

Beachwalk BOD Meeting Minutes-January 10, 2017

Board members present: Bill Bryan, Dan Church, Joe Truelove, George Schierle, and Mike Wood.

Homeowners present: Jim Craig, Gail Morris, Walt Jankowski, Lee Brennan, Kate Shorten, Jackie Wiebe, Ron Bell, Rick Morton, Mike Gentile, and Bill Guyton. Cindy Snead was present from Network Realty.

Call to order was executed at 4:00 PM at the Beachwalk Clubhouse.

Bill Bryan (President) asked for approval of December 2016 meeting minutes. Motions were made/seconded to approve and passed unanimously. Bill also asked for approval of the December financial information (see attachment #1). Motions were made/seconded to approve and passed unanimously.

Committee Reports

Architectural Control Committee: Lee Brennan discussed ACC report. A new home is being planned for our Beachwalk community. (see attachment #2).

Communications Committee: Rick Morton led the discussion. Publishing of homeowner phone numbers was discussed concluding that this topic will require further analysis before initiation.

Facilities/Maintenance Committee: Joe Trulove reported that the pool fill pipe is corroding needing replacement at an estimated cost of \$3000. A motion was made/seconded to approve the expenditure. Discussion followed as to funding. Joe ultimately withdrew the motion agreeing to finalize the cost for repairing the pipe for further discussion. Pond aerator pumps need to be reinstalled. See attachment #4 for Facilities Report.

Financial Committee: Mike Wood discussed the December financials (see attachment # 1).

Landscape Committee: Rick Morton discussed LC report. (see attachment #3).

Social Committee: Kate reported nothing new to report.

Stormwater Committee: Jim discussed the SWC report (see attachment # 5). A letter will be sent to homeowners discussing the final stages of repairs to the SW system (see attachment # 6). Cindy will facilitate distribution of the letter with a cover statement that new & existing lawn sprinklers should be timed to not interfere with landscaping activities (Wednesdays).

Unfinished Business: The damaged sign at the south entrance of Fifth Avenue still requires repair/replacement. Cindy will follow up using as much of the old sign as possible.

New Business: None reported.

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Meeting Adjourned: Meeting was adjourned at 5:25 PM. Next monthly Board meeting is scheduled for (Tuesday) February 14, 2017 at 4 PM at the clubhouse. Homeowners are encouraged to attend and bring any concerns to the Board before the meeting that they wish to address.

(February 14, 2017)

Submitted by: Dan Church, Secretary
Beachwalk HOA Board of Directors

(February 14, 2017)

Approved by: Bill Bryan, President
Beachwalk HOA Board of Directors

Attachments:

1. December Financial Summary (2 pages)
2. Architectural Committee Report (1 page)
3. Landscape Committee Report (1 page)
4. Facilities Report (1 page)
5. Stormwater Committee Report (1 page)
6. Winding Down Letter (1 page)

Attachment # 1

Beachwalk HOA Financial Summary

Ending December 31		Cash Basis		
Income		Monthly	YTD	Budgeted
100	Dues	5,845.00	140,880.00	146,540.00
101	Late Fees	90.00	190.00	0.00
102	Card Key	0.00	10.00	0.00
103	Clubhouse Res.	0.00	(75.00)	0.00
106	Interest	4.60	114.11	0.00
107	Legal Fee Income	195.75		
	Total	6,135.35	141,119.11	146,540.00
Monthly Expenses				
	Budgeted Expenses	13,094.80	127,286.26	
	(Over)/Under	-6,959.45		

Stormwater Project		Monthly	YTD	Budgeted
Income				
	Special Assessment	1,897.00	150,449.50	152,815.00
	Sp. Assessments Due		2,365.50	
	Reserve Account	0.00	178,393.30	178,315.00
	Total	100.00	328,842.80	331,130.00
Remaining Bank Balances				
	Special Assessment		148,366.26	
	Reserve Account		24,397.83	
			172,764.09	

Expense	Monthly	YTD
700 SWS		179,821.40
	Remaining Balance	151,308.60
Notes: Transferred \$66,000 to Checking on 11/3/16 from Res. Account		154,000.00
Transferred \$88,000 to Checking 11/18/16 from Res. Account		

