

GREENBRIER PROPERTY OWNERS ASSOCIATION BOARD MEETING
The Emerald
August 18, 2021

Present: Mandy Chew, Vice President
Terry West, Treasurer
Gerry Fleckenstein, Secretary
Geoffrey Smith, Assistant Secretary
Rhona Beadle, Immediate Past President, Member at Large
Paul DeVenuto, Assistant Treasurer

Absent: Colleen Iaach

Others: Parks Schaefer, ACC

The regular monthly meeting of the GPOA Board was held at The Emerald on 8/18/21. After determining that there was a quorum Vice President Mandy Chew called the meeting to order 5:03PM

Community Comment:

There was no Community Comment.

ACC Report:

In George Kramer's absence ACC member, Parks Schaefer, presented the review of the July ACC applications at the August ACC meeting for discussion and vote by the GPOA Board.

Applications Received for August Review:

Change:

Jonathan Jordan, 3305 Peppercorn Road, (2021-053)-S I. Convert screened-in porch to family room. Reviewed by L. Costello and G. Kramer. Covenant compliant. Recommended for Approval. Gerry made a motion to approve; seconded and passed.

Construction:

Stacy Rhinehart, 109 Southern Hills Drive, (2021-047)-S V. Elevated playhouse behind residence. Reviewed by T. D'Arco and G. Kramer. Discussion addressed request using Shed construction Guidelines and plans to stabilize structure during severe wind conditions. Covenant compliant if stabilized. Homeowner was requested to provide statement addressing structure stabilization. Recommendations to follow. The Applicant assured the ACC that the structure would be stable and be located directly behind the residence in a wooded area. Geoffrey made a motion to approve; it was seconded and because the application lacked information and an incorrect form it was approved with one abstention.

Installation:

Scott E. Speicher, 1015 Laurel Valley Road (2021-052)-S V. Four foot high wooden/metal dog fence behind and side of residence. Property adjoins golf course. Reviewed by T. D'Arco and G. Kramer. Requested fence exceeds line width of residence and abuts wetland designated area with heavy foliage abutting golf course which are Covenant violations. For fence to align with residence, tree removals would be necessary. Not recommended for Approval. The applicant lives on a golf course lot and fences are not allowed on a golf course lot. Gerry made a motion to deny; seconded; passed.

David Chew, 109 Oak Hill Lane (2021-061) S V. Hip and ridge copper sheet metal cap on existing chimney. Reviewed by T. D'Arco and G. Kramer. Addition to structure is covenant compliant. Recommended for Approval. Gerry made a motion to approve; seconded; passed.

Bryan Genez, 130 St. Andrews Circle (2021-062) S V. Whole-house generator adjacent to garage. Reviewed by W. D'Arco and George Kramer. Contractor to coordinate with City for permit and installation of concrete base and gas line. Recommended for Approval. Gerry made a motion to approve; seconded; passed.

Geoffrey Smith, 311 Meridian Court (2021-063) S VI-2. Install Turnstone permeable pavers under boat trailer. Covenants require vehicle and trailer parking to be on concrete pad connected to driveway. Not recommended for Approval. The pad is not concrete and is not in compliance with covenants. Although the site map shows it is also in a wetland we were told by Geoffrey and Parks that it was not in a wetland. Mandy made a motion to deny; seconded; passed with one abstention.

Tree Removal:

George Kramer, 1253 Pine Valley Drive (2021-055)-S IV C. One Pine and one damaged dual branched Leland Cypress leaning toward NW side of residence lifting root systems; 21-remain; no replacements planned. Approved in 2018 through review by J. Rosseth and in 2021 by J. Imbriaco. Submitted as notification of work completed. Recommend Acknowledgement. Rhona wanted it noted that the actual application was made in 2017, not 2018. An application is only good for one year. As ACC Chair Mr. Kramer should know this and a new application should have been applied for and no tree should be taken down before a permit is issued. The GPOA Board does not approve applications when work has been done so Gerry made a motion to accept as information only; seconded; passed

Steve Kleber, 100 Inverness Court (2021-056)-S V. Two Pines leaning toward front of residence; 11-remain, no replacements planned. Reviewed by G. Kramer and J. Rosseth. Submitted as notification of work completed. Recommend Acknowledgement. Since this work was done before an application was made and approved Gerry made a motion to accept as information only; seconded; approved.

Jeane Herscovici, 1004 Laurel Valley Drive (2021-057)-S V. One Pine leaning toward residence; 10-remain, no replacement planned. Reviewed by G. Kramer. Submitted as notification of work completed. Recommend Acknowledgement. Once again work was done without a permit application; Rhona made a motion to accept as information only; seconded; passed.

Linwood Joyner, 1100 Basil Drive (2021-058)-S II. One Water Oak and one White Oak showing rotten root systems. 22-remain, no replacements planned Reviewed by L. Costello and G. Kramer. Trees showing severe rot and appropriate removal action. Recommended for Approval. Rhona made a motion to approve; seconded; passed.

Kathy Bascom, 1350 Pine Valley Drive (2021-059)-S-VI 2. One dead Pine in front yard; 50+ remain, no replacement planned. Reviewed by W. D'Arco and G. Kramer. Recommended for Approval. Gerry made a motion to approve; seconded; passed.

