

**GREENBRIER PROPERTY OWNERS ASSOCIATION BOARD MEETING**  
**January 8, 2019 5:00 PM**  
**The Emerald**

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

Others Present: Jack and Mary Griffin, Linda and Stout, George Kramer and Bernie Zucker

1. Call to Order: The President, Bill Stafford, called the meeting to order at 5:03 PM.
2. Roll Call: All Board members signed into the meeting and a quorum was established.
3. Open Community Forum: Community members attending were introduced and welcomed by the President. Mary Griffin asked about the removal of the downed tree and the non-functioning fountain in the pond at the entrance of Greenbrier. Mr. Stafford reported that the owners of the properties were the Emerald golf course and a private individual who resides out of town but who has recently been located and notified of the issue. Mr. Stafford stated he would continue to work with both parties to resolve the issue. Geoffrey Smith reported that completion of the wiring of the electrical connection to the fountain has been complicated by the involvement of the City of New Bern and their follow-up on so much work around town from Hurricane Florence and he was awaiting a meeting to be scheduled with them.
4. Minutes were approved for October 9, 2018: Linda Dodge made corrections regarding the date from the 8th to the 9th and names of individuals attending public comments. A motion to approve was made by Dan Cashman and seconded by Mandy Chew; the motion carried. Additionally, following corrections by Linda Dodge, and on motion to approved by Mandy Chew, seconded by Geoffrey Smith, minutes for the November 8th and the special meeting on November 20<sup>th</sup> were approved. The minutes will be posted on the website in PDF format, as per Rhona Beadle.
5. Reorganization of Officers: President Bill Stafford announced it was time to elect new officers. He stated it had been a privilege to serve as President for the past 2 years. He commended and thanked the Board for their work and thanked the community for their support. He stated that he would remain on the Board but needed to turn the day-to-day responsibilities over to another. Several individuals thanked Bill for his commitment to Greenbrier, his determination to improve our community and his achievement in

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expanding social involvement of the residents. He was credited with growing positive relationships with local businesses which resulted in additional revenue through advertisements in the Greenbrier Directory.

Mr. Stafford asked for nominations for the office of President. Linda Dodge nominated Rhona Beadle, citing her qualifications and hard work. The nomination was seconded by Mandy Chew and approved. Nominations were then requested for the office of Vice President. Bill Stafford nominated Linda Dodge. The nomination was seconded by John Robinson and passed. Rhona Beadle nominated Geoffrey Smith as Treasurer; Dan Cashman second and the nomination was approved by acclamation. Rhona Beadle nominated Mandy Chew for the office of Secretary; it was seconded by John Robinson and the nomination was approved by acclamation

The current slate of officers for the GPOA is as follows:

- a. President – Rhona Beadle
- b. Vice President – Linda Dodge
- c. Treasurer – Geoffrey Smith
- d. Secretary – Mandy Chew
- e. Member at Large – Dan Cashman
- f. Member at Large - John Robinson
- g. Member at Large – Bill Stafford

The meeting was then turned over to the new president, Rhona Beadle. Rhona accepted the nomination and again thanked Bill. She stated she had learned “a lot from Bill and had some big shoes to fill” and looked forward to his involvement and guidance in the future.

6. Time of Meetings for 2019:

Meeting dates and times for the monthly GPOA meetings were discussed. After consideration by all, on Motion and Second, it was unanimously agreed that the GPOA Board would meet on the third (3<sup>rd</sup>) Wednesday of every month at 5:00 PM at the Emerald, unless otherwise notified.

Ms. Beadle requested that the Board consider “work sessions”, separate and apart from the general monthly meetings to address topics requiring more lengthy discussion and research. These sessions could be scheduled “every other month”, or as determined by the issues raised. Ms. Beadle offered to send an email survey to the Board requesting preferred times.

