

GREENBRIER PROPERTY OWNERS ASSOCIATION BOARD MEETING

March 18, 2020, at 5:00 PM

Tele Conference Meeting Conducted due to Health & Safety/Shelter in Place Mandate

Present: Rhona Beadle, President
Geoffrey Smith, Vice President
Mandy Chew, Secretary
Terry West, Treasurer
Paul DeVenuto, Assistant Treasurer
Colleen Iacch, Assistant Secretary
Bill Stafford, Member at Large

Others Present: George Kramer, Chair, ACC

1. Call to Order: President, Rhona Beadle, called the meeting to order at 5:06 PM.
2. Roll Call: Rhona recognized each member and thanked them for meeting telephonically due to the pandemic. A quorum was established.
3. Community Comments: Rhona Beadle
Rhona stated that most residents were “in agreement” with the Board’s use of teleconferencing. One resident asked why the app “Zoom” was not used so the community could join in. Rhona researched “Zoom” and learned that system would only permit a 40-minute usage.
4. Approval of Minutes: Mandy Chew
The minutes of the February 19th meeting prepared by Mandy were reviewed. Rhona requested a correction on page 2, item #6, b., ii - changing “804 Basil Drive to 904”. A motion was made to accept the minutes as amended by Geoffrey Smith; seconded by Bill Stafford; the motion carried.
5. Report of the President: Rhona Beadle
Rhona asked the Board for recommendations that could be helpful for the community regarding the Coronavirus situation. Paul DeVenuto suggested that Rhona post a notice advising the community of the current status. He stated that a “Code Red” link was available. Bill suggested that all walk 15 min. a day and greet our neighbors. Colleen Iacch suggested that if we were going to the store to check to see if we can assist anyone. Rhona stated that she included the most current health-related information from the City of New Bern, NIH and the CDC in her article for the Gazette. She stated that she would post an email with these recommendations.
 - a. Foul Pool remediation. Rhona reported her discussions with Nancy Johnson with the City of New Bern. Ms. Johnson has attempted to contact the owner (1239 Pine Valley Dr.) by certified return/receipt mailing and regular mail, with no response. The owner is provided 15 days to respond, then Ms. Johnson will attempt an on-site visit. She emphasized that the City of New Bern would not be responsible for maintaining the pool afterward. Discussion followed regarding the options for the Board to consider.
 - b. Motion to reduce the speed limit on Glenburnie. Bill Stafford

Bill contacted 6 businesses for their input. All supported this effort. Bill will continue contacting the remaining businesses and have a full report by April.

- c. Work on the Foundation. Rhona Beadle
Rhona reported she has been unable to coordinate with John Robinson who is most familiar with the Foundation. She will follow up with a report in April.
 - d. 2020 Nominating Committee and Date for Summer Meeting. Geoffrey Smith
Geoffrey is working with Linda Dodge and will have nomination suggestions for the April meeting. Rhona will contact the Craven Community College to determine day/date/time availabilities for the summer. Not knowing when the community health restrictions might end, she will attempt to schedule at the end of August but will have more information at the April meeting.
 - e. Quarter Century Celebration. Rhona Beadle
Rhona stated that she did not have an update at this time. More to report in April.
6. Report from ACC Liaison: Geoffrey Smith and George Kramer
- a. ACC Applications recommended for Approval (Minutes from 3/12/2020 are attached.)
 - b. A request for a siding replacement: 1902 Cayenne Ct. to match the existing trim. Colleen made a motion to approve the request; Paul seconded; the motion was approved.
 - c. 2 requests for tree removal: 112 Oakmont Circle, and 1223 Pine Valley Drive. The request was acknowledged. Rhona made a motion to acknowledge the tree removal requests; the motion was approved.
 - d. A satellite dish request: 3302 Peppercorn Ct. Discussion followed regarding the placement of the dish and the legal requirements for customers to be afforded satellite access. There is no paperwork available, the item was tabled.
 - e. Geoffrey reported discussed with Ron Carlton at 1702 Greenbrier Ct. regarding the large stump in the front yard. Geoffrey offered equipment and assistance if needed.
 - f. Colleen asked about discussions on the stump grinding due to the Duke Power cutting. Rhona explained that this meeting was put on hold and any residents who wanted to request stump grinding services were to call Joey Whitesell directly.
 - g. Rhona asked Geoffrey for clarification regarding Maple Springs Tree Services and their insurance liability coverage. Discussion followed. No action was needed.
 - h. Geoffrey gave an update on the property clearing at 202 Firestone Ct. being prepared for the construction of a new resident.
 - i. Mandy informed the Board that she spoke with Linda Wilkes at 125 Oakmont Cr. Linda requested assistance in requesting approval for a fence. She was directed to George Kramer, chair of the ACC. ACC committee members visited the property and acknowledged that it met the guidelines and adjoining neighbors had approved. Geoffrey confirmed the application was received; it met the guidelines and the ACC had recommended approval. Geoffrey made a motion to

