

CAROLINA TRACE ASSOCIATION

<http://www.ctaincnc.com>

MINUTES of June 5, 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	Kathy Jelen	Highland Woods	Charles Popke	South Landing	Christine Wood
Golf East	Jerry Keith	Lakewood	Charles Wick	Southwind	Absent
Golf North	Jody Jackett	Laurel Thicket	Dave Carmony	Stonegate	Joe Dunne
Golf West	Don Douglass	Mallard Cove	Absent	Village at Trace	Cal Saltzman
Harbor Creek	Mike Dussault	North Shore	David Smoak	Woodfield	Absent
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

CTFD	Chris Meyers	Cal Saltzman
CTCC	Gaith Alkadi	CTCC Jeff Grabbe
	Bill Glance	

APPROVAL OF MINUTES – The May 1, 2018 minutes were approved.

PRESIDENT’S REMARKS – Introduction and appointment of new Treasurer Scott Erickson and Assistant Treasurer Marilon Winther. The Executive Committee met mid-month to confirm and initiate the process to change the bank account signature cards ASAP.

FINANCIAL REPORT – April report was distributed by email and was compiled by the previous Treasurer. The new report (May) will use a different format and those changes will be explained at the next meeting. Budget requests from the POAs regarding capital projects should be submitted by the end of June. If there are qualified people interested in the Financial Committee please contact the Treasurer/Asst Treasurer. Cal

Saltzman (VT) and Nate Mahaney(LW) have volunteered for the Financial Committee, 2019 budget planning will be meeting soon. A director asked that the new report format include tracking the properties that are on liens/non-paying status.

COMMITTEE REPORTS

Executive Committee – See attachment #1.

Long Range Planning – No Report. Committee may be dropped unless there is more interest.

Security & Safety – Security Log is attachment #2. School will be over soon, summer school pickup will normally be at Gatehouse turnaround circle for only a few students. There have been electric and phone problems at the Gatehouse, an electrician was hired and phones replaced. The Hotline continues to be updated daily. The committee is reviewing a camera and service package that would update/re-install cameras around the Gatehouse and include the emergency exits. CERT Exercise planned for Jun 19th regarding hurricane response. Basic CERT course planned for August, those interested in being part of CERT need this course. There are concerns about visitors being deceitful about visiting the CTCC to enter and fish around the area, a warning sign will be installed the the turnaround. A boating safety course is being planned. The issue of residents holding large gatherings or combined yard sales was discussed. Residents expecting more than 5 guests/day are asked to provide the list of names to the Gatehouse 24 hours in advance.

Traceway Roads & Maintenance (TRAM) – The new LED lights along Traceway have mostly been replaced. There are some repairs/replacements that still need to be completed. The closure of Traceway as an exit wasn't expected at the time and should not be repeated for follow-on work. Termites were found at the Gatehouse, pest control responded with a treatment. Major work is still being planned at Stonegate Pond area, an independent engineer will be consulted. Various trees have been removed as needed along Traceway. The increase of goose damage will necessitate the placement of "goose stakes" again along Traceway entrance. Concerns from the directors about two lights that resemble oncoming headlights and the large mulch piles from trees that were removed near Hwy 87 was discussed.

Communications – **Website** traffic continues to increase, more documents to include CTA policies will be posted for easier access/central repository. POAs are reminded about the liability insurance requirement to post "No Swimming" for common property ponds and "'RESIDENTS AND GUEST ONLY. USE AT OWN RISK" for recreation areas.

CTCC Liaison – New manager/assistant manager were introduced. The Creek course is now being renovated . A new chef is expected June 23 and a new F/B Manager soon also. Mr. Alkadi is welcome to all questions and comments both good and bad and the Club will have an increased presence on social media. The fitness center remodeling is expected to be done by the end of June, a delay on all the new fitness equipment (30+) is the primary reason. Bids are solicited for repair/replacement of the CTCC dock. A question about the Dam and lowering Lake Trace to allow residents their own dock maintenance will be followed up.

Firewise – Attachment #3.

Utilities Report – No Report.

CT Fire Dept – 2019 Budget has been approved at the county level, no rate increases are budgeted even with the addition of full-time personnel. Note that CTFD is staffed from 0700-2000 normally, after hours

support is a collective sharing agreement combined with our personnel being called in. EMS response is provided by Central Carolina Hospital for the entire country with mutual aid agreements as needed. When the CTFD was expanded, the addition of an ambulance was discussed but rejected by the county, there are additional requirements and costs for 24-hour personnel staffing. There are currently 36 volunteer/paid CTFD personnel.

