marina	Harborside
Lighting	-	45,000
Dry Stack Painting Phase I	45,000	
Bulkhead	55,000	
Seal Asphalt	15,000	
	$ 115,000	$ 45,000

Audit Results for Fiscal 2020

- Auditors: Herring & Sessoms PA from Clinton NC
- **Duties:**
  - Audit of Financial Records for Fiscal Year
  - Preparation of Financial Statements
  - Preparation of Tax Returns
  - Issuance of Audit Opinion
- **Results:**
  - Tax returns submitted - no tax issues
  - Noted we do not follow GAAP accounting for monthly reporting during the year
  - Audit Report - Clean opinion (gives us a clean bill of health)

End of Financial Section

Secretarial

Marina Web Site

- Old website was hosted by E-Z Web in Missouri
- Host got hacked and all Client data was lost
  - No exposure of Marina data
- Changed Host to GoDaddy
- All domain names recovered and switched to GoDaddy
- Needed new website
  - Received two estimates
  - Chose Xcelventures LLC
    - They do many local sites including the SJ Fishing Club
    - New system actually cheaper than the old

AGM and Elections

Structure of 2021 AGM

- Under NC Non-Profit Law, meetings must be conducted in a "Place"
- As a result of the 2020 COVID restrictions, NC Meeting Laws were changed effective 9/20/2021 to allow remote meetings
- It permits "Virtual Meetings" and Ballot voting
- For 2021, your Board settled on a Hybrid meeting. The "In Place" meeting at the Community Center with an informational remote broadcast by Zoom (Non-Participating)
- Voting was mainly through Electronic Ballot and Proxy

Process for 2021 AGM

- Marina had a comprehensive email list (488 out of 490 Owners)
- NC Law allows email communication.
  - Owners can change their email address
  - Can revert to paper communication
    - NOT RECOMMENDED
- AGM package prepared for web access
- Web based process
  - Much easier and cheaper than the old manual system.
  - Cost saving of about $1200 (Labor and postage)

Allocated Interests

# of Units		Wet/Dry Equivalency	Allocated Interest
Wet	155	1	155
Dry	320	1	320
Total Slips	**475**		**475**
Harborside			
Residential	12	0.5	6
Commercial	6	0.5	3
Total Commercial	**18**		**9**
Total	**493**		**484**

