

CAROLINA TRACE ASSOCIATION

<http://www.ctaincnc.com>

MINUTES of January 5th, 2021, CTA BOARD OF DIRECTORS MEETING

David Smoak, CTA President, called the meeting to order at 7:00 p.m.

ATTENDANCE:

DIRECTORS or ALTERNATES

Eagles Nest	Absent	Highland Woods	Chuck Popke	South Landing	Dan Eastham
Golf East	Stephen Smith	Lakewood	Charles Wick	Southwind	Forest Breyer
Golf North	Mary Wild	Laurel Thicket	Shannon Taylor	Stonegate	Absent
Golf West	Marilee Ostman	Mallard Cove	Absent	Village at Trace	Sharwynne Blatterman
Harbor Creek	Mike Dussault	North Shore	Bill Glance	Woodfield	Elaine Bednarick
Hidden Lake	Steve Bolstridge	Sedgemoor	Jim Miller	Wdmr/Trentwood	Bob Dykeman

OFFICERS

President and Chair of the Executive Committee	David Smoak
Vice President and Chair of the Security and Safety Committee	Kate Woods
Treasurer and Chair of the Finance Committee Assistant Treasurer	Oscar Roberto Ed Nelson
Secretary	Ellen Berg

Guests

Anthony Hoots	Vince Roy
Ernie Violon	Roberta Wilder

QUORUM CALL - A quorum was reached with 15 directors present and agreeing to this video

conference being a legitimate meeting of the CTA Board.

APPROVAL OF MINUTES - A motion was made to approve the minutes of the December 2020 meeting. This was approved by unanimous consent.

GROUP REPORTS - CTCC Liaison - All brush has been cleared from the North side of the dam. Anything 3 inches in diameter or waist high we are prohibited from removing without the assistance of an engineer. We are waiting on south side access to continue work. We have contracted an engineer to complete and supervise the rest of the work. He has already been out to walk the site. The valve on the dam is fully open to allow for lake lowering. As always, we hope the weather cooperates so residents are able to complete work on their docks.

Utilities Report - Please see attachment #1.

CT Fire Dept - Anthony Hoots attended for Chief Myers. Our department ran 265 calls in 2020. We currently have 31 personnel on our roster. We are taking all necessary precautions to protect our members and citizens from potential exposures to COVID 19. We have had two structure fires in the last two weeks. One was inside Trace and 1 was outside of Trace. Our personnel did a very good job of containing and extinguishing the fires. There were no injuries at either fire. We had a great response from both our personnel and personnel from Benhaven fire department, Lemon springs fire department and Cape Fear Fire Department. The next meeting of our board of directors is next tuesday. If you have any questions or concerns, please let me know so that I can bring it to them.

PRESIDENT'S REMARKS - 2020 CTA Annual Report. Please see attachment #2.

FINANCIAL REPORT - Please see attachment #3. Annual Approval of Electronic Transfer was motioned and approved.

Motion made for fund approval approved by unanimous consent

Motion to move unused 2020 south gate funds to 2021 approved by unanimous consent.

SECRETARY- Everyone must read, sign, and return the Conflict of Interest Policy.

COMMITTEE REPORTS

Security & Safety - Security Log is Attachment #4.

1. January CERT training will be a Zoom session about Disaster Mitigation. The Disaster Mitigation Act of 2000 required jurisdictions with need for FEMA aid to have active disaster mitigation plans. After 20 years, plans have matured into successful projects.

2. We will also discuss the possibility of forming a ready team to assist with missions in nearby counties. A call went out to CERTs in the Triangle Area to send Search &

Rescue teams to assist in finding a missing elderly person in Franklin County. We do not have the ability to quickly stand up a team, so we will begin discussions on what training and logistics are needed to make that happen.

3. The state CERT Program manager is holding an online forum for all NC CERT volunteers on 28 January.

Security:

There has been some confusion recently as to when POAs and residents can call and ask for SPA to respond to an issue within a POA. At the most recent Safety & Security Committee meeting, we were informed that years ago, POA boards had signed a document giving SPA permission to enter their POA, and if this document was not signed, SPA would not be able to enter. In light of this information and recent issues, the Committee will be creating a similar letter of permission for POAs to sign, and we will be creating a document that concisely states which situations SPA may respond to, which are board matters, and which require calling the Sheriff's Dept or 911. We hope that passing this information on to residents will help reduce gatehouse phone traffic and any conflict resulting from SPA personnel following their orders. This is a good time to remind all residents that SPA is not a police force, they are a gate security force. Their main purpose is to monitor and control access to Trace.

Traceway Roads & Maintenance (TRAM) – Please see attachment #5.

