

CAROLINA TRACE ASSOCIATION

<http://www.ctaincnc.com>

MINUTES of March 3rd, 2020, CTA BOARD OF DIRECTORS MEETING

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

ATTENDANCE:

DIRECTORS or ALTERNATES

Eagles Nest	Kathy Jelen	Highland Woods	Chuck Popke	South Landing	Dan Eastham
Golf East	Mike McDonald	Lakewood	Charles Wick	Southwind	Forrest Breyer
Golf North	Jody Jackett	Laurel Thicket	Shannon Taylor	Stonegate	Joe Dunne
Golf West	Debbie Betts	Mallard Cove	Lisa Doscher	Village at Trace	Sharwynne Blatterman
Harbor Creek	Mike Dussault	North Shore	Bill Glance	Woodfield	Elaine Bednarcik
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	Cal Saltzman
Treasurer and Chair of the Finance Committee Assistant Treasurer	Ed Nelson
Secretary	Kate Woods

Guests

Vince Roy	Jinnie Wick
Chief Meyers	Ken Harden
Gaith Alkadi	

INSURANCE PRESENTATION - Scott Wheeler gave a summary of CTA's new insurance policy and how it differs from previous coverage. The actual policy packet will be sent out to the POAs as soon as they are received. POAs should note that under this policy they do not have workers comp and fidelity coverage and should seek supplemental policies if they wish to have that coverage.

APPROVAL OF MINUTES - Joe Dunne motioned to amend the minutes. Charles Wick seconded. The motion failed with six directors voting in favor and ten directors voting against. Elaine motioned to approve the February minutes as presented. The motion passed with fourteen directors in favor and two directors opposed.

PRESIDENT'S REMARKS - CAI Law Day is coming up on March 13th in Raleigh and POAs are encouraged to send officers.

FINANCIAL REPORT – \$63,000 was spent in February as payments to SPA and for our insurance premium. CTA income taxes are done. They are being proofread before final copies are sent in. The treasurer had to exceed the \$30,000 fund transfer limit in order to pay the premium for our insurance. A motion was made to approve this expenditure retroactively. The motion was seconded and approved unanimously. This will be considered before next year’s budget to make sure the Treasurer is authorized to transfer the amount of this payment for next year. See Attachment #1 for the January 2020 Financial Summary.

AUDIT: The audit is scheduled to begin at the end of March. A suggestion was made to search for a new auditor for future audits.

COMMITTEE REPORTS

Security & Safety – Security Log is Attachment # 2. CERT: Attachment #3.

Security: There was an issue involving a car blocking traffic in a POA that resulted in its being towed. POAs are reminded that a board member needs to authorize towing, not just a resident of the POA. POAs who are having the footage from their video cameras sent to the gatehouse need to have signed documentation that allows the guards to view it. Some POAs have their large POA signs on CTA property. This presents a liability issue in terms of damage coverage. Contact Cal Saltzman if you believe that might be the case for your POA so documentation can be signed to avoid legal issues. The 2010 adjudication policy was brought up in reference to the new north gate policies. Any decisions on what to do with this policy have been tabled for the time being.

Traceway Roads & Maintenance (TRAM) – The following projects were completed by TRAM in February; an asphalt curve was added to the North Gate where Traceway meets Cox Mill Road, reflective signs were added to mark the North Gate entrance from Cox Mill Road, new black and yellow stanchions with yellow chain were added at the front entrance, and a solar light was added to Sign Island. The following are upcoming projects to be completed in March or April; reviewing and replacement of road reflector along Traceway, speed bumps painted, widening Traceway in certain areas, reworking drainage south of Emery Point, carport installed at the South Gate, and parking areas widened at the North Gate for bus stop parents.

i) A motion was put forward to approve funding for the proposed culvert work. This motion was amended by the directors and the approved version is included as Attachment #4. Capital expenditure policy requires a two-tier vote to approve expenditures of this size. Directors unanimously voted to take this motion back to their POAs for approval.

CTCC Liaison – A large tree removal project was just concluded in order to keep the grass growing well and to keep roots from tearing into the cart paths. Due to weather conditions, the lake hasn’t lowered enough for residents to work on their docks and work on the Lake 8 pond has not been possible yet. The valve is still open and will remain open as long as possible so dock work can occur. CTCC maintenance staff has been taking care of landscaping around Traceway to improve general aesthetics for residents. CTCC has extended a 30 day offer to residents to join as trial sports members for free for the month of March.

Utilities Report – Utilities Inc., parent company of Carolina Water Service NC, has changed its name to CIREX. The CWSNC request for a rate increase is still under consideration by the NC Utilities Commission staff. It could be released soon and appear on your next water/sewer bill.

Reminder that the March 18 'town hall' meeting at the CTCC with CWSNC is at 7:00PM. This is the perfect time to speak with representatives about service interruptions and other issues.

