

Snug Harbor Properties Owners Association

ANNUAL MEETING



Call to Order

Invocation

Pledge of Allegiance

Welcome Members, Guests

Additions / Deletions / Approval of Agenda

Minutes

Approval of Minutes from November 14, 2020

Introductions and Committee Reports

Architectural Committee

Treasurer

Secretary / Office

Legal

Policy / Procedures

Maintenance / Camping
Section

Aesthetics

Pool and Park Operations

Communication Committee

Community Affairs

Architectural Committee – Jeff Baker

L	58	1/1/2021	2021-001	storage shed	18' X 18'	Y	C	Checking/ county permit	Snug Harbor Road
D	48	2/24/2021	2021-004	deck	12' X 14'	Y	C	Complete	139 Micmac Trail
D	48	2/24/2021	2021-003	fence	NA	Y	C	Checking - height	139 Micmac Trail
G	12 & 13	2/27/2021	2021-005	storage building	14' X 32"	Y	C	Complete	118 Cedar Street
F	17 & 18	4/27/2021	2021-012	carport	20' X 22'	Y		8/9 not done	135 Pine Street
J	47	4/27/2021	2021-011	metal carport		Y		8/9 not done	114 Cacao Drive
F	99	4/27/2021	2021-010	storage shed	8' X 10'	Y		Completed / filed	150 Pine Strret
P	2	4/28/2021	2021-0013	rear steps with stoop		Y	C	Filed	105 Drake Trail
N	69	5/8/2021	2021-015	shed	16' x 12'	Y	C	filed	245 Clark Street
A	14 & 15 & 16	5/18/2021	2021-017	garage	25' X 31'	Y	C	Completed / filed	103 Cherokee Trail
D	88	6/5/2021	2021-016	metal carport	10' X 20"	Y	C	Filed	121 Blackfoot Trail
p	69	7/10/2021	2021-018	Fence and Shed				Denied local and covenants	69 P Columbus Trail
D	12 & 13	7/19/2021	2021-019	Bulkhead			Not nec	CAMA permit / file	116 Mohave Trail
F	90	10/16/2021	2021-020	Garage	24' X 25'	Y		CAMA Permit	130 Ashe St.
D		10/18/2021	2021-021	Storage Building	12' X 28'	Y		County Permit	112 Iowa Trail
E	9	10/15/2021	2021-022	Double Wide Trialer		Y		Filed	131 Cherokee Trail
D	91 & 92	10/21/2021	2021-023	Storage Shed	12' X 20'	y		? County Permit	110 Huron Trail
H	56	10/26/2021	2021-024	Carport/ Attached to existing strctre	12' X 31.5'	Y		? County Permit	153 Hickory Street

Architectural Committee – Jeff Baker

Projects:

Storage sheds and buildings, carport, deck, garage, steps and stoop, double wide trailer

	Requests	Completed	Active	Not Started	Withdrawn	Not Approved
2020	14	6				1
2021	18	12	6			1

Treasurer – Nancye Ferguson

Challenge of Covid 19 - Snug Harbor faired well.

Collected more than the estimated income from dues.

Financial plans are offered to members who had suffered from the effects of the virus. We heard from property owners that needed extensions on aesthetic issues and payment plan arrangements.

New roof on the clubhouse and on the basketball court - removed asphalt and replaced with concrete.

We have prepared a new budget for the upcoming year based on a five percent increase in the dues.

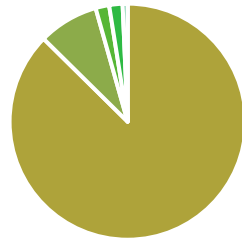
We sold lot J-9, lot that Snug Harbor owned

Looking into a condensed format for the monthly treasurer report. It should be easier to understand, but we will have details as needed.