Trace Lake and Dam Committee (TLDC)- Motion to move approved money for Dam access from 2020 to 2021 is approved by unanimous consent.

OLD BUSINESS –

NEW BUSINESS –

Volunteers- committee heads please send a list of volunteers to the Secretary.

Trash on Traceway- Landscaping contractor picks up trash while they're doing mowing on the grounds. Is there anything CTA can do for trash pickup in between those times. VP will look into options.

NEXT CTA Meeting - Next meeting is scheduled for February 2nd, 2021.

ADJOURNMENT - The meeting was adjourned by the President at 8:30 pm.

Respectfully submitted by,

Ellen Berg, Secretary, Carolina Trace Association

Attachments:

Attachment #1: Utilities Report

Attachment #2: President's Remarks

Attachment #3: Financial Report

Attachment #4: Security Log

Attachment #5: Traceway Roads & Maintenance (TRAM)

January Utilities Report

After 5 months, the NCUC has agreed with the Public Staff that CWSNC was incorrectly charging for “System Improvements” when in fact some were merely “repair and maintenance”.

The change will result in only approx. 10 cents per household. However, when multiplied by 1700 houses in Ct and thousands in the 12 communities in the “Uniform Rate” consortium, you get tens of thousands of dollars that CWS would make illegally. The real factor here is that CWS has been identified as falsifying their management accounting in certain areas. Thank you to the Public Staff!

Carolina Trace Association, Inc.

December 28, 2020

2020 Annual Report

In accordance with Carolina Trace Association (CTA) Bylaws Article 5 section 2.d it is my pleasure to prepare this annual report of CTA's actions and efforts for review and distribution by our individual Property Owner Associations. This report is intended for widest distribution to all owners and residents of the community.

Among the CTA Officer personnel for 2020, there was a lot more stability and continuity than in 2019 but there was some shuffling among the positions. I remained as President, Cal Saltzman moved from Treasurer to Vice-President, Oscar Roberto moved from Secretary to Treasurer, and we welcomed Kate Woods as the new CTA Secretary.

- I will emphasize again how the continuity of changing people within the same role is helped by maintaining a single office, non-personal email address. We did have to create a new alternate email for the Vice-President, but now along with the other email addresses they will be passed to the new people filling those roles: ctaprestr@gmail.com; ctavicep@gmail.com; ctatreasu@gmail.com and ctasectr@gmail.com.
- The major event that overshadowed this year was obviously COVID and I am proud of how the entire community has responded. The CTA Board and our 18 POAs have adapted to the new technology of web meetings and have continued to perform their community business. For us, our local CERT leader Penny Turner actually started the initiative for using Zoom conferences and CTA has piggybacked on their account for our monthly meetings for most of the year. If there are other communities that need to share or use web-meeting accounts for monthly meetings, please communicate about sharing, since paying monthly subscription fees for just one monthly meeting is not economical for most POAs.
- Another important achievement achieved by the Board overall was the approval of three Bylaw Amendments that adjusted the CTA operational calendar for Budget approval and Officer elections. A new version of the CTA Bylaws is being printed that reflect these amendments and will be distributed and posted on our website soon.
- The Finance Committee chaired by Oscar Roberto was once again essential in reviewing and recommending a 2021 CTA Budget that maintained assessments at the current level while planning for important projects such as the new automated South Gate, and infrastructure improvements to the Traceway road surface and the three large metal culverts near the Stonegate area will be encapsulated and preserved for another 50+ years. Finally and most importantly an outside review, quasi-audit was performed on the CTA Finances for the first time in a number of years. This review affirmed many of our good financial practices while making several additional recommendations that are being enacted.
- Our Traceway Roads and Maintenance Committee, chaired by Ernie Violon has continued to work hard and improve our various common areas belonging to CTA.



51 Traceway South, Gatehouse Plaza, Sanford, NC 27332

There are so many accomplishments that I will only list them briefly. Foremost is continuing to improve the North and South gate areas, which included more space for turnarounds to help the parents during bus stop operations, while also planning for the automation of the South gate which was already listed as an approved budget item for 2021. Another major project with much less community visibility was our exploration of new technologies to preserve our old, rusting metal culverts that would otherwise be dug up and replaced and are instead encapsulated and preserved. This technique is not ideal for all culverts since it's not cheap, but for those culverts that are buried deeply or might block an important roadway for an extended time, we will continue to explore their use--- including the three large culverts near Stonegate Pond as mentioned earlier. Our large Carolina Trace sign is now lighted on both sides with solar LED floodlights. Various projects around the Gatehouse including a new paint job and new stanchions(lane dividers) were completed. Lots of re-painting of speedbumps, railing and various areas throughout Trace. A number of trees were removed and a large number of asphalt patches were made along Traceway, while a road sealant/preservative was tested along a small section of road that may be used in much larger quantities during 2021.

