

Mimosa Bay Homeowners Association Inc.
Board Meeting Minutes
1 September 2020

I. Call to Order – HOA President, called meeting to order at **5:01 pm**.

- President; Vice President; Treasurer, Secretary and Mimosa Bay Administrative Staff were present and operating within COVID-19 Phase Two State restrictions by practicing appropriate social distancing and minimal gatherings of ten or less individuals.

II. Homeowner Forum (Open Forum) – The BOD, in compliance with State COVID-19 restrictions limiting attendance, there were six (6) “open forum” homeowner discussions.

- A community member expressed concern regarding the process to obtain access/entry to the community during an emergency situation. Member incurred an emergency situation and called CAM’s representative who was unable to support/grant access for a family member. Eventually, member was provided access information from a Board representative to support the after-hours emergency access by a family member. The BOD discussed corrective actions required to alleviate future instances of this occurrence to include changes to the “check-in” process that will ensure access codes, names and phone numbers are correct in the access entryways.
- A community member questioned the attendance at meetings and authorities for renters within the community. The BOD identified that, in accordance with NC State law, renters in good standing have the same authorities as homeowners with one exception; during Annual meetings renters do not have a “vote” on issues regarding community regulations, election of BOD or proposed amendments to our restricted covenants.
- A community member inquired as to the authority for displaying of political signs within the community and removal process. The BOD identified that Article 3 of Chapter 47F of the North Carolina General Statutes (47F-3-121), contain political sign and flag display guidance/ restrictions are the governing authority for all planned communities within in the state. In order to comply with the Statute, one (1) political sign is authorized on the homeowners’ property forty-five (45) days before the scheduled Election Day and removed within seven (7) days after Election Day. Additionally, the BOD discussed adding quick access links to the one Mimosa Bay Homeowners Association web portal site that will provide NC State laws and Statues that govern planned community regulations for homeowners to conduct individual research and education on current topics that affect our community.
- A community member requested an update on the repair status of a “sink-hole” on the Golden Eye road. The BOD President conducted a personal on-site visit of the subject area to access the situation and develop a repair process way-ahead earlier this day. The BOD President will present an update to the community on the status of repairs once the developer responds to his inquiry.
- A community member requested to be added to the email distribution list to ensure they are informed of community events and information. Member provided CAMs on-site representative with an email address and will be added to future announcements.
- A community member requested that the BOD post monthly meeting notifications on our portal to ensure the community is aware of when meetings will occur. The BOD identified that the monthly scheduled BOD meetings occur on the first Tuesday of each month starting at 5:00 pm

in the clubhouse. The BOD will look towards effective ways to provide seamless and effective communications for the community through the use of our web portal.

III. HOA Board Meeting (Closed Forum) – (5:48 pm.)

- The BOD discussed the need to review and address updating our portal that will support informing the community with information that will assist them in obtaining vital information they desire; what can we do to upgrade and improve our portal? The BOD identified that adding links for information such as committee information and responsibilities, BOD meeting announcements, application(s) forms, NC State information and basic information announcements would be beneficial for the community.
- The BOD conducted interviews for the position of committee chairperson for both the Compliance and ACMC positions. The BOD commended all volunteers for “stepping-up” and supporting the community by applying for these positions of responsibility. The BOD approved the selection for the position of Compliance and ACMC committee chairperson. Additionally, the BOD will provide both committees an informal notification of recent community “trends”, HOA By-Laws, current restricted Covenants and NC Planned Community Act Statues as a means to ensure their volunteer support community members are current and informed in conducting their respective committee’s responsibilities.

IV. Executive Session (Closed Forum) – (7:11 pm.)

The BOD discussed and addressed the following multiple topics:

1. **Cleaning schedule**; CAMs on-site representative to schedule Clubhouse bi-weekly cleanings and the gym for weekly cleanings starting in October.
2. **Bridge Inspection**; The BOD President initiated a review of the requirements to obtain and submit the required Onslow County School (OCS) bus transportation certification of the wooden bridge within the community to allow for continued pick-up and drop-off of Dixson school students residing within the community as a result of CAMs not supporting within the needed filing timeframe. BOD President was able to contact the OCS representative and was able to obtain an agreement for continued bus support for the community students until a certified inspector can conduct an official certification document and provide to the transportation authority for future support. BOD has contacted a certified structural engineer to conduct the required inspection.
3. **Yard Sale and Halloween status**; Currently, NC Statutes would restrict these events. BOD will await NC Governors update to COVID-19 status scheduled for 11 September 2020. If the status changes, BOD will notify the community via email of scheduled dates and any limitations.
4. **Establish Town Hall Meeting Date**; Currently, NC Statutes would restrict these events. BOD will await NC Governors update to COVID-19 status scheduled for 11 September 2020. If the status changes, BOD will notify the community via email of scheduled dates (tentatively scheduled for Saturday 3 October 2020) and any specific limitations.
5. **Drainage/Road Repair Concerns/Issues**; The BOD President contacted the developer to check on the status of potential corrective actions and way ahead to repair both draining areas and roadway “pot-hole” issues throughout the community. The current developer conducted research and identified that records were not digitally maintained/kept during the initial phases of the community development and subsequently all “paper records” were retained by the initial/original developer.

