

GREENBRIER PROPERTY OWNERS ASSOCIATION BOARD MEETING
March 20, 2019 at 7:00 PM
The Emerald

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

Absent/Excused: Geoffrey Smith, Treasurer

Others Present: David Chew

1. Call to Order: The President, Rhona Beadle, called the meeting to order at 7:02 PM.
2. Roll Call: All Board members signed into the meeting excluding Geoffrey Smith who was out of town, and a quorum was established.
3. Open Community Forum: Community member, David Chew was welcomed by the President and Board. Mr. Chew asked what action had been initiated by the ACC regarding properties located at 103 and 107 Oak Hill Lane; items which were discussed at the February 20th Board meeting. Discussion continued. Mr. Stafford suggested agenda items under the ACC Liaison 7. c - d, be moved forward. Following further discussion, a suggestion was made for the ACC to further investigate the 103 property, as appropriate, and engage the New Bern Realtors to assist. Mr. Robinson stressed the need for more affordable housing and urged the Board to take steps to find interested buyers for Greenbrier. Mr. Stafford offered to contact members of the real estate market to assist in this effort regarding vacated and semi vacated properties in Greenbrier. Rhona suggested that she, Bill and David meet to discuss how to proceed with HUD. John made a motion to approve these suggestions; the motion was seconded by Bill; motion carried. Regarding the 107 property it was recommended that a copy of the initial ACC letter to owner be obtained and, that a second factual "business" type letter be drafted, with the Board's approval and sent certified mail, to the owner. Bill made the motion to approve these steps going forward; John seconded; and the motion carried.

Mr. Chew thanked the Board for their time and left the meeting.

4. Minutes were approved for February 20, 2019: Mandy Chew

The minutes of the February 20th meeting were presented. Linda Dodge made a motion to approve the minutes as submitted; it was seconded by Dan Cashman, and the motion carried. The minutes will be posted on the website in PDF format.

5. Report of the President: Rhona Beadle

- a. Quarterly Meeting with Emerald Advisory Board: Jerry Briele reported that the greens are great, and the fairways were drying out; they have begun resurfacing the cart paths; the ponds are working well; the tennis courts are to be resurfaced soon; the pool fence is being repaired and will meet code. The Pro Shop is busy, and it is suggested that golfers need to reserve tee times 2 weeks in advance. Denise continues to amaze us with wonderful meals. The website is being updated. Membership stats: Full membership – 215, Social – 56 and Pool – about 45.

Pool memberships will begin being accepted April 15 with discount for early registration. Jerry also suggested non-golfers consider a social membership at \$50/mo. or “house” membership at \$88/mo. He also discussed a possible “driving range” clinic for GPOA members. 53 new flags have been purchased for the course, and new golf carts have been received, replacing older units. Linda Dodge stated that “something needs to be done about the noise level” in the club, thereby encouraging more members would take advantage of the social events. Bill Stafford announced that he discussed with Jerry, curtains and other acoustical materials for the main reception area for noise abatement. Linda suggested that this improvement could be used as a marketing tool to encourage more to use the facility. Rhona expressed her appreciation to both Jerry and Denise for their hard work.

- b. Grant Potential for the Nature Reserve-Replacement of Walkway in Nature Reserve: Rhona expressed the need for the Board to address the safety issues in the Reserve. She announced the potential of a grant from the Weyerhaeuser Corporation to replace the wooden walking path in the Reserve. Grant applications are being accepted until the end of October. The GPOA is not a 501 (c) 3 as is required to apply; we are a non-profit. Bill indicated there is a resident in Greenbrier who works with Weyerhaeuser. He suggested Rhona contact this individual to give us insight in this matter. Rhona will follow-up.
- c. GPOA MAIL Policy – This policy draft was tabled at the February 20 Board meeting. Bill Stafford made a motion to “remove from the table”; John Robinson seconded; the motion carried. The discussion involved which organizations could have information about their events disseminated via GPOA mail. It was decided that only GPOA information, Emerald activities and events taking place in Greenbrier would be included in GPOA mailing. Only GPOA members will have access to the emails, and the membership list will be purged in April. Discussion followed. John moved to remove section 3.c. from the proposed policy; Dan Cashman seconded; the motion carried.