- The Security and Safety Committee, chaired by Cal Saltzman has continued to supervise our Gatehouse operations while also adding supervision of the North gate, which has been damaged several times this year. Let me be clear, both the Main Gatehouse area and the North Gate are under 24x7 video surveillance from multiple angles. While we continue to have property damaged, those cameras have been essential in documenting and tracking down the perpetrators of the damage and we have received reimbursement from every offender. Your assistance is greatly appreciated simply by calling the Gatehouse when you observe anything wrong around our gate areas and please specify the date, time and circumstances which we will use to verify on our audio/video recordings. This includes incidents inside the Gatehouse since that public/customer area is also under 24x7 surveillance. As our primary interface with the residents and visitors, the CTA Vice-President and Security Committee routinely investigate and review all complaints made regarding how our SPA contract guards represent us and provide customer service, and their efforts are deeply appreciated. One frequent concern lately has been about guards wearing masks at all times, the policies from their headquarters have been communicated frequently to their employees and it is important to realize that exceptions are written into the NC Executive Orders as well as the SPA corporate policies. Other initiatives to note this year was another change to the Gatehouse phone system that is cellular-based due to repeated failures of the internet phone service we had recently contracted. This cellular service has been much more reliable and also allowed us to implement a new voicemail system that has allowed us to improve Gatehouse efficiency and reduce wasted phone calls. Included in the 2021 budget was an authorization to purchase a new sticker reader for the main gate that would read the same sticker used for the North and South gates, so details on that plan will be forthcoming in 2021 also! Finally, in what may be too much information but is important for the community to know, there are several difficulties in maintaining a functional work area like the Gatehouse on what is essentially an island. The electrical power, water and sewage services are piped along our bridges to that Gatehouse over long distances and we have had some issues with that infrastructure this year. One issue was a small break in our



sewage pipe which leaked into Lake Trace, and while promptly repaired, we are still pending a final decision from the State Division of Water Resource on any possible fines or reparations we may face.

- At the August 2020 CTA meeting a new Trace Lake and Dam Committee (TLDC) was authorized and created by the CTA Board to improve maintenance of the Trace Lake and Dam areas. This committee is chaired by myself and has researched and made recommendations to the Board including additional funding to facilitate access to the south portion of the Lake Trace Dam since the previous access point crossed private property without legal authorization or protection. The NC State regulatory authority has also recently inspected the Dam and made their own requirements known to the Carolina Trace Country Club, which has performed heavy maintenance along the north portion of the Dam and is awaiting our project to be completed on the south side of the Dam to enable access for their maintenance equipment and crew. Both the State and the Club are aware of our progress and I hope that access to the south side of the Dam is completed by the end of January 2021. This will not mean the work of the TLDC is completed, there are numerous other tasks being identified in order to preserve this essential asset of the Carolina Trace community.
- Our Financial summary report will be attached once the books are closed for 2020. I believe we continue to be in good financial strength, and while large expenditures are projected for 2021, some of these projects were required in our long-term capital engineering plan anyways. Proper maintenance of our asphalt and culverts now will help preserve and pushback planned expenses for replacement in the near-future.

In conclusion, I have reported throughout the year on continued business and residential growth in our region. There are a large numbers of jobs and homes moving into Lee County and I believe that Carolina Trace is primed to attract a good share of our own growth. I will expound more on this topic of growth and other ideas I have about the community at the end of January 2021 when I write my vision statement for the year. Carolina Trace is a large and complex community with dozens of people donating their time and expertise to making it better and more attractive to the growth that I feel we need to be attracting. I had originally committed to three years as CTA President and based on several factors and completion of a number of projects, 2021 will be my last year in office. I share this personal deadline because I will be actively looking for my replacement this year as well as other possible replacements for other hard-working volunteers in this community. If you are interested in my job or helping with any of the other numerous issues I have discussed in this annual report, please contact me so that we can discuss possibilities!

Cheers and Hoping for a Better 2021!