Treasurer – Nancye Ferguson

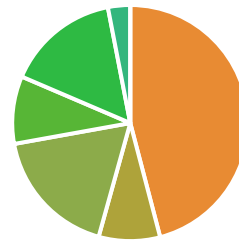
Income	2021	2022
Assessments	131,587	137,100
Past dues and other assessments	12,400	12,400
Other income	1,025	5,725
Pool Tags	2,800	3,500
P-Section Utilities	2,760	2,914

Income 2021



■ 1 ■ 2 ■ 3 ■ 4 ■ 5 ■ 6 ■ 7

Expense 2021



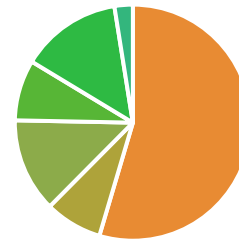
■ 1 ■ 2 ■ 3 ■ 4 ■ 5 ■ 6 ■ 7

Income 2022



■ 1 ■ 2 ■ 3 ■ 4 ■ 5 ■ 6

Expense 2022



■ 1 ■ 2 ■ 3 ■ 4 ■ 5 ■ 6

Expenses	2021	2022
Payroll/Payroll Taxes	59,180	84,789
Maintenance	20,000	21,500
Insurance	23,000	20,000
Utilities	11,950	12,940
Office Professional Expense	10,830	12,200
Other Expenses	3,925	3,900

Secretary /
Office –
Christine
Camilleri

Office – Updated computer system- Installed memory upgrade, new surge protectors, installed and transfers data files from a 4TB drive to a new 8TB drive, installed new hard drive, converted database to Office 365, added new security and off site back up.

Changed from PO Box office to a mailbox at the Clubhouse, 1241 Snug Harbor Road

File the liens and lien reversals at the Courthouse

Bring the certified mailed at the post office



Gary Lowry



TOTAL ACTIVE LIENS---76

LIENS---2021- ----40

LIENS Reversed 2021---- 29

Pursuing the potential of donation of
property



FORECLOSURES

E 12

B 32/B 37/B 38/B 54/B 55/D 118/
J 30/J 31/L 2/L 19/L 61/M 19/
M 43/N 22



A photograph of a grey metal building, possibly a shed or storage unit, partially obscured by tall grass and trees with autumn foliage. The building is situated in a wooded area with trees showing yellow and orange leaves. The foreground is dominated by tall, green grass. The text 'D124/125' is overlaid in white at the bottom center of the image.

D124/125



Delinquent Accounts-



Delinquent Accounts

91

Affects

191

Total Amount Overdue

\$207,189.64



Street
Signs

Street Signs

Took Pictures of over 26 signs needing repair/replacing.

Processed through County Commissioners Office. Water Department confirms the damage to street signs and notifies County Manager.

County Manager authorizes ordering the Decals.

Water Department then makes corrections.

21 Decals ordered to replace unreadable signs this year



36 Decals on tap to be ordered next year to replace rest of unreadable signs.
Sign Post replaced as needed.



Roads

Arapahoe	Trail			Mohave	Trail
Ash	Street	Cyprus	Street	Mohawk	Trail
Bay	Street	Dogwood	Drive	Navajo	Trail
Bay	Court	Evergreen	Drive	NO	NAME
Beech	Street	Fir	Street	Pine	Street
Blackfoot	Trail	Hemlock	Street	Poplar	Street
Byrd	Trail	Hickory	Street	Redwood	Street
Byrd	Street	Holly	Street	Sassafras	Street
Cedar	Street	Hopi	Trail	Shawnee	Trail
Cherokee	Trail	Huron	Trail	Shoshone	Trail
Chesnut	Street	Iowa	Trail	Snug Harbor	RD
Clark	Street	Jordan	Drive	Sycamore	Trail
Comanche	Trail	Laurel	Street	Ute	Trail
Cork	Street	Linden	Street	Walnut	Street
Cottonwood	Street	Maple	Street	Willow	Street
Creek	Trail	Micmac	Trail	Yeopim	Trail
Crowe	Trail				

48 DOT-ROADS

SECTION	STREET
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A-01	Navajo Trl. Ext.
A-02	Apache Trl.
B-01	Choctaw Trl
L-01	Fir Street Est
B-02	Seminole Trl.
B-03	Mohawk St.
C-01	Micmac East
C-01	Micmac West
C-02	Creek. Ext.
E-01	Oak St.
F-01	Elm St.
F-02	Locust St.
F-04	Ashe St. ext.
G-1	Cherry St.
H-01	Spruce St.