6. Report from Treasurer/Finance: Geoffrey Smith

Mr. Smith was out of town, but his monthly report is attached. The only item of note by the President was \$2,445.00 for the purchase of a new fountain/head for the front entry pond. Dan Cashman made a motion to accept the Treasurer's report as information; John Robinson seconded; the motion carried.

7. Report from ACC Liaison: Dan Cashman – Dan announced that the ACC is now meeting on the Thursday before the scheduled monthly GPOA meeting. A written report was presented containing 4 requests for tree removal, and 1 request for the installation of a flag pole. The report is attached. Discussion followed regarding the responsibilities of the ACC, tree removal requests, replanting as required in the covenants, and follow-up monitoring by the committee. Linda Dodge pointed out the number of committee members presently serving is very small and therefore they are thinly spread. At one time, there were as many as 30. John Robinson noted that presently the current ACC committee represents only 1% of the Greenbrier residents, and that we should strive to increase the ACC, so all communities are represented. Dan made a motion to approve the 5 requests presented; John seconded, and the motion carried. Dan then presented a separate request for a privacy fence on 804 Thyme. The request is in dispute as it does not meet the requirements stated in the [regulations]. The fence at 6 ft high (50 ft. length) would exceed the height, and the placement on the property line, would not conform to the architectural character of the neighborhood and would be clearly visible from the street. It is unclear if all neighbors have been informed by the ACC. The fence is to provide privacy from the adjoining neighbor's pool which is used in the summer months by children and guests. A denial was recommended by the ACC in a vote of 4 to 1. The owners stated they would appeal the decision. A discussion followed regarding the appeal process. More information was requested but not available, per Dan. Bill stressed the need for the ACC to confirm that they informed the neighbors, and to determine if there is precedence. Bill Stafford made a motion to table the request and invite the residents to attend the next Board meeting; Mandy Chew seconded; the motion carried. The residents will be invited to attend the next Board meeting and discuss the issue.

a. Composition of current ACC

- i. Current Chair Pro Tem – Dixie Babb is filling in for George Kramer as interim in his absence. George is recuperating well and will be attending the next meeting, per Dan.
- ii. Vacant Seat – Parks Schaefer was asked to be on the Committee]. Wayne D'Arco and Terry D'Arco are on the Committee representing 2 votes. Once Parks is confirmed by the Board, the D'Arcos will continue to work with the ACC but have only 1 vote, not 2. Parks who lives in that section, will then have one vote.
- iii. Recommendations of ACC: Linda Dodge reminded the Board that one of our new residents volunteered to be on the ACC committee. Other

names were mentioned for consideration. Dan will bring a full slate to the Board for consideration.

