

**CAROLINA TRACE ASSOCIATION**

<http://www.ctaincnc.com>

**MINUTES of December 7, 2021, CTA BOARD OF DIRECTORS MEETING**

David Smoak, CTA President, called the meeting to order 7:02 p.m.

**ATTENDANCE:**

**DIRECTORS or ALTERNATES**

<b>Eagles Nest</b>	Not in Attendance	<b>Highland Woods</b>	Not in Attendance	<b>South Landing</b>	Not in Attendance
<b>Golf East</b>	Dave Hardman	<b>Lakewood</b>	Charles Wick	<b>Southwind</b>	Doug Burnett
<b>Golf North</b>	Mary Wild	<b>Laurel Thicket</b>	Len Ruemker	<b>Stonegate</b>	Not in Attendance
<b>Golf West</b>	Marilee Ostman	<b>Mallard Cove</b>	Not in Attendance	<b>Village at Trace</b>	Not in Attendance
<b>Harbor Creek</b>	Mike Dussault	<b>North Shore</b>	Bill Glance	<b>Woodfield</b>	Not in Attendance
<b>Hidden Lake</b>	Burt Witascheck	<b>Sedgemoor</b>	Jim Miller	<b>Wdmr/Trentwood</b>	Not in Attendance

**OFFICERS**

<b>President and Chair of the Executive Committee</b>	David Smoak
<b>Vice President and Chair of the Security and Safety Committee</b>	Kate Woods
<b>Treasurer and Chair of the Finance Committee</b> <b>Assistant Treasurer</b>	Candace Cochrane Dave Thomas
<b>Secretary</b>	Kelly Dorman

**Guests**

Ashley Rutherford - Woodfield	
Ellen Mood -	

**APPROVAL OF MINUTES** - Motion to Approve Nov Minutes; November Minutes approved

**PRESIDENT'S REMARKS -**

1. A brief remembrance of the significance for today's place in history and 80 years since Pearl Harbor Day.
2. With the transition of the Secretary, the October 2021 minutes are still being drafted before being presented for Director review and approval.
3. POAs please continue to submit your officer & email updates to the Secretary. As a reminder we still have 7 POAs without any website presence, even though we offer to host 1-2 pages of basic contact info and documents for you at no cost. There are still 3 POAs without even an email address for prospective buyers,

realtors and closing agents to contact you regarding the sale/transfer of properties in your POA. This information is purely for the benefit of your owners and community, please work with our webmaster Ernie Patterson to maintain this information.

4. Thank you to Jennifer Garcia, Diana Stepanik and the other volunteers that performed our annual Holiday decorations of the bridges and Gatehouse. As a reminder, they will need volunteers to take down those decorations soon after the New Year.

5. With so many new residents and owners here, there is an ongoing education about the security expectations of our gated community. This was addressed partially in my Town Hall meeting notes which are still posted on our website <https://www.ctaincnc.org/official-documents-and-policies.html>. As a short summary, Trace is a large safe community of about 4,000 people and two business operations and is far from a perfect security encampment.

The Gatehouse security staff serves as a screening force for the vast majority of guests, customers, travelers and contractors seeking entrance here but nobody should be so gullible to believe that your own personal and property security will be guaranteed by our existing security protocols. With the addition of the two automatic gates on Cox Mill Rd, some residents believe their personal security is lessened. While crimes do happen in our large, safe community there is no evidence that the automatic gates have been contributing factors or that we have had any increase in crime. I could go on at length about the known security faults we have aside from those back gates, but that really wouldn't help the situation would it? I continue to encourage every resident to invest in automatic lights, cameras, alarms and even a good dog to protect your personal property security. As a minimum, keeping your vehicles and doors locked would prevent most of the real crimes we do experience.

6. As we approach 2022, I predict the turnover in community leadership will continue. If you are interested in pursuing leadership opportunities at the CTA level, there are several committees and expected officer vacancies that probably align with your interests. Reach out to me and I will happily suggest ways for you to get involved!

7. Even with such a mild December so far, we all understand that a serious snow storm could come along anytime in the next few months. Please do not become complacent on this issue either, we are planning for the plowing of Traceway if needed, but in the worst of icy weather our steep hills and shady roads can still become dangerous skid areas. I know the POAs are making their individual weather plans and I encourage all the residents to ensure they have adequate supplies on hand if the roads really are too dangerous for a few days.

#### **FINANCIAL REPORT/TREASURER COMMENTS -**

- Financial Reports
  - Attachment 1
  - Attachment 2
  - Attachment 3
- Requested that POAs be sure to update their Board information with CTA
- CTA Invoices were sent out
- Goal for 2023 is a \$10/year increase per lot for improved and unimproved; Further information will be coming

