

*The Village at Nags Head Property Owners Association  
Annual Meeting  
November 10, 2018*

The Village at Nags Head Property Owners Association met on November 10, 2018 at The Village Beach Club. Eighty-three properties were represented in person and sixty-nine properties were represented by proxy. President Meade Gwinn welcomed everyone, established a quorum, and called the meeting to order. He introduced the Board of Directors as Traci Madonia of Seaside South, Melvin Stone of Leeward Shores, John Juzwiak (VP) of The Ridges, Richard Thomas (Treasurer) of Captains Watch, Laurie Battaglia of Reflections, and Todd Farrand of Captains Watch, and thanked the Board for their hard work and for their service to the Village Community. He asked for a moment of silence in recognition of the 100<sup>th</sup> anniversary of the creation of Veterans Day to honor all who served in the United States Armed Forces followed by the pledge of allegiance. Mr. Gwinn thanked Village Realty staff including Leslie Sanders, Emily Lewis, Dorie Fuller, Kelly Green and Maslin Seal for their help with the meeting and the company for their support. Mr. Gwinn thanked the members who attended the wine and cheese social the evening prior. Mr. Gwinn introduced Maslin Seal of Village Realty's Marketing Department.

Ms. Seal hoped the members enjoyed the breakfast provided by the Marketing Department and introduced Sara Kristoff, as the manager of the newly created Business Development Department. She is a great rental resource and can be found in the same Village Realty annex office as Kelly Green. Ms. Seal explained the fundraisers they do for the community and invited the entire membership to the Village Realty Owner's Party at 4pm that day, at Rooster's Kitchen in Kill Devil Hills.

*Guest Speakers*-Patrick Kelly of Club Corp introduced himself as well as Beach Club Operations Manager, Daniel Saunders. Mr. Kelly had no changes to report at the one-year mark under new owner, Apollo Global Management. Mr. Kelly expressed excitement for another great season in 2019 and reported he and his team are looking for ways to enhance the Club and Links experience and welcome suggestions and comments.

Mr. Gwinn introduced Sgt. Greg South of the Nags Head Police Department. Sgt. South was happy to report that the number of reported break-ins decreased in 2018 because of the installation of cameras and vigilance in making sure doors and windows were locked and secured. Sgt. South explained that long-time Police Chief, Kevin Brinkley, retired and Perry Hale is the interim Chief until the new Chief is appointed. He then solicited questions from the members. One homeowner asked if the number of car break-ins had decreased, and it was reported that relatively the same number was reported as in 2017.

Mr. Gwinn introduced Captain Moseman from the Nags Head Fire Department. Capt. Moseman briefly touched on safety precautions around the home and encouraged the members to check their smoke detectors and replace the batteries each year. He also mentioned that if there is a gas fireplace in the house, one carbon monoxide detector must be

installed on each floor. Capt. Moseman shared a few more safety tips such as covering a kitchen grease fire instead of using water to extinguish, have all exterior outlets evaluated, make sure house numbers are visible from the street, and do not place grills on decks. Mr. Gwinn asked how often a hardwired smoke detector should be replaced and Capt. Moseman said every 10 years those should be replaced. The Fire Department has mobility chairs available for those folks who need assistance to get onto the beach.

Mr. Gwinn introduced Ms. Roberta Thuman, Administrative Assistant to the Town Manager, to discuss the upcoming beach nourishment project. Ms. Thuman reported that the last beach nourishment occurred in 2011 and the new project will begin in May 2019, to end in August/September 2019. She encouraged the membership to sign up for email updates via the Town of Nags Head website, as well as take some of the available brochures home to review.

