

PKT II HOME OWNERS ASSOCIATION MEETING

Date of Meeting: 4/4/15

Location: PKS Town Hall

PKT Board Members in Attendance: Sharon Albrecht, Pres, Carol Dunn, Treasurer, Patti Ricci, Eric Miller, Vice President, Sue Creighton, Secretary, Larry Gibbs.

See attached list for unit members in attendance and proxies.

Agenda Items	Information Shared	Need for Follow-up
Call to Order	Sharon called the meeting to order at 9:30 a.m. A roll call was made and 23 members were in attendance with 8 proxies received; therefore, a quorum of a minimum of 24 was met. Owners were asked to provide name of agent if rental property.	15 Units were not represented Owners not present at meeting email their rental contact agency/person to the Board using the "contact us" link on the PKT2 website.
Introductions	Sharon introduced the board members and welcomed new owners Scott and Denise Shor.	
Treasurers Report	The Association currently has approximately \$250,000 combined checking and savings. It does not appear that there will need to be an increase in dues or have an assessment at this time. It was questioned if all owners were current with dues. Carol stated that the attorney handles past due and that dues are to be paid at the first of each quarter.	The 2015 budget will be posted on the PKT2.net website for owners.
Review of 2014 Minutes	The minutes are on the website for all to read. There was an error and the minutes should state that Carol and Sharon's terms were up in 2014, not Larry; both Carol and Sharon were voted back on. Roy Creighton moved that the minutes be accepted with the change and Jim Rasor 2 nd . The motion passed.	The 2015 minutes will be posted on the PKT2 .net website for owners
Updates:	<u>Wifi.</u> Larry has worked diligently with TWC to obtain wifi at no additional charge to owners. We have the same system as many condos, including Phase III. TWC contracts with Epproach Communications to provide the service and all service problems should be referred to them at: 1-877-364-5907 or email at support@epproaach.net. Most of the problems that have been reported have been caused by us; not the system. <ul style="list-style-type: none"> All modems that are placed within the units must be turned on for the system to work properly. Owners should not 	Larry and Sue have magnets with Epproach contact information if owners want one. Post information in unit to let family members and renters know to not unplug wifi equipment

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	<p>unplug the equipment.</p> <ul style="list-style-type: none"> Do not create your own network as it weakens the system. <p>We will not need a TWC digital converter box until next year.</p> <p>Insurance: Sharon reported that our insurance renewal is in June. The federal flood insurance has increased \$7,500 per year. FEMA only provides flood insurance and it is \$57,000 per yr.</p> <p>We have had 5 claims on the building/grounds insurance over the past few years, primarily due to water damage in units and the water treatment building. Coverage is with Great America. If a unit has damage our PKT policy has a \$5,000 deductible that must be covered by the source unit's owner or owner's HO6 policy. The PKT policy will pick up after the \$5,000. There is no requirement to have HO 6 policy, but the owner is responsible for the \$5,000.</p> <p>Other:</p> <ul style="list-style-type: none"> PKT2 website has a list of possible service vendors. Additional recycle bins have been ordered, but they have not been delivered. 	<p>Rates will be posted on the PKT website.</p> <p>Recommended turn off water when leaving unit; and turn off the hot water at the fuse box. Thermostats be left on and cabinets opened when leaving the units in the winter.</p> <p>Roy is working with Ron Logan to inspect and replace water cut off valves and outside spigots where needed.</p> <p>Carol maintain vendor list. Roy follow up with Waste Mgt.</p>
Building Safety	<p>Mike Fleming recommended that units be inspected by the fire department to check for smoke and fire detectors and fire extinguishers.</p> <p>All units should have working smoke/fire detectors and an accessible fire extinguisher</p>	<p>Board will check with Pine Knolls fire dept to see what services are available to the units.</p> <p>.</p>
Past Year Updates	<ul style="list-style-type: none"> Beach deck steps and bracing under the deck were replaced Side 47 has caulking going on and will continue until both buildings are repaired. Brick and mortar on the buildings is being repaired 	

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	<ul style="list-style-type: none"> • New landscaping; to include mulch to replace the straw and other improvements. New shrubs on side 47. • Sewage plant repair is ongoing. Waiting to receive estimates for fiberglass tank to replace current one. 	
Concerns	<ul style="list-style-type: none"> • It was reported that renters were not caring for units, had inside furniture taken outside, had pets and exceeded the people capacity. No more than 6 people can be in a rental unit. 8 for owners. • No pets for renters. Only owners and their children or guest IF the owner is present. • It was recommended post rules and obtain a security deposit. Charge adequate rent. • Tommy Chasak shared they had renters, Gail Seeker, last summer (first of August) that were here with a group that rented several units (49, 56, 64 & 68) who did over \$400 damage to their unit. • Jack Kelly shared that he had “squatters” who were in his unit for over a month in the winter, so he now changes his locks when they leave. • Denise Shor is taking names of owners who are interested in replacing screen doors, but must let her know within 24 hr. Eric shared that Swansboro Glass Co did a great job for him. Creighton recommended Morehead Builders on Bridges for screens. Tommy C recommended Atlantic Glass & Mirror • The unit windows and doors are the responsibility of the owner, but changes must conform to current color, etc. Contact Ricci if want the name of their contractor. • People are leaving furniture and grills, etc. in the trash area. DO 	<p>Provide rental agencies PKT rules.</p> <p>Notify owner if you observe problems within their unit.</p> <p>Owners email “Contact Us” on the PKT2 .net website if repair is needed that is covered by association, e.g. external building.</p>

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	<p>NOT leave anything that does not fit inside a trash can.</p> <ul style="list-style-type: none"> Joe stated that the pool has exposed electrical lines that need to be covered by stones. Pool house pump needs to be evaluated for repair (redundant) 	Contact Walter Settle, Property Mgr., 252-726-2767 if a unit needs assistance with removal of furniture, etc. There may be a small charge.
Fines	<p>The PKT bylaws hold the owner of a unit responsible for damage incurred by them or tenants. It allows for fines to be levied on owners.</p> <p>The board voted unanimously on 4/3/15 to enforce a fine for rule infractions up to \$100 per day. Owners will be notified when the pet or capacity rules are not met and the owner is responsible for compliance; they may contact their rental agent, etc, to correct the situation.</p>	
Rules	<p><u>Reminders from last year:</u></p> <ul style="list-style-type: none"> No skateboarding, roller skating, etc. on sidewalks. No smoking in pool area. Tents placed on beach should be removed at sunset. It is a state law that you cannot grill inside your patio. Do not walk dogs in the court yard for the purpose of toileting. Walking area is behind the courtyard fence on the road side – either directly behind the fence where the water tx and sewage tx buildings are or beside Salter Path Rd. Clean up is mandatory and bags are located on the fence. 	Barbara Chambers recommended we put a larger No Smoking sign at the pool.
Board Members Nominations	Larry Gibbs and Eric Miller terms are expiring. Larry was willing to continue serving on Board. Larry Dunn nominated Steve Harden and Larry, it was 2 nd . Roy moved nominations be closed. Vote carried.	

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Annual Barbecue and Easter Egg Hunt	Barbecue served at 5:00 and Easter egg hunt at 4.	
Rental Information	Members were asked to complete a Rental Form that was circulated to list the rental or contact person for units in case of need to contact during rental times.	
Adjourned	Dr. Edwards thanked the board for their hard work. There was no additional business; therefore, Roy made motion to close meeting and it was 2 nd . Sharon adjourned the meeting at 11:45 a.m.	

Submitted by: Sue Creighton, Secretary