OLD BUSINESS –

- A. **Little River Quarry** – No Report, still pending NC Supreme Court a decision is possible on June 8. The Lee County Land Use Plan is open for public review/comment on June 11, information was distributed via email for community distribution.

NEW BUSINESS –

- A. A statement was submitted by VTPOA in support of previous Treasurer (Attachment #4)
- B. A recommendation to play the joint marketing video in CTCC areas was made.
- C. Trespassing and vandalism/theft surges every summer in the community. For trespassing within POA community areas the SPA Security will try to respond but for criminal charges/police actions you must contact LCSO and a POA Officer must be there to affirm/press charges as a representative of the POA.

NEXT CTA Meeting – Next meeting is scheduled for Tuesday, July 3, 2018.

ADJOURNMENT – The meeting was adjourned by the President at 8:26.

Respectfully submitted by,

David Smoak, Secretary, Carolina Trace Association

Attachments:

- Attachment 1: Executive Committee Minutes May 16, 2018
- Attachment 2: Security Log May 2018
- Attachment 3: Firewise Notes
- Attachment 4: VTPOA Statement

CAROLINA TRACE ASSOCIATION

<http://www.ctaincnc.com>

MINUTES of May 16, 2018, CTA EXECUTIVE BOARD MEETING

Dick Brown, CTA President, called the meeting to order at 4:00 p.m.

ATTENDANCE:

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	Scott Erickson (appointed)
Secretary and Chair of the Communications Committee	David Smoak

Guests:	Marilon Winther (Asst Treasurer appointed)
---------	--

NEW BUSINESS –

Previous CTA Treasurer has resigned. Dick Brown IAW CTA Bylaws Article 1, Section 1 has appointed Scott Erickson as CTA Treasurer and Marilon Winther as Asst. Treasurer.

ADJOURNMENT – The meeting was adjourned by the President at 5:40.

Respectfully submitted by,

David Smoak, Secretary, Carolina Trace Association

SECURITY LOG FOR THE MONTH OF MAY 2018

CATEGORY	WEEK 1-5	WEEK 6-12	WEEK 13-19	WEEK 20-26	WEEK 27-31	TOTAL
ACCIDENT	0	0	0	1	1	2
EMS	3	7	5	4	1	20
PATROL RESPONSE	3	8	6	4	3	24
PATROL HOURS	240	336	336	336	240	1,488
SHERIFF PATROL	2	2	12	13	2	31
SCHEDULE PERMITS	982	1,170	1,148	1,015	811	5,126
ACTUAL PERMITS	868	1,022	953	851	657	4,351
UNSCHEDULE GUEST	4	23	22	13	11	73
FIRE ALARM	0	0	0	0	0	0
UNLOCKED DOORS	0	0	0	0	0	0
VANDALISM	0	0	0	0	0	0
CITIATIONS	0	0	0	0	0	0
CTGP	4	6	13	5	4	32
GOLFERS	407	314	149	452	37	1,359
CTCC	108	192	108	74	8	490

North Carolina Forest Service - NCFS Firewise Grant Program

North Carolina Department of Agriculture

Stipulations for reimbursable expenses

<http://ncfirewise.org/>

Stipulations listed below apply to newer rules for grant eligibility. Extensive time has been spent to clarify these rules with Rangers who function as administrators of the grant program. All participating Carolina Trace HOA's are expected to adhere to rules listed below. Newer regulations, particularly relating to competitive bidding and photographs for documentation are explained in detail. If your HOA is of the opinion the rules are excessively burdensome or tedious, and would like to withdraw from grant eligibility participation, please notify me or a representative of Carolina Trace Firewise Taskforce. Your HOA will be removed from participation, and you may rejoin at any time!! Please keep in mind that the Firewise Grant Program is a separate entity from **Firewise USA**, which is not a grant program, does not require documentation and records events such as debris removal and volunteer hours for certification. **You are highly encouraged to maintain Firewise USA Membership for all of Carolina Trace.**

