

SHPOA ANNUAL MEETING

November 11, 2023

AGENDA

- Call to Order
- Invocation
- Pledge of Allegiance
- Welcome Members and Guests
- Additions / Deletions / Approval of Agenda
- Approval of Minutes (November 12th, 2022 Annual Meeting)
- Board reports





AGENDA (CONT.)

APPROVAL OF BOARD REPORTS

COMMENTS FROM THE
PRESIDENT
MRS. CACACEBESHEARS

COMMENTS FROM THE BOARD

COMMENTS FROM MEMBERS

ELECTION

CIVIC LEAGUE

Introduction/Annual Reports: Mrs. Cacace-Beshears



Aesthetics

B. Architectural Committee

C. Communication Committee

D. Community Affairs

Legal

Maintenance/Camping Section Mrs. Cacace-Beshears

G. Pool and Park Operations

Policy/Procedures

Secretary/Office

Treasurer

Mrs. Beyer

Mrs. Cacace

Mr. Taylor

Mr. Taylor

Ms. Revell

Ms. Tilghman

Mrs. Cacace-Beshears

Ms. Camilleri

Mrs. Ferguson

AESTHETICS LISA BEYER

Over the course of 2023 the following are aesthetics items

- Grass 39
- Debris 27
- Inoperable vehicle 25
- Structural 5

- Current number of fines 9
- County foreclosed on the Poplar Street property. The new owners have just recently been listed.

ARCHITECTURE JEFF BAKER

Over the course of 2023 the following is a summary of Architecture Items

| • | Requests | Completed | Active | Not Started | Not Approved |
|--------|----------|-----------|--------|--------------|--------------|
| • 2022 | 21 | 13 | 8 | 0 | 1 |
| | | | | | |
| 0000 | ٥٦ | 4.4 | 7 | _ | 4 |
| • 2023 | 25 | 11 | 7 | 7 | |

•

ARCHITECTURE

| Section | Lot | Application Date | Application Number | Project Description | <u>Size</u> | Approve d Y/N | <u>Comments</u> |
|---------|---------|---------------------|-----------------------|------------------------|-------------|------------------|-----------------|
| D | 124,125 | 12-Sep-22 | 2022-019 | New Modular | 16 x 76 | | Completed 2023 |
| Ν | 4 | 10-Jan-23 | 2023-01 | Deck | 8 X 14 | Υ | Completed |
| Κ | 4 | 27-Jan-23 | 2023-002 | Home | 40 X 24 | Υ | In Progress |
| Κ | 4 | 17-Jan-23 | 2023-003 | Storage Building | 12 X 12 | Y | In Progress |
| F | 11 | 4-Mar-23 | 2023-004 | Storage Building | 10 X 10 | Y | Completed |
| Ν | 52,53 | 4-Mar-23 | 2023-005 | Modular Home | 28 X 56 | Y | Completed |
| А | 10,11 | 4-Mar-23 | 2023-006 | Deck | 14 X 12 | Y | Completed |
| F | 91 | 1-Apr-23 | 2023-007 | Dormer | Extension | Y | In Progress |
| В | 1,2 | 8-Apr-23 | 2023-008 | New Home | 36 X 28 | Y | Completed |
| F | 90 | 8-Apr-23 | 2023-009 | New Home | | Υ | Not started |
| Ν | 52,53 | 20-May-23 | 2023-010 | Storage Building | 10 X 10 | Y | Completed |
| | | | | | | | |

