

GREENBRIER PROPERTY OWNERS ASSOCIATION BOARD MEETING
May 15, 2019, at 5:00 PM
The Emerald

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

Absent/Excused: Dan Cashman, Member at Large
Bill Stafford, Immediate Past President

Others Present: George Kramer, Chair, ACC
Mary Griffin
Jack Griffin
Mike McAden

1. Call to Order: The President, Rhona Beadle, called the meeting to order at 5:04 PM.
2. Roll Call: All Board members signed into the meeting excluding Dan Cashman and Bill Stafford, and a quorum was established.
3. Community Comments:
The Griffin's were attending to learn the results of the front entry signage. Rhona stated that we would be discussing that issue later in the meeting.

Rhona closed the Community Comments of the meeting.
4. Insurance – Annual Review of Coverage:
Rhona introduced Mike McAden with The Insurance Center. Mr. McAden reviewed the Greenbrier contract and the coverage which includes: (1) general liability, (2) four signs, (3) the GPOA Board Directors and Officers liability, (4) dishonesty bond, (5) all volunteers, member or not, provided they are directed and approved by the Board for specific projects. Discussion continued regarding the value of insurance of the entry signs on Greenbrier Parkway. A meeting with the agent will take place to discuss how the cost is calculated. Rhona will develop a policy which will articulate the coverage of residents and the parameters for coverage for volunteers.
5. Minutes were approved for April 17, 2019: Mandy Chew
The minutes of the April 17, 2019 meeting were presented. John Robinson moved to accept the minutes as presented; Rhona seconded; the motion carried. The minutes will be posted on the website in PDF format.

6. Report of the President: Rhona Beadle

- a. Non-GPOA members in service of GPOA –
Per the discussion with Mr. McAden with The Insurance Center, in item #4 “as long as the Board directs and approves volunteers to perform specific tasks” our insurance will cover them. A record needs to be kept for all tasks directed by the Board. A policy will be developed.
- b. Recycling Presentation – Rhona has been in contact with Rusty Cotton regarding the New Bern Recycling Program. The Town of New Bern has not completed its contract for recycling with Craven County. It is anticipated the first of June. Once completed, Mr. Cotton will be happy to give a presentation to Greenbrier residents. Rhona will follow up.
- c. Front Entrance – Discussion followed regarding the preference totals and the calculations used to compute the percentages. It was also noted that some of the information posted had been misleading (design # 4 -the no sign, landscaping only and the write-in Brier Bear from the park) confusing members. Alternative materials such as Styrofoam and faux stone were discussed. John Robinsons made a motion to landscape the island and put nothing back (since 2 signs already exist at the front entry); Linda Dodge seconded. Discussion ensued regarding the insurance rebate received for the restoration of the sign. Additional discussion included possible future plans by the City of New Bern to eliminate the front island completely for safety concerns. Geoffrey offered to meet with the City officials to discuss the matter as it pertains to road safety and bring to the June 19 meeting. Geoffrey then made a motion to table the discussion in order to gather more information from the City streets department before deciding to proceed; Linda Dodge seconded; the question was tabled until June meeting.
- d. Signs Policy – The Board reviewed the revised April 28 Work Session Sign Policy. Rhona stated that the only thing missing is the link to the NC state and New Bern sign policies. John Robinson requested a small disclaimer “this pertains to Greenbrier property only and not easements controlled by the state and county” e.g. the Craven County Community College entrance and front entrance. With these corrections included, John made a motion to approve; Geoffrey seconded; the motion carried. Discussion followed concerning the need for a document retention policy including the initiation date, the review date, the revision date. This system will provide better review and control of all policies and provide a written record for future boards. Geoffrey will bring an example of his policy for record retention.
- e. Mailbox Policy – Geoffrey presented his latest schematic of the recommendation set out by USPS mailbox structure and placement. A copy of this is attached. Discussion followed to include: (1) decals, (2) making your own mailbox, (3) placement of GPOA membership signage (on the post- the side of the flag), (4) the New Bern utility company contact information. With these modifications

noted, Linda suggested we make these changes to policy and return to the topic at the next meeting. All agreed.