TOTAL	1.8 Miles	
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J-01	Cacao Dr.
K-01	Balsa St
K-02	Alder St.
K-03	Sago St
L-01	Teak St.
<u>Camp</u>	<u>Ground</u>
P-01	Cabot Trl
P-02	Drake Trl
P-03	Columbus Trl
P-04	Hudson Trl.
P-05	Raleigh Trl.
P-06	Scott Trl.



Request has been processed through DOT District Office to consider accepting all Snug Harbor unpaved roads as State Roads. Process is on-going and should obtain an official answer in the near future. Process documented for future Boards





Buoys



Working with the County Manager and NC Wildlife Commission to identify and replace damaged/missing buoys located on Yeopim River and Creek side. Total 13 Buoys located in our waterways. Have documented the entire process which will help future Board of Governors.

Policy and Procedures

NEW POLICIES

Facebook

Concern Policy

POLICIES AND PROCEDURES UNDER REVIEW

Spending Authorization of Board Members

Pool Tags for Guests

Hiring

Use and Rental of Clubhouse and Common Area

Board Member Agreement

NEW PROCESSES / PROCEDURES

Volunteer Process

New Board Handbook

Chain of Command

Electronic Voting

Document Destruction and Retention

Updated job descriptions and added Pool Operator job description

Provided Excel worksheets for better tracking of Aesthetics and Architectural Committees

Maintenance /Camping Section

John Williams

Items completed this year:

New roof on the Clubhouse



Maintenance /Camping Section John Williams

Items completed this year:

New roof on the Clubhouse



Maintenance /Camping Section

John Williams

Items completed this year:

New concrete for Basketball Court



Maintenance /Camping Section

John Williams

Items completed this year:

New picnic tables for the park



Hired new maintenance man



Maintenance /Camping Section

John Williams

Items completed this year:

Backflow preventer installed in
P- Section



Added a No Parking Sign on a Snug
Harbor owned road at the request of a
property owner



Maintenance /Camping Section

John Williams

Projects on agenda for next year:

- 1.New HVAC equipment for the Clubhouse
- 2.New water lines for the P-Section lots
- 3.Repair and replace boating loading docks for Pine Street and Creek Trail
- 4.Replace roofs for maintenance shop and p-section comfort station

Aesthetics – Brenda Kelly

Aesthetics Committee which is made up of 3 to 6 people. Modified the process and split the responsibility among more board members, added a second look from one the team members.

We go through our community to check on any deficiencies such as:

- 1) Grass not cut, 8 to 10 inches high
- 2) Debris -remains of trees or brush, or left over building materials.
- 3) Inoperable vehicle that cannot be moved as it was originally intended to be moved
- 4) Structural -damage to any structure on owners property.
- 5) Trash/Garbage - which is household generated waste material.

Letters are mailed out for any of the deficiencies listed above.

They are mailed by Regular mail and Certified mail.

Grass or debris - is a 15 day letter.

An inoperative vehicle - is a 30 day letter.

Structures - is 60 day letter.

Fire or storm damage - is a 90 day letter.

Trailer on Dogwood has been removed after a few months of working with Media Com to move cables.

Aesthetics – Brenda Kelly

Number of letters sent this year

Grass 26

Debris 15

Inoperable vehicle 12

Structural 8

Trash 4

We are currently fining 10 owners

Pool and Park Operations – Lisa Beyer



Pool hours were extended from 10AM to 8 PM (held those hours for the majority of the season)