7. Report of Treasurer/Finance: Geoffrey Smith

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- a. **Budget Variances** - As of January 8, there is a (\$1,554.22) deficit of the budgeted income. This is due to outstanding advertisement payments totaling \$3,475.00. Once these are received, the budget will be \$1,900.08 positive. The expenses ending in December were \$47,104.92. The 2018 projected budget was \$48,485.00. An additional \$520.00 was paid to clean up the debris at the front entry wall but will be covered by the insurance. All money removed from the contingency fund to pay for Hurricane Florence clean-up has been restored. Mr. Smith was pleased to report the positive balance, especially considering the damage inflicted by hurricane Florence. A motion was made by John Robinson; seconded by Bill Stafford, and board unanimously accepted the financial report of the Treasurer.
  - b. **Directory Sales:** Bill Stafford  
Twenty-five (25) local businesses purchased advertisements in the Greenbrier 2018-2019 Directory. A total of \$6,125 has been collected, with a remaining \$3,475 soon to be received. Bill shared his enthusiasm for working with local merchants and encouraged all to participate by “selling” Greenbrier. The additional revenue makes long delayed improvements possible.  
Bill recognized Linda Dodge for her dedication and extremely hard work on the Greenbrier Directory. The final product has been completely updated. “Thank you, Linda!”
8. **Report Regarding Outstanding Legal Issues:** Dan Cashman  
Due to a comment from a resident at the Semi-Annual Meeting in November 2017, legal opinion was requested from Mr. Grady to clarify what was considered a “capital improvement” versus “maintenance and repair” of the front entry wall that was destroyed during a traffic accident. A lengthy discussion continued by the Board citing articles of incorporation, the covenants of the Greenbrier association, and the legal opinion written by Mr. Grady. A firm consensus was not reached.  
  
Mr. Cashman orally reported he was in contact with Attorney Arey Grady regarding his recent invoice delivered to the GPOA. Rhona Beadle stated that Mr. Grady’s legal opinion was sought only to clarify this single issue defining “capital improvement” vs. “maintenance and repair.”. Any other issues included in his invoice were not requested, and that any further work should cease. Dan stated he would follow up with Mr. Grady and report to the Board.
9. **Report of the ACC:** Dan Cashman  
Dan orally reported that the ACC committee has started to itemize covenant violations. 99% of the violations observed by the ACC involved mailboxes. There is a workshop planned for the ACC committee soon to discuss what is and is not acceptable. Geoffrey pointed out the Post Office regulations regarding height and distance from curb are not in compliance with covenants. Also, things that residents now attach to mailboxes, such

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as post caps, mailbox covers, and small pennants were probably not around when the mailbox covenants were originally written. We should consider updating these mailbox covenants. When these are updated, they should be published in the Gazette.

There were ten requests for tree removal prior to December first when the GPOA allowed the ACC to grant immediate approval to residents due to Hurricane Florence damage. There have been no further requests for tree removals since December first. Dr. Tom Glasgow from the Extension service has sent photographs to the ACC of examples of tree disease. Hopefully, this will help when residents claim that a tree removal company cites "disease" as a reason for removing a tree, but no disease appears evident.

The ACC is working on a formal system for reacting to covenant violations. First, they send a friendly reminder. If no action is taken, then there will be a letter from the GPOA president; and finally a letter from the attorney.

Two (2) new residents asked for permission to change the paint color on shutters, per Dan. Bill made a motion to approve these changes; Linda seconded and the motion passed.

Bill Stafford stated that he has received numerous requests from new residents moving into Greenbrier for changes to their property. He has referred these to the ACC for resolution.

10. Report of Safety Issues: Dan Cashman

- a. Dan reported that he has been working with City Alderman Jeffrey Odham to address the speeding and traffic issues both at the Craven Community College and the Greenbrier entrances. There have been two (2) nearly fatal accidents within the past 2 years. Dedicated turning signals, a reduction in the speed limit, and the flashing yellow warning lights have been discussed as alternative deterrents. Alderman Odham has suggested that with the expansion of US Highway 70, and improvements to the entrances and exits, at this junction, improvements will be made to address our concerns.
- b. New streetlights have been installed in Greenbrier. Two (2) have been placed on Pine Valley, one (1) on the Parkway, and one (1) at the Emerald Gold Club. Two additional lights will be installed on the Parkway at the pond but require new cabling. Dan also reported that street light bulbs are being replaced with LEDs as they expire. Dan has also requested that branches be cut back around streetlights to provide better visibility. This has not been done yet.

11. Report of Membership: Linda Dodge reported that there are currently 258 paid members for 2019!!! That represents 54% of the past year's paid membership. That is

outstanding since it is only January!! Dues notices were mailed with the Winter Meeting announcement, and an email blast was sent out the first week of January. An additional \$1300 has been received in contributions from members, and “thank you notes thanking the Board for its hard work,” Linda reported. Linda encouraged the Board to make a special effort to recruit members with so many new residents moving into Greenbrier. Linda also recognized the Pony Express, a group of volunteers who deliver our Greenbrier Directories and GPOA notices.