1. The grant period for our community begins Nov 01, 2018 and ends Sep 30, 2019. This is a period of 11 months. All receipts, cancelled checks and volunteer time sheets turned in for credit must be within that reporting (time) period.
2. If your HOA submits a receipt for any work done by a **contractor exceeding \$2,000.00, you must also submit 3 verifiable bids from 3 different contractors, dated within a 12 month period. The bids must be in identical units of measure. For example, if one bid is for an hourly labor rate, all others must also indicate an hourly rate. If one bid also indicates a rate of "per ton" for refuse disposal, the other bids must also indicate the same unit of measure. Receipts that do not conform to this stipulation will not be considered for reimbursement.**
3. **You can not split-up work for debris/tree removal in to separate invoices in one grant period to avoid the \$2,000.00 limit.**
4. **Invoices will *not be* considered for debris removal from individual homeowners. All participating HOA's must have their HOA name on the receipt and cancelled checks.**
5. Participation in the Carolina Trace Grant program *currently* requires all participating HOA's to have *30% of their grant funds withheld for taxes* by CTA. The reason for this is CTA is incorporated, and pays taxes. Therefore, the current structure set up is as follows: Grant money is funneled through CTA, taxes are withheld at 30%, and the remainder is distributed to participating POA's. However, if your HOA is not incorporated and does not pay taxes, you can possibly receive more money if you participate in the grant program individually, outside of the CTA umbrella. One representative of the Forest service suggested this to me as an option. Individual HOA's may withdraw from participation in the Carolina Trace Grant Program, and submit their own reimbursement grant package, qualify for a full \$8,000.00 amount, and thereby avoid the current 30% withholding by CTA.

6. Photographs - Photographs (before and after work has been accomplished) must be submitted for events (such as fall cleanup, spring clean up, etc.) by all participating HOA's. Requirements for photographs are detailed below:
- a. Receipts and or cancelled checks submitted for reimbursement without photographs will not be considered.
 - b. If you have debris removed, you must record the appearance of the area prior to work beginning, and after work is completed. If the work is trimming, general clean up of a common area, removal of curbside debris from yards, etc – the same applies. *Only one before and one after photograph is required or necessary.* For example if you are removing curbside debris placed curbside from 45 individual yards, only submit one before and one after photograph. It is *NOT* necessary to record each individual element of a project.
 - c. Photographs, at a minimum should be black and white (color is acceptable), should be 4"x6" and 2 photos per 8 x 11 sheet of paper is fine.
-
-

****PLEASE SEE THE NEXT PAGE FOR INFORMATION ON THE FIREWISE USA PROGRAM ****

PLEASE SEE THE NEXT PAGE

THANK YOU



FIREWISE USA[®]

RESIDENTS REDUCING WILDFIRE RISKS

<https://www.nfpa.org/Public-Education/By-topic/Wildfire/Firewise-USA/Become-a-Firewise-USA-site>

Carolina Trace as a community is a FIREWISE USA site. Membership in the program is voluntary. It is not a grant program. *It does not provide a monetary incentive for membership.* Requirements are simple, and require reporting our community efforts in reducing the threat of wildfire and educating residents in what they can do individually and collectively to address wildfire dangers.

Currently we record our volunteer hours, monetary expenditures, and educational events, such as 1) Signage at the front gate and manning a Firewise Booth at the Carolina Trace Street Fare, held annually at the Carolina Trace Country Club.

Management of our membership in this program consist of tabulating or totaling POA efforts of volunteer hours, monetary expenditures for debris removal, and conducting basic community educational outreach events. These endeavors are accomplished by the five members of your Carolina Trace Firewise Taskforce. Participating POA's simply provide volunteer hours and monetary expenditures to Taskforce members upon request.

Your continued participation in Firewise USA is both encouraged and solicited. In doing so, your efforts qualify Carolina Trace to continually display the Firewise Community Logo (on the header of this page) at the entrance to our community and on selected correspondence.

FIREWISE USA is administered by the National Fire Protection Association, an internationally recognized non-profit organization devoted to fire safety, based in Quincy, MA.

Thank you for your time and consideration in reviewing this material.

Most sincerely,
Carolina Trace Firewise Taskforce

The National Fire Protection Association (NFPA) is a global nonprofit organization, established in 1896, devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.

DATE: June 5, 2018

FROM: Village at the Trace POA Board

TO: Carolina Trace Association Executive Committee

The Village at the Trace POA Board wishes to express our appreciation to Dave Turner for having volunteered his time, professional expertise, and wise financial counseling to the Carolina Trace Community.

We wish to also express our appreciation to all members of the CTA Executive Committee. The Carolina Trace community has many common needs and concerns, but with 18 individual POAs there are also many diverse needs and concerns. Being on the CTA Executive Committee can be as time consuming and stressful as a full-time job. Each of you could have easily refused to get involved and adopted the attitude "let someone else do it". That is the case in many communities and they have had to hire professional HOA management.

Thank you all for donating your time and talents to our community. We gratefully respect your contributions.