**Minutes of the Board of Directors Meeting of Old Nags Head Cove Association**

**March 29, 2025**

**Call to Order**: by President Dave Masters, Jr., at 9:06 a.m.

**Attendance**: Dave Masters, Jr., Dave Carroll, Vicki Leister Shannon Zinovis, Joanne Torrence, Jeremy Russell, Lacey Perry, Missy Rochford; Absent- Amanda Williams, Dave Thompson, Tina Menefee

**Approval of Minutes of December 4, 2024 Amended Meeting Minutes and January 11, 2025 Special Meeting Minutes**. Motion: Dave Carroll; Second: Shannon Zinovis; Board Approved

**Managers’ Report**: Lacey Perry presented the Manager’s Report.

\*Three parties for resident children were hosted at the clubhouse in February and March.

\*Letters to delinquent owners and the lien process was initiated for respective property owners. A question was posed as to how the HOA is notified of a new property owner. We have relied upon fee-based service for many years. It was suggested that we could avail ourselves of modern systems for little or no cost. There was general agreement by the board. A motion was proposed to cease paying $100 a month for the real estate report by Jeremy Russell. Seconded by Shannon Zinovis. The Motion was approved by the Board

\* The revised New Owner Packet was discussed with the question of how we assure a new member packet reaches new homeowners.

\*The process of updating the Board Members Handbook continues.

\* The process of sending out the assessments with the assistance of Missy, including RRS, is underway and should be mailed out starting April 1.

\* Letters were sent out to rental companies detailing fees and assessments. A conversation was prompted concerning the expansion of membership to other properties in Roanoke Sound Shores who may wish to join the HOA.

\* Dominion Power has completed their replacement of broken light at clubhouse

The purchase of a new desktop computer for the ofﬁce versus a laptop for office use with a budget of $800 was proposed. The motion was made by Jeremy Russell. It was seconded by Shannon Zinovis. The Board Approved.

\*It was proposed that the insurance be increased to assure adequate coverage to ensure the clubhouse is covered, and that flood insurance be included if permissible. The Motion was made by Shannon Zinovis. It was seconded by Vickie Leister. The Board Approved.

\* It became necessary to pump out the Septic Tank and a possible $150 credit will be made to the water bill credit

\*The Verizon account was updated with a cell phone while also removing unnecessary lines and equipment that we were being charged. We received a credit.

\*We have set up a new credit card machine and we are processing that account through Southern Bank. We will only be charged during the summer months (six on and sicx off).

\*It was recommended that a Venmo Account be established for the paying of fees on-line and generally agreed as it would speed up the collections process. A motion to approve was made by Dave Carroll. It was Seconded by Jeremy Russell. The Board approved.

\*We have two logos for ONHC. Currently we are using the Anchor derived version, and the original logo included a ship silhouette that appeared to resemble Elizabeth II. It was recommended that we consider approaching Fiver Web Service. Joanne recommended that we first reach out to the membership to solicit logo ideas before contracting with a third-party provider. The Board agreed with the intention of adding it to the newsletter.

\* A pool class will be conducted in April. We need to add one pool monitor as we are losing a staff member.

\* It has been recommended to obtain a Vending machine for pool. Management will investigate options. \*It is suggested to set up the front room to be more welcoming to owners. Two umbrellas and pool noodles will be ordered. Repairs to or replacement of the picnic table at check-in is necessary. A Pool staff meeting for late April is scheduled. Karen will not be able to work this year

**Committee Reports**:

**Executive**- It has not been convened since the hiring of the Manager and has nothing to report.

Architectural – It is developing and application for review process to conform with the regulations of the Town of Nags Head, however it conflicted with zoning changes.

**Planning-**

\*The playground equipment is being assembled as permits have been approved. Looking into benches to install near the equipment.

\*The Pickleball Court has been set up and is being used. The Committee is planning to make an instructional video for interested members wanting to learn how to play. The committee would like to purchase a storage box with a combination lock for people to access net. Install signs. Come up usage protocol

\* Landscaping Clubhouse and Front Entrance plans have been postponed. Dave Masters recommends contracting for needed landscaping rather than relying on volunteers. Dave Carroll recommended soliciting gardening volunteers or the creation of a gardening club. Jeremy Russell recommended the creation of a committee to get planting completed before May.

\* An Easter Event is scheduled for April 19 from 10 a.m. to 12 p.m. with egg events planned for kids.

\* A Community Yard Sale is scheduled for May 3; committee is receiving inquiries concerning details such as available table and time for an event at the clubhouse.

\***Treasurer’s Report**- the budget needs to be at zero to reflect our non-profit status. The Board reviewed the proposed budget included in the Treasurer’s Report. In order to comply, it was proposed that $5,000 be shifted out of 2025-2026 budget for winterization of the clubhouse. The Motion was made by Dave Carroll. Seconded by Joanne Torrence. Board approved.

**Old Business**:

\*Pool re-plastering and conversion to saltwater update. There are challenges to convert the pool to salt. A bench has been built. The pump needs to be replaced. Need a contractor for the light which will need to be battery operated with a life of three to five years.

\*Kitchen improvements update. The wooden center aisle was removed and replaced with rolling metal table. The Counter needs to be refurbished, and the dishwasher removed with remodeling of the remaining cabinet space. We need a new stainless-steel refrigerator, and Dave Masters recommends it be refrigerator top and freezer bottom rather than side by side.

\*Handbook update: New Board members have offered constructive comments and Lacey and Dave Masters are making edits.

\*Church property update: the legal documents are being ﬁled and the sale is scheduled to be completed in April. All board members have signed a revision to the covenants permitting the sale.

\* The revamped Website needs co-hosts, which will require the support of Lacey and Board volunteers.

\* The new security cameras have been installed by Dave Masters and Jeremy Russell at the clubhouse and at the boat ramp. The adjacent property of a member has permitted the HOA to access his WiFi so that the camera can live stream from the boat ramp. There were concerns that we could not stream live from the pool for the purpose of showing sunsets for fear of inadvertent nudity, but this is not a concern for the board as public nudity is already unlawful.

**New Business:**

\*The Entry lighting on Community Sign is malfunctioning and requires the contracting of an electrician.

\*Capital Improvements: The Board discussed a list of necessary capital improvements be made (see list) which required a few adjustments. Motion to approve was made by Dave Masters. Seconded by Vickie Leister.

\*Quit Claim Deed. Needed to assure that the properties adjacent to the end of the canals is in the possession of the HOA and are not offered for sale or included in other adjacent land claims.

\*Entrance properties. We require the services of an attorney to sub-divide those properties at the Old Cove entrance into lots for possible sale. A budget of $10,000 for legal services was proposed. Motion made by Dave Masters. Seconded by Vickie Leister. The Board Approved.

**Next meetings**:

Annual Meeting: May 24th, 11:00 to 1:00

New Board Organizational Meeting: May 31st, 9:00

It was agreed that no other scheduled meetings of the board were necessary in advance of the Annual Meeting.

**Meeting Adjourned**: 11:28 a.m.