Ms. Thuman explained the logistics of the beach nourishment portion of the project. There will be 2 dredges and 2 pump-out sites operating simultaneously. Meaning, 2 areas of the beach will be closed at a time for approximately 24-48 hours at each site. Ms. Thuman said that the owners need to be aware of the noise from the back-up alarms on the dozers as well as the equipment being on the beach during the middle of summer months. She then explained the other components of the project, sprigging (November 2019) and sand fencing which will be placed right after the nourishment. Ms. Thuman welcomed questions from the members. One member asked how much the entire project costs. Ms. Thuman answered that the project will cost around \$30 million, with a portion paid for by the state of N.C. Mr. Ratzenberger added that the project was delayed until 2019 so that taxpayer funds could be combined with FEMA funds to assist with payment, thus saving taxpayers in the long run. Ms. Thuman thanked the members for their support.

*Approval of Minutes*-On a motion by Mr. Bill Sport, and a second by Ms. Head, the owners dispensed with the reading of the minutes and approved them unanimously as submitted.

*President's Report* –Mr. Gwinn presented the President's Report. He reported that Hurricane Michael hit the sound accesses hard, but the west side homes were spared of any major damage. He explained that more detail as to the rebuild and clean-up of the accesses will be provided later during the meeting. Mr. Gwinn explained that all committees are volunteer based and encouraged any interested volunteers to sign up using the sign-up sheets at the front near the doors.

Mr. Gwinn reviewed the kayak storage facilities at both sound accesses and explained that those areas are for non-motorized boat launching only. The boats and trailers stored in the areas must be licensed with the POA and those licenses can be obtained through Village Realty.

Mr. Gwinn welcomed all new homeowners. He reported that certain parts of the Village have struggled with the issue of odor emanating from the wastewater treatment facility for 15+ years. He shared the news that the plant will begin the rebuild soon, with the end goal being to

significantly reduce the odor. The construction is expected to happen in stages with no down time anticipated. More information can be found on Carolina Water Services website.

Mr. Gwinn reported that the Town of Nags Head has a Storm Water Management Committee. He reported that the committee identified 13 areas (projects) which could benefit from stormwater drainage alternatives. The top 3 projects are expected to begin in 2019 to be completed by Memorial Day. One of the top 3 projects for 2019 will be in the corridor between Mall Drive to Epstein to alleviate the flooding North of that area. Mr. Gwinn reported that the committee hopes that Seven Sisters will see relief next year in the amount of standing water. Mr. Gwinn directed any specific questions to David Ryan, of the Town of Nags Head.

*Nominating Committee Report* – Mr. Gwinn introduced the Nominating Committee of Melvin Stone as the VNH Board representative, Sharon Seggerson, and Annette Ratzenberger. Mr. Gwinn introduced Sharon Seggerson to present the proposed slate of candidates of Laurie Battaglia and Todd Farrand for three-year terms. Ms. Seggerson asked for nominations from the floor. Since there were none, the nominations were closed, and Mr. Farrand and Ms. Battaglia were elected by acclamation. Mr. Gwinn encouraged any interested members to sign up to serve on the Nominating Committee.

*Architectural Control Committee Report* – Chair Todd Farrand presented the report. He introduced the Committee members including Beverly Head, Brenda Holloway, Suzanne Stillman, Al Byrum, Pam Gwinn, and John Juzwiak; and thanked everyone for their service. Mr. Farrand reported that Mr. Ratzenberger resigned after 8 years of service to the community. He asked Mr. Ratzenberger to step to the front and presented him with a Resolution from the Board, recognizing his years of service and acknowledging his contributions to the community. Mr. Farrand thanked the members for the significant amount of time and effort they contribute to the committee. Mr. Farrand explained the ACC is charged with administering and upholding the architectural guidelines as defined in the 7<sup>th</sup> Amendment to the Development Standards for The Village at Nags Head. They meet on the 3<sup>rd</sup> Monday of each month at 9 AM in the upstairs conference room of Village Realty. This year, the Committee reviewed 69 paint, and 45 remodeling/addition or exterior modification requests. He presented an overview of the application process and reminded new owners that any exterior change to the home requires approval. The required forms are located on the POA website and can be submitted to Kelly Green of Village Realty. Mr. Farrand asked for any general questions.