Pool days for this year 100

Rain Days 7

Closed 1 day for an incident

Average daily attendance 13

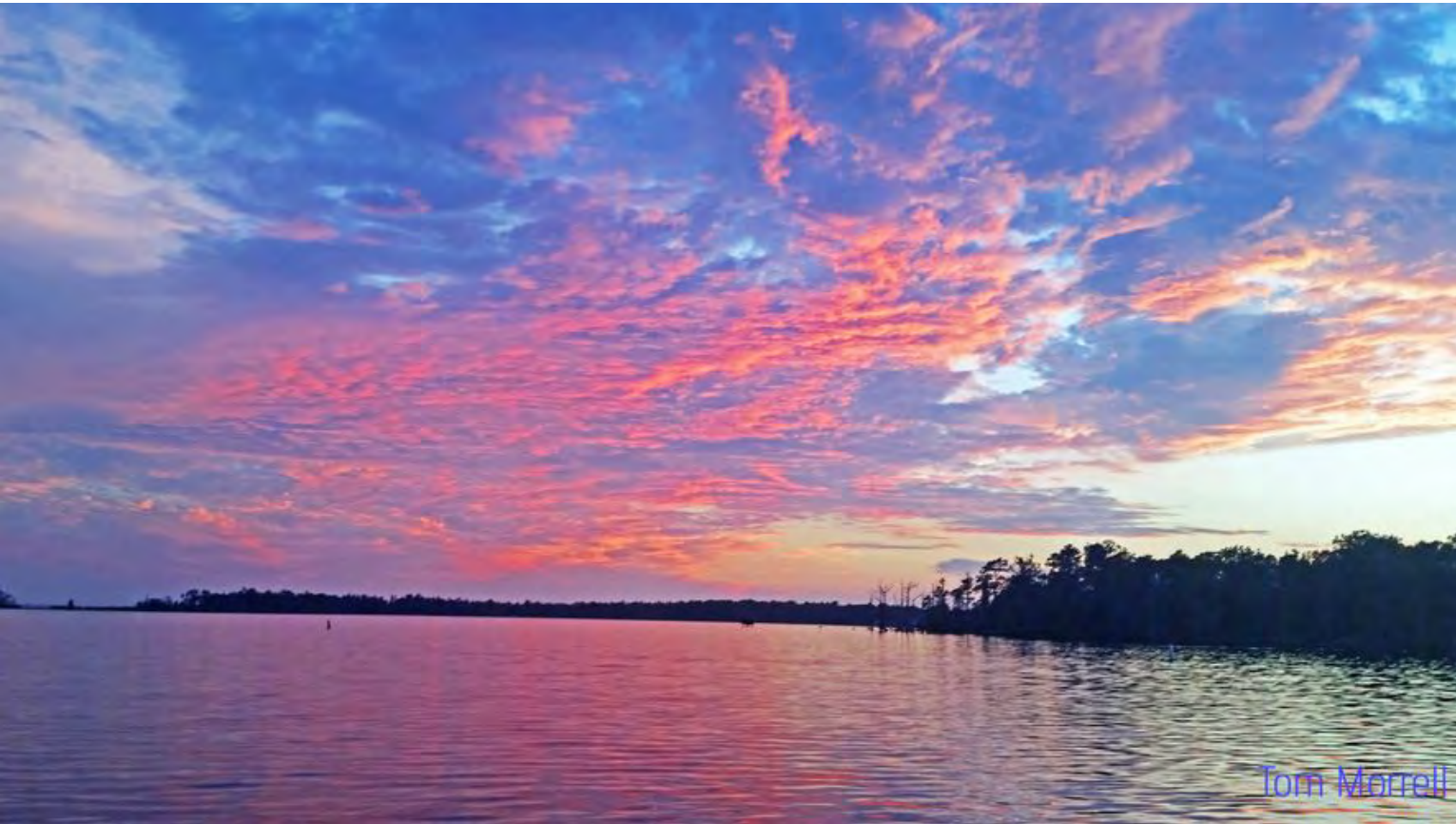
Passes - Seasonal over 527 sold

Daily passes sold approximately 100

Opened a limited snack bar at the pool

Purchased DJ Equipment to use for events

Communication Committee– Lisa Beyer



Designed and launched the new Snug Harbor web site

www.shpoanc.com

Committee Members:

