

CAROLINA TRACE ASSOCIATION

<http://www.ctaincnc.com>

MINUTES of December 4, 2018, CTA BOARD OF DIRECTORS MEETING

Dick Brown, CTA President, called the meeting to order at 7:00 p.m.

ATTENDANCE:

DIRECTORS or ALTERNATES

Eagles Nest	Nick Broussard	Highland Woods	Charles Popke	South Landing	Christine Wood
Golf East	Jerry Keith	Lakewood	Charles Wick	Southwind	Cordie Dorman
Golf North	Becki Rightley	Laurel Thicket	Dave Carmony	Stonegate	Joe Dunne
Golf West	Don Douglass	Mallard Cove	Lisa Doscher	Village at Trace	Sharwynne Blatterman
Harbor Creek	Mike Dussault	North Shore	David Smoak	Woodfield	Robert Mauldin
Hidden Lake	Ken Harden	Sedgemoor	Chris Viverette	Wdmr/Trntwood	Bill Elliot

OFFICERS

President and Chair of the Executive Committee	Dick Brown
Vice President and Chair of the Security and Safety Committee	Ken Harden
Treasurer and Chair of the Finance Committee Assistant Treasurer	Scott Erickson Marilon Winther
Secretary and Chair of the Communications Committee	David Smoak

Guests

Utilities Vince Roy	Steve Bolstridge
Cliff Wright	Nate Mahaney
William Glance	Oscar Roberto
	Calvin Saltzman

APPROVAL OF MINUTES – The November 6, 2018 minutes were approved.

FINANCIAL REPORT – See Attachment #1. 2019 invoices were distributed to POA Directors

COMMITTEE REPORTS

Executive Committee – No Report

Security & Safety – Security Log is Attachment #2. School bus stop operations have been smooth and generally quiet. CERT has gained 13 licensed ham radio operators. A basic CERT class is scheduled for March 2019. Boat owners are highly encouraged to register their boats, especially when owners change. 785 visitor passes were issued during Thanksgiving holiday. Residents are reminded to submit written lists if more than 5 guests are expected on the same day. Hotline continues to be updated regularly. Concerns about the visitor gate being left open will be investigated.

Traceway Roads & Maintenance (TRAM) – Two major drainage projects continue to be near Harbor Creek and Stonegate. An engineer is drafting recommendations for Stonegate. A consulting engineer for pipe inserts recommended the entire removal/replacement of the HC culvert. This will require blocking Traceway and opening the emergency exit for a couple of days. The work is not scheduled at this time, but contractors are being solicited. Continuing to await contractor schedule on striping project. Work to combine mowing/landscaping contract continues.

Communications – Website traffic continue to increase, especially during storm events. 1700 unique visitors in the past month, top pages are: contact; links; POAs; and documents. POAs are encouraged to provide/update their websites to us so we can send them more traffic. Three printed copies of CTA Bylaws were distributed earlier in the year, please ensure new CTA Directors have a copy. Annual report input will be needed from 2018 officers in January/February. Final recommendation to keep the communications committee will be discussed with new Secretary or downgrade from a committee to Secretary notes or similar.

CTCC Liaison – NR

Firewise – See attachment #3. This is expected to be the last combined POA grant submission in 2019.

Utilities Report – Proposed rate increase from CWS is not expected to pass.

CT Fire Dept – NR

OLD BUSINESS –

A. **Little River Quarry** – Final balance was paid, retainer has been closed. Private citizens may still choose to organize and get involved. Close agenda item.

NEW BUSINESS –

A. **2019 Officer Nominations** – David Smoak, President; Ken Harden, Vice-President; Cal Saltzman, Treasurer; James Nelson, Asst Treasurer. There was a floor nomination for Tony Forgione, President. Candidates for President will send their bios for distribution, POAs will vote and the election will be the first order of business in January with VP Harden leading the meeting until the President is elected.

NEXT CTA Meeting – Next meeting is deferred due to holiday until Tuesday, January 8, 2019.

ADJOURNMENT – The meeting was adjourned by the President at 8:03.

