

*Homeowner’s Association*

*1505 Salter Path Road*

*Atlantic Beach, NC 28512*

*252-247-2080 / summerwindscondos.com*

Summer Winds Condominiums, Inc.

Summer Winds Service, Inc.

Home Owner’s Association Annual Open Meeting – Ginger’s Cafe

**Saturday, October 28, 2017**

**Open Meeting - 10:00 A.M.**

**Attendance:**

Luther Griffin President Bob Hunt Director

Steve Bryant Vice-President Susan Maxwell Director

Lane Wolf Treasurer Sharon Scott Secretary

Dale Williford General Manager

**Absent:**

Wayne Schriever Director

**Guests:** Shari Grant, SW Administrative Assistant

Melissa Berryman, Esq.

The meeting was called to order by President, Luther Griffin, at 10:15 A.M. Before the formal meeting began, Dale introduced the new homeowners who were present out of the twenty-one new homeowners. She also introduced the Board members, Shari Grant, the new SW Administrative Assistant, and Melissa Berryman, Esq. a member of our legal team who would certify the numbers of members present for a quorum.

**Approval of Minutes:** The minutes were previously distributed and there were no questions regarding them. Robert Hunt moved and Margaret Riley of Unit 112 seconded, that the minutes be approved as written. All in favor to approve.

**Treasurer’s Report:** The Treasurer’s Report was distributed previous to the meeting. There were no questions about the report, however, later in the meeting a question was asked if there would be a special assessment. Lane Wolf, Treasurer, stated that there were no immediate plans for a special assessment because the HOA monthly dues were increased a couple of years ago with a certain percentage going to the replacement fund thereby eliminating the current need for a special assessment.

**Roll Call and Certification of Quorum:** Sharon Scott, Secretary, called the roll of the homeowners. Upon completion, it was determined that a quorum did exist, and Attorney Berryman certified the quorum so that we could conduct business and elect the candidates for the HOA Board. Over 140 homeowners were present.

**President’s Report:** Luther Griffin presented his President’s Report:

* The outside painting was completed, and the new paint updated the appearance of the buildings.
* We purchased 10 new luggage carts (blue painted) with the goal of having three (3) working carts at each elevator.
* The elevators passed annual inspection. Three elevators were repaired internally this year and the remaining four (4) will be updated this winter.
* We removed and replaced the canvas lounge chairs around the outdoor pools.
* Parking lot was re-striped.
* All public restrooms, walkways, indoor pool, shuffle board courts and tennis courts were repainted.
* Regarding landscaping, all current plantings were pruned, new irrigation system was installed, and some older plants were replaced.
* Outside light bulbs were replaced with LEDs.
* The staff updated rules and regulations by adding the rules for remodeling and contractors. (Attached)
* WIFI, Website, and Cable update:
  + There will be TV boxes for cable and the updates will include a guide,
  + For WIFI, each unit will have 2 (100MB) connections. One will be a private link and a second public link. This project should be completed by Thanksgiving.
  + The SW website was updated.
* Dale Williford announced that she will retire in the spring of 2018. The Board decided that we would search for her replacement via individuals rather than hire a professional management company because we did not want to sacrifice the value of maintaining the relationship the general manager has with homeowners and renters. To date, we have received 23 resumes.
* Stairwell beams were also repaired in 19 spots to ensure the integrity of the buildings.
* In 2018, we will also repair the walkways. A decision was made to repair the condo building walkways. Where needed, the rebar will be replaced, and new concrete poured that is denser and will be more impermeable to salt and water. We are currently taking bids for this project which will begin this winter.

**Issues/Concerns/Suggestions brought forward by homeowners:** Luther asked if any homeowners had issues or concerns:

* What about the indoor pool moving ceiling repair? It is broken again. Response: American Fabricators will address this problem in the off season.
* Walkways and railings leading to the beach are splintering. Could they be sanded or replaced?
* Handicap Access to beach: Could we build a handicap ramp to the beach? Response: this has been asked before. A ramp to the beach would take up much beach space and land leading to the beach. Indian Beach has a public access ramp almost next door and the Town has a beach access wheelchair that can be used. All other condos on the beach use public access.
* Another homeowner suggested coordination of window washing for owners who cannot wash all of their windows. Response: Dale will work on obtaining bids for window washing.
* There seem to be many fire ant hills. Could something be done about them? Response: we will have the grounds crew spray for fire ants.
* Screens and windows: could screens that are in disrepair be removed by SW if the owner is not able to do so? Flapping screens are an eyesore. Response: SW will send out a crew to determine the number of screens that are problematic. Then a letter to homeowners requesting that they remove or repair the screens within a certain number of days will be sent out. If not removed by homeowner, then SW will remove.
* Bubbling on sheet rock walls particularly in B Building. What can be done? Response: areas where there is bubbling can be sanded and spackled and then painted. Or very thin sheetrock can be placed over the current walls and then repainted. This problem stems from the original construction in the 1980’s.
* Would there be any way to increase number of charcoal grills, replace the old ones or even replace with propane grills? This would be helpful during the summer season.
* Could we update/replace the gym equipment?
* Could handicap parking be increased for C building?
* Could we streamline the proxy process and election process?
* The signage is very good, however, the rose bushes at the entrance are so high that you cannot see the sign.
* Could the area by the backup generator be walled in? That would make it more pleasing to the eye when driving by the property.

