

Hanover Seaside Club



founded in 1898

601 South Lumina Avenue
Wrightsville Beach, NC 28480
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Wrightsville Beach, NC 28480

Board of Directors Minutes July 13, 2015

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on July 13, 2015 at 5:35pm at the New Hanover County Northeast Library, Landfall. The meeting was called to order by President John Cockrum.

Board Members present included:

President John Cockrum

Vice President Elise Wessell Beall

Board members Present: Jake Wessell Jim Morgan

Bo Wessell Ken Johnson

Duncan McFadyen

Absent: Treasurer Linda Tinga absent (sick)

Francie Godwin

Seven regular members/ non board in attendance.

Agenda – Motion to approved revised agenda made by Jake Wessell, seconded by Bo Wessell.
Add V. Executive Session - Item D. “Member” to agenda.

Minutes of the June --,2015 meeting were distributed to the Board in advance.

Motion to accept revised minutes was made by Duncan McFadyen and seconded by John Cockrum.

Motion passed.

Report of Officers:

President’s Report – John Cockrum

No Report. See comments later in minutes.

Vice President’s Report – Elise Wessell Beall.

No Report. See comments later in minutes.

Treasurer – Absent. All reports distributed through dropbox, email or by Steve Lee at the meeting.

A. Cash Position Handout .

Cash Position as of July 13, 2015

ASSETS

Current Assets	
Checking/Savings	
1-UNRESTRICTED FUNDS	
1000 – PNC Operating-0766	19,644.19
1020 – PNC MMarket- 5823	422,787.27
1024 – TD Bank 0.25% 12 Mo CD-4476	<u>17,218.86</u>
Total 1 – UNRESTRICTED FUNDS	459,650.32
1080 – Cash Drawers	
1080.01 – REG 01 Drawer Reserve	100.00
1080.02 - REG 02 Drawer Reserve	100.00
1080.04 – Vending Machine Reserves	<u>44.00</u>
Total 1080 – Cash Drawers	244.00
1082 Petty Cash	837.85
2 – RESTRICTED FUNDS	
1053 – Live Oak Bank CD	101,250.28
1054 – TD Bank CD-6101	<u>99,000.00</u>
Total 2 – RESTRICTED FUNDS	<u>200,250.28</u>
Total Checking/Savings	<u>660,982.45</u>
Total Current Assets	<u>660,982.45</u>
TOTAL ASSETS	<u>660,982.45</u>
LIABILITIES & EQUITY	0.00

Reports of Committees:

Facilities Committee – Bo Wessell, Chair.

See attached committee report.

Other items:

- A. Century plant to be removed tomorrow by Eelco Tinga, Jr.
- B. Air conditioner problems.
- C. More work is required by the plumber.
- D. Other items discussed:
 1. Jake Wessell stated the northside showers are backing up due to possible sand and hair. Same problems are in third level rooms in tubs, showers and sinks. Purchase of possible P traps was discussed and draino for the hair. This type of maintenance should be included in the cleanup/janitorial scope of work currently being paid for.
 2. Ken Johnson stated his concern for porches/decks following the incident of the deck collapsing at a rental property in Emerald Isle. Should a stress engineer be asked to check this problem annually? Preventive maintenance verses possible liability should be the directive of the board. Bo Wessell/Facility Chair was asked to recommend someone to monitor this issue. Bo Wessell stated he would place it on the fall inspection schedule. This was not included in his committee's recommendations or approved budget for 2015 but will be included in the inspection during the 2015-16 fiscal year.

Finance Committee – Linda Tinga, Treasurer not in attendance due to illness.

Treasurer Reports were placed in dropbox prior to the meeting. The following comments were made:

1. Elise Wessell Beall stated the Balance Sheet – Board Contingency Fund has not been funded. The collected new member’s fees should be moved from the unrestricted account to a new money market account soon.
2. Discussion was held concerning Steve Lee’s, HSC employee bookkeeper, communication with the Treasurer. Motion: A motion was made by Elise Wessell Beall for the President, Vice President to meet with Treasurer Linda Tinga and Steve Lee HSC bookkeeper to try to improve the communication between the two parties. Motion was approved.

House Committee – Elise Wessell Beall, Chair.

See attached House Committee Report .

Additional comments made:

1. “Private Property” signs now posted.
2. Elise Wessell Beall stated she had been researching a Bushnell camera system that had a one year battery and would require periodical SD card replacement. Dan Hickman stated there are wireless camera systems that are available for less than \$200 per unit. Elise stated that a camera system is needed at the sound to cover the kayaks, possibly the sailboats. More research is needed and this will be included in the security review for the main clubhouse in the fall.
3. Elise asked if the board needed to review and have prior approval on all information released by the board, committees and officers. She asked if committee letters require prior approval. Board stated (without motion) that approved formatted letters from committees do not need board approval prior to mailing. Letters discussing misdemeanors from the House Committee do not need review by the board prior to be mailed.

Operations & Management Committee – Duncan McFadyen, Chair.

No Committee Report on file.