Respectfully submitted by,

David Smoak, Secretary, Carolina Trace Association

Attachments:

Attachment 1: November 2018 Treasurer Report

Attachment 2: Security Log November 2018

Attachment 3: Firewise Notes/Changes

CAROLINA TRACE ASSOCIATION
FINANCIAL SUMMARY
November, 2018

BANK BALANCES

At the end of November 2018, the CTA accounts at Capital Bank had the following balances:

	<u>Oct Balance</u>	<u>Transactions</u>	<u>Nov Balance</u>
Checking Account	148,233.32		
Dues		11,710.39	
E-stickers, permits		340.00	
Interest		16.55	
Obligations paid		(53,391.66)	
			106,908.60
Money Market	131,880.83		
Interest		not yet credited	
			131,880.83
Certificate of Deposit (CD)	96,180.23		
Interest		81.69	
			<u>96,261.92</u>
		CTA Bank Total	\$335,051.35

Payments

- Vendor invoices paid in the month totaled \$53,391.66.
- This included \$24,814.83 to Southern Protection Agency (SPA), \$4,785.00 to Mitchell for paving and \$4,018.21 to Womble Bond (see Womble bond note below for the details).

Non-Paying Lots

There are 121 non-paying lots (39 improved and 82 unimproved).

Budget

Income in the budget for the year is **\$700,100**. Actual year to date income is **\$701,727.12**. Total expenses year to date are **\$562,409.69** leaving net income of **\$139,317.43** (cash basis). All POAs have paid their dues.

Quarry Legal Expenses: Womble Bond

We have paid Womble Bond \$746,340.63 to date. Of that amount \$127,853.09 was paid in 2018. Included in the total amount for 2018 was their November bill of \$9,018.21. We subtracted our \$5,000.00 retainer from that bill, and paid them the remaining \$4,018.21.

Reserves/Capital

At the end of 2017 there was a balance of \$183,165 in the three Bank accounts. In 2018, we have budgeted \$178,146 for the Reserve/Capital Fund, totaling \$361,311 for the two years. From that total we must deduct obligations paid to Womble Bond in 2018, \$127,853.09, plus an additional \$5,423.91 authorized in 2018, but not spent. We estimate that at the end of 2018, we will have **\$228,034.00** in our Reserve/Capital Fund.

Scott W. Erickson, Treasurer 2018

Marilon Winther, Assistant Treasurer 2018

SECURITY LOG FOR THE MONTH OF NOVEMBER 2018

CATEGORY	WEEK 1-3	WEEK 4-10	WEEK 11-17	WEEK 18-24	WEEK 25-30	TOTAL
ACCIDENT	0	0	0	0	0	0
EMS	0	6	0	2	3	11
PATROL RESPONSE	6	14	11	11	9	51
PATROL HOURS	144	336	336	288	48	1,152
SHERIFF PATROL	2	3	6	2	3	16
SCHEDULE PERMITS	672	1,058	957	1,463	827	4,977
ACTUAL PERMITS	596	935	802	1,241	646	4,220
UNSCHEDULE GUEST	51	6	13	5	7	82
FIRE ALARM	0	0	0	0	0	0
UNLOCKED DOORS	0	0	0	0	0	0
VANDALISM	1	0	0	0	0	1
CITIATIONS	0	0	0	0	0	0
CTGP	2	9	37	8	7	63
GOLFERS	31	101	25	26	17	200
CTCC	6	7	20	2	9	44

CHANGES TO THE FIREWISE GRANT PROGRAM

NOV/DEC 2018

CAROLINA TRACE FIREWISE TASK FORCE

Changes in Grant Reimbursement Criteria

1. It was announced that the North Carolina Forest Service (NCFS) has clarified procedures/guidelines for reporting by participating HOA's during this grant period:
 - a. It is now acceptable to have multiple receipts from the same vendor for debris removal within this grant period, UP TO THE AMOUNT of \$1,999.00 each - as long as they are at a minimum of 30 day intervals.
 - b. Photographs of debris piles - prior to collection and of the cleared area AFTER the debris is removed must be submitted with you invoices. A minimum of two photographs per invoice (one before and one after), are required. It is preferred that you submit three photographs of areas before and three photographs after debris removal for a total of six photographs.
 - c. Additionally, if you are submitting a log or time sheet documenting volunteer hours for a neighborhood clean up evolution, you also must have photos submitted as well. The same requirement as outlined above applies – A minimum of two photos (one before and one after) are required, however it is desired that you submit a total of six photos with three before photographs and three after the clean up is completed.
 - d. When assembling or printing photographs, please put two or three photos per page of paper, and please print in black and white – Thank you.
 - e. If you have questions on document submission requirements, please contact Firewise for clarification.
2. **Breaking up the Firewise Grant Application program by HOA for the next grant period was discussed.** It was agreed a higher rate of reimbursement would be achieved if individual HOA's each submitted their own grant applications. Participating HOA's could then receive up to \$8,000.00 each. It is recommended that CTA as a whole continue to participate in the NFPA Firewise Community certification, which is a **SEPERATE** program from the North Carolina Firewise Grant reimbursement program.