



## **Minutes of the Meeting of the Board of Directors September 2, 2018**

### **Call to Order**

Proper notice having been given to the Board members, the meeting, held at 1 Dogwood Ridge Road, was called to order at 11:05 AM. In attendance were:

Jeff Alpert, Lynn Barnard, Lou Anne Brown, Fred Craig, Brian Johnson, Alan Reyner, and Shawn Smith, in person; and Rex Cowdry by phone.

### **Resolution Thanking Chuck Pardee**

The Board unanimously **ADOPTED** a resolution thanking Chuck Pardee for his exemplary services, not only as our financial accountant but also as our agent mailing notices and election materials, receiving and recording proxies submitted by members, and receiving and tallying confidential ballots cast by Middle Island property owners.

### **Election of Officers**

The Board elected the following officers for the 2018-2019 year:

President: Lou Ann Brown  
Vice-president: Alan Reyner  
Secretary: Rex Cowdry  
Treasurer: Jeff Alpert

### **Approval of Minutes**

The minutes of the August 6 meeting of the Board were **APPROVED**, following discussion of documentation requested by a Board member.

### **Request for a Final Report on the Cape Creek Dock Construction**

Because the as-built Cape Creek Dock differs in several ways from the design approved by the Board, the Board discussed several issues regarding pile length and depth of embedment during discussion of the August 6 minutes. The working group noted that:

- all the mooring piles were omitted;
- the final location of the dock was as specified on the original plans, rather than the amended location 2' closer to shore; and
- embedded depths are reportedly 10-12 feet.

There was some discussion about whether every pile was driven to refusal, about whether any pile was jettied, and about how the embedded depths were determined.

The Board **REQUESTED** that the working group overseeing the procurement and construction of the dock provide a report signed by Tommy Perry, the contractor handling installation of the dock, documenting the final length (after any cuts) and the embedded depth of each installed pile.

### **Future Board Meetings**

Regular Board meetings will be held at 5:00 PM on the first Monday of each month, unless otherwise determined by the Board.

### **2019 Budget and Dues**

The Board reviewed provisions of the Covenants and By-Laws regarding the process by which the budget and annual assessments are developed and approved. A preliminary Reserve Study, updating the Reserve Study performed prior to turnover, will be conducted by Rex Cowdry, Fred Craig, and Jeff Alpert; that preliminary study will provide updated annual contributions to the reserve funds for incorporation into the budget. The Treasurer will present a proposed budget and annual assessments for discussion and approval by the Board before October 15.

The proposed budget and annual assessments will be sent to the members by November 1. The annual meeting of association members to consider and approve the budget will be held on Monday, December 3, at 5 PM. The December meeting of the Board will take place immediately following the association's budget meeting and will be open to all members of the Association.

### **Road Maintenance**

The Board discussed the current state of the roads and lessons learned from the in-house major road maintenance efforts last winter. There was general agreement that the section of Cape Creek Road east of Dogwood Ridge is most prone to potholes, in part because the scarification and re-rolling did not produce satisfactory drainage of the roadway. The group working on the reserve study will work on details of a periodic major reworking of the road surface by Barnhill or Island Contracting, combined with on-going maintenance by David Ward.

### **Cape Creek Dock and Ramp Status**

Several issues had already been discussed earlier in the meeting. The approximate cost to date (\$96,000) was reviewed. The plans for rebuilding the ramp will now be developed by the working group, Tommy Perry, and Criser Troutman Tanner and presented to the Board and the CAMA project officer.

### **Kayak Launcher**

Options for the kayak launcher were discussed. The recommendation of a Carolina Floats Kayak Dock was **ADOPTED** after discussion of stability, potential theft of a portable alternative, and costs. Alan and Rex will work out the details of whether to order the 11' or 16' version, confirm the correct mounting brackets, and explore less expensive freight options from South Carolina to Southport and thence to Middle Island, including whether Alan can truck the dock from the distributor to Southport. Installation can be done in house.

### **Ongoing Infrastructure/Maintenance Issues**

The proximity card reader and magnetic locks will first be installed at the Bald Head Creek floating dock gate for a trial period this fall, with a partial distribution of cards to frequent users. After proof of reliability in our environment, cards will be distributed to all property owners prior to installation of the proximity card reader and magnetic lock at the Beach Access gate. A card policy will be developed prior to distribution. The same card will operate both gates. Because both the card reader and the magnetic locks are sealed and have no moving parts, previous problems with sand in the lock cylinders and vandalism from using the door knob as a step will be avoided.

The continuing problem with inadequate drainage from East Beach Drive during very heavy downpours was discussed. Some of the most recent problem was caused by recently applied pine straw and a large mulch pile on the road side of the landscaping berms along the road. The plan is to install some combination of a slanted grate over the entire drainage box and an atrium drain cover, both of which will trap debris and still allow water to drain through the grate/cover over the accumulated debris. In addition, depending on the lot line locations, at least one cut in the berm on the west side of the road may be made and lined with stone to provide an additional route for overflow that the new drainage system can't handle. The Board **APPROVED** up to \$300 for materials.

Cooper Young will follow up on plans to disconnect the street light at the intersection of East Beach Drive and Cape Creek Road.

The possible claims by the Association against the moving company that damaged a number of trees along Cape Creek Road were reviewed. The Board decided not to pursue the claims, given the effort involved, the limited damage, and the low likelihood of recovery.

### **Follow-up from the Annual Meeting**

Members had discussed possible changes in the Covenants that would 1) eliminate differential contributions by Forest and East Beach lots toward maintenance of the gravel roads and 2) provide that all lots contribute equally toward any paving of the gravel roads, as opposed to only Forest lots. The Board decided to conduct a survey of East Beach lot owners, as suggested during the Annual Meeting. Shawn will draft a survey and circulate it to the Board for comment.

A question had been raised at the annual meeting about charges for boat and canoe/kayak storage and dockage. In the next email to the members, the Secretary will include information about the options and the supplementary annual assessments associated with each option.

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**David Ward's Request Regarding EMT Training**

David's request for accommodations to allow him to pursue training as an EMT and fireman was discussed. Details would be worked out if he were accepted to the program. In the meantime, the Board expressed support for his training plans because of the additional income and access to health benefits that would come with the job.

**Adjournment**

The meeting was adjourned at 12:30 PM.