*Common Elements Committee* – Mr. Juzwiak presented the Committee's report. He introduced the members as Bill Riddick, Bob Holloway, Earl Herald, and Bill Sport. Mr. Juzwiak explained the charter of the Committee and their role in budget planning with the Finance Committee. He explained that the committee completed the new kayak rack installation at the North Sound Access. He also reported that the pier rebuilds will be completed by the 2019 rental season and the Committee will work with the contractor to storm-harden the construction. Mr. Juzwiak asked if there were any questions. One owner asked about the stucco walls running along Duneridge estates. Mr. Juzwiak reported that Duneridge owners are responsible for the repairs and maintenance of the stucco walls.

*Communications Committee*- Laurie Battaglia presented the Committee's report. She introduced Peyton Gwinn as the other member of the Committee. Ms. Battaglia explained that the POA's Facebook page is for community information, and the POA's website is for VNHPOA information. She mentioned that they will be posting a link to Carolina Water Services' site for updates on the wastewater plant upgrade project. The contact at Carolina Water Services is Deb Clark, and she can answer any detailed questions.

*Landscape Committee Report* – Mr. Byrum presented the Landscape Committee Report. The Committee consists of Chair Al Byrum, Webb Fuller, Brenda Holloway, Fran Campbell, Meade Gwinn, and John Lacey. **See attached report.**

#### Items from Property Owners

- Louis Toth informed owners that he will trap, spay or neuter stray cats out of his own pocket. If you notice stray cats please contact him at 252-441-3684. The owners thanked Mr. Toth for his work on this issue.
- Louis Toth also volunteered to collect stray golf balls and sell them for donations for the feral cat rescue. Over 2k golf balls were donated to local schools as a result of his work.
- Mr. Zimmerman of Seven Sisters asked if the Board had an update on the new flood maps. Mr. Sport suggested he get a copy from the Town and ask any questions he may have to Town of Nags Head Engineer, David Ryan.
- Robin Clay of Baymeadow, expressed her dissatisfaction at having to pay for a mailbox as a year-round resident because there aren't any available in the community mailbox stand on Seachase. She asked if an exception can be made by the ACC to allow permanent residents to post a mailbox at their homes? Both Mr. Juzwiak and Mr. Byrum added some history on the various mailbox options that have been entertained by the POA.
- Gina Niedenberger of Marsh Links, wanted to make everyone aware of the coyote den in the Seachase island at the entrance to Marsh Cove Dr. Mr. Toth added that the Town can direct interested parties to the POA to a police officer who moonlights as a trapper.
- One homeowner asked about the island located at the Masters entrance and commented on how lovely the roses looked this year.
- Another homeowner asked if another light could be added at the West Baymeadow entrance for increased visibility.

*Finance Committee Report*-Mr. Thomas of the Finance Committee thanked the membership and Ms. Green for her help this year. He explained that it was the Finance Committee's duty to make sure the Association's reserve funds are protected by taking advantage of good CD rates and keeping the Reserve funding around 90%. Mr. Thomas informed the membership that the Finance Committee did not recommend a dues increase for 2019. Mr. Thomas explained the Association Resolution for Revenue Ruling 70-604 – Excess Income Applied to the Following

Year's Assessment. He explained the Association's accountant had recommended this resolution be included in the minutes so that any reserve excess in a given year can roll over to the next year to avoid taxation. In the event there is no excess membership income at end of the year, the election is simply ignored. On a motion by a homeowner and a second by another, the Resolution was approved by acclamation. Mr. Thomas then took questions from the floor.

With their being no questions, Mr. Gwinn thanked Mr. Thomas. Mr. Gwinn said the Board is looking toward the future and identifying the shift in demographics within the community, and encouraged the homeowners to return the survey that was included in the meeting announcement.

