

# CAROLINA TRACE ASSOCIATION

<http://www.ctaincnc.com>

## MINUTES of July 7th, 2020, CTA BOARD OF DIRECTORS MEETING

David Smoak, CTA President, called the meeting to order at 7:01 p.m.

### ATTENDANCE:

#### DIRECTORS or ALTERNATES

<b>Eagles Nest</b>	Kathy Jelen	<b>Highland Woods</b>	Chuck Popke	<b>South Landing</b>	Dan Eastham
<b>Golf East</b>	Mike McDonald	<b>Lakewood</b>	Charles Wick	<b>Southwind</b>	Forrest Breyer
<b>Golf North</b>	Mary Wild	<b>Laurel Thicket</b>	Shannon Taylor	<b>Stonegate</b>	Absent
<b>Golf West</b>	Marilee Ostman	<b>Mallard Cove</b>	Lisa Doscher	<b>Village at Trace</b>	Sharwynne Blatterman
<b>Harbor Creek</b>	Absent	<b>North Shore</b>	Bill Glance	<b>Woodfield</b>	Elaine Bednarcik
<b>Hidden Lake</b>	Steve Bolstridge	<b>Sedgemoor</b>	Jim Miller	<b>Wdmr/Trentwood</b>	Bob Dykeman

#### OFFICERS

<b>President and Chair of the Executive Committee</b>	David Smoak
<b>Vice President and Chair of the Security and Safety Committee</b>	Cal Saltzman
<b>Treasurer and Chair of the Finance Committee</b> <b>Assistant Treasurer</b>	Oscar Roberto Ed Nelson
<b>Secretary</b>	Kate Woods

#### Guests

Jody Jackett	

**QUORUM CALL** - A quorum was reached with 16 directors present and agreeing to this video conference being a legitimate meeting of the CTA Board.

**APPROVAL OF MINUTES** - The minutes of the June 2020 meeting were approved by unanimous consent.

**GROUP REPORTS - CTCC Liaison** - No Report.

**Utilities Report** - No Report

**CT Fire Dept** - No report.

**PRESIDENT'S REMARKS** - Please see attachment #1.

**FINANCIAL REPORT** – June Financial Summary is attachment #2. Insurance has been paid for the recently acquired CERT trailer. The preliminary 2021 budget will be ready by the August meeting. If you have lots in your POA that are owned by Lee County and are in arrears on dues payment, please let the Treasurer know as CTA intends to contact the county about payment.

**Audit:** The audit is still in process and the auditor is making progress.

**SECRETARY-** No report.

### **COMMITTEE REPORTS**

**Security & Safety** – Security Log is Attachment # 3.

**Security:** See attachment # 4 for security report. The June CERT Report is Attachment # 5.

**Traceway Roads & Maintenance (TRAM)** – Please see attachment # 6. If you have any appearance or safety concerns regarding rounds or grounds along Traceway and common areas, please send those to TRAM.

### **OLD BUSINESS** –

**Proposed By-law amendments-** A motion was made to send the proposed amendments back to the POAs for approval. It was passed by unanimous consent.

**NEW BUSINESS** – Residents have requested signs about not feeding the geese around the lake. This matter was handed to TRAM. Concerns have been raised about the health of the lake and the safety of the dam regarding its upkeep. Please see attachment # 7 for specific issues. A committee, the Trace Lake and Dam Committee, is being formed to look into solutions for these issues. Volunteers are still needed, so please forward your contact information to the secretary if you would like to participate.

