

# Hanover Seaside Club



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## Board of Directors Minutes June 8, 2015

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on June 8, 2015 at 5:35pm at the Hanover Seaside Club. The meeting was called to order by President John Cockrum.

### Board Members present included:

President John Cockrum

Vice President Elise Wessell Beall

Treasurer Linda Tinga

Board members (6): Present: Jake Wessell Francie Godwin Jim Morgan

Bo Wessell Ken Johnson Duncan McFadyen

Absent: None

One regular members/ non board in attendance.

**Agenda** – The agenda was amended and approved.

**Minutes** - The minutes of the May 11, 2015 meeting were distributed to the Board in advance. They were approved.

### **Introduction of guest speaker:** Officer Josh T. Miller, Wilmington Police Department

Security issues at the Hanover Seaside Club were discussed with the police. Continual problems have been stated regarding general public using the club property as access to the beach, use of club facilities without permission, etc.. Items discussed were the use of HSC cameras (Revo system) possibly installed on site, posting trespassing signage (trespassing is a misdemeanor), alternate forms of gating the gravel and paved parking lots, membership card readers, etc.. The board will consider options, costs and severity of problem in the future and discuss at later date. No action taken at this point in time.

**Executive Session:** Motion was made to go into Executive Session at 5:48pm by President John Cockrum/Elise Wessell Beall. seconded by Jake Wessell.

In Executive Session four new members were voted in as Seasonal Members. They include:

1. Jennifer and David Melton, son of Norm and Marty Melton.

2. Julie and Robert Shaw
3. Julie and Brad Smith, son of Lou Smith.
4. Jeanne and Thomas Smith

**Report of Officers.**

**President John Cockrum** – No report.

**Vice President Elise Wessell Beall** –

Board Contingency Fund – (See attached report.) The following motion was made to establish a new saving fund, “ Board Contingency Fund” by Elise Wessell Beall:

All collected initiation fees (other than those from sons or daughters of members) shall be placed into a separate money market bank account titled *Board Contingency Fund*. This fund shall be used at the discretion of the Board only for non-budgeted, unexpected expenses which cannot be paid from any currently budgeted contingency funds. Furthermore, this fund may not be used for general operating expenses or budget deficits.

Motion seconded by Jake Wessell. Questions followed during discussion: Jim Morgan asked there would be a monetary cap on the funds. Clarification by Ken Johnson that additional \$50/per member additional dues are restricted different fund account. Restricted accounts need general membership approval to be used by the board.

Motion passed unanimously and is effective as of June 8, 2015. All fees received for the new members approved in Executive Session this evening will be placed in the new Contingency Fund.

**Secretary/Treasurer Linda Tinga** –

A. **Cash Position** as of June 8, 2015.

ASSETS

Current Assets

Checking/Savings

1-UNRESTRICTED FUNDS

1000 – PNC Operating-0766	11,692.86
1020 – PNC MMarket- 5823	480,846.48
1024 – TD Bank 0.25% 12 Mo CD-4476	<u>17,218.86</u>

Total 1 – UNRESTRICTED FUNDS 509,758.20

1080 – Cash Drawers

1080.01 – REG 01 Drawer Reserve	100.00
1080.02 - REG 02 Drawer Reserve	100.00
1080.04 – Vending Machine	<u>44.00</u>

Total 1080 – Cash Drawers 244.00

1082 Petty Cash

470.23

2 – RESTRICTED FUNDS

1053 – Live Oak Bank CD	59,022.85
1054 – TD Bank CD-6101	<u>99,000.00</u>

Total 2 – RESTRICTED FUNDS 158,022.85

	Total Checking/Savings	<u>668,495.28</u>
	Total Current Assets	<u>668,495.28</u>
TOTAL ASSETS		<u>668,495.28</u>
LIABILITIES & EQUITY		0.00

- B. Elise recommended that the cash position deadline be changed to 1<sup>st</sup> of the month.
- C. Board asked if the restricted funds had been transferred from the operating fund. Funds needing transfer include the Constitution required 10% of the surplus at the end of the year and the additional \$50.00/per member additional dues required in 2015. Linda Tinga stated that they had not but would be before the next board meeting

### **Reports of Committees.**

#### **Communication Committee - Chair Ken Johnson**

No Report.

#### **Constitution Committee - Chair Jake Wessell**

No Report.

#### **Facilities Committee - Chair Bo Wessell**

See Attached Report.

#### **Finance Committee – Chair Linda Tinga.**

No Report.