CAMs will initiate a search of all paper documents turned over to the BOD and currently retained by the BOD to identify if the repairs required are a developer or community requirement.

6. **Developer Update**; The BOD President engaged discussions with the current developer in late August concerning the potential transition of “Declarant Rights” to sole Community oversight. It was noted that the declarant rights and authorities should be extended beyond currently planned transition date 2nd Quarter CY2021. With this new information, it was noted by the BOD that the current Developer will retain the rights of voting, BOD representation approval and restricted covenant amendment development in accordance with the Mimosa Bay Community Guidelines and Restricted Covenants until the stated requirements are met to transition from developer/declarant to the community ownership.

7. **Basketball Hoop Replacement**; The BOD will contact the Amenities chairperson for a current and final cost estimate coupled with a proposed installation date. Once approved for the purchase, CAMs on-site manager will notify the community when the basketball area will be available for use.

8. **Phase five irrigation pump proposal update**; The BOD reviewed the proposal for the replacement irrigation motor installation and control unit upgrades (proposal of \$3,242.10 from JB Lawn Sprinklers, Inc.) that will provide required water for the phase five entrance area grass, plants and shrubs in order to reduce the current community water expenses being paid to ONWASA. The BOD unanimously voted and approved the contractor’s proposal but, wait until after the winter months (next calendar year) for installation. Treasurer to ensure the estimated expense is properly identified within the annual operating budget proposal.

9. **Boat Location (Phase 5)**; The BOD President engaged discussions with the current developer in late August concerning the status of identified boat corral location. Awaiting developer’s decision still.

10. **Board and Committee Membership**; The BOD identified a need to identify new positions for the BOD membership and review committee charters for preparation and presentation at the annual meeting currently scheduled during November 2020. Intent is to ensure continuity of information within the BOD and to provide the community with the information of how each committee supports the. community

11. **Playground Update**; The BOD and Amenities Committee members have conducted extensive review of several playground equipment replacement set options from multiple companies along with associated quotes. It was noted that the final design and installation must comply with the following guidelines:

a. Playgrounds SHOULD meet North Carolina Department of Insurance standards as well as Department of Recreation standards as well as Americans with Disabilities Act guidelines. Additionally, playgrounds SHOULD have an initial audit conducted upon completion to establish and capture the condition of the equipment when new and that document should be sent to the insurance company for record filing. Additionally, an annual inspection should be conducted by a certified playground inspector to ensure standards and guidelines are maintained.

12. **Pavement Rejuvenation Project**; The BOD President engaged discussions with the current developer in late August concerning the ownership and responsibilities associated with the

proposed project. The developer is reviewing the requirements and will seek legal counsel and notify the BOD once a determination is obtained.

13. **Pool Update**; The BOD discussed the planned closure date of the pool during the Memorial Day weekend and the community notification process. CAMs on-site representative to notify the community of planned pool closure date and schedule of events.

14. **Security Cameras Installation update**; Due to current NC State restrictions, contractor unable to install the purchased equipment. CAMs on-site representative to continue coordinating with the contractor for installation at their earliest opportunity.

15. **Warning Signs for Retention Ponds update**; BOD President to contact CAMs management to ensure they order the approved signs for installation at the phase five locations.

16. **Boat storage in driveway update**; The BOD identified that the current blanket approval for the storage of personal boats in homeowner's driveways will expire on 30 September 2020. The BOD requested CAMs on-site manager to notify the community that homeowners are required to submit requests for storage of boats in their driveways to mimosabayhoa@gmail.com in order to seek final approval beginning 1 October 2020.

17. **Violation Fees**; The BOD identified that due to COVID-19 NC State conditions, the current blanket approval for the suspension of violation fees within the community that was scheduled to expire on 30 September 2020 will be extended until the NC Governor identifies Phase Three approval; date TBD. The BOD requested CAMs on-site manager to notify CAMs manager billing and the community of the approved extension.

18. **CAMs accounting issues**; The BOD reviewed a community members request for the return of his building security deposit. The CAMs on-site manager noted that the request was sent to CAMs billing department on August 19th 2020; CAMs on-site manager will research current status to close out this request.

19. **Stormwater Permits**; The BOD President engaged discussions with the current developer in late August concerning the ownership and responsibilities associated with the subject permits and requirements prior to transitioning from developer to community ownership. The developer is reviewing the permits and will seek legal counsel and notify the BOD once a determination is obtained.

Meeting Adjourned – 9:32 pm.

Next HOA Board meeting on 6 October, 2020 at 5:00 pm.