**NEXT CTA Meeting** – Next meeting is scheduled for August 4, 2020.

**ADJOURNMENT** – The meeting was adjourned by the President at 8:07 pm.

Respectfully submitted by,

Kate Woods, Secretary, Carolina Trace Association

### **Attachments:**

Attachment #1: President's Remarks

Attachment #2: June 2020 Treasurer Report

Attachment #3: Security Log June 2020

Attachment #4: Security Report

Attachment #5: CERT Report

Attachment #6: TRAM Report

Attachment #7: Lake Trace Question

CTA President's Remarks July 7, 2020

1. Hopefully this is my last comment for the year about our insurance policy! I appreciate all the support and documentation from the POAs in documenting your efforts to comply with our insurance underwriter's list of deficiencies. I have recently signed a document certifying that all the pools have current and inspected fire extinguishers on their premises and I believe we are done for the year. With that being said, if some of your POAs have not finished all your repair projects yet I strongly encourage you to document it when those improvements are completed. I can too easily envision a situation where an accident/claim would occur at one of your amenities and the insurance company would pull out their previously documented list of deficiencies and demand proof again that we had complied.
2. We are rapidly entering the budget discussions for 2021. Two POAs have submitted input for major projects next year and I highly encourage more to do so. Incorporating projects into the budget process allows us to allocate money to a project even if withholding final approval of the details for that project until the subsequent year, this is exactly what happened for our North Gate project. While I am normally very fiscally conservative, I believe next year will be the last year for myself and Ernie Violon to serve CTA (at least for a while) and get some of these improvements completed. The amount of work already done by Ernie has been tremendous over the past 18 months and I encourage you all to get as much from him in 2021 as you can, lol. While there are so many reasons to be fearful and economically cautious in these times, I will remind you all that home sales continue to be strong in our area and my belief is that the best way to strengthen our own long-term economic future is to make smart improvements to our community that will continue to attract builder and buyer interest in our many, many undeveloped lots as well as our lovely existing homes! I am **not** calling for a dramatic rise in our assessment, but we may choose to allocate more money in 2021 towards immediate projects to keep Ernie busy vs saving those funds for future year spending if your POAs bring worthy projects for budget consideration.
3. To close out my planning for 2021, I have already shared that with your continued support, my third year as President will probably be my last, I need a break, lol! With the hard work of all my outstanding Officers and Committee Chairs, there has been so much accomplished and as President, I have always felt the pressure of looking for replacements or assistants to these leaders. We must always strive to find and develop our replacements in life and in business don't we? I am sending out two opportunities to the community to help me. First is our Nominating Committee which will be coming together and screening/deciding on who they choose for CTA Officer positions next year, those choices will be approved by the POAs at the end of the year. Second is the opportunity for at least one new person in the community to serve as a CTA Officer for 2021. So if you are interested in helping select the Officers of 2021 or if you are interested in serving in one of those positions, please contact me directly at [ctaprestr@gmail.com](mailto:ctaprestr@gmail.com).

Thank You All,

David Smoak  
CTA President

**Carolina Trace Association, Inc.**  
**June 2020 Financial Summary**

	Jun 30, 20	May 31, 20	\$ Change	Comments
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Business Checking ****9106	180,480.16	113,554.59	66,925.57	
Business Checking MMkt ****6807	93,637.71	93,633.88	3.83	
CTA POA Legal ****7347	3,947.60	2,726.60	1,221.00	
CTA POS ***1504	4,000.00	3,883.60	116.40	
Clearing Account	0.00	135.52	-135.52	
CTA CD 3 ****4679 6/13/20 \$25K	25,000.00	25,000.00	0.00	
CTA CD 4 ***3519 7/18/20 \$50K	50,000.00	50,000.00	0.00	
CTA CD 5 ****4058 10/6/20 \$51K	50,990.25	50,990.25	0.00	
CTA CD 6 ****4065 10/6/20 \$200K	200,555.70	200,555.70	0.00	
<b>Total Checking/Savings</b>	<b>608,611.42</b>	<b>540,480.14</b>	<b>68,131.28</b>	
Accounts Receivable	0.00	0.00	0.00	
Other Current Assets	0.00	0.00	0.00	
<b>Total Current Assets</b>	<b>608,611.42</b>	<b>540,480.14</b>	<b>68,131.28</b>	
<b>TOTAL ASSETS</b>	<b>608,611.42</b>	<b>540,480.14</b>	<b>68,131.28</b>	
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	0.00	0.00	0.00	
Other Current Liabilities	1,441.71	1,608.27	-166.56	Credit Card Balances as of 7/1
<b>Total Current Liabilities</b>	<b>1,441.71</b>	<b>1,608.27</b>	<b>-166.56</b>	
<b>Total Liabilities</b>	<b>1,441.71</b>	<b>1,608.27</b>	<b>-166.56</b>	
Equity				
30100 · Reserve Fund				
30120 · Traceway Upgrades	55,000.00	55,000.00	0.00	
30110 · General Reserve	380,410.31	380,410.31	0.00	
<b>Total 30100 · Reserve Fund</b>	<b>435,410.31</b>	<b>435,410.31</b>	<b>0.00</b>	
<b>Total Equity</b>	<b>435,410.31</b>	<b>435,410.31</b>	<b>0.00</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>436,852.02</b>	<b>437,018.58</b>	<b>-166.56</b>	

Payments: The major payments this month were SPA for \$24,964 and Insurance for \$38,031.