#### **House Committee – Chair Elise Wessell Beall.**

See attached Report.

House Committee will meet next week on June 16<sup>th</sup>.

#### **Long Range Planning – Chair Jim Morgan.**

No Report.

#### **Operations/Management – Chair Duncan McFayden**

See attached Report.

The following motion was made from Committee: The operation and Management Committee recommends to the Board that a background check policy be implemented for all new employee applicants. In addition, the committee also suggests that the Board discuss doing background checks on all current employees. Discussion included proper storage of this data. Motion passed unanimously.

Committee stated that documents review should be to the Policy Review Committee within 30-40 days.

**Social Activities** – Chair Francie Godwin  
No Report.

**Policy Manual Committee** – Chair Jake Wessell

See attached Report.

Jake Wessell will release documents in “Word” for draft and review and release BOD approved documents to the web/blog in PDF format.

The following Motion(s) were made by Jake Wessell from committee:

Motion: To Approve Existing Policies. (Effective as of today, June 8, 2015)

In accordance with a motion approved by the BOD on 5/11/2015 called “Establishing Current Policy”, the Policy Manual Committee hereby offers four existing policies submitted by other committees for consideration of BOD approval as existing policies.

The Policy Manual Committee has reviewed these four policies for consistency with the Club Constitution and Robert’s Rules of Order, finding all four consistent. We did find, however, that some of the policies will be inconsistent with our as-of-yet unpublished policy writing guidelines. The appropriate committees will be notified, and said policies must be re-submitted per Item 5 of the “Establishing Current Policy” motion on 5/11/15.

Each policy should be voted upon individually. The four policies are listed below:

1. **HSC Policy #1005 – Standing Committees**
2. **HSC Policy #6010 – Hanover Seaside Club Rules.**
3. **HSC Policy #6030 – Party Policy.**
4. **HSC Policy #6040 – Private Meeting Policy.**

Item 1 – HSC Standing Committee Document discussion – Same information submitted at the May 2015 Board meeting, only format has changed. Motion to accept passed unanimously.

Item 2 – HSC Club Rules. Not in proper new format. Motion to accept passed unanimously.

Item 3 – HSC Party Policy discussion – Changes were made to the content of the existing policy allowing Club Manager more flexibility, as well as, Item XVI regarding fees for Birthday Parties (nonmembers must pay individual fee) and new Celebration of Life policy. Policy Manual will attach “Forms” in the document but forms are not part of the “Document” and can be revised by committee with board approval. Policy Committee suggests in the future that fees be avoided in the Documents. This would avoid the Policy Manual Committee from having to approve all fee and monetary changes to approved documents. Motion to accept passed unanimously.

Item 4 – HSC Private Meeting Policy. Committee added new numbers with text as cross reference to other documents and line items. Motion to accept passed unanimously.

**New Business.**

1. Next two Board Meetings will be held at the Northeast (Landfall) NH Co. Library due to the club dining room in service for summer rentals. Rooms have been reserved. Dates are : July 13, 2015 and August10, 2015 at 5:30pm.
2. Notification of members who have interest in speaking to the board will be done by the Communications Committee (Ken Johnson).
3. Review of Unfinished Business document from Elise Wessell Beall.
  - A. Tax Re-evaluation: Lonnie Williams Jr. , Patsy Weinel Thurston and Linda Tinga will meet within the next week or so with the Wrightsville Beach Tax Office.
  - B. Complimentary Meals to staff to be handled by Operations/Management Committee and not Finance Committee from now on. Monthly reports to the Board should be included in the Committee Report.
  - C. Mold Issues – Bo Wessell stated that there are no mold issues as of today. A reheater was installed, the hallway on third will be maintained at 75 degrees. Guest rooms can be cooler.
  - D. Kitchen Floor /sub floor/foundation problems. Bo Wessell stated the committee is still working on the problem and solution. Mark Wilson to do walk through with committee. All work will need to be done between January 1, 2016 and Valentine’s Day 2016.
4. John Cockrum asked Linda Tinga to have Grady Windham, CPA report at the next Board Meeting his findings regarding Past Treasurer’s actions.
5. Security – July 4, 2015 Holiday. The conversation from earlier in the meeting with Officer Miller and security issues at the club continued and resulted in the following motion from Elise Wessell Beall: I move, that we exam the costs to hire an uniformed off duty police officer for the July 4, 2015 holiday from 10am-4pm. End of motion. Additional recommendations: Officer should have a member of the club, staff or membership list provided to him during this period of time. An email vote of the board will be required for approval of this motion. John Cockrum said he would handle this issue and email the rest of the board.  
Motion seconded by Jake Wessell. Motion to accept was passed unanimously.
6. Security issues will be discussed in future board meetings and possible solutions to problems brought forward. Bo Wessell did state the club has the old hurricane fence gates in storage. House Committee to address some of these issues and report back to the board.