Madonna Witte

A'anna Williams

Lisa Beyer

Communication Committee– Lisa Beyer



Published 2 Newsletters

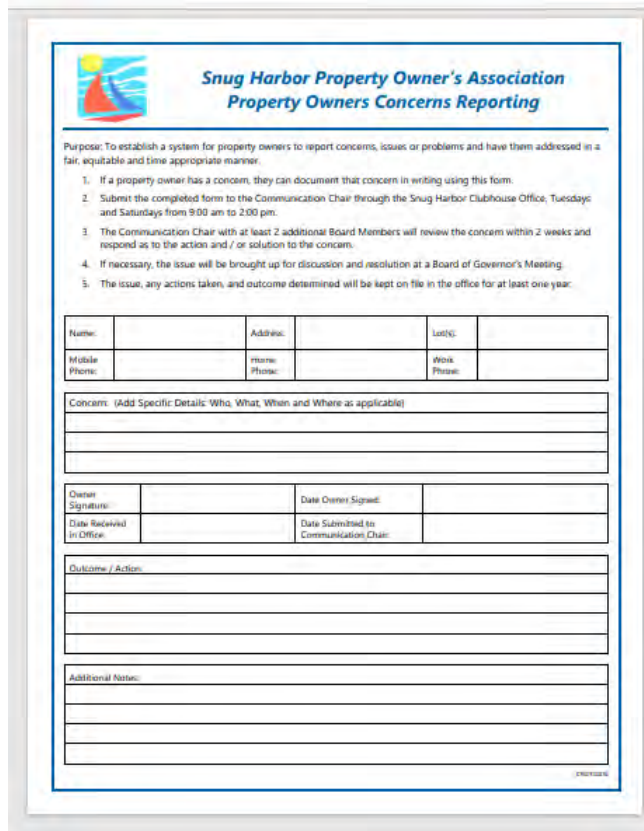
Revised Facebook Policies

Join Snug Harbor Property Owners Association – or Connect through the New Web page

<http://shpoanc.com>



Communication Committee– Lisa Beyer



Snug Harbor Property Owner's Association
Property Owners Concerns Reporting

Purpose: To establish a system for property owners to report concerns, issues or problems and have them addressed in a fair, equitable and time appropriate manner.

1. If a property owner has a concern, they can document that concern in writing using this form.
2. Submit the completed form to the Communication Chair through the Snug Harbor Clubhouse Office, Tuesdays and Saturdays from 9:00 am to 2:00 pm.
3. The Communication Chair with at least 2 additional Board Members will review the concern within 2 weeks and respond as to the action and / or solution to the concern.
4. If necessary, the issue will be brought up for discussion and resolution at a Board of Governor's Meeting.
5. The issue, any actions taken, and outcome determined will be kept on file in the office for at least one year.

Name:		Address:		Unit:	
Mobile Phone:		Home Phone:		Work Phone:	

Concern: (Add Specific Details Who, What, When and Where as applicable)

Owner Signature:		Date Owner Signed:	
Date Received in Office:		Date Submitted to Communication Chair:	

Outcome / Action:

Additional Notes:

Implemented a Concern Reporting Policy

This allows any Property Owner to submit a written Concern about the Community, and gives the board accountability to respond. Pick up form in office or download from the New Website

This year we received and responded to 10 Concerns

Community Affairs – Chris Taylor

SHPOA CORRESPONDENCE PROCESS

WELCOME LETTER PROCESS

1. Office Assistant prints new deeds from Perquimans County Registry on a monthly basis.
2. The attached Welcome Letter is sent to the new Neighbor within five days. Included in the letter is an invitation to come by the office to pick up a Welcome Packet which will include:
 - a. By Laws
 - b. Covenants
 - c. Aesthetics Policy
 - d. Architecture Policy
 - e. Assessment Policy
 - f. Copy of recent newsletter
 - g. Copy of Community Information & Contacts
 - h. Civic League Information & Events Listing

Community Affairs – Chris Taylor

OTHER CORRESPONDENCE PROCESSES

1. Assessment Payment: letter will be generated by the office based on assessments not received.
2. Liens: letter will be generated as a notice of filing a lien on a property according to the Assessment & Collection Policy & Procedures Document.
3. Aesthetic Notices
 - a. 15 day for grass or debris
 - b. 30, 60 or 90 for other items
 - c. Thank you letter for addressing the problem
4. Volunteer thank you notes:
 - a. Volunteers sign in at the Clubhouse
 - b. The Vice President ensures that each volunteer receives a thank you card and the volunteer sheet is noted.
5. Sending get well cards and condolences.
6. Communication with property owners who have delinquent accounts.

Thank you to all the volunteers that have helped over the past year!

Board of Governors

Pressure washed and painted the comfort station



President –
Toni Cacace-
Beshears

Instituted “Adopt a Highway” Program

Clean up crews that helped residents in need, and clean up storm damage

4th of July Picnic and Boat Parade with the Civic League

President –
Toni Cacace-
Beshears



President – Toni Cacace-Beshears

CHRISTMAS
in July! **CRAFT SALE**

SNUC HARBOR CLUBHOUSE
1241 Snug Harbor Rd.
Hertford, NC 27944

July 17, 2021
10:00 AM - 3:00 PM

Looking for that special gift?
Well, look no further!!