Budget: \$12,800.70 was received from the sale of E-Stickers and \$1224 was transferred to the Legal Fund account.

Reserve/Capital Funds: Total Reserves amount to \$435,410.31

Notes: CTA CD3 has an interest rate of 1.6% and matures on 6/13/20. CTA CD4 has an interest rate of 1.3% and matures on 7/17/20. CTA CD5 and CD6 have an interest rate of 0.4% and mature on 10/06/20.

**Oscar Roberto, CTA Treasurer**

**Ed Nelson, CTA Assistant Treasurer**

## SECURITY LOG FOR THE MONTH OF JUNE 2020

CATEGORY	WEEK 1-6	WEEK 7-13	WEEK 14-20	WEEK 21-27	WEEK 28-30	TOTAL
ACCIDENT	0	0	0	0	0	0
EMS	10	10	4	2	1	27
PATROL RESPONSE	6	3	13	7	3	32
PATROL HOURS	288	336	336	336	144	1,440
SHERIFF PATROL	2	21	7	9	3	42
SCHEDULE PERMITS	1,584	1,429	1,268	1,376	677	6,334
ACTUAL PERMITS	1,397	1,239	1,097	1,216	582	5,531
UNSCHEDULE GUEST	0	0	0	0	0	0
FIRE ALARM	0	1	0	0	0	1
UNLOCKED DOORS	0	0	0	0	0	0
VANDALISM	0	0	0	0	0	0
CITIATIONS	0	0	0	0	0	0
CTGP	0	0	1	4	0	5
GOLFERS	332	431	197	308	122	1,390
CTCC	2	3	5	0	2	12

## Safety and Security Report

### New Phone System for Gate House:

Expected installation of the new Verizon automated phone system will be one of the following three dates, July 15, 16, or 22, 2020 with actual system activation 3 days after installation. The final date will be established early next week jointly between Verizon and CTA Security Committee. No gatehouse phone numbers will be changed. The only change to the system will be the addition of an automated answer system which will allow the caller to choose one of ten options. **Option One** will be: Request a Gate Pass for a repairman or guest; **Option Two** will be: Request an E-Sticker; **Option Three** will be: o speak to Capt Lamm; **Option Four** will be: To Speak to the Guard Desk; **Option Five** will be: To speak to the Carolina Trace Fire Department; **Option Six** will be to: Speak with Lee County Sherriff; **Option Seven** will be to speak with Carolina Country Club; **Option Eight** will be to Connect to Carolina Trace Hot Line; **Option Nine** will be to: Leave a Voice Mail; and **Option Zero** will: Return caller to Option One.

### Use of Segway's By Pest Control Vendor to Solicit in Carolina Trace Association, Inc:

A local Pest Control Vendor decided he wanted "To do door to door advertising for his business". After he was denied this action by the gate house guard staff. He was unhappy with this action. He then elected to try to do this by using the school bus personnel entry points at the South and North Gates by entering on Segway's. He was turned in by one of our neighborhoods, told to leave; but he then tried a second neighborhood where he also was turned in. His company was then called and informed that this was trespassing and if it happened again, the Sheriff would be summoned, and a citation would be issued. No further action has been taken.

CERT Report for Safety & Security Committee for 7 July 2020

1. The Remote CERTEX ended on 17 June. We will have an after-action meeting for the entire team on 21 July at 6:00 PM via Zoom.
2. Several CERT Hams participated in the ham radio Field Day contest on 27 June. Our group made a total of 320 contacts during the contest.
3. August training will be a presentation from the division of Services for the Deaf and Hard of Hearing. This training will also be via Zoom.

## TRAM Report

### Completed in June

- 1) Road widening on both South and North sides of Traceway
- 2) Removal of down tree Laurel Thicket from storm.
- 3) Removal Shrubs and Trees at Golf North pond (Traffic visibility)
- 4) Sealcoating testing 1 product (between bridge and North Shore sign)
- 5) Front area tree and shrub pruning.
- 6) Weed Spraying and whacking along Traceway. (Thanks Ron Moeller)
- 7) Replaced limit switch and changed frequency on North Exit Gate
- 8) Reflectors reviewed and replaced as needed.