- b. **Lawn Signs:** A discussion ensued regarding a cautionary notice reminding residents of the use of lawn signs. Linda was asked to include this letter in the March delivery of decals and dues reminders. John Robinson interjected that he recalled a recent conversation that there would be review of the current policies. Discussion continued as to a variety of signs being displayed in Greenbrier. The latest review of the sign guidelines was made in 2007 and did not include a variety of signs being used today. Rhona stressed the need to completely review all sign policies during in a work session and develop current guidelines. The Board has the authority and responsibilities to do so, per Bill and John. John then made a motion for the ACC to suspend all notifications regarding signs, flags and other decorations in the yard, until the Board has had an opportunity to completely review the “guidelines.” Dan seconded, and the motion carried. Bill further stated that the flyer being mailed is in accordance with the guidelines from 2007. New guideline enforcement will begin once the Board approves such changes.
 - c. Complaints regarding 103 Oak Hill Lane – See agenda item #3 and discussion.
 - d. Complaints regarding 107 Oak Hill Lane – See agenda item #3 and discussion.
8. Report of Membership: Linda Dodge
As of March 20, Linda reported 452 current memberships as compared to 412 in 2018. A letter was mailed on March 1 to 83 residents who had not yet renewed their membership since 2018. 38 residents responded. 32 renewed; 1 stated they would not renew; and 5 reported plans to move from Greenbrier. That leaves 46 who have not renewed from 2018. The decals are going out this week via the Pony Express. Linda reported 35 new members since 2018. GPOA membership reflects 67% and HOA memberships represents 54%. Home sales have slowed with only 4 closings since January. Optional donations continue to come in - \$1,585. Linda states that that is the equivalent to almost 21 memberships. Way to go Linda!!! Rhona announced that she is handwriting “thank you” notes to all making additional donations.
9. Front Entrance Committee Report and Action: Rhona Beadle
- a. Format for input from Members. Rhona has been in contact with Jules who will be producing 3 renderings of the Ad Hoc committee’s designs, complete with costs attached. Rhona will then complete the display with a storyboard explaining the process. Linda interjected that a 4th proposal/design that was discussed that would be included depicting only seasonal plants, but no wall or signage. Bill offered to contact Eugene at Print and Copy Warehouse to develop this rendering. The timeline for the displays is the first of April. These will be displayed at the Emerald and on GPOA mail. Rhona will also produce cards for GPOA residents to provide input indicating their name, address and 1st, 2nd, 3rd and 4th preferences.

10. Report of Maintenance: Bill Stafford and Geoffrey Smith

- a. Fountain - Bill reported that the fountain has been purchased and that Geoffrey will be working with an electrician whom he knows to be reputable, and with the City of New Bern on the installation. Geoffrey has it all under control and once the electrician is available, the fountain should be installed within 10 days. Bill indicated that he had tried to contact the prior electrician to discuss reimbursement for faulty work, without success
- b. Routine Maintenance – Bill is working with The Little Guys (contracted landscape maintenance group) to discuss entire needs of Greenbrier. The daffodils have begun to bloom and should run a bit longer as they are “multi-timed” and will bloom longer than others
- c. Activities in the Bear Park – Board need to recognize location of the daffodils as new plantings are introduced to Bear Park in the future. The next task is the irrigation and that should be in place by the next meeting. Bill also expects that Freddy Brown will have the new benches in place. Freddy will also make some repairs to the existing benches; sanding, cleaning, etc. Linda expressed concern regarding the amount of trash that is collecting at the entry of Greenbrier; where is it coming from, who is responsible? Bill noted that trash collection along Clubhouse and Greenbrier Parkway was within the scope of the contract with The Little Guys.

11. Report of Disaster Planning Committee: John Robinson

John stated that he met with John Harding who was Chair of the Community Watch and Jim Morrison who has assisted. John is moving from Greenbrier and Jim indicated that he does not wish to be involved in any master planning and wants the GPOA to take over the Community Watch program. John R. stated that he would provide a copy of what a “master plan” would look like to the Board at the next meeting. John spoke with Stanley Kite at the New Bern Emergency Management Office. Mr. Kite expressed some concerns: (1) whom should he contact both for communication, and coordination, (2) establishing a point person who would then assist in the case of an emergency, (3) the tracking of residents in GB with disabilities and special health needs in case of an emergency. Other communities have a registry that is held by a designated person whom the Fire, Police and other emergency personnel can contact. Agencies such as Social Services and Independent Living agencies will have information on these individuals with mobility issues, but there is no coordination or linkage with our local Emergency Service agencies. Virginia has such a registry and that is the hub of information for emergency communication. John stated that just having a “plan” in place would be a major step for GB. Discussion continued including the need for a registry (on a voluntary basis) of individuals with special needs; the need for all residents to sign up for GB Mail and/or GPOA Mail (if current members), “block captains”, need for a committee to work on a master plan. Bill stated that utilizing the “block captains” would be

the first step in coordination. Rhona suggested the end of April as target date to initiate a master planning committee per John's request; Mandy agreed to assist.