With there being no further business, Mr. Gwinn adjourned the meeting.

Respectfully Submitted,

Kelly Green 

Association Manager

## **2018 Landscape Committee Report**

### **Introductions:**

Chair – Al Byrum

Committee Members – Webb Fuller, Brenda Holloway, Fran Campbell, Meade Gwinn & John Lacey

### **General Information:**

Beach Mowing is the company that was contracted to landscape the Village this past year. Our contract with them has been for the past 3 calendar years (2016-2018). They have been our landscaping vendor the past 12 years.

As in past renewal years, the landscape committee developed a request for proposal this fall and it is out for bid at this time. Bids are due by November 15<sup>th</sup>. Immediately after that date we will meet and evaluate all of the bids received. We will select a winning bid and make a recommendation to the board which company we think can best serve the Village for the next 3 years. The board can then accept our recommendation or contract with a company they select.

### **Our Charter:**

This year we created a landscaping charter and formally adopted it. Our charter is as follows:

- Read the Landscape Committee Charter

Our charter is to assess and beautify the common areas within our community. In other words, we are the "plant committee".

## **Projects Completed:**

1. Landscape Yard of the Month winners:
  - June - Kukurza at 5334 Captains Way, Captains Watch
  - July – Battaglia at 109 Bonnie Lane, Reflections
  - August – Maiocco at 5306 Chippers Court, Masters
  - Sept – Matulewicz at 5313 Chippers Court, Masters
2. We completed the main entrance beautification project that was started in late 2015. We think the landscaping improvements, along with the low voltage lighting on the stone walls and on the plants, have made the main entrance of the Village look much better.
3. We upgraded 14 islands and sign areas within the Village. This work was just completed this past week by Beach Mowing. These areas are:
  - Main Entrance
  - Ocean Access
  - Duneridge Estates wall
  - Seaside Beach Club island
  - Seaside North sign
  - Seaside South sign
  - Seaside South entrance
  - South Bypass sign
  - Waters Edge entrance
  - Leeward Shores island
  - BB&T island
  - Masters entrance
  - Wedges South end island
  - Wedges North end island

**Ideas for our future:**

1. Investigate planting a common area on Baymeadow on the south side of the road close to the Food Lion. The Association owns a little property there.
2. Investigate led solar lighting options for the bridge on hole #3 since the Association owns a little property there.



## **The Village at Nags Head Landscape Committee Charter Adopted 10/11/2018**

The Village at Nags Head Landscape Committee was created by the Board of Directors and serves at the pleasure of the Board. Committee Members are appointed by the Board of Directors. The Committee is charged with the oversight of planning, upkeep, and replacement of the plants, bushes, and ground cover for all common property owned by The Village at Nags Head Property Owners Association. The Committee is also charged with the oversight of planning and management of irrigation of these common properties. In areas where Association owned lighting is installed with the purpose of illuminating these common area plantings, the Committee will oversee the maintenance of such lighting. The Committee shall also be tasked with planning new landscape installations, and the long term planning for landscaping within The Village at Nags Head common areas.

The Committee shall meet a minimum of twice per year to review current landscaping needs, discuss potential improvements, make decisions regarding routine services and improvements, and prepare an annual budget which shall include funds for all routine maintenance as well as all recommended landscaping improvements. The budget shall be presented to the Board for approval in August of each year for the following year's expenditures. When projects outside the budget are desired the Committee will provide justification and make their recommendations to the Board for approval. The Committee will periodically review the landscape contract and the performance of landscape and irrigation contractors. When solicitation of additional landscape or irrigation bids is desired, the Committee will work with the property manager to develop a written Request for Proposals, review the proposals and provide an evaluation of the bids and make a recommendation to the Board for the awarding of the contract. The Board shall award all contracts. The Committee will make regular reports to the Board of Directors and will communicate with the property manager, who will be the main point of contact with all contractors and subcontractors providing landscaping, irrigation or other services to The Association.