

## **Bald Head Association Board of Directors Meeting**

### **Public Session Minutes**

Friday, October 8, 2021 – 11:00 am

BHA Association Center – Generator Society Hall

Meeting held in person and electronically via Zoom Webinar.

**Board members present:** Alan Briggs, Robert Drumheller, John Fisher, John Kinney, Tiffany Williams

**Staff present:** Carrie Moffett, Carol Collins, Pam Henson, Denise Eidal

**I. Call to Order** - President Alan Briggs called the meeting to order at 11:02 am.

**II. Approval of Agenda** – Members were provided the agenda prior to the meeting.

**Motion:** Agenda is approved as presented.  
**Made by:** John Kinney  
**Second:** Tiffany Williams  
**Action:** Approved 5-0

**III. Minutes** from September 10, 2021, meeting.

**Motion:** September 10, 2021, minutes are approved as presented.  
**Made by:** John Kinney  
**Second:** John Fisher  
**Action:** Approved 5-0

### **Old Business**

#### **IV. Committee Reports**

**a. Wildlife Overlook Committee** – John Fisher gave an update.

The bicycle rack has been installed. There is still an area where additional posts are needed to prevent the public from going to the water's edge. Duke Energy is offering a \$20,000 grant. More information on the grant will be given as information is provided from Duke.

**Motion:** Motion for additional posts along water's edge.  
**Made by:** John Fisher  
**Second:** Robert Drumheller  
**Action:** Approved 5-0

**b. Finance Committee** – Robert Drumheller relayed that Earney and Company, LLC had submitted an engagement letter for the 2021 audit.

#### **V. Priority Updates**

**a. Transparency** – Tiffany Williams reported that this effort is going well. There is a suggestion for more frequent *Compass* emails.

**b. BHA Space** – Carrie Moffett reported that she and Alan Briggs had met with John Farabow, an architect and property owner to explore the possible solutions on the current property, keeping the Battery 4 area preserved.

**c. Financials** - Denise is presenting the financial report later in the meeting. Some reserve issues will be discussed then.

- d. **ARC** - John Kinney reported that the ARC is looking for volunteers as several members' terms are expiring. This brought up the fact that 30% of property owners have turned over in the past year. Some new homeowners' gathering may need to be planned.
  - e. **CWS** – Alan Briggs and Carol Collins reported that the CWS Committee is working hard to identify and notify property owners of CWS violations. The committee has also been working through defining the procedures which will be discussed later in this meeting.
  - f. **Staff** – Carrie Moffett introduced Mary Anne Arata, the newest member of staff, who has set up a system for and is currently scanning documents into digital BHA property files including ARC files.
- VI. September 2021 Financials** – Denise Eidal. Reserves are on budget for the fall and will be discussed in more detail later in this meeting. An Income Statement and Budget Comparison were reviewed.
- VII. Executive Director Report** – Carrie Moffett had several items to address.
- a. **Paving** - The Village paving project starts soon and all alleys in CFS will be paved.
    - Motion:** Release money from reserve accounts to cover paving of alleys.
    - Made by:** Robert Drumheller
    - Second:** John Kinney
    - Action:** Approved 5-0
  - b. **Muscadine Grove** paving may cost up to \$20,000 more than estimated. Carrie is working on having the drive reclassified to save on paving costs.
  - c. **Overlook Budget Comparison** - As requested, a comparison of the budgeted expenses for the Wildlife Overlook to the actual expenses was presented.
  - d. **Candidate forum expenditures** – A new mixer and microphones have been ordered as those currently owned are no longer working as they should. The candidate forum will use borrowed equipment.
  - e. **Blinds in the Association Center** – New blinds have been installed.
- VIII. Reserves policy** – In order to protect members from special assessments and/or deferred maintenance, the Finance Committee proposes the following schedule for funding the reserve accounts:  
Set the reserves accounts to 70% with  
35% by December 2022  
52.5% by December 2023  
70% by December 2024  
This will be a part of the 2022 Budget presentation.
- IX. 2022 Budget** – Robert Drumheller and Denise Eidal presented a preliminary budget for 2022. There is deficit of \$187,824. The largest change in expenses is due to staff costs. The number of staff has increased as has the salary of existing staff. Some options to resolve the deficit include increasing ARC fees, stretching the reserve accumulation over 5 years and if necessary, increasing the assessments.

**The meeting was recessed for a lunch break at 12:25.**

**The meeting resumed at 12:45.**

**X. Community Wide Standards Committee** – Alan Briggs presented information on changes needed to change the CWS Committee from an ad hoc committee to a full committee. A change in language on the CWS document and in the BHA By-laws will be required. These changes were presented to the board, as well as a procedures document with chart for CWS violations.

**Motion:** Motion to recommend to the membership that the Community Wide Standards committee be stood up as a full committee with the changes in the by-laws and with Debra Drumheller continuing as chair.

**Made by:** Alan Briggs

**Second:** Robert Drumheller

**Action:** Approved 5-0

#### **New Business**

**XI. HB 320** – Carrie Moffett presented to the board the impacts this new law will have on the 2022 Annual Meeting. The law allows for electronic voting and an online meeting. The BHA by-laws still require a mailed notice. Changes to the by-laws could allow for email notifications for the 2023 Annual meeting. As of the present the plan is to conduct the 2022 meeting in the same format as the 2021 meeting.

**XII. No Member Comments**

**XIII. Adjournment**

**Motion:** Motion to adjourn.

**Made by:** Tiffany Williams

**Second:** John Kinney

**Action:** Approved 5-0