ARCHITECTURE

| | | Application | <u>Application</u> | Dec 2019 | | Approved | |
|----------------|------------|-------------|--------------------|---------------------|-------------|------------|-----------------|
| <u>Section</u> | <u>Lot</u> | <u>Date</u> | <u>Number</u> | Project Description | <u>Size</u> | <u>Y/N</u> | <u>Comments</u> |
| D | 35,35 | 2-Jun-23 | 2023-011 | Stairs for Deck | 12 X 8 | Y | In Progress |
| Н | 89 | 17-Jun | 2023-012 | Chair Lift | 4 X 5 | Y | Not started |
| М | 65 | 8-Jul-23 | 2023-013 | Storage Building | 16 X16 | Y | Completed |
| М | 88 | 8-Jul-23 | 2023-014 | Mobile Home | 14 X72 | Y | In Progress |
| D | 124,125 | 15-Jul-23 | 2023-015 | Handicap Ramp | 11 X 22.6 | Y | Completed |
| С | 71,73 | 15-Jul-23 | 2023-016 | Back Deck | 11 X 13 | Y | Not started |
| А | 17,18 | 19-Aug-23 | 2023-017 | New Doublewide | 24 X 52 | Y | Not started |
| Н | 98,99 | 22-Aug-23 | 2023-018 | Carport | 10 X 20 | Y | Not started |
| Е | 5 | 9-Sep-23 | 2023-019 | Carport | 14 X 21 | Y | Not started |
| F | 63,64 | 9-Sep-23 | 2023-020 | Garage | 60 X 40 | Y | Not started |
| С | 63,64 | 9-Sep-23 | 2023-021 | Deck | 14 X 16 | Y | Completed |
| D | 27,28 | 9-Sep-23 | 2023-022 | Deck | | Ν | Awaiting Permit |
| Α | 21 | 10-Jul-23 | | Deck | 46 X 79 | Ν | Non Compliance |
| С | 46,47 | 29-Apr-23 | 2022-007 | New Conventional | 40 X 44 | Y | Extension |
| С | 46,47 | 30-Sep-23 | 2023-025 | Dec/Overhead Roof | 24 X 14 | Ν | Awaiting Permit |

COMMUNICATION COMMITTEE CHRIS TAYLOR / LISA BEYER

Newsletter

- Spring 2023
- Summer 2023
- Fall / Winter 2023
- Approximately 630 mailed for each printing
- Use of an updated logo

Website

Team expanded,
 want to thank Ernie
 Blair for his help in
 adding better
 graphics, and
 updates.

Facebook

 Lisa Beyer has been busy keeping the Facebook page updated and current. Our facebook page is the go to for the most current information (such as pool closures, and last minute announcements)



Through a grant the Perquimans County EMS has chosen Snug Harbor as one of 4 communities to receive an outside mounted AED for life threatening conditions. Training for this unit was November 8.

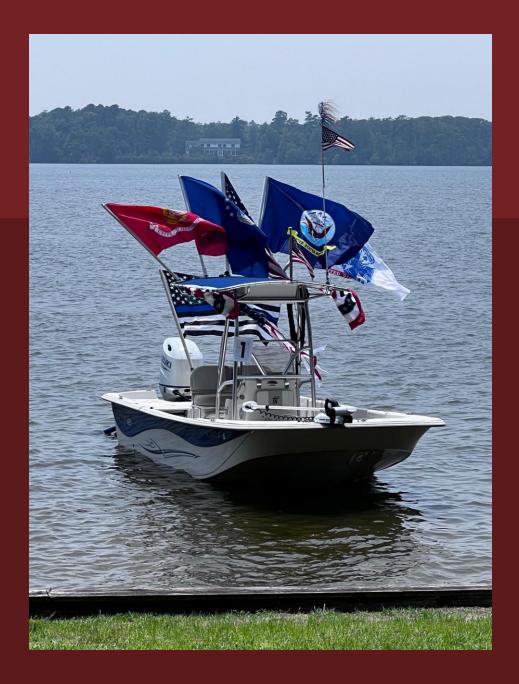


- A very busy year for this newly formed committee
- Property Transfers for YTD Dec-Sept. 28 YTD
- Adopt A Highway
- 73 bags of trash (down from 92 in 2022) collected for 2023 YTD
- 2024 Dates
 January 20, April 20, July 7 and October 29

- 2023 Independence Day A Park cookout was a big success
- Well over 100 in attendance
- The boat parade, led by the BVFD rescue boat, grew to 10 property owners participating
- Prize money for 1st, 2nd and 3rd place. The cash prizes were from contributions made by the SHPOA Board of Governors









Do Not Litter Signs

Purchased and mounted throughout our community. Also taking advantage of the NC DMV Swat-A-Litterbug Report program.

S.A.L.Report cards are available at the SHPOA office to report litter offenders.



