

## CAROLINA TRACE ASSOCIATION

[www.carolinatrace.org](http://www.carolinatrace.org)

Minutes of CTA Board of Directors Meeting – December 5, 2023 (Zoom)

### DIRECTORS or ALTERNATES (# of voting lots)

Eagles Nest (62)	Jennifer Williams	Highland Woods (44)	Tom King	South Landing (138)	Joe Zanga
Golf East (82)	David Hardman	Lakewood (47)	Charles Wick	Southwind (154)	absent
Golf North (137)	Gary Henry	Laurel Thicket (246)	Dottie Gilbert	Stonegate (44)	absent
Golf West (45)	Debbie Betts	Mallard Cove (194)	Greg Burke	Village at Trace (36)	Tom Boerger
Harbor Creek (154)	absent	North Shore (311)	Bill Glance	Woodfield (70)	Elaine Bednarcik
Hidden Lake (236)	Ken Harden	Sedgemoor (168)	Tom Hanley	Woodmere/Trentwood (230)	Steve Wisniski (alt)

### OFFICERS

President and Chair of the Executive Committee	Kate Woods
Vice President and Chair of the Security and Safety Committee	Burton Witaschek
Treasurer and Chair of the Finance Committee Assistant Treasurer	Larry Stiegler Dave Thomas
Secretary	Sharon Sheldon

### COMMITTEE CHAIRS, GUESTS

Randi Constant (guest, NSPOA)	Paul Zizzo (guest, HLPOA)	Jeff Sheldon (guest, NSPOA)
Shawn Draper (guest, NSPOA)	Chuck Popke (guest, HWPOA)	Eric Badgett (guest, GWPOA)
	Vince Roy, Utilities	

**Total Attendance: 27; 15 of 18 POAs** (Quorum = 2/3 directors (i.e., 12 POAs), and any affirmative vote on routine matters must represent a majority of directors present as well as 51% of *all* POA lots in good standing as per the 2022 census)

**CALL TO ORDER** - Having noted the presence of a quorum by the Secretary, the President called the meeting to order at 7:02 p.m.

**APPROVAL OF MINUTES** – The minutes of the November 7, 2023, meeting were approved by unanimous consent.

## **BOARD ORGANIZATION**

- **Election of 2024 CTA Officers:** there were no motions from the floor; the 2024 officers presented for vote were President: Kate Woods; Vice President: Joe Zanga; Secretary: Sharon Sheldon; Treasurer: Randi Constant. Following a motion by NSPOA, seconded by HLPOA, the board voted unanimously to accept this slate of officers.
- **Fixing of meeting date/time/location:** Following discussion, the continuation of Zoom for monthly meetings of the CTA Board passed by a majority of Directors present; dissenting was SLPOA and WFPOA. Meetings are set for Zoom on the first Tuesday of each month at 7:00 pm. An in-person meeting for the 2025 budget vote in September 2024 will be in-person.

## **GROUPS**

**CTCC** – Kate Woods, Director, F&B

- CTCC acquired a permit from the North Carolina Wildlife Resources Division to add 750 sterile grass carp into Lake Trace to aid in hydrilla reduction. The permit allows for an additional 750 carp to be added in 2024. Hydrilla sightings should be reported to Kate Woods (ctaprestr@gmail.com).
- Lake lowering in 2024. Dates have not been set, but it will happen. CTCC has received approval from property owners to access the dam and the necessary environmental permits, and are reviewing engineering bids for repairs to the dam. More will be known after January 1, 2024.
- Residents living adjacent to the golf courses are asked to refrain from piling their yard debris at the edge of their yards or from pushing it onto the golf courses, where it can interfere with play.

**UTILITY REPORT** – Vince Roy, no written report

- Vince had to leave the meeting; comments or questions should be sent to the secretary.

**CT FIRE DEPARTMENT** - Chief Chris Meyers, absent, no report

**PRESIDENT’S REMARKS** - Kate Woods, written report attached

- The Board is invited to a meet and greet December 17, 2-4 p.m. at the Sheldon residence. This will allow Board members to bid farewell to those leaving the board, and welcome those coming on in 2024. More will follow via email.

**FINANCIAL REPORT** – Larry Stiegler, Interim Treasurer, written report attached

- As per the Board vote at the November meeting, Larry and incoming treasurer Randi Constant interviewed candidates for the bookkeeper position and would like to hire Monica Mueller as CTA’s bookkeeper beginning in 2024. She will work ten hours per week and be paid \$25/hour (approx. \$1085 a month). Discussion regarding insurance coverages needed to cover this new position. CTA’s Crime Insurance policy will be reviewed. Incoming treasurer provided a brief summary of the plan to create

controls and limit access to accounts to mitigate risk of financial mismanagement. NSPOA moved that Board approve the hiring of Monica Mueller as described with the review of the necessary insurance coverages, seconded by SMPOA. Motion passed with unanimous consent.