Stormwater Backup Information					
Date	Description	Amount	Check #		
3/3/2016	Cape Fear Engineering	5,391.25	3782	Design	
4/6/2016	Bill Bryan -Travel	52.00	3789	Misc.	
4/27/2016	Cape Fear Engineering	575.00	3800	Const Mgmt	
5/25/2016	Cape Fear Engineering	201.25	3816	Const Mgmt	
6/20/2016	Cape Fear Engineering	115.00	3834	Const Mgmt	
7/22/2016	Cape Fear Engineering	2,420.00	3851	Design	
8/4/2016	Bill Bryan	22.95	3857	Misc.	
8/16/2016	Cape Fear Engineering	345.00	3865	Const Mgmt	
	Bill Bryan -Midwest				
8/24/2016	Metal	179.73	3872	Misc.	
9/8/2016	Bill Bryan - Grates	357.72	3878	Misc.	
10/13/2016	Ellixison & Sons	13,685.00	3894	Progress Pmt	
10/20/2016	Cape Fear Engineering	172.50	3898	Const Mgmt	
11/3/2016	Ellixison & Sons	65,505.00	3906	Progress Pmt	
11/18/2016	Ellixison & Sons	87,884.00	3914	Progress Pmt	
11/22/2016	Cape Fear Engineering	1,157.50	3915	Const Mgmt	
11/22/2016	Cape Fear Engineering	1,757.50	3915	Gen Site Visit	
	Total	179,821.40			
Break Down by Vendor Project Totals				Budgeted	Balance
	Cape Fear Engineering				
	Design	19,770.00		17,900.00	-1870.00
	Construction Mgmt	2,566.25		6,250.00	3683.75
	Survey	1,950.00		1850.00	-100.00
	General Site Visit	1,757.00		0.00	-1757.00
	As Built/Certification	0.00		2,750.00	2750.00
	Total	26,043.25		28,750.00	2706.75
	Ellixison & Sons			279,210.00	

	Progress Pmt	13,685.00		
	Progress Pmt	64,305.00		
	Change Order ¹	1,200.00		
	Progress Pmt	<u>87,884.00</u>		
	Total	167,074.00		112,136.00
	Bill Bryan	612.40	0.00	-612.40
	Coastal Stormwater Services	10,050.00	10,050.00	0.00
	Total ²	<u>203,779.65</u>	318,010.00	114,230.35

Notes: 1. Tree removal

2. Figure above does not include \$40,000.00 Contingency

Attachment # 2

Beachwalk HOA Board of Directors Meeting January 10, 2017

Architectural Control Committee Report

Members: Bill Bryan, ACC Liaison
Lee Brennan, Chairman
Jackie Wiebe
Mike Gentile

Update of committee activity:

One 'Request for Modification' was received from Justin and Aimee Donaton, at 329 Settlers Lane, to construct a new house. The committee approved this request with stipulations. Homeowners were advised to acknowledge these requirements and return completed document along with deposit check to Cindy Sneed.

Respectfully submitted,



Lee Brennan, Chairman

cc: Dan Church, Secretary

Attachment # 3

Landscape Committee Report, January 10, 2017--The 3 year Contract with Landscapes Unlimited ended amicably 12/31/16. They fulfilled the Contract even when it was known the Contract would not be renewed. This showed true professionalism. Josh Boykin, Operations Mgr., walked the property to ensure it was left in good shape and that we were satisfied. He said to notify him if anything needed to be done and to keep his Company in mind going forward. Bill indicated this was a difficult decision and would consider Landscapes Unlimited again in the future for landscaping services. --Bill, Rick & Gail met with LandCare on December 16, 2016. LandCare's entire team was present and were introduced to Beachwalk's Landscape Committee.

--There was a walk-through of community entry ways and common areas with specific requirements.

--A notice was sent to Beachwalk homeowners informing them of the new landscaping company and requesting they not water their lawns early morning or afternoons on Wednesdays when lawns are scheduled to be mowed.

--An additional notice was sent to select homeowners with special requests, i.e., Do Not Cut, Crepe Myrtle Severe Pruning, No Chemicals and No Fertilizers. Their responses are due back to Cindy Snead by 1/16/17. No response indicates the homeowners will be placed on the regular maintenance schedule. The Landscape Committee will provide this information to LandCare the end of January.

-- LandCare provided the Beachwalk Landscape Committee with a Contact List.

-- The Beachwalk Landscape Committee provided LandCare with a Contact List consisting of Cindy Snead as Property Manager and the Landscape Committee Chairman and Members information.

--The first service will be performed by LandCare Wednesday, January 11, 2017. They will focus on leaf cleanup, weeds, tip pruning, flower maintenance and acclimating the crew to the site boundaries.

--LandCare advises against cutting the turf at this time for a few good reasons as follows:

1. If the turf is cut lower now it may break down the pre-emergent weed barrier and introduce winter weeds into the lawns.
2. If LandCare would happen to scalp any lawn areas (which they will certainly try to avoid at all costs) then those areas would remain bare until the spring.
3. LandCare recommends waiting and cutting the grass lower as the turf is coming out of dormancy in the spring. This will be healthier for the site and cutting it at that time will actually help the turf "green-up" more quickly.

--Monthly walk throughs have been scheduled with Terry Sanders, LandCare Account Manager.

--LandCare will provide one week notice of turf and herbicide applications and will also send a notice upon completion.