### Upcoming July

- 1) Replace 12' culverts at both Creek 16 and Creek 17 (Mark Reynolds)
- 2) Hopefully test another sealcoating product on Traceway. (get another bid)
- 3) Confirm dates for widening entrance at front gate. (Mark Mitchell)
- 4) Change Gatehouse inside lighting to LED bulbs.
- 5) Finish painting of signs, speed bumps, stop lines.
- 6) Fix Side drainage area at Tree Cutters.

NOTE: September / October Considering painting the outside of the gatehouse.



**Question last month regarding Lake Trace**

At the June CTA meeting the vegetative overgrowth at the edges of Lake Trace and along parts of Carr Creek was brought to the attention of the CTA Directors by Mike Dussault from Harbor Creek POA. His specific question was whether reintroducing/replenishing the carp in the lake would help decrease the overgrowth.

After the meeting Lee Amcher, a member of the former Joint Lake Committee (JLC), was consulted. He stated that carp would not have any impact on the overgrowth. He identified three weeds that are the primary invaders: 1) Waterpod, 2) Parrot Feather, and 3) Creeping Water Primrose. Lee was advised by a lake management company that spraying to control the weeds was one option, but a costly one. Last winter, 2019, Lee raked the weeds out of the lake and onto the bank of his property. He reported it vastly reduced the recurrence of weeds this year.

Lee also recommended that ongoing maintenance efforts need to be done to remove tree and brush growth from the dam's earthen embankment surfaces.

If anyone is interested in re-establishing the Joint Lake Committee, Lee would be willing to share his advice and wealth of knowledge about the lake.

## CTA Bylaw Amendment #1

CTA Bylaw Article 7.2.a outlines the budget approval timeline for the Finance Committee responsibilities which specifies presentation in August and approval in October. Whereas the approval timeline allows sufficient planning time for the next CTA financial year, there are numerous POAs that have difficulties planning their own annual budgets and assessments when CTA's budget is not confirmed until October or occasionally November which has happened in the past.

Proposed Amendment Article 7.2.a from:

“...the preparation of an annual budget to be submitted at the regular August meeting, completed and approved at the October meeting”

changed to:

“...the preparation of an annual budget to be submitted at the regular July meeting, completed and approved at the September meeting”

---

## CTA Bylaw Amendment #2

CTA Bylaw Article 8.1 is also related to the CTA budget approval timeline and has frequently caused a conflict in timing. Whereas the time between the presentation of a budget and the POA vote is clearly specified as two months apart and the time required for 2-tier budget votes is cited as the “second regularly scheduled meeting”, there is one part of the CTA Bylaws(8.1) that specifies 60 days as the time required between submission and approval. With the regular schedule of CTA meetings on the first Tuesday of every month, there are numerous years when the time between submission and approval is close to but less than 60 days.

Proposed Amendment Article 8.1 from:

“The Annual Assessment is then submitted for approval at a subsequent regular meeting after a minimum interval of sixty (60) days.”

changed to:

“The Annual Assessment is then submitted for approval at a subsequent regular meeting after a minimum interval of forty-five (45) days”

### CTA Bylaw Amendment #3

CTA Bylaw Article 6.2 outlines the timeline for the nomination and election of CTA Officers. Whereas Robert's Rules and the Bylaws clearly allows the process of contested elections, the existing process has proven awkward with both candidates appearing at the January meeting and trying to be prepared for their duties within several minutes after being elected. Moving the process up by one month would allow the elected persons to prepare for their responsibilities while avoiding the awkwardness of dismissing the losing candidate at the same meeting they would have otherwise been participating in. It should be noted that this would change the Annual Meeting to the last month of the year also.

Proposed Amendment Article 6.2 from:

“At the regular September Board meeting, the President shall appoint a Nominating Committee...” , “...At the regular December Board meeting, the Committee will report its recommended nominees...” and “The election of officers shall take place at the regular January meeting of the Board of Directors.”

changed to:

“At the regular August Board meeting, the President shall appoint a Nominating Committee...” , “...At the regular November Board meeting, the Committee will report its recommended nominees...” and “The election of officers shall take place at the regular December meeting of the Board of Directors.”

---