approve the request for a black metal fence, 4' tall, that meets the guidelines at the home of Linda Wilkes, 125 Oakmont Circle; Coleen seconded; the motion carried.

- j. George announced a second late request from Charles Jensen at 6015 Clubhouse Dr. for a 12- foot extension to an existing deck. George and the ACC visited the property and found no objection to the request. it will be appropriately anchored, with matching colorations. The ACC recommends Board approval for this request. Geoffrey made a motion to approve a 12-foot extension to the existing deck at 6015 Clubhouse Dr.; Colleen seconded; the motion carried.
 - k. Rhona announced that Work Sessions for *Pools and Screening of Trash Receptacles* will not be scheduled due to the Board's inability to meet face to face. Colleen noted that to address these issues, the Board would need to review paperwork which would not be possible via a teleconference. Bill stated that it would not be possible to discuss it at this time. Rhona stated that these items be postponed until further notice; all agreed.
 - l. Rhona announced that follow-up regarding shed variance requests (904 Basil Dr. and 308 Meridian Court) be postponed. She inquired if any had heard from those requesting these variances. Discussion followed regarding the descriptions of acceptable foundations in the covenants, per George. No action was taken.
7. Report of Treasurer/Finance: Terry West
- a. Terry reported that the budget was "going along very well". All expenses have been paid: "Little Guys" for maintenance, cost for the GPOA stickers, storage, utilities. The 2020 YTD expenses total \$9,409.55 with a remaining balance of \$32,950.45. Terry did note that the cost of the storage unit was higher than budgeted. Geoffrey, who worked with the lessors in the past, was not pleased with this increase. He stated that he would personally speak with the management and if the prior stated cost was not honored, he would recommend the Board find other space since there is an abundance of storage to be found elsewhere. Rhona requested that a Balance Sheet YTD be included in the upcoming report.
 - b. Geoffrey requested Board recommendations/approval to proceed with the purchase of lights for the fountain which was an approved item for 2020 since he would be working on the fountain soon. Discussion followed. Bill stated that he needed a bit more time to collect donations and would prefer that this expense be postponed a month or two. The Board concurred.
 - c. Rhona requested a motion that the Board accepts the financial report up to and including March as information (to ensure all had been reviewed and approved). Geoffrey asked to include "the information that was shared with us (via email) for this meeting. Bill made a motion to accept the financial reports in the minutes, and the report that was shared with us via email for this teleconference meeting as information; Paul seconded; the motion carried.
8. Report of Communications: Rhona Beadle
- Rhona stated that she is working with Jeremy on a "sending" domain. She stated that there are 524 email addresses but only 50% are receiving GPOA emails. She

continues working with Go Daddy for approval to secure a “sending domain” which should improve accessibility for those using Century Link and Sudden Link carriers. Discussion followed which included GPOA mail, GBMail, *The Gazette* and the strengths of each and going forward.

9. Report of Membership: Linda Dodge reported by Mandy Chew

Linda reported that membership was 54 residents short when compared to the March 2019 totals. Presently 398 residents have paid their dues (61%). The HOA membership shows a 51% renewal rate when compared to 61% in 2020. Linda reiterated her request for Board members to telephone non-members by email, phone or mail if possible. She will supply a list mid-April. Mandy will distribute to each Board member a copy of those residents who were members in 2019 but have not renewed their membership in 2020. Each Board member agreed to call 20 delinquent members.