--Effective 1/1/17 Rick Morton has accepted the position of Chairman of the Landscape Committee.

--Effective 1/1/17 Bill Bryan has accepted the position of Member of the Landscape Committee.

--Effective 1/1/17 Gail Morris has accepted the position of Member of the Landscape Committee.

Landscape Committee: Rick Morton, Gail Morris & Bill Bryan

Attachment #4

Jan. 10, 2017

Recreational Facilities Maintenance Committee Report

North wall lights were repaired and pond lights adjusted.

Four magnolia trees were felled and the birch trimmed. Tree debris will be picked up by Town on Thursday, Jan. 12.

Both dolphin fountain pumps were turned off to prevent freezing.

2017 Maintenance Plan is available.

Members:

Joe Truelove

Mike Gentile

Gene Lisewski

Attachment #5

Stormwater Committee Report, January 10, 2017 The major construction work is done and heavy equipment has been moved offsite. We are hoping that the remaining tasks will be finished in January. Overall, we are pleased with the effort and cooperation by both Ellixson and Cape Fear Engineering. The SWC would gladly recommend these companies for any future work.

There are several items for Ellixson to complete:

- 1) Install sod on disturbed areas of D1, D2, P1, D3 and D4. (scheduled for this week)
- 2) Clean all roads; flush sediment out of pipes; remove materials and equipment from the Sandman lot. (should occur in January)
- 3) The contract was extended with an \$8000 retention for aquatic planting in the North Pond and a warranty for new sod. (should be done by June).

There are several deliverable items needed from CFE before closing their management contract:

- 1) Final inspection and approval of the construction work.
- 2) Preparation and filing of a certification package with the State that includes a final set of as-built drawings. (could be a Change Order of \$3000)

The Town has agreed to finish several jobs associated with the road drainage into our system:

- 1) Install rip-rap for erosion control on some road chutes.
- 2) Install a clean-out box for a drain pipe to the South Pond.
- 3) Replace a sprinkler head in the easement where the Settlers pipe was re-routed.

The stormwater project took a month longer than expected, largely due to weather conditions into early October. Three Change Orders were approved. A contingency allowance of \$40,000 was budgeted for unforeseen situations during construction and the Change Orders total \$6330.

- 1) September (\$1200); tree removal in D5. A row of Leland cypress trees were an obstacle for construction and would interfere with future maintenance of the new swale. The trees also posed a risk of blocking water flow down this swale if they fall.
- 2) December (\$1000); bank washout areas around the South Pond. Water from property drains was causing erosion under the new turf. This problem was fixed with small French drains. The same work will probably be needed to fix similar washout problems around the North Pond.
- 3) December (\$4130); anchor the buried pipes in D2 and install inlet drains into the pipes. The original design called for 30-inch buried pipes with an overlying swale to replace the open ditch. However, the elevation difference between 5th Ave and the North Pond did not allow for enough fill to cover the pipes and still grade the swale toward the pond. CFE and Ellixson accepted responsibility for the original design, but Beachwalk was obligated for the extra cost of labor and materials to complete the modified design.

Finally, the SWC has prepared a letter to homeowners describing the status of the project and future responsibilities, particularly regarding lawn maintenance.

Stormwater Committee: Jim Craig, Dan Church and Bill Bryan

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Attachment #6

January 10, 2017

Subject: Completion of Stormwater Repairs

Dear Fellow Homeowner,

Construction is winding down on a long and complicated stormwater repair project. Some of the following questions have come from homeowners as we near completion:

1. **How will the construction dirt be removed from the street?** One of the last things required by the contractor will be to run a street sweeping machine along the affected areas. Any dirt that remains after this process will be washed into the stormwater system by future rain storms.
2. **Why are there no aquatic plants along the North pond?** The late completion of the repair of the North shoreline has forced a delay of planting. Aquatic plants will be installed in the North pond during Spring 2017 when they can survive transplanting.
3. **Who will be responsible for watering the new sod installed as part of this SW repair?** This responsibility falls to each affected homeowner to provide watering to their new sodded areas. This is especially true during the first critical months after installation. Please redirect/add new lawn sprinkler heads to provide this necessary service.
4. **Is the project within budget?** The project is well within budget. Changes to the design and discoveries during construction have been few.
5. **What future costs can be expected connected to our SW system?** The repairs made during this repair process were designed to meet NC state regulations, minimize erosion, and reduce future maintenance costs. The dynamic nature of any stormwater system will require some maintenance expenditure. Continued monitoring by NC regulatory agencies is likely. Stormwater reserve funding will remain a line item in our budget. The amount and timing of future expenditures is a matter of consideration by the Beachwalk Board of Directors.
6. **What major work remains?** Sod installation in ditches D1 through D4 and around the north pond remains and should be completed in the next 10 days.

We thank you for your continued patience and cooperation as we conclude this chapter in our history.