Medical Equipment Loaner Program

The inventory grew in 202. We have had close to a dozen property owners who have taken advantage of this program

Golf Cart Use

Promoted and achieved through Board voting and the blessing from Perquimans Sheriffs
Department the ability to use golf carts in our community with special parking at clubhouse



Pickle Ball Court

Transformed one of our tennis courts to accommodate a pickle ball court



- Development of a Community Watch program is in the works for 2024
- Development of securing the boat ramp privileges for property owners with boat registration vehicle rear view mirror hanger tags
- First annual Ice Cream Social pool side sponsored by Snug Harbor Community Church was successful
- The first annual Bethel Fire Department's Christmas Toy Drive and the generosity of this community provided toys to families who are in need of help was a big success

Santa Drive through

• First annual Santa Drive through the community with Santa in lead Fire Engine followed by EMS, BVFD support unit and Perquimans Sheriff's Department patrol vehicle was well received by our community



- FOR 2023 Santa will be returning
- With the Bethel EMS team
- DECEMBER 20, 2023
- Starting at 2:45
- Look online on the website:
 SHPOANC.com
- or on SHPOA Facebook for the map

Little Library

 Little Library kiosk was added to the clubhouse through a grant the county received, and Snug Harbor is honored to be among the selected few communities in the county



 Working with the NC Highway Department the 35 mph zone will begin at the entrance of Snug Harbor

 Increasing our Wildlife Sanctuary status along with the help of the NC Highway Department Sign Division there will Deer Crossing signs place throughout Snug Harbor

"Let's take good care of our community.....Together!"

LEGAL JOAN REVELL

- Liens filed Filed 23 in 2023 _____
 78 Active liens
 18 reversed
- Looked into the effects of Small Claims Court and the cost benefit
- County is possibly foreclosing on 6 properties, totaling approximately \$14,000 in delinquent accounts. Foreclosed on one Property
- Mid Oct Delinquent 120 accounts, \$200,000 owed; 2 foreclosures represent \$ 27,000 owed
- Foreclosure update we are foreclosing on 2 sets of property owners

- Maintenance allow the maintenance department to mow Snug Harbor road
- Kitchen modification to be able to serve hamburgers and hot dogs at pool
- Added life saving ring and 75 ft rope
- Hired a maintenance assistant

Ute Street Doc rotted wood replaced Special Thank you to John Williams and Jeff Baker!

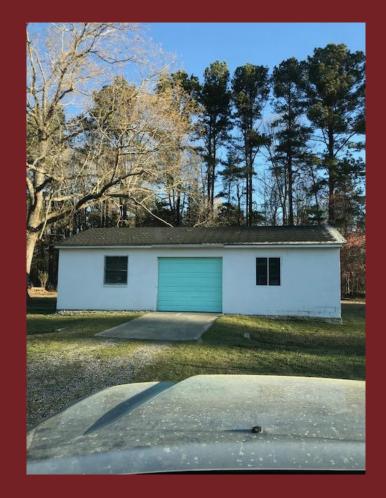


- Cherry Street ditches and culverts getting ready for state roads
- Explored the possibility of opening the pool to Holiday Island and Heritage Shores
- Experienced small amount of pool blistering, will need to do more pool work to fix in the future
- Painted outside of SHPOA buildings

















• May/June - Opening day on May 27th was chilly and drizzly; we had about 30 people show up and they enjoyed hamburgers and hotdogs. We had a lot of compliments on the added pop of color in the pool area. There were a total of 634 sign ins for May & June.

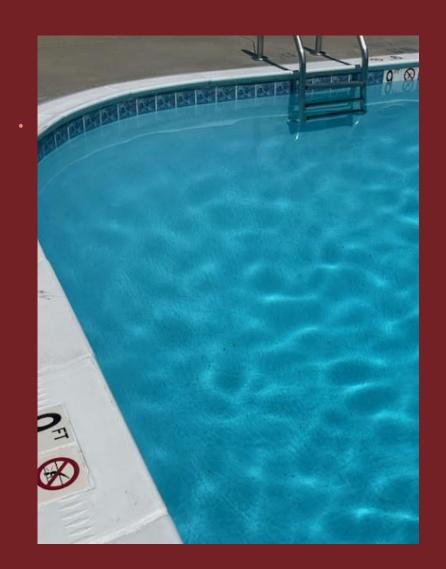
• <u>July</u> - We had a great turn out for the July 4th picnic. There were 9-12 boats participating in the parade; the owners did a great job with decorating their boats. Pool activity increased this month with a total of 1,426 sign ins. Pool water temp was in the 70's. Water aerobics had a great turn out this year with an average of 6-15 people. There were 18 days of 30 or more people enjoying the pool. The pool only had to close early one day for rain and lightening.