- f. Storage – Rhona will meet with Jerry to discuss the storage (shed) available at the Emerald. Space may not be suitable for the GPOA needs.
 - g. Foundation – Rhona and John will be meeting to discuss the 501c3 Foundation which is the Friends of Greenbrier. More to come.
7. **Report of Treasurer/Finance: Geoffrey Smith**
- a. **Budget vs Actual YTD ending 4/30/19**
Geoffrey stated the budget continues to remain positive through April. Memberships and donations continue to trickle in. John made a motion to accept the financials as presented; Linda seconded; the motion carried. Discussion continued regarding the pricing for a 3 or 6 light aperture attachment for the entry pond. Given that the cost exceeded that which was originally thought, it was decided that this item should wait for consideration later. Geoffrey presented a check/payment request form to use when requesting reimbursements. This will make his job easier in keeping all receipts in order and provide a more convenient log for each reimbursement. The Budget report and reimbursement form are attached.
8. **Report from ACC Liaison: George Kramer for Dan Cashman Liaison**
- a. George presented a written report of the ACC meeting of May 9, 2019, which included ACC review of a Fence request (106 Oak Hill Lane), and a Roof Replacement (113 St Andrews). The remaining requests were for tree removals. A written objection was made to the Tree Removal application at 106 Oak Hill Lane. After discussion, the applications for tree removal for 106 Oak Hill Lane that property was put on hold pending clarification regarding the number and type of trees to be removed. Discussion continued regarding the need to have a joint meeting of the Board and ACC with a tree expert and, the need for additional members of the ACC. John made a motion to approve the remaining recommendations (502 Shinnecock Court, 7003 Clubhouse Road, 104 Oak Hill Lane, 2002 Coriander Drive, 3104 Coriander Drive, 132 Southern Hills Drive, 104 Tanglewood Court, and 3105 Coriander Drive); Linda seconded, and the motion carried. A copy of the report is attached.
9. **Report of Membership:** Linda Dodge submitted a report advising that there were 489 live members vs. 455 in April 2018. This represents 79% of the total households. There were thirteen home sale closings, 7 have joined. Numbers are ticking up for memberships in the HOA's. Discussion continued for the replacement of front license plates (Greenbrier) for the welcome packets. It was suggested that the cost of new plates could be offset by the selling of additional plates to members for second and third vehicles, showing Greenbrier pride. Rhona made a motion to purchase 100 new GPOA front plates for new member packets and for purchase; John seconded; the motion carried. A discussion continued regarding annual membership and any proration

requested. It is an annual membership fee. Period. Documents should clearly reflect this.

10. Report of Maintenance:

- a. Fountain – Geoffrey’s discussion of adding lights to the entry fountain are discussed above in 7.a. of the Treasurer’s Report.
- b. Routine Maintenance – Bill is working on this issue.
- c. Bear Park Pond -Rhona advised that she called the City of New Bern parks to help with pond algae in Bear Park. The pond has of “filamentous” algae, which requires treatment that may affect the fish. The pond belongs to the City of New Bern, and consequently, they should be providing some help with the issue. Geoffrey noted that a fountain would reduce some of the algae problems as it had done in the Greenbrier entry fountain.
- d. Irrigation – Bill still working on that issue.
- e. Benches: Bill is working with Freddy Brown on this issue.

11. Report of Disaster Planning Committee: John Robinson

CCCC holding disaster training, no involvement from GPOA needed. John stated that the GPOA needs to develop a plan, in coordination with the New Bern City emergency services department, to provide improved communication systems with all Greenbrier residents. The City has a list of persons with disabilities and will be in touch with them in the case of an emergency. In the interim, the GPOA needs to continue to update and improve its GB and GPOA internet systems.

12. Arts and Craft Show: Mandy Chew

A total of 18 resident artists have indicated interest in participating in the August 18th event. Of that number 12 have returned their completed entry forms. David is constructing tabletop easels and Sally Kiely is collecting boxes to be used in the displays.

13. HOA Council: Dan Cashman and Rhona Beadle

Nothing noted.

14. Web Site Review:

Linda reported that three RFP’s were sent out; two RFP’s were returned: (1) New Bern Web Design, LLC quoted set up costing \$2,900 plus extra for hosting, a 50% non-refundable cost if the contract was canceled, and the system and it would take approximately 6 weeks for completion; (2) LCA quoted \$3,500 set up with essentially the same conditions as New Bern Web for hosting and 50% refund if discontinued. The Committee voted to hire New Bern Web Press, primarily due to cost, use of word-press rather than WIX, and excellent security capabilities.

John moved to approve this proposal and take the cost from the money market account if necessary; Mandy seconded; the motion carried.

15. Nominating Committee: Linda Dodge

This is the hardest job I have ever undertaken, per Linda. A committee of 3 identified those who might be of interest. Only 1 recommendation stated interest. Members of the Board continue to find candidates.

16. Old Business:

- a. Mutt Mitts – Problem placing the extra dispenser at Club House Drive. John identified another area that is frequented by dog owners and is the worst he has seen. Rhona requests that we have the new dispenser wherever it is needed the most. Mandy offered to replenish Mutt Mitts at Bear Park, and John offered to place the new dispenser on Greenbrier Parkway adjacent to the fountain pond.

17. New Business: George Kramer cited property along Pine Valley Drive and Shinnecock where dead palm trees that need to be removed. Discussion followed as to plan to approach the owner and find a solution.

18. Adjournment: There being no further business, upon a motion made by Rhona Beadle; seconded by John Robinson; and carried, the meeting was adjourned at 7:20 PM.

Respectfully submitted,

Mandy Chew, Secretary