

**Carolina Dunes Association  
2019 Annual Meeting  
April 20, 2019  
Sunset Grille  
Minutes**

- Town of Duck
  - Representatives Present:
    - Sandy Cross
    - Christian Legner
      - The new Denise
      - Public information & marketing
  - Topics Discussed:
    - Beach Nourishment Updates
      - Grass Planting:
        - In 2017, almost the entire nourishment area was planted.
        - In 2018, the remainder of the nourishment area was planted, as well as some areas outside the nourishment area.
        - In 2017-2018, total of 95 volunteers for grass planting, averaging 17 volunteers per planting, and 7000 plantings in 1 hour, 10 minutes!
        - Originally planned for 10 feet of grass planting and one row of sand fencing. As of early 2019, there's 30 feet of grass planting, and three rows of sand fencing.
        - Planning for additional planting in 2019. Participate if you can. If you can't, encourage others to!
      - Access Points:
        - Town will be having contractors come to each of the public accesses to grade / slope the sand leading down to the beach from the access walkway so it's not too steep.
      - Nourishment Monitoring via Drones:
        - Town managers are working on obtaining drone certifications so they can perform aerial mapping of the nourishment area.
        - Aerial mapping necessitates having fixed points designated by markers that identify elevations so the height of the sand can be estimated relative to the markers.
          - The town will be reaching out to beachfront owners asking whether they would be willing to have markers installed on their property to aid in this.
      - Questions Raised:
        - Are there any studies made about how much of the nourished area is reclaimed by the ocean each year?
          - Yes. Profile Surveys are commissioned each year by the Town. These surveys are used as part of the historical tracking of the beach condition & used as part of justification in favor of further nourishment. Hotspots for loss, and also accretion, are documented.

- A special, more detailed survey will be conducted this spring. This is part of the next phase of the nourishment process where the Town reassesses whether additional nourishment will be needed in the next few years. That discussion will occur sometime in March 2020.
    - Once Surveys are completed, the Town will make them available on their website.
  - Community members have observed the blue beach access mats used in neighboring communities.
    - Town recommends their usage, but acknowledges it requires storage during the offseason and people to periodically re-secure the mats to the beach, clear them of sand, etc.
- Town maintains database of oceanfront owners & their contact info. Town is looking to create a complimentary database of soundfront owners.
- Pedestrian Trail Updates:
  - Phase 1 Complete.
  - Phase 2 Underway:
    - Substantial Completion Date is May 7th
      - Engineers will walk the new trail at that time and create a punch list of items that remain.
      - Major work is complete, concrete in, etc.
    - Final Completion Date of June 7th
  - Phase 3 Planning:
    - Planned for Fall 2019 thru Spring 2020
    - Will connect Duck Trail to Duck Deli
      - Upon completion, the east side of NC-12 will have a pedestrian walkway going fully from the north to south side of the Town.
    - Grant applied for & approved from Outer Banks Tourist Bureau
    - Grant applied for from NC Trails Organization
    - Bidding to commence in August 2019
    - Construction to begin in Fall 2019
  - Questions Raised:
    - CDA owner concern expressed about width of the bike lanes & their proximity to car lanes.
      - Bike lane width adheres to NCDOT regulations.
      - Bikers using bike lanes should use the lane that goes in the same direction as car traffic.
- 2019 Lifeguard Stations
  - A second stand for CDA will be added in between Widgeon and Whistling Swan access points.
    - Second stand will be manned during the "high season"
      - June -> August
    - First stand at Sprigtail will be manned May -> September
  - Lifeguards will patrol using trucks and ATVs during September and October
- Advisory Committee for CAMA Land Use Plan
  - Town needs 2 at-large members from the community. Application forms are available.
  - Expectations:
    - Members do not need to be permanent residents.