Local Neighborhood Vendors



Working with Red Cross to revisit status of Emergency Shelter

Bethel Baptist Church used the ball field and clubhouse for two children's events this year. (June 25 and August 6)

Use of the clubhouse for more community activities such as Painting Classes with Tina, Christmas in July – open to Snug Harbor residents

President – Toni Cacace-Beshears

~~Reviewed insurance policy and submitted updated information~~

Changed the Registered Agent for the Association

A goal is to have renters to feel included in the community.

Continuing to update policies, procedures and processes including a review of the By-Laws

Thank you to all the volunteers that have helped over the past year!

Comments from the Members

We welcome
comments,
suggestions and
ideas from the
members.

Election Procedures

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.

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 John Williams, Chris Taylor, and Gary Lowry, 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 of this meeting.

At the close 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, Nancy Feguson and three at large appointed members. This committee is as follows: Penny Norman, Gay Williamson, and Toni Cacace-Beshears.

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

Introduction of Nominees –

- John Williams
- Chris Taylor
- Gary Lowry

Nominations from the
Floor –

Cast your ballots

Ballot box will close in 10
minutes, as we close out
the meeting.

Civic League Events and Activities- Lisa Beyer



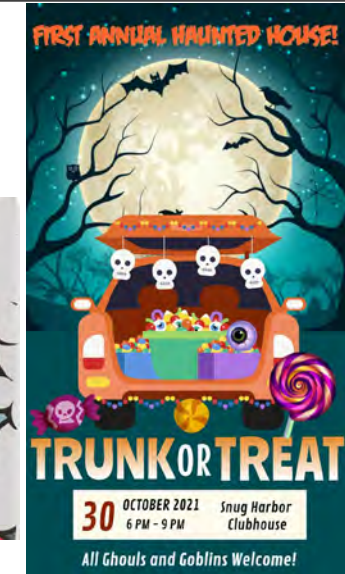
Received
pool/air
hockey
table,
foosball
table
and ping
pong
table

Fundraiser for
three swings for
the park in A-
Section, Beaver
Cove, and Pine
Street boat ramp.
Total to raise
\$1,900
To date \$750 has
been raised.



Donations

Civic League Events and Activities- Lisa Beyer



- Monthly Pot Luck dinners (over 40 attending last month)
- Monthly Breakfast (over 40 attending last month)
- Offering Ceramic Painting

Snug Harbor Civic League Presents

THANKS GIVING DINNER



Saturday, November 20, 2021
 Snug Harbor Clubhouse 6:30 pm - 8:00 pm

Civic League will provide the turkey.
 The fixings will be Community Potluck.
 Bring your favorite dish to share with 15 others.
 Free event for all Snug Harbor Residents

SNUG HARBOR CIVIC LEAGUE




SATURDAY, DECEMBER 04, 2021
 SNUG HARBOR CLUBHOUSE
BREAKFAST WITH SANTA
 8:00 AM - 10:00 AM
 \$5.00 ADULTS / \$3.00 CHILDREN 5 AND UNDER
 EGGS, SAUSAGE PATTIES, PANCAKES AND SYRUP
 ORANGE JUICE, WATER, COFFEE

SANTA'S WORKSHOP
 8:00 AM - 12:00 PM
 BRING CHILDREN 12 AND UNDER TO SHOP FOR THE FAMILY. ITEMS FOR SALE WILL BE \$1.00 AND LESS.

Snug Harbor Civic League

Annual Tree Lighting



Refreshments will be served!

Join us on **Saturday, December 11, 2021**
 8:00 pm - 9:00 pm
 Snug Harbor Clubhouse

All Snug Harbor Community members invited!

Made with PosterMyWall.com

Civic League Events and Activities- Lisa Beyer



Civic League Events and Activities- Lisa Beyer

SHPOA
Board of
Governors
Association
Meeting

Next BOG Association Meeting - Saturday
December 11, 2021 9:00 AM Clubhouse

Next Year's Annual Meeting – Saturday
November, 12, 2022 9:00 AM Clubhouse

Motion to Recess to count ballots

1

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

2

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

3

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.