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

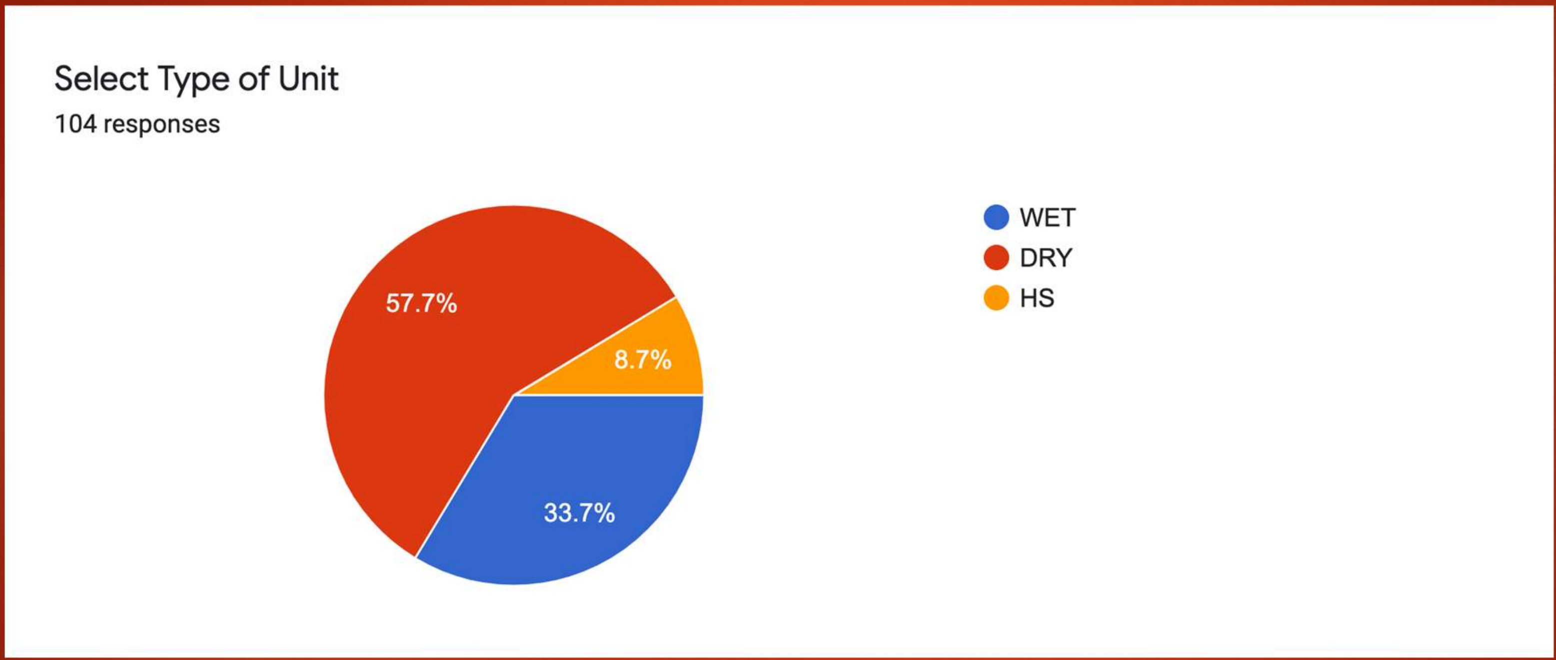
Voting Process

- Proxies and Ballots could be sent either electronically or paper
- Overwhelming use of electronic balloting
- Sender receives copy of Ballot submitted
  - Data automatically entered onto a spreadsheet by Google for control
- Data periodically downloaded to a spreadsheet using CSV file
  - Validates Unit number and Control Number to Owner Name
  - Records type of Ballot (Electronic or Paper)
  - Records Director votes and other resolutions
  - Picked up the fact that 2 people voted twice
- Manual Ballots recorded and filed
- Process reviewed by Independent Owner

Vote Numbers and Types
(As of 12/7/2021)