Meeting adjourned at 7:10pm.

Respectfully submitted,

Linda Tinga, Treasurer

Attach the following documents:

Admin. Report folder – Elise/Contingency Fund  
Facilities Report  
House Report  
Operations/Management Comm. Report  
Policy Manual Report/attachments.

At the June 8, 2015 Board Meeting, the issue of security was given to the House Committee which met on June 16, 2015. The House Committee made several recommendations to increase security for the July 4th weekend. Since this is a very time-sensitive issue, the following information was sent out by e-mail for the Board to approve.

1. Close the gate at the gravel parking lot from 9:30 until at least 4:00. (Bo and Bob Morton rehung the old gate which will need to be replaced fairly soon) Members will be advised in advance to only park in the gravel lot if they plan to stay all day. The gate can be opened during the day, but we want to keep the opening/closing to a minimum. If closing the gate does a good job of stopping non-members from cutting through our property without causing undue hardship to our members, we will consider closing the gate on weekends through Labor Day.

2. Hire off-duty police officers for security for July 4 and 5. Bob Morton has been contacting local police departments to get information for us. Wilmington Police cannot provide security because we are out of their jurisdiction. Wrightsville Beach Police will be using all of their available officers for the holiday weekend; therefore, they cannot help. The New Hanover County Sheriff's Department has provided us with our best solution. Contract officers are available at \$30 per hour/ 8 hour minimum. Bob was told we need 2 officers, not 1. The contact will ask to see if she gets volunteers for the positions and let Bob know in a few days. Bob told her that 1 each day would be fine if we can get that. The contact advised that we have a good chance of getting volunteers because it sounds better than working Masonboro Island that weekend! At this time, we are only asking for security personnel for the holiday weekend. Hopefully, some of our longer term solutions will make this not necessary for other times. We would like to ask for member volunteers to be in the area of the security guards to answer questions, etc. Hopefully the members will be able to recognize a good number of our members so everyone won't have to be stopped. They can also answer questions about rules. We will include information about security and volunteers in the 4th of July information on the Blog and on FB.

3. Hang new signs. We discussed signage at our June Board meeting, but at that time Josh did not realize that all of our signs do not say "No Trespassing, Violators Will Be Prosecuted." They must have that verbiage. I have found 12X18 inch aluminum signs for a little less than \$20. We need one for the gate, one coming off the beach, and one at the sound, minimum. We need approval to spend \$60 for 3 signs. See picture attached.

4. Purchase Bushnell 6mp Trophy Cam Essential Trail Camera for the sound. This will be directed toward the kayaks. Cost \$80. If this works well, we might want to purchase more cameras in the future for other areas not covered by our existing cameras. Need approval to spend the \$80.

The following Board members responded by e-mail and approved the recommendations: John Cockrum, Duncan McFadyen, Francie Godwin, Elise Beall, Jake Wessell, Bo Wessell, Linda Tinga and Jim Morgan. Ken Johnson did not vote.

## Committee Reports

### Facilities Committee Report

#### Projects Completed:

1. Clotheslines completed and in use.
2. The two properties were sprayed for weeds.
3. Bob Morton cut grass on both properties.
4. Brad Walls, Joe Woodward, Clark Whitman and Bob Morton painted the walk strip through the parking lot. We are trying to get the Town to paint the strip across Lumina Ave.
5. Oceanside Painting and Pressure Washing pressure washed the tank and applied two coats of professional Rustolum paint.
6. The mixing valve for the showers has been adjusted twice, water too hot.
7. The exterior of 605 S. Lumina Ave. Has been pressure washed and painted.
8. Inspection of 605 S. Lumina Ave. was completed after winter tenants departed (05/15/2015). Breakage, repairs and cleaning was completed before summer tenants arrived on Thursday, May 21, 2015. Quick work thanks to Jim and Helen Morgan, Kim Edwards, Jake Wessell and Holiday Rental.
9. Replaced the Commercial microwave in the kitchen.
10. Used another box of deck screws trying to hold the place together.
11. Replaced an air conditioner in the snack bar.
12. Added two coolers in the snack bar to cool drinks and serve ice. 150 qt. cooler donated.
13. Two Century plants have been planted close to the berm in untraveled areas.
14. AT&T phone line and DSL service at 605 S. Lumina
  - a. Discussion – Cable TV and internet are currently provided by Time Warner Cable, so no need for AT&T service lines.
  - b. **Motion – Cancel AT&T phone and DSL service lines from 605 S. Lumina and request refund, also contact TWC and request promotional deal (bundle) of TV, internet, and phone.** Motion passed. Steve Lee to contact AT&T and TWC to follow through with motion.