Parks Schaefer, 604 Doral Court (2021-060)-S VI 2. Five tall Pines potentially threatening residence and neighbor's structure; replacements planned. Reviewed by W. D'Arco and G. Kramer. Recommended for Approval. Gerry made a motion to approve; seconded; passed.

Becky & Wes Stewart, 1700 Greenbrier Court; Section 1; removal of a diseased oak; recommend for approval. Gerry made a motion to approve; seconded; passed.

Mandy asked Parks to ask the ACC to have more information about the distance of the trees from the residence and Rhona asked Parks to see that the ACC sends a "Friendly Reminder" to Rebecca Anthon as her fence is still out of compliance and she has not received a variance. There are two RVs on Pine Valley, one at 1231 and another in the cul-de-sac at the end of Pine-Valley and the Board requested that the ACC contact these residents regarding their removal. The Board thanked Parks for attending and he left the meeting.

Approval of July 21, 2021 GPOA Board Minutes:

Gerry sent the July minutes to all Board members prior to the meeting. Suggested corrections were made and Geoffrey made a motion to approve the minutes; the motion was seconded; passed.

Executive Session:

At 5:28 a motion was made by Gerry to go into Executive Session; seconded and passed. At 5:54 Rhona made a motion to end the executive session and return to regular business of the Board.

Board Members' Reports:

President's Report:

In Colleen's absence there was no President's report.

Vice President's Report:

Mandy Chew reported on the Default Judgment which is the second step in the lien process against Mr. Feury. This second step is a requirement of our covenants. David Chew and Gerry Fleckenstein will file the Default Judgment this week.

Mandy distributed the revised Confidentiality Statement to all board members to sign. The secretary will retain the signed statements. Due to her absence at the meeting Colleen has not yet signed the form, but all other members of the Board have signed. Geoffrey will bring the Confidentiality statement to the ACC to ask the members to sign.

Secretary's Report:

Gerry updated the board on the Semi-Annual Information Meeting held on Sunday, August 15, 2021. The minutes have not been finalized as of this meeting, but she will distribute them when completed. Thirty-two households were in attendance, a total of 46 people. Twenty people signed up on the volunteer sheets and Gerry will distribute them to the appropriate chairs so that the Board can be assured that they will be on the committee.

Gerry reported that the revisions suggested at our workshop had been completed and the final scans were sent to all members for review before tonight's meeting. Geoffrey had expressed his disapproval of the ACC Permit Applications in an email to the Board and wanted to vote on each of the 14 applications separately. The Board agreed to do this. Rhona made a motion to vote on each of the applications separately; seconded and passed. The first permit application was for Additions and Conversions. After discussing the application a vote was taken and the permit application passed with one no vote. Terry said that we had already discussed these applications and Gerry asked if Geoffrey was going to vote no on the remaining 13 application and he said yes. The Board had a discussion on the efficiency of doing this and after the discussion Rhona amended her previous amendment to say that the Board will vote on the remaining 13 Permit applications en masse; seconded and passed. The remaining permit applications are: Architectural Changes, Driveways, Driveway Extensions, Driveway Widening, Vehicle Parking Pads and Vehicle Parking Areas, Exterior Changes, Fences, Flagpoles, Fuel Storage Tanks, Handicap Ramps, Outbuildings, Satellite Dishes, Swimming Pools, Tree Removal, Whole-House Generators: They were approved en masse with one no vote.

Gerry suggested that all of these forms be copied and put into binders for distribution to the ACC. She estimated that the total cost would be about \$150. Terry said that we do have funds in the administrative budget to do this. Gerry will see that it is done.

Part of the task that Jim Fleckenstein was asked to do by the Board was to investigate the best way and the cost to revise the ACC section of the Website. Gerry & Jim met with Jeremy LeRay at New Bern Web Design. He explained the procedure and they went through the whole website which needs updating and revisions. Jeremy estimated that the cost would be about \$500 and the more work we can do as a Board could lower the cost. Gerry and Jim will work on coordinating the GPOA and the ACC Sections as quickly as possible so that the permit applications will be posted by October. The remaining revisions can be made as they are completed. Each Board member was assigned a section of the website to update & revise. The assignments are Paul/Contacts & Calendar; Terry/What's New; Mandy/Community; Geoffrey/FAQ; Rhona/What Makes Us Special. The Home Page should also be revised and it was suggested that we post the Nature Park video there.

In the meeting Jeremy brought up the discussion of Ads on the website. Since these community sites are mostly a public relations site he said the communities he deals with do not use Ads. We discussed putting the Contractor List as a tab on the website. Even though these list have a responsibility disclaimer, Geoffrey wanted a legal opinion as to our culpability. Mandy will ask David Chew to check into this. Mandy said she is not comfortable soliciting ads and Board Members agreed. Terry made a motion to return the \$300 check to realtors, Pat & Katie Dougherty, for an ad that was supposed to be put on the website. Geoffrey will contact the Dougherty's to explain the situation and return the check and Mandy will write a formal letter of apology in the hope that we can maintain good relations.