12. Social Activities for 2019: Bill Stafford

- a. Bill announced that the "Pig Pickin" special event date is now set for Sunday October 19 at 4PM.
- b. Arts and Crafts Exhibit: Mandy Chew
The Arts and Crafts Exhibit Committee met March 13 with Jerry Briele at the Emerald to discuss this GPOA event. This event is a rebirth of an earlier sales event that was popular with residents of Greenbrier. The date for the exhibit is August 18, 2-4:30 PM in the main lobby of the club. This is NOT as sales event rather an exhibit to highlight the talents of our many gifted residents. A maximum of 20 artists/crafters will be participating. Light hors d'oeuvres and a cash bar will be available. This event proceeds the Sunday Burger Night sponsored by the FNC; therefore, all Board members will be needed to help facilitate transition from the exhibit to the burger night festivities. A written report is attached.
- c. Easter Egg Hunt: Linda Dodge
Hallelujah!!! Janet Routier on August Court has volunteered to be the Chair of the committee of 3 "egglettes"- Connie Cousino, Linda Prescott, and Cheryl Flanagan will be assisting. The event is scheduled for April 20 at 10:00 with a rain date on Easter Sunday at 2:00 PM. The Easter Bunny is lined up, and this should be one of the BEST hunts ever based on the enthusiasm the committee has generated, per Linda.
- d. Burger Nights: Rhona Beadle
Rhona reported that we have 4 burger night sponsors.

13. HOA Council: Dan Cashman and Rhona Beadle

Dan, Linda, and Rhona met with the HOA presidents and they were very interested in sharing their pain. Lou Costello described the ongoing drainage issues affecting Carmel and Innisbrook. Lou will continue working with the residents and assisting them in contacting the City of New Bern. Linda noted there was an opportunity for each of the HOA's to have a dedicated page on the new web-site.

14. Web Site Review: Linda Dodge

Linda reported that the Web Site review committee (Dan, John, Linda, and Rhona) met on March 12th. They have outlined the content they wish to see on the website. John is drafting an RFP. Among the changes proposed was to include pages for the individual HOA's. It was suggested that the HOAs might have to pay a small fee for their information pages. Rhona also suggested finding sponsors for the GPOA website. Bill suggested that sponsors might wish to have their name/company on the video being updated for Greenbrier.

15. Old Business: Bill Stafford

New signs have been designed measuring 12” x 18” with dark green backgrounds with white lettering. Signs will be installed on existing posts at both entries, stating “no solicitation without GPOA permit”. Bill has also purchased “open dawn to dusk” signage for the Park and the entry to the Nature Reserve. These will be placed at the entry of the walkway. A motion to approve the installation of the signage was made by John Robinson; seconded by Rhona Beadle and the motion carried.

Rhona announced that she is working with Jerry Briele at the Emerald as to the placement of the “mutt mitt” dispenser for residents who walk their pets in that area near the cart path in the 6000 block of Clubhouse Drive.

16. New Business: Linda Dodge

Linda reminded that Board that we need to start thinking about a nominating committee for the two Board positions at the elections in July. Bill announced that his new business has taken off and there may be times he will not be able to attend. Dan Cashman suggested that the Board consider adding 2 new members to the Board. Rhona stated that we need to the semi-annual meeting. New Board members will be voted at that meeting and installed in September. Rhona will check with the College to see if their auditorium will be available on August 10, a Saturday in the afternoon.

17. Adjournment: There being no further business, upon a motion made by Bill Stafford, seconded by John Robinson; and carried, the meeting was adjourned at 9:29 PM.

Respectfully submitted,

Mandy Chew, Secretary