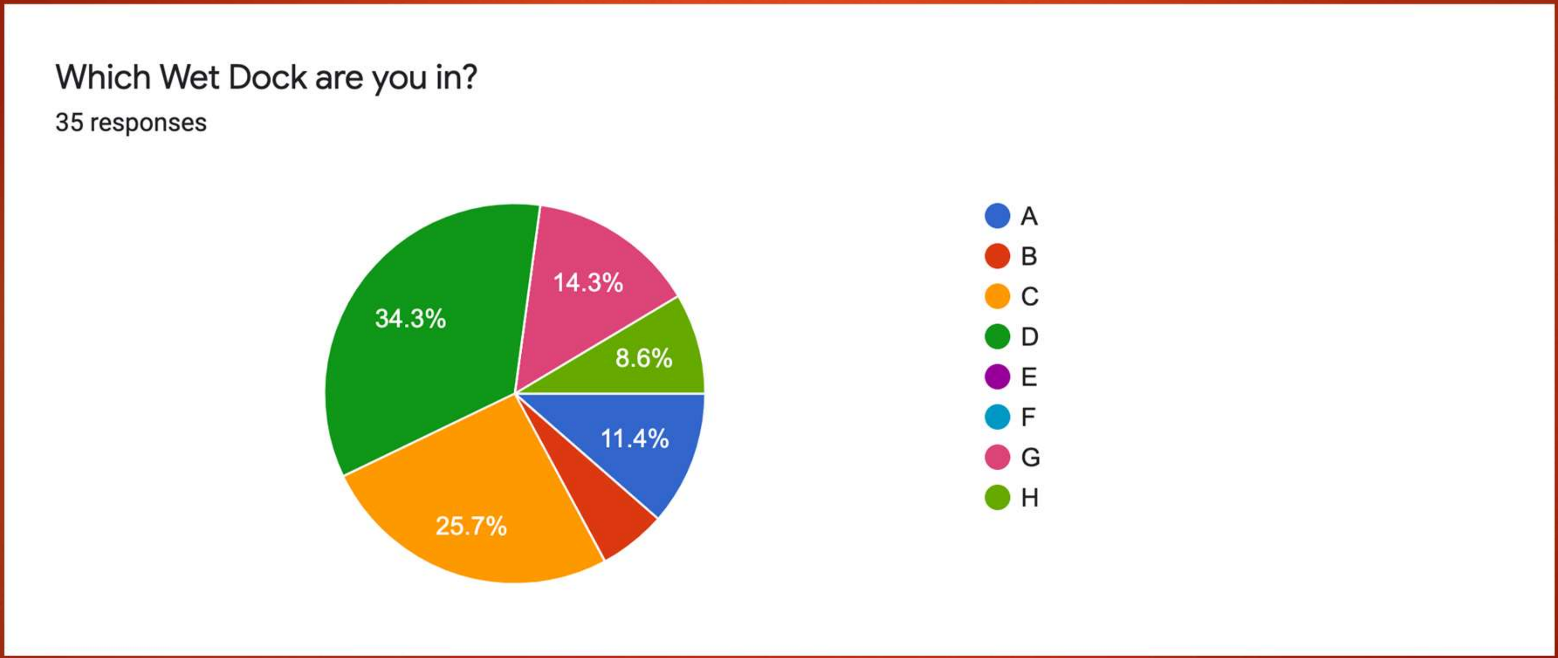
Type of Document Submitted	**#**	**%**
Electronic.	109	92%
US Mail/Fax, E-Mail or Present (Manual)	10	8%
Total Ballots of all Types	119	100%