The AP (Adjudicatory Panel) Committee (David Chew, Paul DeVenuto, Jim Fleckenstein, Geoffrey Smith) met to discuss how to move forward. Jim has contacted Fairfield Harbour and Taberna for information regarding their APs. Jim will work on the Charter and David will work on the procedures.

Gerry reported that she has the safe that was purchased and the Feury lien is in it and Terry will check to see what documents should be stored in it. Geoffrey led a discussion if digitizing future forms, etc for easier revisions, storage, etc. Gerry said that she already had plans to digitize this year's minutes and of course the new application permits can be digitized. Geoffrey will continue to research this.

Treasurer's Report:

Terry reported that YTD our revenues were \$42,152.64; administration expenses YTD are \$9,140.5; maintenance expenses YTD are \$13,911.92; the checking account has \$25,176.61; Money Market YTD has \$14,077.39; Bear Park has \$2,103.84. Terry said that half-way through the year we are meeting the budget requirements.

Terry asked for direction regarding Feury mowing (this expense can be added to the lien amount) and Rhona suggested that the Little Guys should mow on a fairly routine basis and Terry will keep all of these expenses separate to add to the lien.

Terry did get the reserve information that was requested at the Semi-Annual Meeting. Since we don't have up-keep and maintenance on property, recently we have only used our reserve funds to contribute \$10,000 for Riser Barrel replacement and \$6,000 for Hurricane Florence damage. Geoffrey reported that Weyerhaeuser originally contributed \$25,000 to the Reserve Funds. We have \$14,000 in our money market and we should maintain a minimum of \$12,000 in reserves. The Board can spend up to \$9,000 without a membership vote. Terry made a motion to leave the money market funds alone; seconded & passed. Mandy made a motion to accept the Treasurer's Report as information; seconded & passed.

Past President and Member at Large Report:

Rhona has served as Communications Chair and the Board will need to assign a new person to handle this and monitor GPOA Mail & Mail Chimp. She would like to send out a GPOA Update to summarize The Semi-Annual Meeting, address the comments that have been received from the community on the returned ballots, and recent activities and events.

Standing Committee Reports:

ACC Report:

Parks Schaefer presented the ACC report earlier in the meeting. See preceding section of minutes for ACC report.

Membership Committee:

Rhona reported that to date we have 491 GPOA members (75.49% of residents) as of August. People who have moved (even though they have paid their yearly dues) have been removed from the membership list.

Safety Committee:

Paul reported that he will be putting up red watch your speed reminder flags this week. There have been coyote sightings and howling heard. Residents should not feed wildlife. In doing his research Paul found that pouring white vinegar on the property line should keep coyotes off your property. Wayne D'Arco, Community Watch Chair, has been sent copies of the Community Watch Handbook and the list of residents that have been given

re-entry permits in case of emergencies and Paul gave hard copies of this info to Gerry to give to Wayne. Gerry will also give Wayne the names of people who have signed up to be block captains.

Ad Hoc Committees:

Noise Abatement:

No Report

Nature Park Committees (Garden & Trailblazers):

Both committees submitted reports on their progress. These reports are filed in the Secretary's Minutes Binder under the special Nature Park Tab and are available for all to see.

The Garden Committee has spent 87 hours in the last month and \$516 of volunteer/donor money. The Chair of this committee, Rhona Beadle, submitted a site plan to illustrate where the Dodge bench and one other bench at a 45 degree angle will be and where the chosen Camellia trees and planters will be located. A second bench with a back will need to be purchased to match the Dodge Bench and complete the seating arrangement. Debbie Welch has a bench that she is willing to donate, however, it has no back or arms. Mandy asked that a bench dedicated to the volunteers should be agreed upon before the dedication ceremony. Concrete pads flush to the ground will be installed under the benches. The committee would like to hold a "Dedication Ceremony" in the fall and the GPOA Board thought that it should be responsible for the funding for this event.

The Trailblazers, led by Ruth Powers & David Chew, will need approximately \$540 to complete the walkway repairs. Due to excessive heat, snakes, etc. work has been suspended until cooler, drier weather in the fall. Bruce Shotland gave the committee an educational discussion on the plants along the trail and has developed an ecological survey.

There was discussion regarding the amount of money in the Bear Park Funds and how much each of the committees still need and a suggestion was made that they should hold a joint meeting to discuss allocations of funds.

Mandy made a motion to accept both reports as information; seconded; passed.

Old Business:

Gerry asked Rhona about the status of the last entry sign. Her work has finished and she delivered it to Geoffrey for installation. Geoffrey said he would do it this weekend. Rhona also reminded the Board that we will have to choose our officers for next year at the September meeting when the new Board sits.

New Business:

Next Scheduled Meeting:

The next GPOA Board meeting will be on Wednesday, September 15 at 4:30PM at the Emerald. The meeting will start early so that the Greenbrier Foundation Committee (this is not an official committee of the GPOA) can give us an update.

A motion to adjourn the meeting was made by Mandy; it was seconded; passed. The meeting adjourned at 7:29.

Submitted by Gerry Fleckenstein, Secretary