

GREENBRIER PROPERTY OWNERS ASSOCIATION BOARD MEETING
July 24, 2019, at 5:00 PM
The Emerald

Present: Rhona Beadle, President
Linda Dodge, Vice President
Mandy Chew, Secretary
Geoffrey Smith, Treasurer
John Robinson, Member at Large
Dan Cashman, Member at Large
Bill Stafford, Immediate Past President

Others Present: George Kramer, Chair, ACC

1. Call to Order: The President, Rhona Beadle, called the meeting to order at 5:03 PM.
2. Roll Call: Board members signed into the meeting and a quorum was established.
3. Community Comments:
Rhone closed the Community Comments of the meeting at 5:04 as no issues were brought before the Board.
4. Approval of Minutes for June 19, 2019: Mandy Chew
The minutes of the June 19, 2019 meeting were presented. Linda Dodge made a motion to accept the minutes as presented via the internet; Bill Stafford seconded; John Robinson abstained (due to absence at June 19th meeting) and the remaining members approved the motion. The minutes will be posted on the website in PDF format.
5. Report from ACC Liaison: Rhona Beadle with George Kramer
Rhona announced that the ACC met on July 17th. There is a vacancy on the ACC Board in the Spices division that needs to be filled. Rhona will approach potential candidates.
 - a. Friendly Reminder Notices – ACC visits and friendly reminder requests have been made to 3 residents. A response is expected within 30 days. A second reminder letter will be mailed by the ACC if no reply is received.
 - b. Tree removal applications – Tree removals were requested from 1105 Basil Dr.; 1006 Laurel Valley Dr.; and 309 Augusta Ct. Bill Stafford made a motion to approve; John Robinson seconded; the motion carried.
 - c. Parking of a flatbed truck parked on SHD was also discussed at the June 19th meeting. Discussion continued and it was determined that the City of New Bern was responsible for the streets in Greenbrier; this remains a safety issue and the GPOA had no authority to intervene. Boat complaints (3), an exposed BBQ grill, a stagnant pool, tarp-covered mulch and mailboxes were also discussed. Tracking of complaints and violations need to be documented in ACC logbook.

- d. Variance statement – Rhona submitted a written statement as suggested by the ACC, regarding variances. “Granting of a variance from the Guidelines to the Covenants by the GPOA Board does not set a precedent for other variances. Each property and situation are unique and any request for variances will be considered under its own merits”. All agreed to include this statement on all future variance requests.
 - e. Tree cutting by Duke Power and clean up was will be discussed with Milly Chaulk, the liaison with Duke.
 - f. Liaison to ACC – Dan Cashman confirmed that he will continue to be the liaison from the Board to the ACC.
6. Report of the President: Rhona Beadle
- a. Front Entrance – Rhona reported that the replacement of the front entry sign was approved, and work has begun. Marilyn Hughes will oversee the replacement per specifications approved by the Board. Replacement is expected to be completed by September. It was suggested that Joe Signs be asked for a quote to “freshen up” the 2 main entry signs along Glenburnie.
 - b. Foundation – A meeting was scheduled with the attorney who was to initiate application of a 501 (c) (3) for the Foundation. Due to the attorney’s relocation, the meeting was cancelled. Other legal resources are being sought.
 - c. Agenda for the August General Meeting – Rhona presented a draft of the agenda to be Board. Discussion ensued regarding the topics to be discussed: strategic planning progress review, financial review, the timing for each presenter, nominations/elections of 2 Board members, disaster planning, website introduction and presentation, recycling, voting procedures and, any topics requested by members at the meeting. A finalized agenda will be sent to the Board.
7. Report of Treasurer/Finance: Geoffrey Smith
- a. Budget vs Actual YTD ending 6/30/19
A copy of the financial report was distributed for review. The payment for pine straw was discussed – Bill will review the invoice to separate pine straw from regular maintenance costs. A discussion ensued regarding the use of Mutt Mitts at the 2 present locations; Greenbrier parkway near the entry pond, and Bear Park. This issue will be reviewed in the upcoming 2020 budget being developed by the Treasurer. John made motion to accept the financials as presented; Dan seconded; the motion carried.
8. Nominating Committee/Election Process: Linda Dodge, John Robinson, Mandy Chew
A lengthy discussion ensued regarding the process to vote for 2 new Board members. Voting cards and ballot cards will be handed out at the registration table at the annual meeting on August 10th. Voting is by secret ballot. Completed ballots will be collected at the end of the meeting and the results will be announced at a later time, to be determined. If someone uses the “Proxy Form” and returns it to the GPOA Proxy

Committee, the committee will cast a vote for you. **If** however, you give your “Proxy Form” to someone you designate, and instruct them to cast a vote for a specific candidate(s), when your “Proxy Form” is turned in at the registration table the day of the meeting, that designated individual will receive a card, and cast a vote for the candidate(s) as so instructed them to do, in the member’s absence. Green cards will be provided for voting members for the approval of the meeting, and yellow ballot cards will be provided for candidate selection. Cards will be collected at the end of the meeting.