**Election of Directors**

Three of the Board members terms expired this year and they were up for election. The members are: Steve Bryant, Luther Griffin and Lane Wolf. All three have decided to run again. Melissa Berryman, Esq. had certified the quorum earlier so that the election could be held. Mr. William Massey moved that we close the nominations and that the current slate be elected by acclamation. Barbara Norris seconded the motion. The motion passed unanimously.

There being no other business, the meeting was adjourned at 12 noon. All Homeowners were invited to a poolside luncheon and signature drinks around the pool.

Respectfully submitted,

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Sharon Scott, Secretary Date

Prepared by: Dale Williford, General Manager

Shari Grant, Administrative Assistant

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**Remodeling Rules**

Remodeling and Contractors:

1. Homeowners are to notify HOA of pending remodel projects prior to the beginning of the project. It is your responsibility to provide the following rules to your contractor.
2. Owners or their contractors are required to obtain City building permits for any construction or remodel or work that involves structural or demising walls, or modification of or addition of electrical or plumbing. Permits are to be filed with the HOA office. Once the HOA has received permits from the contractor, the HOA office will notify the adjacent residents/owners by phone, in person visit, or in writing by email or letter, depending on the time of year the construction is taking place.
3. Units that have completed 1. and 2. above are authorized for construction or remodel, authorized units and contractors will be posted in the HOA office. Contractors engaging in construction or remodel attempting to enter the property for any other unit will be denied entry.
4. Common pipes and drains may be located inside of Condo interior walls. Any damage done to plumbing or existing pipes is the responsibility of the contractor. Water must be shut off while this work is being done and must be inspected by Homeowner’s contractor when the water is cut back on, to ensure there has been no damage to common area pipes. Not taking this action will be considered negligence!
5. Owners are responsible to ensure that contractors in their employ do not damage, soil, or trash any common areas. This includes loading entrances, hallways, elevators, and parking areas. Contractors are required to clean, vacuum, or sweep any incidental mess that occurs. Our housekeeping staff is NOT responsible for this type of cleanup. If such is required, there will be a $50 minimum fee charged to the Homeowner, you will be notified in advance by HOA staff.
6. Owners are to inform contractors that they are not to dispose of any material or debris in the trash compactors at each building or in any dumpster containers on the property. These are for residential refuse only. Contractors are required to remove and dispose of all trash or debris incidental to construction. If the compactor or dumpster are used and an extra pickup is required, the extra pickup charge will be charged to the Homeowner’s contractor.

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**Remodeling Rules**

Remodeling and Contractors:

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1. No excessive noise (jack hammering, tile removal) is allowed without first notifying the HOA. Under no circumstances is construction noise of any kind permitted before 8 a.m. and after 6 p.m. Monday thru Friday. Weekend construction is by special permission only.
2. Owners are to inform contractors that all work and construction must take place on the inside of each condo and that no staging or work is to take place in any common area. If such is required, contractors should be informed to perform such work in their shop and bring it to the premises.
3. Contractors or Owners are responsible to contact HOA or security to determine where to park and receive proper parking permits.
4. Contractors are not to use any equipment, including luggage carts, belonging to Summer Winds. If caught using, a $50 fine will be imposed on the contractor and the Homeowner will be notified.
5. Owners are not to allow contractors to use their access cards. Contractors are to check in at security daily and obtain a contractor’s parking pass, to be returned to security prior to leaving the premises at the end of each day.
6. Contractors must be accompanied on the roof with a Summer Winds maintenance staff member.
7. Absolutely NO construction materials, including paint products, grease, oils, solvents (see attached list) may be disposed of in the unit.
8. All painting clean-up must be done in the fish cleaning area located in the Boat and Trailer parking area.