- August This month was a little slower with a total of 430 sign ins. The pool water temp was in the 80's and there was extreme heat outside.
- <u>September</u> There was a total of 104 sign ins on Labor Day weekend and 20 sign ins the weekend after when the pool closed.
- Now that the weather is cooler, please enjoy the pickleball and tennis courts.

Pool Tag Sales

- **Daily-** 306
- **Seasonal:** 522
- I would like to thank my pool attendants: Tonya Heppard,
 Corinne Camilleri, Lacey Merritt for all their dedication this season.

Thanks to all the residents for their support this season as well.













POLICY / PROCEDURES TONI CACACE-BESHEARS

- Document destruction and retention policy (updated from 4-5 years of past billing to be kept in file)
- Developed a letter of intent for returning employees.
- Updated Snug Harbor Employee Handbook and policies:
 - Year round staff that have been employed for more than a year are eligible for one week paid vacation (updated 6.28.23 Effective July1, 2023)
 - SUSPECTED USE OF ALCOHOL OR ILLEGAL DRUGS
 - If an employee is suspected of using alcohol or illegal drugs while at work the following will happen: Board member will drive the employee that is suspected of drug or alcohol to the Safe Works testing. The request, if drug use is suspected, is to have the test to determine the level of CBD in the system. Employee will not be allowed to work till test results are available.
 - If illegal levels are detected, employee will be terminated immediately. (Updated 10.4.2023)

POLICY / PROCEDURES TONI CACACE-BESHEARS

- · Clubhouse rental policy to allow for free use for members for memorial services
- To allow for free use of members in good standing that have events open to all Snug Harbor residents, but to added table and chair rental.
- Added to pool policy a \$7 pool pass replacement fee
- Architecture policy: added that if you proceed without going through the proper processes (from SHPOA and County) you would be fined.

POLICY / PROCEDURES TONI CACACE-BESHEARS

- Adopted the Website Process
- Reminders about livestock, aesthetics and architectural policy
- Update to the Board Member Handbook and job descriptions
- · Updated and expanded staff Handbook and job descriptions
- Night fishing revisited for Pine and Beaver Cove dawn to dusk provision at those parks also

SECRETARY CHRISTINE CAMILLERI

Mailed multiple certified letters

- · Liens filed and liens released at the Courthouse (Legal has the numbers)
- Take minutes at each meeting and sign Corporate paperwork

| | OCTOBER YEAR TO DATE | Oct 23 | Jan - Oct 23 | YTD Budget | Annual Budget |
|-------------------------|---|-----------|--------------|------------|-----------------|
| Ordinary Income/Expense | | 03.20 | Can Cor Ec | | Tilliadi Badgo. |
| Income | | | | | |
| | 4000 · Assessments | 142.00 | 150,489.59 | 145,987.00 | 103% |
| | 4200 · Past Dues and Other Assessments | 150.00 | 2,305.00 | 46,875.00 | 5% |
| | 4300 · Pool Tags | 0.00 | 4,519.00 | 3,600.00 | 126% |
| | 4400 · P-Section Utilities | 0.00 | 3,658.00 | 3,720.00 | 98% |
| | 4500 · Other Income | 12.85 | 398.46 | 2,550.00 | 16% |
| Total Income | | 304.85 | 161,370.05 | 202,732.00 | 80% |
| Gross Profit | | 304.85 | 161,370.05 | 202,732.00 | 80% |
| Expense | | | | | |
| | 6000 · Payroll Expenses | 6,009.29 | 81,397.04 | 91,705.00 | 89% |
| | 6100 · Office and Professional Expense | 635.85 | 8,976.63 | 35,400.00 | 25% |
| | 6160 · Liens and fees | 0.00 | 239.46 | 400.00 | 60% |
| | 6200 · Insurance Expense | 0.00 | 251.61 | 21,000.00 | 1% |
| | 6300 · Utilities | 1,177.75 | 12,499.00 | 15,500.00 | 81% |
| | 6400 · Maintenance | 739.59 | 14,497.61 | 22,900.00 | 63% |
| | 6500 · Other Expenses | 142.12 | 3,694.29 | 4,400.00 | 84% |
| Total Expense | | 8,704.60 | 121,555.64 | 191,305.00 | 64% |
| Net Ordinary Income | | -8,399.75 | 39,814.41 | 11,427.00 | 348% |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| | 8000 · Project Expenses | 0.00 | 6,922.15 | | |
| Total Other Expense | | 0.00 | 6,922.15 | | |
| Net Other Income | | 0.00 | -6,922.15 | | |
| Net Income | | -8,399.75 | 32,892.26 | 11,427.00 | 348% |