#### Projects in progress:

1. Awaiting an electrical breaker so that modifications for the upstairs hall air conditioning unit can be completed to correct the humidity problem.
2. A list of repairs was given to Bob Ahouse for pricing. Once prices are agreed upon work orders will be written and signed to complete the repairs. Hourly rate is \$30.00.

3. Painting of the orange warning strips on the edge of the main steps is to be completed by Jim Hovey.
4. Recorder for security system – discussed shelving indefinitely due to high cost. We will continue to search for cheaper options that would utilize the remains of the existing system.
5. Safety inspection – still in progress. Jake Wessell has been in contact with Mark Wilson, owner of Hanover Inspection Service. He offered to come out (at no charge) and walk through the club with us to point out items he would typically recommend for repairs during a home inspection. He was asked about commercial versus residential inspections and whether we should get the insurance rep involved in order to make sure we are covering everything appropriately. He said that commercial vs residential doesn't make a difference and he didn't think the insurance rep needed to be involved (that it would not necessarily help). Awaiting a satisfactory time to make the survey. We are still looking for a non-member inspector to hire.

Definition of Facilities Committee (as presented by Bo Wessell) was approved by committee.

Replacement Text for definition of Facilities Committee on Standing Committees Policy Document:

4. *Facilities (a minimum of 2 Board Members and 3 Members)*
  - a. *Inspect the property for needed repairs both large and small.*
  - b. *Prepare a yearly budget for property and equipment maintenance.*
  - c. *Develop a short-term (1-3 years) and a long term (1-10 years) maintenance plan.*
  - d. *Monitor utilities usage and share information with the operations committee.*
  - e. *Develop and maintain a hurricane preparedness plan.*
  - f. *Report large (over \$1,000.00) non-budgeted repair/maintenance needs to the BOD for approval.*
  - g. *Create policies, procedures and schedules for winterizing and de-winterizing the property and other property maintenance needs.*

Date and time of next meeting – 11:30 am, June 15, 2015, at HSC (Mollene to provide lunch again).

#### House Committee Report

The House Committee of the Hanover Seaside Club met on Monday, May 18, 2015 at 5:30 pm at the Club.

The House Committee identified three existing policies that should be included in the Policy Manual:

1. Party Policy
2. Private Meeting Policy
3. Rules



The Committee completed the revision the existing Party Policy. The Committee also revised the Private Meeting Policy and approved the contracts for parties and meetings. The policies were edited and placed in proper format for the Policy Manual and submitted to Jake Wessell on Tuesday, May 19.

Policies and contracts can be viewed in the House Committee Dropbox folder.

At the next meeting of the House Committee, the rules will be revised. Please read the rules and send suggestions for revisions to Elise Beall prior to Monday, June 15 at 5:00pm. The committee will meet on Tuesday, June 16 at 5:00 at the Club.

#### Operations and Management Committee Report

The Operations and Management Committee met on Tuesday, 2 June 2015. See Meeting Minutes for details of the meeting. The following Motion was majority approved by the Operations and Management Committee on 6/2/15 and is recommended for adoption by the Board of Directors:

The Operations and Management Committee recommends to the Board that a background check policy be implemented for all new employee applicants. In addition, the committee also suggests that the Board discuss doing background checks on all current employees

#### Policy Committee Report

The Policy Manual Committee met on May 28, 2015 with the main task of reviewing existing policies submitted for approval, and as a result of that meeting would like to present a motion for consideration by the HSC Board of Directors (BOD) on June 8, 2015. The motion is as follows:

#### Motion: To Approve Existing Policies

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Each policy should be voted upon individually. The four policies are listed below:

- |                      |                            |
|----------------------|----------------------------|
| 1. HSC Policy # 1005 | Standing Committees        |
| 2. HSC Policy # 6010 | Hanover Seaside Club Rules |
| 3. HSC Policy # 6030 | Party Policy               |
| 4. HSC Policy # 6040 | Private Meeting Policy     |