



SHPOA
ANNUAL
MEETING

November 9, 2024

AGENDA

- *Call to Order*
- *Invocation*
- *Pledge of Allegiance*
- *Welcome Members and Guests*
- *Additions / Deletions / Approval of Agenda*
- *Approval of Minutes (November 11th , 2023 Annual Meeting)*
- *Board reports*





AGENDA (CONT.)

APPROVAL OF BOARD
REPORTS

COMMENTS ON
BEHALF OF THE
VICE PRESIDENT
MR. CHRIS TAYLOR

COMMENTS FROM
THE BOARD

COMMENTS FROM
MEMBERS

ELECTION

CIVIC LEAGUE

Introduction/Annual Reports: Mrs. Cacace-Beshears



- | | |
|--------------------------------|------------------|
| A. Aesthetics | M. Kenyon |
| B. Architectural Committee | Mr. Jeff Baker |
| C. Communication Committee | Mr. Taylor |
| D. Community Affairs | Mr. Taylor |
| E. Finance | Mrs. Ferguson |
| E. Legal | Ms. Revell |
| F. Maintenance/Camping Section | Ms. Roberta Orts |
| G. Pool and Park Operations | Ms. Tilghman |
| H. Policy/Procedures | Mr. Chris Taylor |
| I. Secretary/Office | Ms. Camilleri |
| J. Treasurer | Mrs. Ferguson |

AESTHETICS MS. KENYON

Over the course of 2024 the following are aesthetics items

- Grass - 11
- Debris/trash/junk - 28
- Inoperable vehicle - 2
- Structural - 4
- White goods - 12
- Skirting - 4
- Tarps on roof - 6
- Current number of fines 7

ARCHITECTURE

JEFF BAKER

Over the course of 2024 the following is a summary of Architecture Items

First 7 are carried over from 2023

	Requests	Completed	Active	Not Started	Not Approved
• 2023	1	25	11	7	7
• 2024		22	7	7	6
•					1

ARCHITECTURE

<u>Section</u>	<u>Lot</u>	<u>Application Date</u>	<u>Application Number</u>	<u>2024 Project Descript</u>	<u>Size</u>	<u>Approved Y/N</u>	<u>Comments</u>
K	4	27-Jan-23	2023-002	HOME	40X24	Y	WITHDRAWN
K	4	27-Jan-23	2023-003	STORAGE BUILDING	12X12	Y	WITHDRAWN
F	91	1-Apr-23	2023-007	DORMER	EXTENSI ON	Y	EXT NEEDED
C	71, 73	15-Jul-23	2023-016	BACK DECK	11X13	Y	EXT GRANTED
F	63, 64	9-Sep-23	2023-020	GARAGE	60X40	Y	APP EXPIRED
F	90	8-Apr-23	2023-009	NEW HOME		Y	EXT GRANTED
A	17,18	19-Aug-23	2023-017	NEW DOUBLEWIDE	24X52	Y	COMPLETED
N	10	13-Jan-24	2024-001	MOBILE HOME	14X60	Y	COMPLETED
N	70	3-Feb-24	2024-002	GARAGE/SHED	16X24	Y	IN PROGRESS
A	14,15,16	24-Feb-24	2024-003	PORCH	8X30	Y	COMPLETED
L	21,22	5-Mar-24	2024-004	USED DOUBLEWIDE	28X64	Y	NOT STARTED
K	25	2-Mar-24	2024-005	PORCH	2X24	Y	COMPLETED
B	1,2	13-Apr-24	2024-006	STORAGE BUILDING	10X20	Y	COMPLETED
G	7	13-Apr-24	2024-007	DECK	14X10	Y	IN PROGRESS
A	54,55	27-Apr-24	2024-008	STORAGE BUILDING	26X16	Y	COMPLETED
A	21	11-May-24	2024-009	DECK EXTENSION	2X86	Y	COMPLETED

ARCHITECTURE

G	67,68	11-May-24	2024-010	STORAGE BUILDING	14X40	Y	IN PROGRESS
F	25,26	11-May-24	2024-011	CARPORT	24X24	Y	IN PROGRESS
M	155	11-May-24	2024-012	STORAGE SHED	10X16	Y	IN PROGRESS
K	53,54,55	20-May-24	2024-013	3EA STORAGE SHEDS		N	COMPLETED
G	8	22-May-24	2024-014	HANDY CAP RAMP	3X30	Y	IN PROGRESS
M	89	8-Jun-24	2024-015	MOBILE HOME	14X60	Y	NOT STARTED
C	1,2	24-Aug-24	2024-016	DECK ON POOL		Y	DELAYED
L	52	22-Jun-24	2024-017	MOBILE HOME	28X48	Y	NOT STARTED
N	69	13-Jul-24	2024-018	STORAGE SHED	12X20	Y	NOT STARTED
F	50	20-Jul-24	2024-019	NEW DOUBLEWIDE	28X48	Y	NOT STARTED
D	85,86	27-Jul-24	2024-020	GARAGE	24X25		NOT STARTED
M	125,126	30-Jul-24	2024-021	BULK HEAD	160'		
N	40	10-Aug-24	2024-022	QUONSET HUT TYPE	59X37	N	NOT APPROVED
P	55, 56	25-Aug-24	2024-024	PORCH	10X14	Y	NOT STARTED
P	55, 56	25-Aug-24	2024-025	SHED	7X7.5	Y	NOT STARTED
N	78, 79	16-Sep-24	2024-026	ROOF/CAMPER	2525FT	N	WRONG PERMITS