Other items discussed:

1. Faye’s tax and payroll statements have been corrected to be in compliance with proper accounting standards. Everyone seems to be okay with the changes and new procedures.
2. Steve Lee went to Grady Windham, CPA today and discussed the Clark Whitman spreadsheet. Grady seemed okay with the format and data.

Social Committee – Francie Godwin & Ken Johnson, Co-Chairs.

Francie Godwin absent. No verbal report given. See written report on file.

Document Retention Policy Committee – Elise Wessell Beall, Chair.

No Report.

Policy Manual Committee – Jake Wessell, Chair.

No Report.

New Business – None.

Item One: **July 4-5 Security Protocol** - provided by Elise Wessell Beall (Insert/attach copy of

document.) .The following items were stated by Elise:

1. Only one deputy needed in the future (per deputies on duty this past 7-4-2015 weekend). Each deputy was paid \$30/hr. for 8 hour shift. Two deputies were hired for Saturday and Sunday.)
2. Smaller membership turn out than in the past.
3. Everything went well with the weekend and deputy on the grounds.
4. Group at sound on Saturday was handled by Bo Wessell and deputy.
5. Is deputy needed for Labor Day? Unresolved.
6. Recommendation that gravel lot metal gate be closed on Saturday and Sunday. Members can open gate to enter gravel lot to park.
7. Typo error in report on 9A. change “on the property again, ~~the~~ **they** will be ...”

Item Two: ABC License. President John Cockrum stated that the application for “Brown Bagging” at the club expired in 2014 and was not renewed. This has resulted in no legal coverage for the last two years. John, Linda Tinga and Mollene Smith are working to file a new application. All alcohol, not in member lockers, stored on property has been removed by the club manager.

Item Three: Memorial Gift/Donation of \$10,000 to the HSC from Patricia Long Cowan and Susan Long Rose. The following letter, dated July 1, 2015, was received and reads as follows:

To: Hanover Seaside Club, Wrightsville Beach, NC

*From: Patricia Long Cowan
Susan Long Rose*

The Hanover Seaside Club has long been a favorite place for our family. As a military family, it has always been a “home” place for us. In our parents’ later years, it was a place of peace and a place to re-connect with long time friends. We have celebrated birthdays and family reunions at the club as well as gathering there after the loss of a family member.

We sincerely thank all the members of this wonderful place for the support and caring throughout the years. We would like to give back to a place that has been such a part of our family history.

In memory of our parents, Ralph H/ Long and Kathleen (Mickie) Hartis Long, please accept this donation to the Hanover Seaside Club. This donation is to be used exclusively for improvements/repairs to the second floor of the Club House. The funds are to be dispersed with the approval and at the discretion of Molleen Smith and Elise Beall.

Please find enclosed 2 checks totaling \$10,000.00.

Elise Beall and Mollene Smith invited Henrietta Godwin, and Megan Beall to join them on a committee to make recommendations on how the money should be spent. The \$10,000 has been received and placed in the HSC spreadsheet as “Credit Account”. The funds can be spent until a -0- balance occurs.

Item Four : Email from John & Donna Hancock. (Attach copy of email.)

Item Five: Omitted Facility Committee Report. Split rail fence damaged by member recently. The member contacted the club and will cover all costs related to fixing the damaged fence.

Executive Session – President requested Motion to go into Executive Session at 6:30pm. Motion made by Jake Wessell., seconded by Duncan McFadyen.

Attached Reports from Officers and Committees:

Facilities Report for July 13, 2015

I. Projects Completed Since Last Report:

1. Reheater installed in upstairs hall unit for humidity control
2. New commercial microwave in kitchen – thanks Jake Wessell
3. Blower repaired in snack bar hood
4. Gasket replaced in kitchen dishwasher
5. Odessey repaired leak in fire suppression system outside #109
6. Pressure washed boat ramp
7. Grass cut – thanks Bob Morton
8. Removed 2 old air conditioners and one microwave from the property
9. Installed wall mount TV bracket in 605 S. Lumina Ave. – thanks Jake
10. Orange warning stripes on main stairs – thanks Jim Hovey
11. New circuit for the snack bar air conditioner
12. Major breaker and circuit for the hall reheater installed
13. Rehang the gates for the dirt parking lot
14. Removed some signage and installed six No Trespassing signs on the property by request of the House Committee
15. Placed locks on the two gates between 601 and 605 S. Lumina Ave. by request of the House Committee

II. Projects in Progress:

1. Paint the street walkway on Lumina Ave.
2. Repairs for Bob Ahouse
 - a. Repair split rail fences (completed)
 - b. Replace 2 emergency lights
 - c. Replace rusted air conditioner grills
 - d. Wrap upstairs ocean door with aluminum
 - e. Replace and rekey lock at the snack bar (completed)
 - f. Reverse the storeroom door in the dining room (completed)
 - g. Level and secure a toilet in the Ladies room
3. Video security system
4. Gasket in walk-in unit between cooler and freezer
5. Creation of a hurricane plan

III. New/Old Business

1. Suggested Projects for the 2016 budget
 - a. Start replacing upstairs windows
 - b. Kitchen floor. Time to get bids. Need to check flooring under the walk-in cooler.
 - c. Rocking chairs. Replace 12 per year.
 - d. Snack bar chairs – replace the plastic chairs with wood chairs (a safety issue). We are having to throwaway more and more broken plastic chairs. Some have broken and dropping people on the floor. We have been lucky to not have someone badly hurt. The only plastic chairs found to fit under the tables are the cheap \$ 9.95 variety. The oak replacement chairs are between \$60.00 and \$70.00. We are now short over 24 chairs.
 - e. Seal and paint parking lot. Does lot need sealing? We have one bid with another on the way.
 - f. Paint sound side deck. Is it practical?