10. Report of Maintenance: Bill Stafford and Terry West

- a. Front Island Power Washing – April 1st (Wednesday) Bill and Terry will power wash the front entry at Greenbrier between 1:30 – 3:30. Paul will coordinate with the police department.
- b. Geoffrey Smith will be repainting of the Craven County Community College entry signs.
- c. Dead trees along Greenbrier – Bill is working with Avery Smith with the City of New Bern to resolve this issue. A second tree that needs attention is on private property; it is not the GPOA’s responsibility. He also notified the Board that the City will be pruning the trees along Greenbrier.
- d. Rhona asked about the dead tree on Clubhouse Drive. Bill will follow up with Joey Whitesell as this tree is located on GPOA property.
- e. Repair of Nature Preserve Walkway – Rhona received a quote from Riverside Docks, and Docks and Decks. Rhona stated the Board would not be able to repair the Preserve at this time due to the costs. Rhona asked if we need to do anything further to warn residents of the hazards in the Preserve. Warning signs have been posted. No further recommendations were made.
- f. Planting of Bear Park – Terry reported that Patterson’s Premier Lawn and Landscaping submitted a quote for \$2,153.66 which is above budget (cost reflected half plants and half labor). Bill suggested we approve a “bit” at a time. Bill made a motion to approve a \$1,000 expenditure for the plantings this year, and request a long-range plan for the remainder of the project; Mandy seconded; the motion carried.
- g. Geoffrey reported that there are 2 sinkholes adjacent to Bear Park that need attention. Bill will investigate and report to the Board.

11. Report of Community Watch Discussions: Paul DeVenuto

- a. Paul announced there is an online national CPR program available. It is American Heart compliant. 7 modules take approximately 20 minutes to complete. The course is free if a certificate is not requested. The course is available on all

platforms. Jerry Briele, manager of The Emerald, is interested in staff education. It is recognized that due to the current moratorium on gatherings, scheduling a date for a class at the Emerald would not be possible. Discussion followed. Mandy made a motion to post the free CPR study course information on GPOA mail; Geoffrey seconded; the motion carried.

b. Red Flag Project

Paul stated that the flag in front of Bill's home was missing. Rhona stated that an HOA resident said: "it seemed to be working". Others expressed appreciation for the Board's efforts. Paul was thanked for his work on this project.

c. Rhona asked Paul about the reconstitution of the Block Captains. Paul requested help in contacting residents. Geoffrey, George, Mandy, and Rhona agreed to make calls in their respective areas.

12. Social Activities for 2020: Colleen Iacch

a. Easter Egg Hunt – Colleen stated due to the current health and safety issues, the event may not occur. (There is money budgeted for the Easter Egg Hunt per Terry.) Bill stated that he would be able to supply a tent for the event if needed.

b. Burger Nights – Colleen reported on the following confirmed events: The April 26 scheduled burger night is now in question due to health/safety. Thus far, the Men's Golf Club and the Tennis Club have committed to sponsorship. Colleen is waiting to hear from the Women's Golf Club and the Garden Club. The GPOA will sponsor July 4th. Two entertainers are under consideration, per Bill.

13. HOA Council: Rhona had no new information to report from the HOA Council.

14. Old Business: Solicitation request from Weather Guard Roofing and Restoration Rhona sought/received recommendations regarding the company; all were positive. Discussion followed. Geoffrey made a motion to approve (not to endorse) the Weather Guard Roofing request for solicitation in our development; Mandy seconded; the motion carried.

15. The insurance policy was reviewed. Geoffrey requested a comparison with other insurers and to verify which of the signs are being covered. The policy needs to be signed by April 1. Discussion followed. Mandy made a motion to approve the existing provider (Auto-Owners Insurance); Geoffrey seconded; the motion carried.

16. New Business: No new business was discussed.

17. Adjournment: There being no further business Mandy made a motion to adjourn; Geoffrey; the motion carried. The meeting was adjourned at 6:57 PM.

Respectfully submitted,

Mandy Chew, Secretary