

Mimosa Bay Homeowners Association Inc.
Board Meeting Minutes
3 November 2020

I. Call to Order – HOA President, called meeting to order at **5:06 pm**.

- President; Vice President; Treasurer, Secretary, and Mimosa Bay Administrative Staff were present with CAMS Manager attending via ZOOM conference call and operating within COVID-19 Phase Two State restrictions by practicing appropriate social distancing and gatherings of 25 or less individuals.

II. Homeowner Forum (Open Forum) – The BOD, in compliance with State COVID-19 restrictions limiting attendance, there were four (4) “open forum” homeowner discussions.

- A community member requested information on how they can access the clubhouse bathrooms during non-operating hours. Member identified that when they are walking in the early mornings they would like to be able to utilize them if needed. The BOD relayed that there is out-side access available by using the Mimosa Bay access card; similar to the gym but, with the NC State Covid-19 restrictions currently in place, they have remained locked. The BOD will reassess the situation once the NC Governor adjusts restrictions across the state.
- A community member identified that there appears to vehicles using the main entrance that use excessive speed above the posted limit. The member furthermore stated that his company would be willing to purchase and install several “speed-bump” strips on both the inbound and outbound lanes at various locations to reduce the speed of vehicular traffic. The BOD indicated that all community members should be abiding by the posted speed limit signs as well as the stop signs but has no true way of continued enforcement. The BOD thanked the member for the information and support and will make a determination at a later date.
- A community member requested updated information regarding the installation of the Clubhouse cameras and their capabilities; do they work at the entrances? The BOD provided information that they have been installed and are currently in full operational capacity within the Clubhouse interior, exterior and pool area but do not support the community entrance locations since they are controlled by other means. Additionally, they will be able to observe the new basketball goal area once it is delivered.
- The BOD identified that they have been finalizing several other community actions such as:
 - a. Road support planned repair status and information on future phased options that will occur to resurface Phases 1-4 where required and posted to the one community portal for members to access as they desire coupled with community blast’s as the events are closer to execution of various projects.
 - b. Christmas light installation has been scheduled for the two main entrances during the week of Thanksgiving (or earlier) by the vendor we utilized last year, “Let There Be Lights” at a cost of \$2,115.00; this was a planned commitment within the normal annual operating budget.
 - c. The BOD has recognized the continued need to access the drainage issues within the entire community as identified by several members over the past year and will be conducting multiple inspections of known areas to determine possible corrective actions to ensure the even flow of water will operate as designed by the developer. As this is an ongoing discussion/issue, the BOD will be conducting additional reviews of the original community development plans and approved variances over the years as compared to the current state of conditions. Once these

actions are completed, the BOD should have a better idea as to what the best options to move forward with.

d. At 5:32 the new basketball goal was delivered. A few community members will attempt to assemble and place it in the similar location for the community to use which reduces annual expenses.

III. HOA Board Meeting (Closed Forum) – (5:40 pm.)

- The BOD discussed the upcoming Annual Meeting and agenda items for action. It was discussed that we have received several self-nomination forms as a result of the BOD and CAMS messaging that identified there are three BOD vacancies to be voted on during the upcoming annual meeting scheduled for November 2019.
- The BOD Treasurer presented the proposed Mimosa Bay 2021 annual operating budget for board approval. After several discussions, the BOD unanimously approved the proposed budget for release as part of the Annual Meeting package to be sent out via CAMS later this month. It was noted that overall, the overall changes to the proposed budget account for an estimated 377 (increase of 27 new homes) total homes and only a 2% increase (cost of living) above the 2020 operating budget; each homeowner will see an increase of ~\$2.00 per month from 2020 rates.
- The BOD talked about the the options for the Annual Meeting and COVID-19 restrictions.
 - a. With all NC State required timeframes, paperwork and forms need to send out to the community members, the BOD identified that a new meeting date is required. The BOD unanimously voted and approved the new Annual Meeting date of 5 December 2019.
 - b. While still within the COVID-19 NC State restrictions, the BOD discussed the options of utilizing other “social media” options to conduct the meeting. CAMS manager indicated that Mimosa Bay was identified as their “only customer” not utilizing social media options to comply with the current regulations; CAMS have already conducted several other HOA community Annual Meetings with success already this year. The BOD agreed that we should utilize a “virtual” vs. “physical” meeting to remain within compliance but, will need to further discuss with CAMS on the specifics of how the meeting agenda, questions, and voting will occur during a separate discussion later this month. The BOD unanimously voted and approved the use of a “virtual” Annual Meeting” for the December 2019 meeting.
- The BOD reviewed the status of the new Playground Equipment and rubber mulch status. With the new playground installed and with the superb community member support the old debris of the playground and mulch was removed. However, due to COVID-19 impacts, the New Jersey company providing the rubber mulch identified that there will be a four (4) week delay in our delivery. The BOD noted the delay and requested that the playground remain closed until the mulch is delivered and placed within the area to comply with safety and insurance regulations.
- The BOD discussed the status of the initial proposal from Onslow Grading & Paving, INC to patch, repair, resurface, mill and excavate several areas of roads within Phases 1-4 that are needed prior to the resurfacing operations to extend the life of our roads. The overall area to have the proposed work preformed on encompasses ~4,319 square yards of work at an estimated \$55, 329.00. The BOD unanimously voted and approved the performance of work to be conducted while the prices are still low. Additionally, the BOD requested the vendor provide a “Best and Final” offer not to exceed a 2% variance form the proposed amount for the repairs/resurfacing in order to maintain and prepare the roads for the resurfacing work to be

performed during 2021. The funds for this project will come from existing reserve funding lines (no homeowner increases).

