



## **Minutes of the Meeting of the Board of Directors February 5, 2018**

### **Call to Order**

The meeting, held at 48 Cape Creek Road, was called to order at 5:05 pm. In attendance were: Lou Anne Brown in person; Jeff Alpert, Lynn Barnard, Rex Cowdry, Fred Craig, Brian Johnson, Alan Reyner, Shawn Smith, and Cooper Young by telephone.

### **Finance Committee**

The Finance Committee reported on a meeting held the previous week to discuss dues collections to date, POA loan options, and special assessments that will be part of certain road paving options. The Finance Committee will use information from the road Working Groups to estimate the construction and paving of each of the road options, with an estimate of any special assessment necessary, and a note that there may be a loan option to spread out any special assessment over several years, if desired by the property owners. The Committee recommended posting the EOY financials for the Association, with several explanatory annotations, and holding meetings and the vote on road options as early as feasible. The Board **APPROVED** posting of the financials on the Association web site.

### **Project Proposal: Cape Creek Dock Water Supply Line Repair**

The Infrastructure Committee briefly presented the written project proposal for repair of the water supply line for the Cape Creek Dock, with an option for in-house repair and a second for repair by Brunswick Plumbing. The Cape Creek Dock Working Group thought it was unlikely that water would be needed for the upcoming dock project and might not be needed long-term, given the cost of a water connection even with zero water use. Action on the proposal was **DEFERRED** to a later date, when the on-going need for water would be clearer and David may have greater time availability, given his current commitments to road repair and to continuing cleanup after the ice storm.

### **Infrastructure Committee Update**

The **Gravel Road and Chip Seal Working Group** reported on the status of cost estimation for those road options. Cost estimates for the gravel road option will be influenced by the outcome of the upcoming road maintenance project. For the chip seal option, it has been difficult to identify a contractor other than Barnhill.

The **2018 Road Maintenance Project Proposal** was presented. The following motions were made and **APPROVED**:

- **MOVED THAT** the Board approves the procurement proposal including entering into the equipment rental agreement, binding the necessary insurance, and arranging for David's, Randy's, and Ryan's time.
- **MOVED THAT** expenditures of up to \$13,000 from the Gravel Roads Reserve Fund are approved for the first week of effort. If the initial results of the road repair are good but additional time is necessary to repair the entire road, and if the project manager estimates that the entire road can be completed in two weeks rather than one week, expenditures of up to \$22,000 are approved.

The **Asphalt Paving Working Group** is nearing completion of the cost estimates on the asphalt paving options. The Board discussed the response from the Village Manager about the requirements for acceptance of asphalt roads by the Village, which would have an impact on cost estimates.

**Cape Creek Dock and Ramp Working Group** reported that the CAMA permit issued, with a proviso that there be no vinyl or riprap at the foot of the ramp. Two engineering quotes had been received in October and December. The quotes were discussed in the Executive Committee meeting and a contract with Criser Troutman Tanner Consulting Engineers approved. In response to questions about the procurement process and the details of the contract, an email vote was conducted with several abstentions. To affirm that email vote, the following motion was **APPROVED**:

**MOVED THAT** the Association accept the proposal from Criser Troutman Tanner Consulting Engineers.

The contract includes certain additional services that CTT may provide under a contract modification, including construction oversight. The nature of any construction oversight will be resolved at a later date.

A **Concept Proposal for the Cape Creek Dock and Ramp Project** was presented and **APPROVED**, with the understanding that a Final Proposal with the required elements would need Board approval before soliciting bids.

### **Property Manager Update**

The Board received an update from a meeting held with our Property Manager, David Ward, and discussed his excellent work with road clearing and clean-up. Several options for adjusting his compensation were discussed by the Board, including payment for the trailer he is using for Association work and a monthly allowance for his mobile phone. These will now be discussed with David, and action will be taken at the next Board meeting.

### **Debris Pick-up Update**

David Ward is making good progress with chipping following the storm debris removal from the roadways. Discussion of “lessons learned” from the ice storm was deferred to the March meeting. The following motion was **APPROVED**:

**MOVED THAT** Randy Lomax is approved to work two days helping David Ward remove any dangerous hanging limbs from trees and chip remaining debris from the storm.

### **Nominating Committee Recommendation**

Alan Reyner and Lou Anne Brown met and recommend that the third member of the Nominating Committee be one of three individuals. They will be asked serially to serve and the third member will be formally appointed at the March meeting.

### **MIPOA ARC Update**

The revised and updated agreement with the Bald Head Association was discussed. The primary change is that the Stage I ARC will no longer review applications from Middle Island and provide comments for action by the Middle Island ARC. The architectural review staff of the BHA will continue to provide all the administrative services and professional technical review of applications from Middle Island and if requested, will attend the meetings of the Middle Island ARC.

**MOVED THAT** the Association enter into the revised architectural review agreement with the Bald Head Association.

The motion was **APPROVED** unanimously.

### **Follow-up on Questions for the Village**

The Board discussed the reply from the Village Manager. New information included the designation of East Beach Drive south of the Cape Creek Road intersection as a primary thoroughfare. The Village Manager reiterated that any waiver of specific road standards would require action by the Village Council.

### **Adjournment**

The meeting was adjourned at 6:43 pm.