CT Fire Dept - The Fire Dept is encouraging residents to purchase reflective address signs, in either green or blue, from them to assist emergency vehicles in locating homes. The cost is \$25 for the sign and installation or \$20 for just the sign. More information is available by contacting Chief Myers. They are looking at possibly moving the dry hydrant by the front turnaround when they go to repair or replace it. March 10th is the fire department's public budget review; residents are invited to attend. May 18th is the date of their state inspection. This is important as the rating they receive affects their funding.

OLD BUSINESS -

- a) The Annual Insurance Review has been completed.
- b) The Harrington Development is progressing. CTA is staying in contact with Mr. Harrington and staying informed during the planning process to make sure the construction of this new development does not create any issues with Carolina Trace and our ponds and drainage.

NEW BUSINESS - No new business.

NEXT CTA Meeting - Next meeting is scheduled for April 7, 2020.

ADJOURNMENT - The meeting was adjourned by the President at 9:11 pm.

Respectfully submitted by,

Kate Woods, Secretary, Carolina Trace Association

Attachments:

Attachment #1: February 2020 Treasurer Report

Attachment #2: Security Log February 2020

Attachment #3: CERT Report

Attachment #4: Amended Culvert Work Motion

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

Assets previously reported as Equity and Net Assets were reclassified to the corresponding Budget line items. See the Equity Section.

Notes: CTA CD1 and CD2 have an interest rate of 1.8% and mature on 4/2/20. 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.

The expenses for the South Gate upgrading are about \$8251.26 so far. The budgeted amount is \$12,000.

Oscar Roberto, CTA Treasurer

Ed Nelson, CTA Assistant Treasurer

SECURITY LOG FOR THE MONTH OF FEBRUARY 2020

CATEGORY	WEEK 1-	WEEK 2-8	WEEK 9-15	WEEK 16-22	WEEK 23-29	TOTAL
ACCIDENT	0	0	0	0	0	0
EMS	0	8	2	1	6	17
PATROL RESPONSE	1	6	7	7	5	26
PATROL HOURS	96	240	336	336	144	1,152
SHERIFF PATROL	0	2	7	8	5	22
SCHEDULE PERMITS	311	1,130	1,058	1,198	1,105	4,802
ACTUAL PERMITS	268	932	920	1,028	906	4,054
UNSCHEDULE GUEST	0	0	0	0	0	0
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
GOLFERS	5	38	34	55	225	357
CTCC	1	7	54	9	106	177

CERT Report for Safety & Security Committee for 3 March 2020

1. The 2020 CERT Basic Course starts Friday and will be held on March 6, 7, 13 & 14 (announcement attached). If anyone wants to attend, contact Penny Turner at: pbturner@windstream.net. There are still open seats in the class.
2. March monthly CERT training will be a presentation by the Sheriff's Office on Personal Safety, and we will also tour the Alternate 911 Center.
3. We are preparing for the annual CERT/CTA exercise of the CTA Emergency Operations Plan in April.

CERT Basic Course Scheduled for March 2020

What is CERT?

CERT (Community Emergency Response Team) is a training program that prepares community volunteers to help themselves, their families, and their neighbors in the event of a major disaster. During a major disaster, first responders may not be able to reach everyone right away. By getting trained in CERT, you will learn the skills needed to help save lives and protect property.

What do CERT teams do in an emergency?

Under the direction of the Lee County Director of Emergency Services, CERT volunteers provide critical support by giving immediate assistance to victims, providing damage assessment information and organizing other volunteers at a disaster site. Volunteers trained in CERT also offer a potential workforce for performing duties such as traffic and crowd control, shelter support and evacuation.

How does CERT help the community?

In addition to supporting emergency responders during a disaster, the CERT program builds strong relationships between the emergency responders and the people they serve. CERT teams also participate by helping with neighborhood emergency plans, exercises, emergency preparedness information and education.

The Benefits of CERT Training

We work with local agencies to provide some of the best and most interactive response training available. CERT training starts with a 21-hour basic course approved by FEMA and taught here in Lee County at the Central Carolina Community College's Emergency Services Training Center. The basic course provides critical skills in emergency preparedness and response. Participants learn to:

- | | |
|--------------------------------------|-----------------------------|
| Anticipate hazards | Extinguish small fires |
| Conduct search and rescue operations | Apply basic first aid |
| Set-up medical treatment areas | Help reduce survivor stress |

You may also participate in additional CERT related training including drills and exercises.

Who Should Join CERT?

If you are at least eighteen years old, and have the desire to become involved, you are eligible to join CERT. Now is the time to get involved and discover what other CERT Volunteers have already experienced learning to prepare for, respond to, and recover from a disaster. There is no cost for CERT training to Lee County residents, and there is a job for everyone, regardless of age or physical condition. **The next CERT Basic Course is scheduled for March 2020: Friday, March 6th 6:00 PM - 9:00 PM, Saturday, March 7th 8:00 AM - 5:00 PM, Friday, March 13th 6:00 PM - 9:00 PM and Saturday, March 14th 8:00 AM - 4:00 PM.**

To sign up, contact Lee County CERT Coordinator: Penny Turner at pbturner@windstream.net

Doing the greatest good, for the greatest number."