- The BOD reviewed the proposal from East Coast Consolidated, LLC (ECC) to purchase and install ten (10) wax myrtle shrubs behind Canvasback Lane to inhibit the visibility of the trail to a community member's back yard for \$642.00. The BOD unanimously voted and approved this action.
- At the BOD request, a proposal for the repair and replacement of fallen rocks at the intersection of Mimosa Drive and Marina Wynd Way was conducted. The BOD unanimously voted and approved for the repairs to be conducted by ECC at \$535.00. Additionally, the BOD agreed to send a notification letter via CAMS to the homeowner that identifies the of violation fees on encumbering areas as a future reference.
- The BOD discussed community storm water concerns:
 - a. Water flow and subterranean pipe issues near Harlequin Court and W. Goldeneye. At the request of the BOD, three proposed actions were reviewed that covered options to replace culverts, remove various materials/shrubs, hand dig some areas due to multiple electric/phone/cable lines, and installation of larger Department of Transportation approved pipes under the roadways. The BOD will need to review the current status of the NC Department of Environmental Natural Resources (DENR) storm-water approved plan to see if these pipes and water flow areas are still within the State and Developer approved plans before taking further actions. The BOD requested CAMS manager to review the permits granted by DENR and report back to the BOD with recommendations/results of the findings before the BOD as soon as completed. The BOD also requested ECC to provide an estimate for additional ditch maintenance and/or repairs required on East Dolphin View to assist in the water-flow concerns at their earliest opportunity.
- The BOD reviewed the ONWASA water bill that exceeded normal monthly operating expenses. It was noted that due to community members parking in "Restricted" areas that are clearly posted to not park in the area, there was damage to the pipes and cost ~4300 to repair the pipes. Unfortunately, the water bill has been incurring additional fees with the prolonged interaction to resolve dispute and reduce the bill. The BOD is working with cams and ONWASA to resolve the billing amount. Additionally, the BOD the BOD will generate a community blast for CAMS to send out to the entire community regarding the unauthorized parking in these posted "sensitive areas" coupled the associated fines that could be imposed to any future violator(s).
- The BOD reviewed the options of the Retention Ponds signs as provided by CAMS. The BOD selected an appropriate sign and unanimously voted and approved the purchase. Previous BOD decisions already approved for the purchase and installation of these signs in phase five areas.
- The BOD discussed the way ahead regarding the top board replacement repairs required for the Onslow County Schools, Transportation Department (Dixson schools) to comply with the approved extension of 90 days that will expire during January 2021. The BOD will work with vendors to supply the required lumber and tentatively schedule with a contractor to replace the boards during the Dixson schools Christmas vacation period in order to comply with the county school board requirements. Once finalized, the BOD will notify the community via a media blast via CAMS as the bridge will not be able to be crossed by any means during the repair timeframe.

- The BOD discussed the clarification of the process and procedures of community members requiring CAMS support during other than normal operating hours (emergency calls). CAMS will provide detailed instructions/procedures to be able to speak with a CAMS representative and create a broadcast message to the community to ensure all members understand. Additionally, once the procedures are finalized, they will be provided on our only approved community portal for community access/retention.
- The BOD discussed the option of turning off the pool lights when it is closed for the season to save operating expenses. Due to potential State/County/Safety restrictions, the BOD will conduct a review before taking action.

IV. Executive Session (Closed Forum) – (8:45 pm.) The BOD discussed and addressed the following multiple topics:

1. ***CLOSED HEARING (6:30-7:05) (* this session was a scheduled hearing immediately after the open forum timeframe but contained within the Executive minutes);** The BOD conducted a scheduled hearing with a homeowner concerning the installation of a shed on their property that was denied by the ACMC. The ACMC denial indicated that the material type was not within their interpretations of the restricted covenants. After review by the BOD, it was determined that the homeowner had complied with all current requirements and that the ACMC did not respond within the required timeframe as stated in Article VII, Section 1 of the covenants (45 days) the BOD unanimously voted and approved for the on-site installation of the shed as the homeowner had identified on their originally submitted request.
2. **Violation Fees;** The BOD will draft a letter for CAMS release to a homeowner to appear for a closed hearing to discuss the potential illegal removal of trees in their backyard.
3. **Sensitive Parking Areas;** The board discussed the need for the restricting vehicles parking in areas where they are not authorized within the community. These areas need to remain protected from illegal parking. The BOD discussed options to prevent future incidents requiring repairs and associated costs similar to the October 2019 incident which required the use of ~\$6,000.00 of reserve funding to cover the costs of broken pipes.

Meeting Adjourned – 9:14 pm.

Next HOA Board meeting on 1 December, 2020 at 5:00 pm.