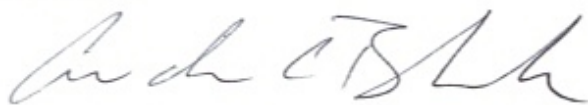
- Members need to attend 5-6 required meetings throughout the year.
- General Questions Raised by CDA Owners:
  - Any status update on Mid-Currituck Bridge?
    - No update
  - How do we replace broken trash containers?
    - The Town provides 1 free trash can per year
    - Owner must take picture showing the trash can won't function (roll, close, etc) & email them to the Town (info@townofduck.com)
    - Replacement trash cans are distributed on Wednesdays.
    - Replacing Recycling cans are free through a different group.
- Discussion of Planned Agenda
  - Election of Officers
    - Floor Nominations:
      - Mona Nashid nominated from the floor
    - Election of Board Officers and Board Members, including Floor Nominations
      - All in favor
      - None opposed
    - Election completed. All nominations approved.
  - Discussion of Financial Review & 2019 Budget
    - Regarding Statement of Operations & Budget Exhibit:
      - Preface Notes:
        - There are approximately 220 homes in the community, of which roughly 80% pay their Association Dues on a regular basis
        - There have been historical concerns about ways to incentivize the 20% that don't regularly pay their dues to do so.
          - Each year, the Board discusses this. Discussions center on:
            - Legally, these owners are not required to pay the Association Dues.
            - Cost of forcing these owners to pay would cost more to the Association than the Association would bring in through these additional dues.
          - The Board's strategy is to continue to whittle down the number of houses that do not regularly pay Association Dues.
      - The "Charitable Donation" expense references a yearly donation made by the Association to the Duck Fire Department, and the Town of Duck Police Department.
      - The "Insurance" expense references a general liability insurance. The Association's structural property are piers and walkways - items that cannot be insured.
      - The "Landscaping" expense is a sizable amount. This expense covers, among other things:
        - The lawn maintenance at the soundfront lot
        - Periodically bush-hogging the Sprigtail lot
        - Flowers, plants, & mulch for the Southern Sign Lot
        - Bush trimming along the Ocean Access Walkways
      - The "Management" expense is a reference to the cost the Association would incur should it contract with an external provider to manage the Association.

- The Board solicited bids from two separate management companies to estimate the cost.
  - Line item is for the awareness of the community as a whole regarding the cost of having an external company perform the tasks traditionally handled by the Board Officers.
  - Each year the Association continues self-managing itself is another year this expense is not incurred & the extra money deposited into the Reserve fund.
  - The "Repairs & Maintenance" expense is a reference to costs associated with repairing Association capital assets, such as the Ocean Access Walkways, in response to damage incurred during a storm.
- Regarding the Reserve Exhibit
  - The purpose of the Reserve is to document all the capital assets owned by the Association.
  - The Exhibit lists all assets owned by the Association, the date the asset was last replaced, it's current estimated replacement cost, and an estimate of how much should be already saved in the Reserve fund to replace the asset at the expected end of life for the asset.
  - Tracking the assets lifespans, replacement costs, and reserve requirements in this way allows the Association to avoid the need to do Special Assessments when a capital asset needs to be replaced.
- Regarding the 5 Year Rolling Reserve Fund Projections
  - The "Variance" field shows the difference between the required size of the Reserve fund based on the calculations from the Reserve Exhibit and the estimated size based upon expected expenses & income for the next five years.
    - In some years, these values are negative & that should give members a moment of pause.
    - Variance is affected by the Management Fee yearly expense listed in the Statement of Operations & Budget Exhibit.
      - Not spending on the Management Fee each year, mitigates most of the variance.
- Motion for Ratification of Proposed 2019 Budget
  - All yays
  - No nays
  - Budget is ratified as presented
- Discussion of 2018 in Review
  - Landscaping of common elements
    - The Association has contracted with a new vendor for removing debris from sandy area of the soundfront lot.
  - Maintenance of three ocean access paths
    - The Widgeon (southern) and Sprigtail (northern) access walkways were replaced in 2018.
      - Two additional benches parallel to the walkways were added.
    - The Canvasback (middle) access walkway was replaced a few years ago.
    - Questions Raised:
      - Would it be possible to have the benches oriented perpendicular to the access walkway so they face the beach?

