

**Mimosa Bay Homeowners Association Inc.**  
**Annual Meeting**  
**5 December 2020**

**I. Welcome and Introductions:** Conducted by Mr. Charles Westall, HOA President. As we are operating under the COVID-19 N.C. State restrictions, this first ever annual meeting was conducted by social media (ZOOM) with assistance from CAM's support (Ms. Kristin Furr) to facilitate the meeting. Roll call was conducted indicating that Mrs. Julie Shirley - Vice President, Mrs. Alison Digit - Treasurer and Mr. Roger Scambler - Secretary along with the Developer - Mr. Adam Nicholas were present at various physical locations and all on the ZOOM conference.

**II. Call to Order:** Mr. Westall, HOA President, called meeting to order at 10:00 a.m.

**III. Certification of Proxies:** CAMS Regional Manager Mrs. B.J. Cozart confirmed Quorum since the developer is present. Also, different this year (due to COVID-19) was the requirement to maintain social distancing and congregation size restrictions, all ballots and information was mailed to authorized voting community members with their response's sent to CAM's with their selections and any proposed questions/concerns.

**IV. Proof of Notice of Meeting or Waiver of Notice:** B.J. verified proof of notice mailed to membership as the results of all votes, nominations and questions were received from the community (50 responses received).

**V: Approval of 2019 Annual Meeting Minutes:** Mr. Scambler requested a motion to waive the reading of the 2019 minutes since all community responses indicated a unanimous community approval of the minutes (39 responses received). Several community members approved the minutes via media and therefore Mr. Scambler approved the 2019 Annual Meeting Minutes.

**VI. Developer Report:** Mr. Adam Nicholas, Clarendon Commercial Real Estate

- Phases 1-4 have been turned over to the HOA; Developer looking to relieve their rights this year. Phase 5 update is that section 5 of the plan should be done during May 2021 with sections 6 & 7 to be done during May 2022; at that point, there will be a one year "warranty period" to ensure all roads, permits and community areas are operational. Plan is to create a checklist for the HOA Board of Directors to go through before final transition of Phase 5 to the HOA and Developers rights will terminate during May 2023.
- LGI Home builders are departing the area and have sold their remaining lots to H&H Homes to complete.

**VII. Board Report:** Mr. Westall, HOA President identified the following achievements that the board completed this year:

- Completed the Canvasback storm water retention pond repairs and stocked with sterile carp to reduce algae growth. Also constructed an access pathway for the grounds maintenance worker while adding native shrubs to maintain privacy of the nearby homeowners.
- Added three (3) new streetlamps in the clubhouse parking lot (JOEMC installed) and new lights for the pool area to support evening swimming.
- Acquisition of ~\$32,000 Americans with Disabilities Act (ADA) compliant playground equipment and rubber mulch.
- Installed new cameras and monitoring equipment for the clubhouse (internal and external) and pool area that will increase security capabilities.

- Procured a replacement basketball goal and stand that is commercial grade so it should last much longer.
- Additional mirrors installed in the gym for enhanced training opportunities.
- Approved \$50,000 in road repairs to be completed in 2021 in preparation for the long-term road maintenance project to be decided on during 2021.
- New HVAC system installed to support the gym.
- Moved the main entrance sprinklers off the roadway to reduce continued repair/maintenance costs.
- Repaired several sections of the boat dock area to support safety concerns.
- Completed annual bridge inspection near the clubhouse for Onslow County school busses to enter the community. It still requires some additional repairs to complete the replacement of top boards with a plan to replace them during the Christmas 2020 school break.
- Completed committee charter refinement that defines process and procedures for all supporters to utilize in the future.
- Staffed new compliance committee members.
- Created an additional Welcome committee and will create a charter for them.

**VIII. Financial Reports & 2021 Annual Budget:** Mrs. Digit, Treasurer reviewed the 2021 annual operating budget; budget was approved via responses to CAM's with 24 approving and 14 rejecting. Additionally, she indicated that although there were line item adjustments within the budget to more clearly identify expenses, the overall end-state was a 'cost of living inflation (2.5% increase) which will see a change from the current \$83.00 per month to \$85.00 monthly with an estimated 372 actual homes plus calculated an additional 5 homes; the annual budget is based on 377 homes total.

**IX. Election of Board of Directors:** There were a total of five self-nominations for the three vacant positions as write in candidates submitted. Mr. Michael Stumpf, Mrs. Katelynn Chauvin and Mrs. Carroll Perry were elected to the Mimosa Bay HOA Board of Directors. The official positions of the 2021 Mimosa Bay HOA Board of Directors:

Mrs. Alison Digit – President  
 Mr. Roger Scambler – Vice President  
 Mr. Michael Stumpf – Treasurer  
 Mrs. Katelynn Chauvin – Secretary  
 Mrs. Carroll Perry – Assistant Secretary

**X. Questions and Answers:** Due to COVID-19 restrictions and the use of social media, members were provided individual opportunity to ask questions with the HOA President, Mr. Westall mediating the answer portion. The following questions and responses were identified:

**Q-**What is the projected house size for Phase 5?

**A-** Mr. Nicholas (Developer) responded that there are no changes to the original plan as established to include design guidelines, house size and impervious land allocations.

**Q-** At the Canvasback road intersection, can a streetlight be added?

**A-** Mr. Westall indicated that the BOD will check with JOEMC on the cost for installation and verify it would be within the Annual Operating budget.

**Q-** A member of the Social Committee identified they raised about \$675.00 during the craft fair this year and has plans to spend it on Santa presents and other Social Committee specific events for the community and children. Additionally, she requested that this event become an annual event.

**A-** Mr. Westall did not see why it could not become an annual event that supports the community. The only caveat with supporting this event is that since the HOA is a non-profit entity, any funds raised must be utilized during the same year and nobody should accept individual payment for personal reasons nor can the money be used to pay operating expenses/bills.

**Q-** There are only three (3) operational lights working on the tennis courts, when will they be replaced?

**A-** Mr. Westall will work with the CAMs on-site manager to initiate a work order for replacement of the lights.

**Q-** Concerns with the Snow Goose area water drainage.

**A-** Mr. Westall replied that the BOD has been planning a “phased” approach to ensure proper drainage occurs within the community (Dolphin View/Shoveler, Snow Goose/Canvasback). The BOD will continue to work on issues related to the swales and culverts too.

**Q-** What are additional parking options at the dock area?

**A-** Mr. Westall responded that the BOD recognizes the parking issues there and has been conducting a review of options. The BOD decided to not pursue expending additional operating expenses at this time but, they will continue to look at the right capital investment opportunities. Additionally, he noted that there are some maintenance dollars in our reserve budget to support future efforts. Of concern by the BOD is the environmental (Coastal Area Management Act & N.C. Department of Environmental and Natural Resources) issues must be considered when developing final implementation plans.

**Q-** Is the pool ADA compliant?

**A-** Mr. Westall indicated that the BOD will have to research the minimum compliance standards to address specific needs.

**XI. Adjournment:** Meeting was adjourned at 11:02 a.m. by Mr. Westall, HOA President.