Voting By Unit
Data as of 12/3/2021

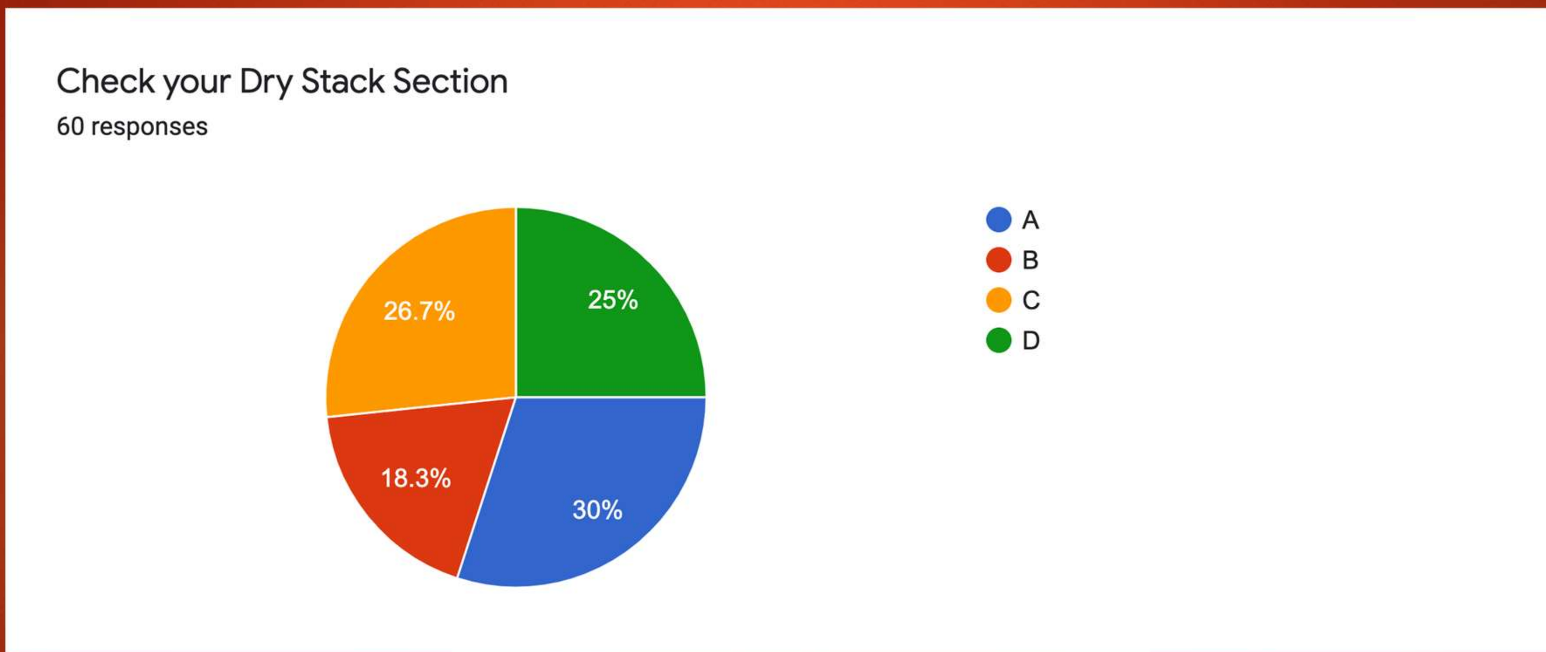


Wet Slip Voting

Data as of 12/3/2021

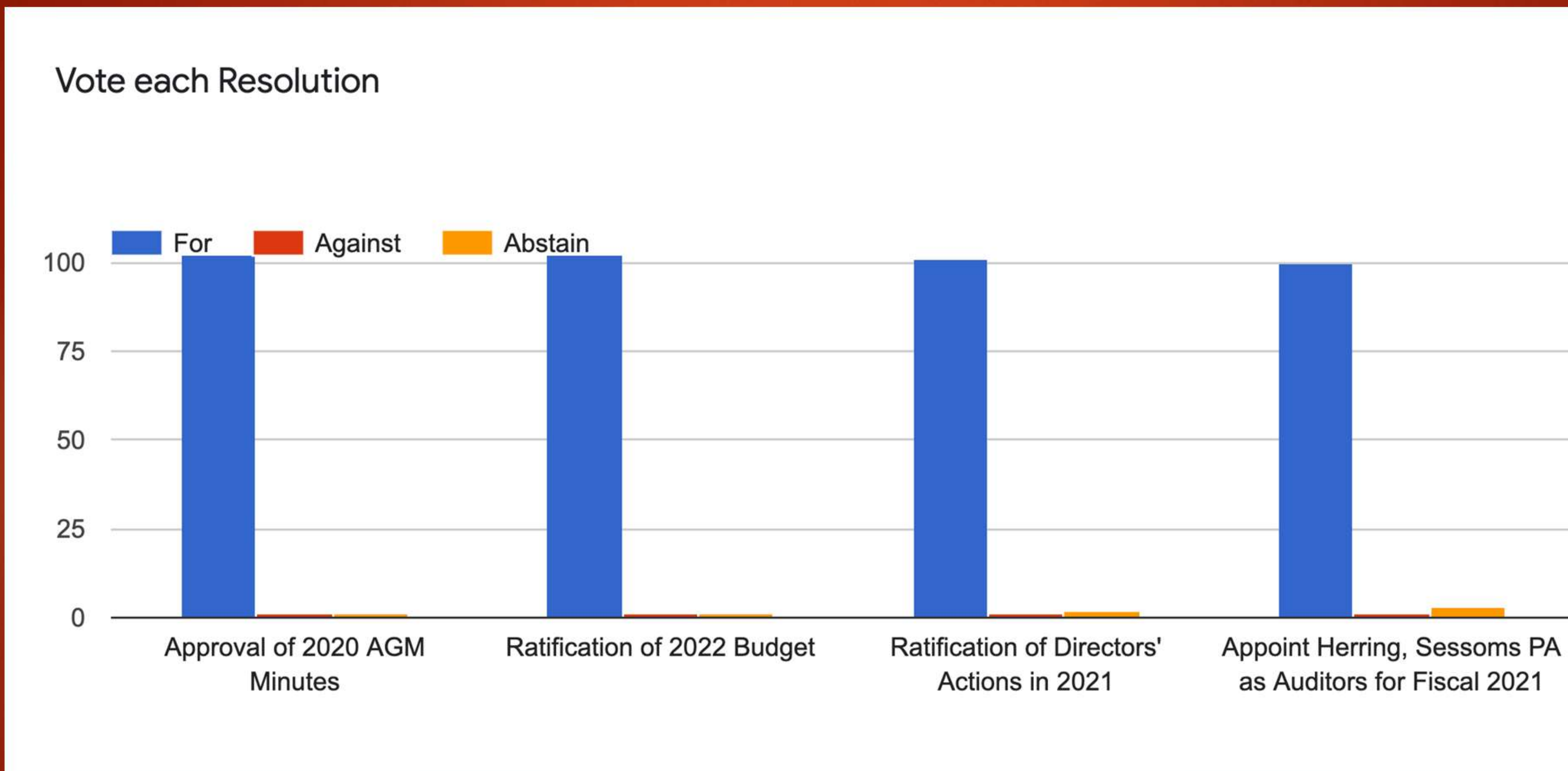


Dry Stack Voting
Data as of 12/3/2021



Results of Votes on Other Matters

Data as of 12/3/2021



Votes on Other Matters Data as of 12/7/2021

Votes on Other Matters	For	Against	Abstain	Total
Approve Minutes of 2020 AGM	109	1	1	111
Ratify Directors' Actions for 2021	109	1	1	111
Approve Operating Budget for 2022	108	1	2	111
Appoint Auditors for Fiscal 2021	107	1	3	111

Board Structure (Current)

- President-John Neuner : Term expires 12/31/2022
  - **Eligible for re-election**
- At Large-Dale Creech: Term Expires 12/31/2022
  - **Eligible for re-election**
- Treasurer and Director-Craig Thompson : Term expires 12/31/2022
  - **Eligible for re-election**
- Secretary and Director-David Kelly: Term expires 12/31/2021
  - **Standing for re-election.**
- At Large-Hiroki Toma : Term expires 12/31/2021
  - **Standing for election**

The following put their names up for election/re-election to the Board for a 2-year term starting 1/1/2022