- No. The access walkways are on community-owned property that is only 8 feet wide. The walkways themselves are 4 feet wide, leaving only 2 feet on either side of the walkway before the property line.
      - Larger platforms at the end of the walkway supporting more benches would necessitate deeper pilings (8 foot instead of 2 foot), which would increase the cost of any improvements.
- Maintenance of sound lot pier & benches
  - The soundfront pier is getting a lot of usage by members of the community, which is good.
  - A reminder to owners & guests that 2 umbrellas are available for use at the soundfront lot that can be used for shade from the sun.
- Maintenance of community lot on Sprigtail
  - In 2018, the size of the parking lot was increased to accommodate 4 cars (instead of 2), as well as parking space for golf carts, and space for bicycles.
    - One space is reserved for the Lifeguard
      - This might change to two reserved spaces for the Lifeguards as the Town has agreed to add a second lifeguard station between Widgeon and Whistling Swan.
    - Remaining parking spaces are reserved for Owners.
  - Trash and recycling bins were added.
  - Questions Raised:
    - Can we sell the lot & use the proceeds to improve CDA's reserve fund?
      - Technically yes, but in practice, no.
        - All CDA property is tax-exempt. Selling the Sprigtail lot to a private owner to develop would necessitate changing the lot from a tax-exempt one to one that's not tax-exempt. When this occurs, taxes are assessed on the property going back to when the property was designated as tax-exempt, in this case, when Carolina Dunes was first developed. This would mean, before even selling the property, CDA would be required to pay over 30 years of back property taxes.
    - Are contractors allowed to park in the parking spaces?
      - No. Parking spaces, as noted in signs on the lot, are reserved for Lifeguards or owners ONLY.
      - If members of the community observe contractors parking in the spaces, kindly ask them to move their vehicles. If they refuse, take down the contact information for the company they work for & send this information to the Duck police or to Ron so he can follow up with the company the contractor works for.
- Items discuss that were not on the agenda: Capital Improvements to CDA Property
  - If you, as a member of the community, have ideas about improvements to make to Carolina Dunes, please let Ron (ron@thebluncks.com) or the CDA Board (board@carolinadunes.org) know!

- The CDA Board Officers maintain a Master Plan for CDA that was updated in March 2019.
  - Shed construction on soundfront lot
    - The Association is considering building either a pre-built, or custom-built shed in the southeast corner of the soundfront lot.
      - Shed is intended to be used for storage of community-owned items, including, but not limited to:
        - Trash & recycling cans
        - Umbrellas
        - Tools
        - Lawn chemicals (fertilizer, mulch, etc)
      - Shed serves secondary purpose of providing a site where electricity & water might be connected, allowing installation of an irrigation system to support further improvements in the grass on the soundfront lot.
      - Owners present at the meeting were supportive of a shed.
- Questions Raised:
  - Is the CDA Master Plan available on the website?
    - No, it is not. Ron will provide Andrew a copy of the Master Plan for posting to the website.
- Maintenance of Community Signs on NC-12
  - Reminders to the community - the northern sign is on private property, while the southern sign is on CDA-owned property.
  - Would like to give special recognition to Cindy Ahrens for landscaping the southern sign! Thank you Cindy & Todd!
  - There has been an issue with the circuit breaker at the southern sign tripping frequently. Issue is being investigated. Jeff Krial is helping with this. Thank you Jeff!
- Coordination w/ Town of Duck
  - A reminder to the community that bulk pickup landscaping debris needs to be cut to a short length & bundled.
  - For community owners or renters that have mobility issues & still would like to go down to the beach, you can call the Town and someone will be sent out to help the person walk down the dune.
- NCDOT recently ran highway mowers on the sides of CDA streets.
  - Questions Raised:
    - What are the easements on either side of the road?
      - 15 feet on either side of the road.
- The meeting adjourned at 10:30 AM.

Submitted,



Andrew Blunck  
CDA Secretary & Webmaster