- g. Extend bulkhead along the north side of berm. It appears we can get a permit. Do we want to follow through with seeking a bid for the project?
- h. Head boards (1"X6") for upstairs bed frames. The metal frames are gouging holes in the walls at the head of the beds.
- i. Air conditioner replacements.
- j. Dock and pier repair.

2. New gate for the dirt parking lot and a gate for the walkway over the berm. A meeting with Bo Wessell, Elise Beall and Seegar's Fence Company will take place at 10:00 am on Tuesday, July 7, 2015 to discuss the possibilities and costs.

House Committee Report

The House Committee met on Tuesday, June 16, 2015 at 5:00 pm at the Club. Josh Miller was added to the committee.

The Committee discussed the issue of security. The Committee recommended the following actions be taken by July 4th weekend:

1. Replace signs to state Private Property, No Trespassing, Violators will be Prosecuted.
2. Order a Bushnell, 6MP Trophy Cam for the sound to record the area where kayaks are stored. Cost - approximately \$80
3. Close the gate on the gravel lot from 9:30am until 4:00pm on July 4th and 5th. Only people staying all day will park in the gravel lot. The gate can be opened during the day, if necessary. If this works to reduce non-member foot traffic and does not receive too much negative feedback by the members, it will be continued on the weekends through the summer.
4. Hire off duty police officers to work on July 4th and 5th from 9-4. Wrightsville Beach is using all available officers for the weekend. Bob Morton is working with New Hanover County to try to secure Sherriff's deputies.
5. Request member volunteers to be available where security is stationed to answer questions and identify members.

These recommendations were e-mailed to the Board who approved the recommendations unanimously. Six signs were ordered and replaced existing signs. Two more signs will be placed on the fence on the Waynick Blvd. side of the parking lot. Two sheriff's deputies have been assigned to fulfill the Club contract for July 4 and 5. John Cockrum signed a contract with the Sheriff's Department. Locks were also placed on the gates between the gravel lot and the A-Frame. Members who use those gates for access will be given the combination.

The Committee recommended the following security measures be added when possible:

1. Purchase a replacement recorder to go with existing security cameras
2. Place a wooden gate with numeric keypad on the boardwalk to the ocean. Members will be provided with the number. Elise will meet with a fence company to get more information.
3. Place a numeric keypad on the gate at the sound. It will be keyed the same as the ocean gate.
4. Place locks on the gates between the gravel lot and the A-Frame.

July 4-5 Security Protocol

1. Two NHCS D deputies will be assigned for Club security from 9-5 on July 4 & 5

2. Each officer will be provided with a copy of the membership roster, Rules and Protocol
3. The major purpose of the deputies is to provide a presence to discourage trespassing on Club property. Every effort should be made to reduce the number of unauthorized non-members accessing Club property while inconveniencing Club members as little as possible.
4. One deputy will be assigned to the paved parking lot. This deputy will:
 - a. assist the parking lot attendant when requested
 - b. prevent foot traffic from people parking on Waynick or Lumina and walking through the lot. In all probability, anyone parking outside one of our parking lots is NOT a Club member.
5. One deputy will be assigned to the first floor porch - near the gate off the gravel lot by the horseshoe pits. This officer will:
 - a. watch for non-members accessing the club from the street and the beach
 - b. assist Club management and members, when requested
6. Due to the number of members using the Club over the weekend, it will not be possible to check every guest to determine if they are members. The deputies should use their best judgment and spot check guests.
7. In the event a guest says they are a member but does not show on the membership roster, membership should be verified with Club management.
8. Guests of members must be accompanied by the member and must be signed in in the Guest Log. Logs are located at the parking attendants table and in the Club office. Unaccompanied guests should be required to wait at the parking lot attendant's table for the Member to sign them in.
9. Non-members found trespassing on Club property:
 - a. if found in outside areas such as parking lots, decks, etc, and are considerate, take their name and warn them that if they are found on the property again, they will be issued a citation.
 - b. if found in outside areas such as parking lots, decks, etc, and are argumentative or inconsiderate, issue a trespassing citation
 - c. if found inside the building, issue a trespassing citation
10. Members and guests should be treated with respect. If problems are encountered, the Club management should be consulted.

Meeting adjourned at 7:04pm.

Respectfully submitted,

Jan Warren, Recording Secretary