- Transitioned SHPOA database from ACCESS System to Quickbooks
- Purchased rolling CD's in the Emergency Funds Account
- Reviewed Insurance Policies and updated building values
- Revised finance processes, for bill pay, taxes (NC and Fed), banking
- Adding the ability to pay for assessments with credit cards, online and in person
- Donation to Bethel Fire Department
- Sold Lot H-35 on Spruce Street

CURRENT BANK
BALANCES
(10/31/2023):

CHECKING: \$4,993

MONEY MARKET: \$97,833

EMERGENCY FUNDS: \$71,073

TOTAL: \$170,900

| SHPOA 2024 BUDGET | | | | | | |
|--|----------------------------------|----|------------------|----|----------------|--|
| | | | 2023 Budget | | 2024 Budget | |
| INCOME | Assessments | \$ | 145,987 | \$ | 154,985 | |
| | Past Dues and Other Assessments | \$ | 46,875 | \$ | 38,000 | |
| | Pool Tags | \$ | 3,600 | \$ | , | |
| | P-Section Utilities Other Income | \$ | 3,720 2,550 | \$ | | |
| TOTALINCOME | | \$ | 202,732 | \$ | 203,725 | |
| EXPENSES | Payroll/Payroll Taxes | \$ | 91,705 | \$ | 96,784 | |
| | Office & Professional Expense | \$ | 35,400 | \$ | 35,500 | |
| | Insurance | \$ | 21,000 | \$ | , | |
| | Utilities Maintenance | \$ | 15,500 22,900 | \$ | -, | |
| | Other Expenses | \$ | 4,800 | \$ | | |
| TOTAL EXPENSES | | \$ | 191,305 | \$ | 196,734 | |
| NET (Income less expense) Emergency Funds | | \$ | 11,427 | \$ | 6,991 3,000 | |

| PROJECTS | | | | |
|-----------------------|--|---------|--------------|--|
| 2024 | P-Section Water Lines | | \$ 48,000 | |
| PROJECTS | | | | |
| 2024 | P-Section Water Lines | | \$ 48,000 | |
| | Clubhouse Renovation | | \$ 5,000 | |
| | Roads | | \$ 9,821 | |
| TOTAL | Project Expense | | \$ 66,821 | |
| | | | | |
| | | | | |
| Emergency Funds towa | rds \$100,000 goal | Current | \$ 73,945.68 | |
| Additions: | 2023 \$3,000 | | \$ 76,945.68 | |
| | 2024 \$3,000 | | \$ 79,945.68 | |
| | | | | |
| 2023 Assessments - In | | | | |
| | Full Lot \$149 1/2 Lot \$74.50 1/3 Lot \$49.67 | | | |
| | P-Section additional Utilities \$62 | | | |
| | | | | |



AGENDA (CONT.)

APPROVAL OF REPORTS

COMMENTS FROM THE
PRESIDENT
MRS. CACACEBESHEARS

COMMENTS FROM THE BOARD

COMMENTS FROM MEMBERS

ELECTION

CIVIC LEAGUE





DENALI



COMMENTS FROM THE PRESIDENT

There are two people that I would like to extend an extra thank you for helping make my work as President possible—

1. Cristy Devine

2. Chris Taylor

COMMENTS FROM THE PRESIDENT

Thank you to volunteers that helped with the work of the Association

Corinne Camilleri, Karen Giles, Ernie Blair, Zach Unkenholz, Brenda Kelly, Darryl Beshears, Roberta Ortz, Linda Swain, Bill and Becky Gasser, Randy Oliver and Rodger Newell (headed Golf Cart Parade) and many others!!

Board members who volunteer their time to do each of their respective committees and extra work on the side. This has been an overwhelmingly supportive board who has taken seriously the business of SHPOA. Working constantly to improve services, and assets of the community.

