



REGULAR MEETING OF THE BOARD OF DIRECTORS
October 15, 2015

MINUTES

Pursuant to call, a Regular Meeting of the Bluewater Cove Homeowners Association, Inc. Board of Directors was held on Thursday, October 15, 2015 at the Bluewater Cove Clubhouse, 147 White Heron Lane, Swansboro, NC.

1.0 MEETING OPENING

1.1 Quorum

In attendance and representing a quorum were Anne Scott and David Sobotta.

Representing Crystal Coast Management Consultants, association managing agent, were Johnny Cameron and Candie Duren.

Anne Scott, President, opened the meeting at 10:06 am.

1.2 Director Opening

There is one open seat on the board and no volunteers have come forward yet.

1.3 Member Comment

No members attended.

2.0 PREVIOUS MEETING MINUTES APPROVAL

David Sobotta provided the 7/6/15 board meeting minutes and Johnny Cameron provided the 9/26/15 special members meeting minutes.

MOTION: David Sobotta moved both minutes be approved as written. The motion was seconded and passed unanimously.

3.0 REPORTS

3.1 Financial

- David Sobotta, Treasurer, provided the 9/30/15 financial report, check register, and expense comparison. To date, 2015 expenses are the same as 2014 while income is better than 2014. The 2015 projection is a budget surplus of \$4,336.

- Delinquencies were 11K\$.

- 308 Duck Haven has a lien for delinquency

- David Sobotta suggested using RecoverHOADues.

ACTION: CCMC will investigate this service.



3.2 Architectural Committee

Brian Walker, Chair, attended this segment of the meeting. Other committee members are Michael Goduti and Len Fairfield. The discussion highlights were:

- No recent applications or approvals
- Approximately 28 lots remain unbuilt
- Wrought iron fences are allowed

ACTION: David Sobotta will revise the Architectural Guidelines based on Brian Walker guidance

ACTION: CCMC will provide sample ARC Application

3.3 Landscape Committee

The committee consists of Michael Pickard, Tom Slater, and Lea Huston. There was no report.

3.4 Maintenance Committee

The committee consists of Michael Pickard, Terry Barclay, Dan Simon, and Tom Slater.

- Boat Storage Dead Tree: this topic is closed.
- Community Painting Day: the date is to be determined (TBD)
- Clubhouse repairs: GFI non functional in pool control room

ACTION: CCMC will obtain an electrician

- Channel Access: this topic is closed as access is available
- Trespassers: this topic is closed as none recently
- West Firetower Road Fence Repair

ACTION: Mike Pickard to repair pickets

- Septic Pump Repair: Per Dan Fortin, impeller does not have to be replaced at this time

ACTION: Dan Fortin to provide report

- The entrance gate has been repaired

3.5 Hospitality Committee

The committee consists of Shelley Goduti, Donna Barclay, and Lindsay Williams.

- Christmas Party date is to be determined
- Halloween Party is 10/31/15 at 5pm

3.5 Manager

Johnny Cameron, CCMC, provide a transition report with the following discussion:

- Webpage without a password is operational
- Common area keys have been provided except for gate and septic keys
- There are no more gate remote controllers
- The gate database is in process

ACTION: CCMC will send registered agent forms for signature

- Contracts: The landscaper contract was provided. There is no pool operator contract.

ACTION: Property tour with CCMC and David Sobotta



4.0 UNFINISHED BUSINESS

4.1 Combined Lot Dues

Per an attorney opinion, owners with combined lots still owe dues for each lot and affected owners have been so informed.

4.2 Pond Pump Repair

The owners around the pond have had the pump repaired for \$400. While the pond is common area and maintained by the association per the Declaration, these owners procured, installed, and have maintained the pond pump themselves. The association has paid for the pump electricity which is \$1800 per year. The pump should be run during daylight hours only.

ACTION: CCMC will draft agreement on pond and pump.

4.3 Rules Enforcement

- Wood Signs: The owners failed to pass a measure allowing metal/paper "For Sale" realtor signs. Only one sandblasted sign per lot is allowed so a second sign cannot be placed at the entrance.

- Boat Length: The rules and the CAMA permit limit boats to 21 foot length. Seeking a revised CAMA permit may subject the association to new provisions and should not be attempted.

ACTION: CCMC will obtain a sign with the 21 foot boat length rule.

- Boat Parking: Boats cannot be parked in front of the house but rather adjacent or behind the house. Owners previously passed a resolution allowing parking in front of houses but this was not a Declaration Amendment.

- Vacant Lot Mowing: Owners are responsible for keeping their lots mowed and if this does not occur, the association can have the lot mowed and invoice the owner.

- Enforcement: There was discussion on enforcement means including fines, privileges suspension, and violation letters.

ACTION: The Board will determine the rules which are major representing a safety or market value issue.

ACTION: CCMC will draft an enforcement letter to owners.

5.0 NEW BUSINESS

5.1 Landscaper Bids

Anne Scott provided the current landscaper contract. David Sobotta described the landscaper's scope of work. CCMC provided an example of a landscaper annual schedule. The landscaper charges \$50 to mow a vacant lot.

ACTION: CCMC will obtain quotes using the annual schedule.



5.2 Correspondence and Director Comments

Johnny Cameron noted a 10/2/15 email from Donna Barclay and CCMC will respond.

6.0 NEXT MEETING SCHEDULE

The next meeting will be held in January 2016.

In response to a question, Johnny Cameron explained different board meetings and sessions, as follows:

- Boards can have regular and special meetings as well as work sessions. Work sessions and special meetings do not have member participation, while regular meetings do have a segment for member comment. Work sessions do not have minutes.
- Regular and special meetings can be divided into regular session and executive session. Almost all of the meetings are held in regular session. Executive session does not have minutes kept and can be done for several confidentiality reasons: legal matters, negotiations, contractor selection, financial options, violations action, personnel issues, etc.

7.0 MEETING ADJOURNMENT

There being no further business, and based on a motion made and seconded, the meeting was adjourned at 12:02 pm.

SUBMITTED BY

APPROVED BY

Johnny Cameron
Association Managing Agent
Crystal Coast Management Consultants

Anne Scott
President
Bluewater Cove Homeowners Association, Inc.