David Smoak
CTA President
ctaprestr@gmail.com
www.ctaincnc.org



51 Traceway South, Gatehouse Plaza, Sanford, NC 27332

Carolina Trace Association, Inc.
December 2020 – Final 2020 Financial Summary

		Dec 31, 20	Nov 30, 20	\$ Change
ASSETS				
Current Assets				
Checking/Savings				
	Business Checking ****9106	175,757.76	237,278.35	-61,520.59
	Business Checking MMkt ****6807	145,716.73	145,710.56	6.17
	CTA POA Legal ****7347	9,128.60	8,457.60	671.00
	CTA POS ***1504	4,000.00	3,980.60	19.40
	CTA CD 7 ****8688 1/27/21 25K	25,262.52	25,262.52	0.00
	CTA CD 8 ****8751 1/27/21 50K	50,446.28	50,446.28	0.00
	Total Checking/Savings	410,311.89	471,135.91	-60,824.02
Other Current Assets				
	CTA CDARS1 ****2788 100K	100,000.00	100,000.00	0.00
	CTA CDARS2 ****2834 100K	100,000.00	100,000.00	0.00
	Total Other Current Assets	200,000.00	200,000.00	0.00
	Total Current Assets	610,311.89	671,135.91	-60,824.02
TOTAL ASSETS		610,311.89	671,135.91	-60,824.02
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
	Other Current Liabilities	0.00	10,291.41	-10,291.41
	Total Current Liabilities	0.00	10,291.41	-10,291.41
	Total Liabilities	0.00	10,291.41	-10,291.41
Equity				
30100 · Reserve Fund				
	30120 · Traceway Upgrades	125,000.00	55,000.00	70,000.00
	30110 · General Reserve	485,311.89	380,410.31	104,901.58
	Total 30100 · Reserve Fund	610,311.89	435,410.31	174,901.58
	32000 · Unrestricted Net Assets	-174,901.58	0.00	-174,901.58
	Net Income	174,901.58	225,434.19	-50,532.61
	Total Equity	610,311.89	660,844.50	-50,532.61
TOTAL LIABILITIES & EQUITY		610,311.89	671,135.91	-60,824.02

2020 has been a positive year for CTA, we have accomplished much, meeting and exceeding our Financial goals while at the same time completing our planned capital projects and adding a few new ones during the year.

We have maintained a sound financial position for CTA and added funds to ensure that expected future projects will have the resources required for completion.

We want to thank all POAs for diligently collecting dues and being prompt in meeting their obligations.

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

Reserve/Capital Funds: At the end of 2020 we added \$70,000 to the road Reserve Fund and \$104,901.58 to the General Reserve Fund. This includes \$9,000 that were allocated to the Lake Committee and \$5,700 allocate to the South Gate that were not spent in 2020. Total Reserves amount to \$610,311.89. Thanks to all Committees for staying within their budgets!

CTA CD7 and CD8 have an interest rate of 0.4% and mature on 01/27/21. Two new \$100,000 CDs (insured CDARS) placed with First Horizon Bank.

Assessments: The 2021 POA assessments for the first quarter were sent on 12/1. They were due on January 1st. Checks received prior to Jan 1 will be deposited in January,

Oscar Roberto, CTA Treasurer

Ed Nelson, CTA Assistant Treasurer

SECURITY LOG FOR THE MONTH OF DECEMBER 2020

CATEGORY	WEEK 1-5	WEEK 6-12	WEEK 13-19	WEEK 20-26	WEEK 27-31	TOTAL
ACCIDENT	0	0	0	0	0	0
EMS	0	8	5	5	11	29
PATROL RESPONSE	5	6	7	7	5	30
PATROL HOURS	240	336	336	336	240	1,488
SHERIFF PATROL	10	15	12	13	8	58
SCHEDULE PERMITS	1,139	1,392	1,391	1,680	1,307	6,909
ACTUAL PERMITS	1,027	1,235	1,229	1,507	1,142	6,140
UNSCHEDULE GUEST	0	0	0	0	0	0
FIRE ALARM	0	0	0	2	2	4
UNLOCKED DOORS	0	0	0	0	0	0
VANDALISM	0	0	0	0	0	0
CITIATIONS	0	0	0	0	0	0
CTGP	6	4	6	3	3	22
GOLFERS	62	167	98	97	134	558
CTCC	22	40	33	13	12	120

January Tram Report

Completed

- 1) Asphalt road repair on Traceway. Mark Mitchell
- 2) South Gate grading and tree removal - Bobby Branch
- 3) Removed damaged fence and cleared area including shoreline
- 4) Repaired drainage ditch at Harbor Creek entrance.
- 5) Traceway sides and ditches blown off
- 6) 2 1/2 inch sewer line from gatehouse insulated
- 7) Two trees of concern along Traceway were removed
- 8) Review of shoreline and bridges for erosion.

Upcoming

- 1) Crack sealing of Traceway
- 2) Replacement of damaged gate at North exit
- 3) Add electrical power and new streetlamp to South exit
- 4) Add new steps to South exit
- 5) Mulching of leaves in medium under Barlett pears
- 6) Order a new boom for visitors at Gatehouse.