

Minutes of the Organizational Meeting of the Board of Directors of Old Nags Head Cove Home Owner's Association
June 3, 2023

Call to Order: by Dave Masters, Jr. Vice Chair at 9:05 AM

Attendance: Dave Masters, Kim Ansell, Dave Carroll, Anna Sadler, Amada Williams, David Thompson, Jeremy Russell, and Edwin Thomas. Absent: Mary Gay.

Election of Officers:

*M: D. Carroll S: Anna Sadler. To elect **Dave Masters, Jr. President.** Carried Unanimously.*

*M: Kim Ansell. S: Anna Sadler. To elect **David Thompson V. President.** Carried Unanimously.*

*M: Anna Sadler S: D. Carroll. To elect **Kim Ansell Treasurer.** Carried Unanimously.*

*M. Anna Sadler S: David Thompson. To elect **Edwin Thomas III Secretary.** Carried Unanimously.*

Follow-up discussion: President and Vice-President should probably be full-time residents.

Signatories: *M: E. Thomas S: Anna Sadler. To designate President, Vice President, Treasurer, HOA Manager, and HOA Bookkeeper as authorized signatories on accounts and expenditures per existing guidelines in the handbook.*

Discussion that amounts requiring multiple signatures at what expense or control level should be reviewed for potential revision.

After discussion: *Motion to update signatories and financial institution account access was adopted.*

Action Items: Communications and Complaints from Members

- **Failing Bulkheads** – complaints about 2 failing bulkheads that are affecting neighbors and canal waterways. CAMA and other environmental agencies have authority over canals, not ONHCHOA. *Board will send letter requesting lot owners address this issue.*
- **“Burn Barrel”** – A question about a burn barrel in the Annual Meeting raised the issue of a definition of a firepit and what regulations may be in place in Nags Head and Dare County? There are regulations including location and distance from other properties and buildings, wind speed limits above which a fire is banned, etc. *Decision to discuss the issue raised with the Fire chief for clarification and possible Town code enforcement.*
- **Houses in Disrepair** - Discussion around 2 properties in extreme disrepair. One where lot is overgrown and house appears a hazard to neighbors (pests, vermin, etc.). Another that appears in serious disrepair and yard is junked up. *Discussion to first send a letter asking for action to correct concerns.*

Further discussion about steps ONHCHOA can take – friendly letter, referral to Town for enforcement of ordinances, following enforcement steps in the covenants – letter giving time frame for correction and if no response association identifies contractor to make repairs or clean up lot and bill the owner. If owner fails to pay, placing a lien on the property or taking legal action. (Both older and proposed covenants have the same process described.)

- **Habitation (on a regular basis) in a Camper** – reports that a camper is used on a regular basis for visiting guests by a lot owner. Nags Head has an ordinance addressing this and ONHC covenants prohibit habitation in a camper. *First, refer to Town for action.*
- **Junked (untagged) Vehicles** – Town has ordinance controlling this. *Referral to be made to Town for action.*
- **Updating Association Handbook** – In preparing for the communication to members about the revised covenants differences were noticed from the existing handbook. Policies need updating. Total number of properties raises an issue of the parcel fronting on the highway past the Christian Science church. That parcel is part of ONHC and contains lots 95-100 according to original recordation. *Further research is needed.*

Review of Current Projects:

- **Restated Covenants and Bylaws** – Total lot count is 522 (or with property along highway currently titled to United Methodist Church 528?). = 354 for approval. 195 lots have not voted yet. We need 91 (or 93) to achieve approval at the September 3rd adjourned meeting. A number of people responded they would be at the meeting or would send in documentation who have not done so thus far. Sending registered mail communication is \$11 per. Next step is that several Board members are calling lists of people to ask for their response. Jeremy Russell suggested trying DocuSign as a way to get an immediate response. Dave will check whether this is feasible for ONHC process. Goal is to make enough contacts to have enough response before September for the adjourned vote on the Covenants. Insurance coverage is a specific duty of the Board in the restated documents and the Board needs more complete information on the coverages ONHC currently has.
- **Board Member Orientation** – Dave discussed how it has been a challenge for new Board members to get up to speed on the Board role and operational issues. A list of topics was included in the packet to expand and update the existing Handbook. New Directors were encouraged to suggest additional items they thought might be helpful. Draft sections will be put together and a time set over the summer to review the information prepared and create a new Director Handbook. The entire board will be invited to the orientation session.
- **Pool Bathhouse Renovations** – Dave reviewed that a minor facelift was completed in the pool bathhouse last summer. The Board has discussed a significant renovation of the pool bathrooms over the next winter. During planning for that project an alternative approach was floated. The alternative approach could be to build a completely new bathhouse and pumping unit to replace the existing. The renovation of the existing is so major and the building so old the alternative is a reasonable thing to explore. More discussion around this is required so expenditures originally scheduled for winter 23/24 will be held until a final decision.
- **Front Entry Landscaping Plan** – Dave will ask for volunteers to staff a task force to work on improving the front entrance. A first step will be replacement and coverage of the irrigation system.

- **List of Current Planned Expenses and Capital Improvements** – A partial listing of potential improvements that need consideration and timing was attached to the agenda. One item highlighted is the need for a capital needs projection study.

New Business:

- **Website Improvement** – discussion that this is a priority for this year and evaluation of current provider and support for any new system need to be considered.
- **Security System for Clubhouse** – Discussion of cameras and security systems. Jeremy suggested the need for an integrated system approach is needed.
M: Ed Thomas S: D. Carroll to proceed and get prices and approach for an integrated security system. Motion passed.
- **CPR Classes and AEDs** – Dave suggested that ONHCA could sponsor CPR training posting the option for classes on Facebook with participants paying the fee for the course and certification. Amanda Williams asked if there were AEDs available for the pool and clubhouse? AED training could be added along with the CPR training. *Consensus great idea and approval to move forward.*

Items referred to the Executive Committee for follow-up discussion and specific recommendations back to the Board: *Website, Security System, Board Orientation, Capital Reserves Study, Ongoing Contact with Members about Restated Covenants and Bylaws.*

Adjournment:

M: D. Thompson. S: D. Carroll. To Adjourn. Motion passed without objection. 10:25 AM