COMMUNICATION COMMITTEE

CHRIS TAYLOR

Newsletter

- Spring 2024
- Summer 2024
- Fall / Winter 2024
- Approximately 630 mailed for each printing
- Used an updated logo

Website

- Team continues with Ernie Blair helping with better graphics, and updates.

Facebook

- Lisa Beyer kept 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)

COMMUNICATION COMMITTEE CHRIS TAYLOR

SHPOA Website

- Ernie Blair who has volunteered has social media talents to manage SHPOA's Website
- Includes:
 - Continuous updates*
 - Archiving business minutes*
 - All statistics on use for year*
 - Maintaining scenic picture gallery*
- *Sends out community related emails*
 - Last 12 months, 13,753 visits to website*
 - Total of 1222 email blasts*

Exploring Possible New Website

- Looking at new design, features and hosting
- Goal is to link SHPOA social media to the website
- More user friendly site
- More online capabilities

COMMUNICATIONS

CHRIS TAYLOR

- *Approved new logo for Snug Harbor Property Owners Association (SHPOA)*
- *New sign placements at the Clubhouse and parking lot and all four boat ramps. New swim at your own risk for A-Park. And at entrance addition of wording "Property Owners Association"*
- *Approved boat ramp policy and implemented the use of placard and window decal for property owner identification. 77 boats have been registered*
- *Approved donation of \$150 for Bethel Fire Department*
- *Worked to implement a Community Watch Program – lack of community interest*
- *Added QR code to monthly agenda to collect email addresses. YTD 222 property owner information has been updated*

COMMUNITY AFFAIRS CHRIS TAYLOR

- *A very busy year for this committee*
- *Property Transfers:*
 - *Jan 2 April 9 July 10*
 - *Feb 4 May 5 August 4*
 - *March 3 June 6 Sept*
- *Adopt A Highway*
- *bags of trash collected for 2024 YTD 54 (as of Sept 13)*
- *2025 Dates*
 - January 18, April 19, July 19 and October 18*

COMMUNITY AFFAIRS CHRIS TAYLOR

Health Care Fair June 2024

- Over a dozen Healthcare Organizations in attendance
- Brought Awareness and information to the community and the benefits available to them (Poor attendance due to heat, suggestion Sept or Oct might be more beneficial timeline)

Medical Equipment Loaner Program

The inventory grew in 2024. We have had close to a dozen property owners who have taken advantage of this program



COMMUNITY AFFAIRS CHRIS TAYLOR

Fundraising Drive for Annual Bethel Fire Department Toy Drive

- Raised over \$750

New Bulk Mail Procedure

- *United States Post Office changed the way Bulk mail is submitted*

COMMUNITY AFFAIRS

CHRIS TAYLOR

Santa Drive through

- *Second 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*



Information Shared on Facebook and emailed

- *Fire-ant helpful tips to control and eliminate*
- *Hurricane Preparedness – tips and suggestions for safety*

TREASURER NANCYE FERGUSON

- *Attached to the minutes is current October finance statement.*
- *This year we approved credit card for the office to use for reoccurring expenses to maintain consistency*
- *Moved \$6,000 to the emergency fund. \$3,00 for 2023 and \$3,000 for 2024*
- *Set up multiple payment plans for members who owed money*
- *Agreed to charge interest in Dec for year, instead of monthly*
- *Started and completed transfer from PNC to FNB*
- *Working on review of all old past due amounts*
- *Filed taxes timely – bot he H1120, the federal 940 & 941 and he NC taxes and Unemployment taxes*

TREASURER NANCYE FERGUSON

CURRENT BANK
BALANCES (DATE):

CHECKING:

\$

MONEY MARKET:

\$

EMERGENCY FUNDS:

\$

TOTAL: \$

INCOME	2024	2025
Assessments	154,985	165,234
P Section Utilities	3,800	3,800
Past Due Assessments	23,000	23,000
Legal Fees	15,000	15,000
Pool tags	4,300	3,000
Miscellaneous	2,640	6,790
TOTAL INCOME	203,725	216,824
EXPENSES		
Payroll / Taxes	96,784	98,925
Office/Other/Supplies	7,000	7,500
Professional Fees	28,500	25,000
Insurance	22,000	25,000
Recreation Pool Activities	2,400	2,400
Utilities	12,500	13,500
P-Section Utilities	3,850	3,800
Maintenance	20,000	20,000
Miscellaneous	3,700	5,100
TOTAL EXPENSES	196,734	198,900
NET	6,991	17,924
Emergency Capital Fund	3,000	3,000
NET After Emergency Fund	3,991	14,924

LEGAL JOAN REVELL

- Liens filed Filed in 2024 —
*34 Liens Filed – 17 new, 17 renewal
18 reversed*
- Foreclosure status
- Claim of Judgement
- Status of Poplar St property

MAINTENANCE / P-SECTION

ROBERTA ORTS

- Cleaned out all the septic tanks – Clubhouse, Comfort Station, A-Park
- Did a deeper clean of A-Park landscaping, removed rusted grills
- Met with CAMA to review all the bulkhead areas SHPOA owns and
 - determine what can be done with and without permits
- Fixed the rotten wood around the windows in the office
- Fixed the shutters on the clubhouse
- Got one bid for replacement of water lines in P-Section
- Updated OSHA Files

POLICY / PROCEDURES

TONI CACACE-BESHEARS

- Approved website process
- Boat Ramp policy – put in Summer Newsletter
- Approved New Board Agreement
- Added the following policy to the Board handbook:
 - Added a section information on professional behaviour and:
 - “When you leave the board or change positions on the board, all Snug Harbor information is to be turned over to Snug Harbor”
- Added the following information to the Staff Handbook:
 - Under the section “Suspected Use of Alcohol or Illegal Drugs”:
 - “Snug Harbor Property Owners Association has a zero tolerance for drug misuse.”

POLICY / PROCEDURES

TONI CACACE-BESHEARS

- Policy Change for Assessments - Emailing assessment reminders instead of mail. Need to notify office if still want a reminder by mail. (Posted in Summer and Fall newsletters)
- Updated procedure for processing daily pool passes
- Updated job description for Office Assistant to reflect the responsibilities she has taken on over the past few years
- Updated the Document Retention and Destruction policy to add staff time cards to be destroyed after three years and to hold pool sign in sheets for 1 year.
- Reviewed leash laws and put info into newsletter
- Reviewed and posted Crab Pot information
- Put together, updated current policies and still working on a Master - Policy and Procedure notebook

POOL & PARK PEGGY TILGHMAN

- Pool and Park Season 2024
- To kick off our Summer Season , May 25 we had our first Memorial Ceremony.
- Followed by pool opening, served hamburgers and hotdogs. Proceeds went to
- We had 256 property owners and guests enjoy the use of the pool.
- June – 864 property owners and guests enjoyed the pool
- July – 551 enjoyed the cooling off at the pool
- Aug – 454 enjoyed the water
- Sept – 28 came out before closing the pool for the season
- We had 4 days that we closed earlier for thunderstorms. One day closed for the day.
- We had two Birthday Partys – Nancye Ferguson for her granddaughter and Kim Skinner for her son.
-
- Water Aerobics enjoyed getting their exercise! Both men and women met at the pool from 9:00-10:00, Monday, Wednesday and Friday.

PARK

Park – we dedicated 18 hours each week to monitor the park.

We had 327 sign in to enjoy the water, fishing, swings and picnic area.

A great place to sit and enjoy the views of the Yeopim River. Every once in a while you might see dolphins, sail boats, boaters and Jet skis.

A-Park is where we host our Civic League and SHPOA Board of Governors 4th of July Celebration. We start with a Boat Parade, that had 5 participants.

Then we had the cookout with hamburgers, hot dogs and many pot luck food brought by participants.

To top off the day we enjoyed decorating our golf carts and parade through the neighborhood. Everyone had a great time.

We had approximately 110 residents and guests join the celebration.

POOL & PARK PEGGY TILGHMAN

Approved paying up front for the Licensed Aquatic Facility Technician Foundation Certification for two staff. If not passed or need to take more tests, that will be the responsibility of the staff to reimburse and pay any extra expenses.

Pool work, changed probes and had panel reworked

Got a new pool vacuum

Started to gather proposals to fix the blistering in the pool

Added note to ask folks to wear water shoes in the pool for cases of blistering

Memorial Day – pool opening / Memorial Day event with Civic League

Purchased new pool furniture

Hired 4 staff to work pool and park for the season

Now that the weather is cooler, please enjoy
the pickleball and tennis courts.

POOL & PARK PEGGY TILGHMAN

Pool Tag Sales

- **Daily- 95**
- **Seasonal- 409**
- I would like to thank my pool attendants: Tonya Heppard, Corinne Camilleri, Lacey Merritt, Penny Creasy for all their dedication this season.
- Thanks to all the residents for their support this season as well.

