

Roanoke Shores Owners Association  
Annual Meeting March 17, 2018  
Roanoke Island Fire Department, Manteo  
Recorded by Michael Gery

Members present: Richard Hess (president, 104), Michael Gery (secretary) and Susan Cates (204), James Contristan (205), Bob and Betty Grubbs (304), Barbara Liberi (305), Elias Gallup (307).

Proxies presented for: Mark Berthold (105, by Grubbs), Curtis Dalton (106, Majority), Joyner (201, Majority), Davis (203, by Contristan), Richard Holz (206, by Hess), Leo Cabana (207, Majority), Amy Redford (306, by Hess).

Guests present: Staton & Marguerite Martin, of J.S. Martin & Company, property manager.

Quorum

A quorum of 40% of members being present in person or by signed proxy, Mr. Hess called the meeting to order at 10:05 am.

Zoning

Mr. Hess reported that because Dare County revised zoning regulations in 2003 to reduce to 15 the maximum number of dwelling units permitted in multi-family complexes in this zone, the 21-unit Roanoke Shores building is not in compliance. This would prohibit rebuilding to 21 units after a catastrophic event. Mr. Hess and Mr. Martin met with county zoning administrator Donna Creef to discuss the issue. They reported that if the association formally seeks an exception to the regulation, Ms. Creef would support the exception. The process involves appearing before the county Planning Board and County Commissioners and a \$400 filing fee. Mr. Gery moved and Mr. Grubbs seconded that the association proceed with seeking the zoning exception and to pay the required fees. The motion carried unanimously.

Building Projects (2017 Special Assessment, \$42,000)

Mr. Martin described the rebuilding of the pier and bulkhead damage caused by Hurricane Matthew in 2016. During recent nor'easters, some overwash occurred at the northeast corner. Mr. Grubbs suggested placing sandbags at the weak location.

The siding replacement project is completed (\$20,967). The association agreed that the decorative shutters that had been removed during the siding project need not be reattached because of risks involved in drilling the vinyl.

A July 5, 2017, lightning strike damaged two outdoor HVAC units. One was replaced with association insurance and the other was repaired. The video surveillance camera and fire panel, also damaged, were repaired. Mr. Martin noted that "H06" insurance obtained by owners can be customized to cover interior equipment.

The remaining major projects needed at the building are 1) replacing the parking-lot side roof shingles, and 2) painting the wood recessed areas under cover and at the gables. The Executive Board recommended planning those projects for 2019, thus avoiding another special assessment. Mr. Gallup led a discussion of paint color ideas to complement the new siding. A

committee was formed to determine the color: Mr. Gallup, Ms. Grubbs, Ms. Liberi and Ms. Cates.

#### Storage

Mr. Martin reported receiving requests for storage. He is seeking quotes and advice for removing existing equipment and converting the water equipment building into a storage shed. He noted that such a project would involve placing a floor in the building. A discussion followed regarding the gazebo on the parking lot side. It has become a de facto storage area, primarily for grills. Mr. Martin will seek an estimate for moving it. The Executive Committee will look into options for placing both covered and exterior storage systems on the property, as well as acquiring public outdoor grills and tables. Members advised the Committee to produce and work from a plan for outdoor improvements. Members also advised adding to existing Rules a requirement that private outdoor grills be labeled with users' unit numbers.

#### Fire Panel & Video Security

The existing fire panel activates when its glass is broken and notifies the fire department by standard phone line. Mr. Martin reported that moisture has affected the system and sets it off. He said a new heat detector-activated system would cost about \$3,200. The association advised Mr. Martin to investigate the cause of the leak before replacing the system.

The association agreed that the video security system is still a necessity.

#### 2018-2019 Budget

Mr. Martin presented the 2018-2019 budget (fiscal year April 1 - March 31). Total projected income is \$63,180. Mr. Martin reported that a lien has been placed on an owner who is in serious arrears, and because there is no mortgage on it, the association can foreclose on the unit if necessary.

Total projected expenses are \$57,130. Mr. Martin clarified that \$5,000 budgeted for Building Maintenance would include duct work, condensate and ceiling leaks. If realized by the end of the year, a net income of \$6,050 would be placed in Reserves. Reserves at present contains over \$20,000. Mr. Grubbs moved and Mr. Gallup seconded approval of the budget as presented. The motion carried unanimously.

#### Other Business

Raised as possible projects and acquisitions:

1. A secure website where the association could post minutes, a directory of owners, Rules & Regulations and certain public documents.
2. A multi-unit US Mail box.
3. Daytime lighting in the alcoves.
4. A recycling station.
5. An addition to the Rules that requires all cats to be spayed and neutered.

#### Election

Mr. Gery was nominated to serve another 3-year term on the Executive Board. With no other nominations, he was elected by acclamation.

The meeting adjourned at 11:45 am.