She announced that dues notices will be delivered by Pony Express or US Post Office next week and asked if there any suggestions for additional information to be included with these bills. Bill wanted her to include a note thanking the Directory advertisers and encouraging residents to patronize their businesses. It was also suggested that the city regulations regarding yard waste and where to leave it... on one’s property, not in the street... should be reiterated as well as urging folks to keep storm drains near their property free of debris to facilitate good drainage.

**12. Report of Maintenance: Bill Stafford and Geoffrey Smith**

Mr. Stafford reported that an agreement with the “Little Guys” for landscaping maintenance had been reached for the same cost as 2018. Irrigation installation and maintenance costs which have already been approved will be initiated when weather permits.

The fountain restoration has been delayed due to the work identified by Geoffrey Smith and the City of New Bern. Originally, the work was thought to need a simple reconnection of wiring. Since Hurricane Florence, it has been determined that underground wiring needs to be replaced to comply with the City of New Bern codes. The City continues to work to restore power and services following Florence to multiple homes, consequently our request for assistance with the fountain is in the “queue.” Geoffrey will continue to work toward full restoration of the fountain.

Bill reported that 500 daffodils had been planted in strategic locations throughout Greenbrier that will grace our entry ways in the spring. The cost of this project was \$300.

In addition, new benches will be installed in the park in late February or early March. The benches will be raised 4 inches on concrete footings to ensure there will be no damage from weedwhackers as well as to impede vandalism.

The beautification of Bear Park project, spearheaded by Rhona Beadle, will be initiated this year. Rhona worked with a landscaper Jim Bradley, to provide a fresh, clean look for the park with new plantings, pruning and removal of dead or dying shrubbery. The budget includes \$500 for plantings. Other improvements involve maintenance of our irrigation system at Bear Park, and along the entry at the pond. These improvements, and others, have been made possible by the additional revenues from the sale of advertisements, and increased donations by resident members.

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13. Report of Ad Hoc Front Entrance Committee Liaison: Rhona Beadle

Rhona Beadle acted as the liaison to the Ad Hoc Committee. The committee consists of ten (10) volunteer residents and has met three (3) times thus far. They are to submit three (3) distinct designs for the front entry. Each design is to include three (3) quotes for costs. The deadline for design and costs is January 31<sup>st</sup> although Rhona said that this would be flexible, if extra time is needed.

The three designs are:

- a. Replace Greenbrier wall as originally constructed.
- b. Create 2 stone pillars with an arched wall, a Greenbrier sign and a Bear included.
- c. Create a “graceful” stone arched wall with a Bear atop the arch.

The committee prepared an article for the Gazette on the development of each of the three (3) plans. The committee is also to present renderings/drawings to the Board for each plan; and the costs associated with each. Plan designs will be available to the membership via GPOA mail, and at the Emerald Club. Given the costs and budget, the Board will seek input from the paid membership and make the final decision as to the plan. The Board will make the final decision.

Discussion followed concerning the antiquated website and the need to totally redesign. John Robinson, Bill Stafford and Dan Cashman agreed to undertake task of finding someone with IT experience to help.

14. Social Activities for 2016: Bill Stafford

- a. Burger Nights
- b. Valentines\*
- c. July 4<sup>th</sup> \*
- d. Christmas\*
- e. Art Show
- f. Pig Pickin’\*

Mr. Stafford announced that \$1,200 had been budgeted for social events in 2019. \$300 is set aside each of the 4 special events (\*) events. The Burger Nights will take place April, May, June and August. Linda Dodge suggested the Tennis Club, instead of the GPOA, sponsor one of the four Burger Nights in 2019.

Bill highlighted that the Pig Pickin’ event was the most popular and well attended of all events in 2018 despite the rain. He stated that Jerry and Denise did a “super” job moving the event indoors and many commented on its success. He would like to see more of this type of event.

15. Old Business: None voiced

16. New Business: None voiced.

17. Adjournment: There being no further business, upon a motion made by Bill, seconded by Dan and carried, the meeting was adjourned at 6:45 PM.

Respectfully submitted,

Mandy Chew  
GPOA Secretary

Documents Attached: Sign in Sheet  
Treasurer's Spreadsheet Report  
Membership Report  
Thank You Notes – Marilyn Hughes, Gail Zarrello

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Rhona Beadle, President, GPOA

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