

Roanoke Shores Homeowners Meeting Minutes

April 30, 2022

Members present: Rocky Twiddy (Unit 101), Sheena Jones (Unit 103), Richard Hess (Unit 104), Nancy Berthold (unit 105), Pat Sylvia (Unit 201), Lori Reamonn (Unit 202), Carolyn Felton (Unit 204), Tanya Tillett (Unit 205 and 207), Connie Everts (Unit 301), Kim Payne (Unit 302), Kathy Postlewait (Unit 303), Bobby Grubbs (Unit 304), Barbera Liberi (Unit 305).

Proxy: Holts (Unit 206, proxy to Richard Hess); Arty Tillet (Unit 207, Proxy to Tanya Tillett), Davis (Unit 203, proxy to the majority)

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

Quorum: A quorum of 76% of members being present in person or by signed proxy, President Hess called the meeting to order at 10:18AM.

1. Management Report was presented by Staton Martin:

- a. HOA Meeting: Staton presented that the actual annual due date for the HOA meetings it to be held in March. This meeting is the annual 2022 meeting and special assessment meeting together.
- b. Septic Issues: Staton Martin and Rich Hess briefed the update regarding the septic system. Engineering report determined that the leach field and controls need to be replaced. Bids for the septic system have been received. The quote from CREEF Works was the lowest at \$59,900. Staton Martin as worked with numerous banks in the local area and Southern Bank is offering the best terms for construction loan to pay for septic repairs. A Construction loan amounts are on a per draw need basis and interest is only assessed on the amount of the loan actually used. Discussion was held around the loan and payment terms. Septic construction should take 30 days from the time of start. Septic controls may be 90 days to receive and will be installed once received and scheduled
 - i. Pat Sylvia made a motion to secure a loan for \$75,000 for repair of the drain field and controls, a \$3600 / per unit special assessment will be levied, and can be paid in 3 equal payments of \$1200, over 3 years. If a loan cannot be secured a special assessment will be issued for \$3600, per unit, due immediately.
Motion seconded by Nancy Berthold. Motion passed
- c. Insurance: Insurance has been renewed with Towne Insurance company and has gone up to \$30,813.50.
- d. 2022 Budget was presented by Staton Martin. Sheena Jones moved to accept the budget as presented, Caroline Felton second, motion passed.
- e. Overall discussions about landscaping and dog rules was lengthy. The rules regarding dogs were changed to match the bi-laws regarding leashes. Additional discussion was held regarding the possibility of a fenced in area on the septic area once repairs are complete. Additional landscape needs were discussed for the year.

- f. Motion to adjourn the meeting was made by Bobby Grubbs, Seconded by Pat Sylvia, motion carried. Meeting adjourned @ 1130.

Roanoke Shores Owners Association, Inc.

Budget Fiscal YEAR 2022/2023

April 2022 through March 2023

Cash Basis

	Apr '22 - Mar 23
Ordinary Income/Expense	
Income	
Miscellaneous Income	75,000.00
Monthly Assessments	
Late charge fee	180.00
Monthly Assessments - Other	75,600.00
Total Monthly Assessments	75,780.00
Special Assessment	25,200.00
Total Income	175,980.00
Gross Profit	175,980.00
Expense	
Administrative	
5% of Special Projects	3,540.00
Management	7,200.00
Administrative - Other	600.00
Total Administrative	11,340.00
Bank fees	3,360.00
Building Maintenance	6,000.00
Fire Alarm System	800.00
Insurance	30,568.00
Landscaping	
bulkhead repair	1,000.00
Pier repair	1,000.00
Landscaping - Other	6,000.00
Total Landscaping	8,000.00
Loan Principal Reduction	25,000.00
Pest Control Warranty	312.00
Reserve Contribution	7,500.00
Sewage/Septic Service	0.00
Special Project Septic	75,000.00
Telephone	2,400.00
Utilities	
Electric/Building	600.00
Electric/Grounds Lights	1,200.00
Utilities - Other	0.00
Total Utilities	1,800.00
Water	3,900.00
Total Expense	175,980.00
Net Ordinary Income	0.00
Net Income	0.00