COMMENTS FROM THE BOARD OF DIRECTORS

COMMENTS FROM THE MEMBERS

We welcome comments, suggestions and ideas from the members.



The annual meeting of the membership of Snug Harbor Property Owners Association is held on the second Saturday of November as specified in the By-Laws.

The purpose of the annual meeting is to elect governors to fill terms expiring December 31 and to transact other Association business as may be of general concern to the membership.

ELECTION PROCEDURES

Notice of the meeting has been mailed to the last known address of each member as the By-Laws specify. Each year terms of (3) three of the (9) nine governors expire. A governor may not be elected to more than (2) two consecutive terms.

This year we have Lisa Beyer, Christine Camillelri, Toni Cacace-Beshears as candidates for the (3) three vacating positions.

Each member may cast one vote per lot owned for (3) three candidates, including those nominated from the floor and one vote for any other question(s) on the ballot.



ELECTION PROCEDURES

All ballots received by mail are in the ballot box. Those members in attendance here today will be afforded the opportunity to vote at the conclusion (recess) of this meeting.

At the close (recess) of the annual meeting, and after all members wishing to vote have cast their ballots, the ballot box will be closed.

Tabulation of the vote will be by a committee composed, as the By-Laws require, of the Treasurer, Nancye Feguson and three at large appointed members. This year, since the Treasurer has had health struggles, we asked Joan Revel to stand in for her,. The committee is as follows: Penny Norman, Stewart Brock, and Roberta Orts. Ernie Blair and Gay Williamson as back ups.

Following tabulation of the vote, the results will be posted on the clubhouse door, and in accordance with the By-Laws, the membership will be advised by mail. This advisement may be included in the annual assessment statements or the next newsletter, whichever occurs first.

THE BALLOT – MEET THE CANDIDATES

Lisa Beyer

Christine Camilleri

Toni Cacace-Beshears

Nominations from the floor?

 Cast your ballots - Ballot box will close in 15 minutes, as we recess the meeting.

CIVIC LEAGUE HAPPENINGS THROUGH THE YEAR

BREAKFAST WITH SANTA















CIVIC LEAGUE



Meet and Greet Breakfast Saturday, March 4, 2023

This event included presentations by:
Perquimans County Sheriff's Office -Sheriff Shelby White
Bethel Volunteer Fire Department- -Darren Saunders
Perquiman's County Emergency Services - Jonathan Nixon

PERQUIMANS COUNTY SHERIFF'S OFFICE





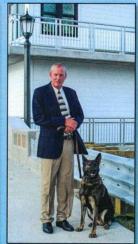
Sheriff Shelby White



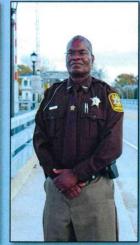
Patrol left to rights Brian Watson, Spencer Wentz, Dean Polumbo, Daniel Turner, Russell Grzy, William Wright, Brian Gregory, Leroya Banks, Sgt. Ray Pesperman, Phillip Lane, Ryan Gappel Damon Sizamore, Quinton Jordan, Jacob Sikes, Sgt. Kendall Harrell



Investigations: Max Robeson, James Fowden, Preston Ward



Max Robeson KO Kasanto



Chief Deputy



Bailiffs left to right: David Nance, Mickey Robbins, James Cochrene, Eric Tilley, Marty Mulholland

2023



Administrations Macey Stockwell, LeAnne Wynne



School Resource Officers left to rights Chris Murray, Victor Sulliban, Sgt. David Murray, Faran Savaye



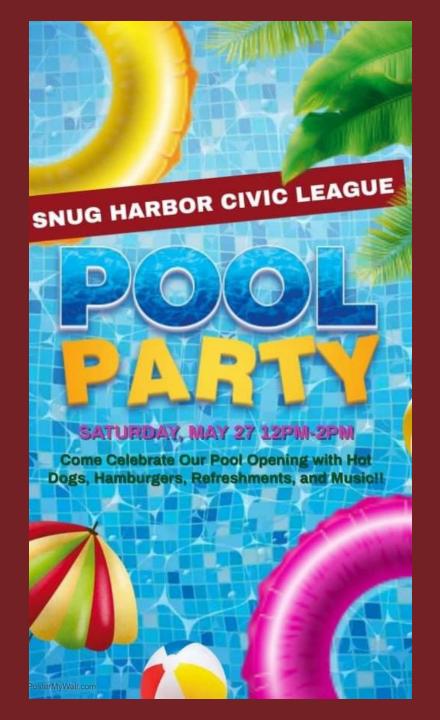
Animal Controls Brian Baker, Stephen Chappell