#### **COMMITTEE REPORTS -**

##### **Security & Safety -**

- Committee discussed increasing officer retention

- We are set at a low pay rate but can't consider adjusting that until October of 2022 so discussed offering a \$200 retention/holiday bonus to help compensate (not to exceed \$2000 from the Security budget)
- Would hesitate to give bonus based on full time status
- Dr. Wick proposed a bonus of \$500, CTA President suggested that more could be offered later as a mid-year bonus
- Considered raising the salaries but that is a discussion that will come in contract renegotiations with SPA in October of 2022
- Dr. Wick motioned to pay a \$250 Holiday bonus with the intention of offering a \$250 bonus in 2022; Woodfield seconded the Motion
- Approved by Unanimous consent
- Gatehouse phones were discussed in the Committee
  - Have been sampling a new phone service, tests are running well with no dropped calls, fuzziness, etc
  - Not making a decision at this time due to wanting to have another discussion with IT and TJ
  - Looking to go ahead and accept TJs phone service at a lower rate than Verizon
- Woodfield presented Ashley Rutherford to discuss a safety and security issue
  - Concerned with speeding along the road by the back gate (top of hill before you go down toward the gate at the blind spot) and is seeking a solution
    - TRAM has ability to action a solution although it is a safety issue
    - Suggestion was made to put in speed bumps but these slow down emergency vehicles
    - Mike recommends putting up no speeding signs/children at play signs
    - Security cannot write speeding tickets, they can put up signage but feeling is that the signage won't correct the issue
    - Capt Lamm and Kate can talk to supervisors of delivery drivers to try to discourage them from speeding
    - Kate suggested putting up a trail cam so there can be video footage showing license plates and Kate can contact the drivers
    - Ernie has requested that Ashley call him so they can discuss the issue further
    - Dr. Wick suggested checking if Sheriff can come by to watch this site occasionally
      - Kate will check with her Sheriff office contacts to see if this is a possibility; Sheriff cannot write tickets in Trace due to standards requirements;
    - Mike suggested noting the date/time and description of the car and email Kate so the video can be reviewed to identify the cars
    - Ernie Patterson suggested planning to put in walkways/paths
- Tailgating is a continued issue
  - Procedures have been reviewed and amended
  - Kate will talk to Cpt Lamm to have a discussion with employees about concerns
  - Kate will create a form to report tailgating issues and these will be put on the website and Nextdoor and the media center to announce this information - Send the form to the VP email
  - Communication response time will be improved so that residents will know that the form has been received
  - Videos of proper gate procedure will be distributed
  - With so many residents tailgating it actually presents a security issue since it difficult to identify non-residents who are tailgating through the back gate

- Snowplowing
  - STA is restructuring to add 3 new employees
  - Kate has a direct contact now
  - Kate will disseminate more information once she receives it
  - CTA still has a pallet of sand on hand for use this winter
- Burt Witaschek, new member of the security committee

### **CERT**

1. CERT does not meet or train during the month of December. However, some members of the CERT Ham group are taking a course from North Carolina Emergency Management (NCEM) about Winlink (sending email by radio). The course is one of the requirements for ham operators to become a part of NC AUXCOMM (emergency communication operators during an emergency or disaster). As part of the course, we will participate in an NCEM communications exercise on 9 December that covers the eastern part of the state.
2. CERT will resume training in January. We will also be operating under the management of our new Board of Directors:  
 Chair - Penny Turner  
 Vice Chair - Brian Fortner  
 Secretary - Jane Zellner  
 Director at Large - Diana Stepanik  
 Director at Large - Doug Wood

### **Traceway Roads & Maintenance (TRAM) - Completed**

- 1) Media Center completed, white post wraps on order
- 2) Post stabilized at South exit
- 3) Several signs added and replaced along Traceway
- 4) Leaves blown off Traceway for Thanksgiving

### **Upcoming**

- 1) North Gate parking expansion. Start date 12/3
- 2) Storage container. Delivery date 12/6 (was delivered on time)
- 3) Asphalt repair at North exit. ( Hopefully in December)
- 4) Leaf blowing of Traceway scheduled prior to Christmas.
- 5) North and South Bridge inspection is being scheduled for January or February. Last official inspection was done in 2013

*Note:* Thanks to all the volunteers that helped to complete the many projects in 2021. Without your help, several of the improvements to Carolina Trace would have never happened.

\*CERT ( Penny Turner) Team and all the people in each POA that did traffic control for the sealcoating of Traceway.

\*Landscaping Committee ( Peggy Hudson, Georgiana Kiggins) Transformation of the front flag area and old school bus turnaround.

\*Ron and Debbie Moeller countless hours of projects within Trace

\* The TRAM committee. Rod Loss, Ernie Patterson, Mike Dussault

To all the others, not mentioned, that have helped to improve the safety and beauty of Carolina Trace. Thank you, for your time, input and caring about our community.

Storage container usage: Per Ernie - estimate is ½ CTA and ½ will be available for POAs; Key will be kept at the Gatehouse; Looking at after Christmas for availability; Estimate is 20 storage boxes per POA, boxes need to be marked w/POA; Once the details are finalized they will be distributed

Media Center discussed: Issues mentioned were that people said it was too small, difficulty seeing it, and asking if it was to be painted; Is it possible to put messages up for longer times - yes, CTA controls the timing; During emergency it would go to 2 messages that are up for longer times; There is discussion of putting up an awning to help improve visibility of messages; Ernie asked if we want to proceed with media centers at the North and South Gates; Kate suggested putting the current media center at one of the gates and putting a larger screen at the front; Agreement to moving forward with the other two media centers

**Trace Lake & Dam Committee** - Meeting scheduled with the management of CTC (Carolina Trace Corporation) on Monday re dam maintenance project

**CTCC Liaison** - No Update

**Utilities Report** - No Utility Report

**CT Fire Dept - No Report; Newsletter Available**

**OLD BUSINESS** - Officer Elections, Slate was proposed at the last meeting; David called for floor nominations; Floor closed for further nominations; Motion made to approve 2022 slate of officers; Motion seconded; Approved by unanimous consent

**NEW BUSINESS** - Motion made to streamline Zoom meeting process (attachment #4); Motion seconded; Question as to why it is 51% of the lots rather than a plurality of the Board, David referred to the By-Laws; Motion to streamline Zoom Meetings Approved by Unanimous Consent

**NEXT CTA Meeting** - Next meeting is scheduled for Tuesday, January 4, 2022 @ 7:00 pm.

**ADJOURNMENT** - Motion to adjourn, Motion seconded  
The meeting was adjourned by the President at 8:47 pm.

Respectfully submitted by,  
Kelly Dorman, Secretary, Carolina Trace Association

**Attachments:**

Attachment #1

Attachment #2

Attachment #3

Attachment #4