POOL & PARK PEGGY TILGHMAN



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*



AGENDA (CONT.)

APPROVAL OF
REPORTS

COMMENTS FROM
THE VICE PRESIDENT
MR. CHRIS TAYLOR

COMMENTS FROM
THE BOARD

COMMENTS FROM
MEMBERS

ELECTION

CIVIC LEAGUE



COMMENTS FROM
THE VICE PRESIDENT

Sunrise



Sunset

COMMENTS FROM THE
BOARD OF DIRECTORS

COMMENTS FROM THE MEMBERS

We welcome comments,
suggestions and ideas
from the members.



ELECTION PROCEDURES

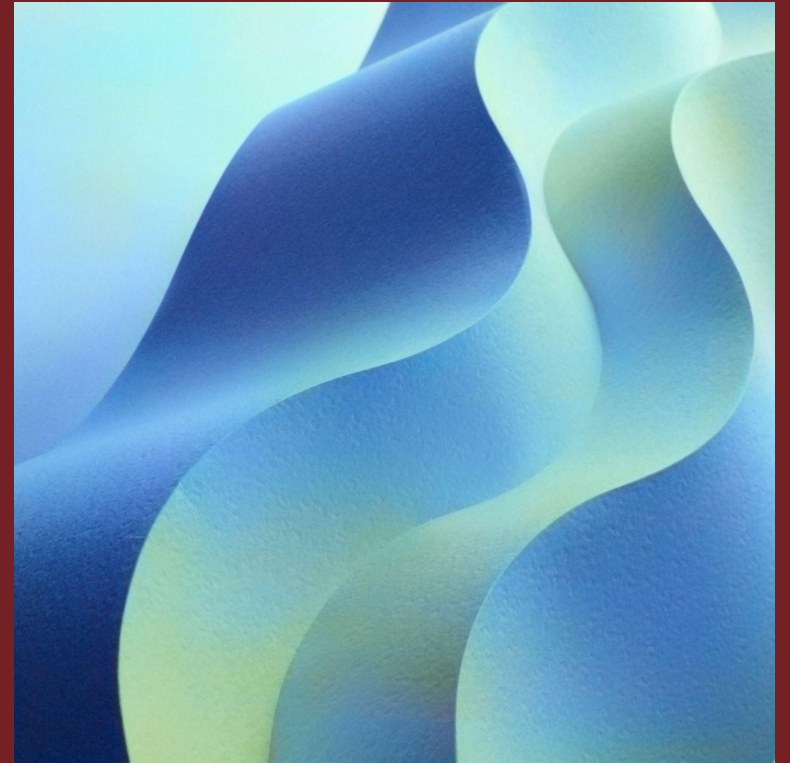
The annual meeting of the membership of Snug Harbor Property Owners Association is held on the second **Saturday** of November as specified in the By-Laws.

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 Joan Revell,

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, Nancy 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

Joan Revell

Penny Creasy

Thomas Williford

Robyn Pomales

John Williams

CIVIC LEAGUE
HAPPENINGS
THROUGH THE YEAR

CIVIC AND SHPOA

- 2024 Independence Day A Park cookout was a big success
- Well over 100 in attendance
- The boat parade, led by Jeff Baker, grew to 5 property owners participating
- Prize money for 1st, 2nd and 3rd place. The prizes were swim passes for this year. 1st Place – 3 swim passes, 2nd Places – 2 swim passes and 3rd Place 1 swim pass

Civic League Events for the Year

Was able to keep Civic going!

New

Board members and other volunteers

SOUP AND BAKED POTATO
LUNCH
MEMORIAL DAY EVENT
SPAGHETTI DINNER
FILL THE PATROL CAR WITH
SCHOOL SUPPLIES
BREAKFAST WITH SANTA
THANKSGIVING DINNER

CIVIC LEAGUE PHOTOS



CIVIC LEAGUE PHOTOS



CIVIC LEAGUE – UPCOMING EVENTS

Thanksgiving Potluck

November 17, 2024 4:00pm – 6:00pm

Bring a covered dish and a donation of non-perishable food item(s) for the food bank.

Breakfast with Santa

December 14, 2024 10:30am – 12:30pm

Cost is \$3.00

Pancakes, Sausage & Fresh Fruit. Each child will receive a gift. Unwrapped gifts will be donated to the Bethel Volunteer Fire Department.

Santa Ride

December 20, 2024 3:00pm – 4:00pm

Gather your family and friends, put on your most cheerful holiday attire, and come outside to wave and cheer as Santa drives by your house.

MOTION TO RECESS TO COUNT BALLOTS

- Meeting will be reconvened for election results. (After ballot Counting)
- Election results will be posted on the clubhouse door, office door, on the website and will be included in 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.*