110 North Church Street • Hertford, NC • (252) 426-5615







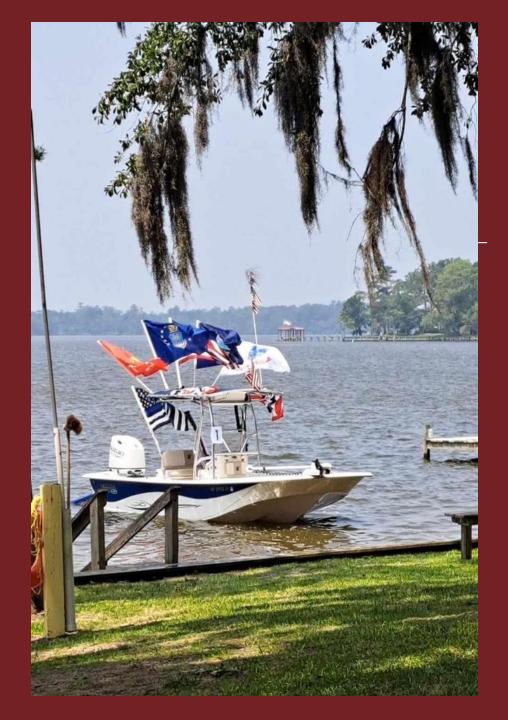








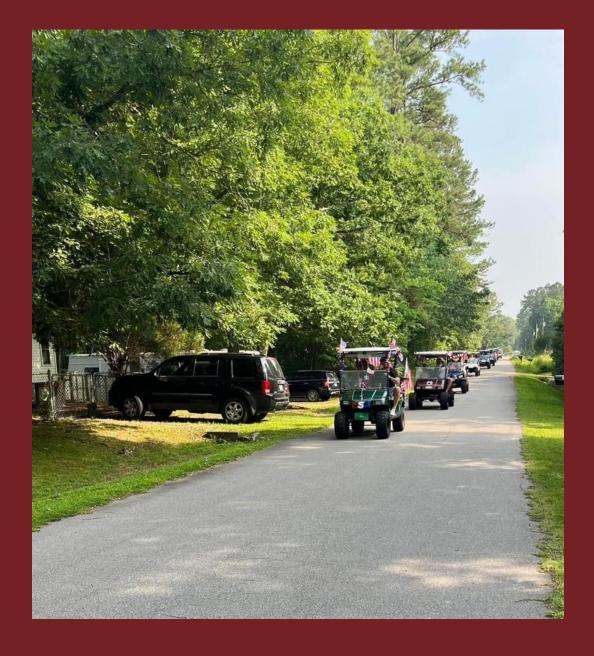




























Door Prizes













CIVIC LEAGUE UPCOMING EVENT

11/18/2023

Civic League Thanksgiving Pot Luck Dinner

Join us for Music, Dance and Food

Civic League will provide the Turkey, Iced Tea, Coffee and Lemonade.

We are looking for all the fixings to come along with you.

5:00pm-7:00pm Snug Harbor Clubhouse



CIVIC LEAGUE UPCOMING EVENT

11/18/2023

Civic League Christmas Pot Luck Dinner

Civic League will provide the Main Dish, Iced Tea, Coffee and Lemonade.

We are looking for all the fixings to come along with you.

5:00pm-7:00pm Snug Harbor Clubhouse



CIVIC LEAGUE UPCOMING EVENT

January 20, 2024

Civic League Soup, Salad and Baked Potato Lunch

Enjoy a variety of Soup, Salad and Baked Potato toppings, desert and beverage.

Cost \$10 per person

1:00pm-3:00pm Snug Harbor Clubhouse



MOTION TO RECESS TO COUNT BALLOTS

Meeting will be reconvened for Election Results (after ballot counting)

Election results will be posted on the Clubhouse and Office Door, Facebook, and added to the Assessment Statement.

Meeting will be adjourned after Election Results are reported to the Board of Governors.

THANK YOU!!

Special thank you to the Civic League, Board Members and others for the refreshments today.

Thank you for your attendance and support.