9. Web Site Development: Linda Dodge

Linda reported that Jeremy has completed uploading the GPOA information. There will be a “dropdown” for Board members to log on to the system. Board members will log on and set up individual passcodes and access the Board notebook. Dan will provide Web Site information and a live feed presentation at the August 10 annual meeting. (Discussed under item #12.) John congratulated and the Board applauded Linda’s commitment to the project. (Discussed under item #12).

10. Report of Membership: Linda Dodge reported 488 current members. This represents 73% of the total households and, a 7% increase over 2018 memberships. Several GPOA residents have moved. HOA membership has increased slightly and represents 59%. Linda announced that the new Greenbrier license plates have arrived. These will be sold to members requesting additional plates for second and third car owners.

11. Report of Maintenance: Bill Stafford and Geoffrey Smith

- a. Southern Hills Drive Track – This issue was discussed at the June 19th meeting. Bill will continue to review options with The Emerald (owner of the property).
- b. Routine Maintenance – Cleanup of debris and underbrush continues.
- c. Irrigation at Bear Park – Bill stated that a 50% deposit had been made on the installation of the new irrigation system since the connections had been restored, per Geoffrey, by the City of New Bern. Work will continue with the installation.
- d. Plantings at Bear Park – Rhona reported that plantings will be postponed until the new irrigation system has been completed – in the fall.
- e. Installation of Benches – The new bench placement have been designated. Bill stated that the concrete work has been requested. Follow-up will continue.

12. Report of Disaster Preparation Committee: John Robinson

John distributed a “Hurricane Florence – GPOA Alert” from September 11, 2018. In addition, John provided links to the City of New Bern’s disaster prevention and recovery information. A disaster preparation presentation will be made by January Brown, a family care specialist, and member of the Council of Governments, with the City of New Bern. Ms. Brown will provide a synopsis of this plan to the membership attendees.

Resident identification placards for owner's cars in the case of an emergency, was discussed. Bill presented a vehicle card he is designated to use while at Atlantic Beach, should a disaster occur while there. The Board voiced interest in this as a means of ID during emergency situations. John will prepare a mock ID for the annual meeting and discuss during this presentation.

13. Social Activities for 2019:

- a. July 4th – Bill announced that this was a tremendous success. Over 200 tickets were sold. The music was provided by Jackie Gore. The food service was excellent and proceeded without interruption.
- b. Arts and Crafts Exhibit – Mandy announced that one artist had withdrawn, bringing the total number to 22 participants. The programs for the event have been approved. Planning continues.
- c. Burger Night – The Fund for Needy Children will follow the Arts Exhibit on Sunday, August 18th beginning at 5:00. Linda Kerr is now in charge of FNC.
- d. Pig Pickin' – Bill announced that the event will start at 4:00 instead of 5:00. Sponsors for the event will be invited to participate. Planning continues.

14. HOA Council: Dan Cashman and Rhona Beadle – No activity reported.

15. Old Business:

Clearing of trees along Duke Power Lines – Both Rhona and Dan have been assured that cleanup of the cut trees will be addressed by the Company.

16. New Business:

- a. 2020 Directory and Ads – Bill requested assistance from members in selling advertisements in the Greenbrier Directory. George Creathorne volunteered. One more volunteer is needed. Potential sponsors were discussed.
- b. The August Board meeting has been moved from August 21 to August 14 due to potential absences. The ACC will meet the same day prior to GPOA meeting.
- c. Next Work Session Date and place – The Board suggested that the next Work Session be postponed. Due to the annual meeting on August 10, Board members individual scheduling conflicts, the decision was made to reschedule the meeting in September. Sheds and pools policies will be reviewed at that time.

17. Adjournment: There being no further business, a motion made by John to adjourn; seconded by Dan; the meeting adjourned at 7:17 PM.

Respectfully submitted,

Mandy Chew, Secretary