David Kelly*

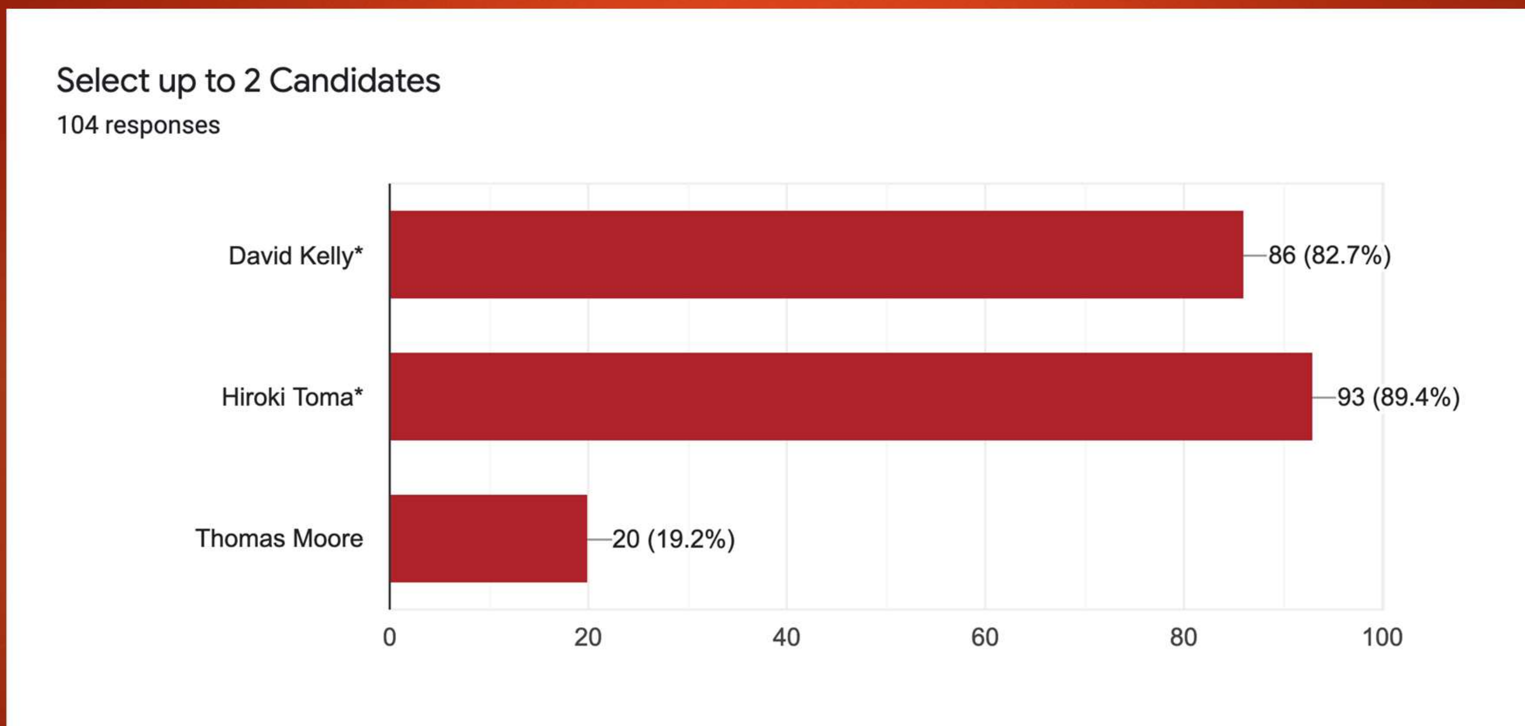
Hiroki Toma*

Thomas Moore

*Incumbent

*Incumbent

Results of Director’s Election
Votes from Electronic Ballots only (12/3/2021)



Ballot Results and Certification

Result of 2022 Ballot, including Proxy Votes, as of 12/7/2021:

David Kelly : 98 Votes

Hiroki Toma :107 Votes

Thomas Moore : 17 Votes

Some votes received at meeting NOT included. Numbers not significant

David Kelly and **Hiroki Toma** are Elected to the Board for a 2-year Term starting 1/1/2022

Certification

Marina at St. James Plantation Owners Association Inc.

Ballot Certification- 2021 AGM 12/08/2020

Candidate	Votes Received			
	Absolute	%	Equivalent Units	%
David Kelly*	12 100 112	44%	98.0	44%
Hiroki Toma*	12 108 120	48%	107.0	48%
Thomas Moore	4 19 23	8%	17.0	8%
Write in 2	0	0%	0.0	0%
Write In 3	0	0%	0.0	0%
Total Votes Cast	227	100%	222.0	100%

Comments:

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 David Kelly	Signature	Date 12/8/21
Owner Witness Gerry Hrabica	Signature	Date 12/8/21

Final Director Votes
(Including Ballots received at the AGM)

Election of Directors *(The number to be used for the election will be the number of Allocated Interests Received as enumerated in the Articles)*	Absolute # of Votes Received	% Received	Alloc. Int.Votes Received	% Received
David Kelly*	116	43.9%	114.0	44.0%
Hiroki Toma*	124	47.0%	123.0	47.5%
Thomas Moore	24	9.1%	22.0	8.5%
Write In 1	-	0.0%	-	0.0%
Write in 2	-	0.0%	-	0.0%
Write In 3	-	0.0%	-	0.0%
Total Votes Cast	264	100.0%	259.0	100.0%

Question and Answer

- Questions?

MARINA

at

ST. JAMES PLANTATION℠

MARINA at ST. JAMES PLANTATION