- A separate motion was discussed, one that is needed by CTA's bank (First Horizon in Sanford) to add Randi Constant and Monica Mueller as signatories on CTA's checking account. HWPOA moved, seconded by LTPOA, vote was unanimous.
- 2023 census reports – ENPOA has not yet submitted a census report; ENPOA's Director will follow up with their treasurer, which will allow CTA to distribute POA assessments and quarterly breakdowns for 2024 this month.
- The accounting firm of M. Lee West will handle CTA's taxes for 2023.
- Status of CTA reserves. CTA will be able to move funds into reserve accounts at year end. Other reserves had been invested in CDs that matured over the summer. Those funds are currently earning 4% in a money market account at First Horizon. The treasurer asked for a motion to move those funds into 3-month CDs, which currently pay 4.5-5%. A board motion is needed to authorize CTA President Kate Woods and incoming CTA Treasurer Randi Constant to create and access said accounts. This is due to the funds being moved from CDs to cash accounts over the summer. Board discussion about investments, CD laddering, etc., was held. CTA's bylaws limit what can be done with these funds. Upon a motion by SLPOA, seconded by LWPOA, the board unanimously approved the authorization of the CTA President and Treasurer to set up 90-day CDs with First Horizon and to set up an account with Fidelity. Fidelity creates reports that will be appended to monthly finance reports to CTA. Discussion regarding the limitations and risk of leaving reserve funds in First Horizon bank occurred prior to the vote. The motion passed by majority consent, with LW dissenting.

## **SECRETARY** - Sharon Sheldon, written report, attached

- Shout out to the volunteers who helped decorate the front entrance for the holidays. Six of 18 POAs were represented.

## **COMMITTEE REPORTS**

- **SECURITY & SAFETY (S&S)** – Burt Witaschek, Chair, written report, attached
  - President Kate Woods acknowledged Burt's departure from the Board at the end of 2023 and thanked him for his tireless work and time invested in the CT community.
- **TRACEWAY ROADS AND MAINTENANCE (TRAM)** – Ernie Patterson absent, no written report
  - Bradford Pear *ad hoc* committee report was received and is attached.
  - NSPOA asked the CTA secretary to report two concerns from NSPOA to TRAM (juniper growth and grading issues at the median of Traceway North near Lakeview).
- **TRACE LAKE AND DAM COMMITTEE (TLDC)**- Kate Woods, Chair, no report
  - TLDC will have a new chair effective 1/1/24; CTA Liaison to TLDC will be responsible for monthly reports to the CTA Board.

## **OLD BUSINESS**

**Update to *ad hocs*; volunteer members are needed:**

- **South Gate Study Subcommittee** (S&S and TRAM committees)
  - Burt Witaschek, Chair
- **CTA By-laws Review**
  - Joe Zanga, Chair
- **Community Communications Improvement**
  - Jeff Wennberg, Chair
- **Long Range Planning Committee**
  - Ernie Violon, Chair
- **Holiday Decorations Committee**
  - Sharon Sheldon, chair (for 2023 only)

## **NEW BUSINESS**

- **SGPOA letter (hard copy)**
  - A letter dated 11/29/23 from SGPOA's alternate director was delivered to the CTA Treasurer via his POA's mailbox, and received by him on December 5, 2023. A copy of this letter was added to the meeting documents and agenda. A scanned copy of the letter was also distributed via email due to the lateness of receiving it for the December 5, 2023 meeting.
  - A subsequent email to the CTA secretary from SGPOA's alternate CTA director was received and distributed to the Board via email at 6:48 p.m. on December 5, 2023. It was also added to the meeting documents for the December 5, 2023 meeting.
  - It was noted that SGPOA did not have its Director or alternate Director in attendance at the December 5, 2023 meeting. The Board agreed to discuss the contents of the letter and email regardless of SGPOA's participation since allegations were made against the CTA Executive and TRAM committees. The Board agreed that a two-tier vote was not properly timed in early 2023 and that this was an administrative error. However, it also agreed that no funds were expended without the approval of the CTA Board. The Board further noted that issues raised by SGPOA were addressed in the Presidents' remarks in November 2023, and that the Board is the body that makes decisions on behalf of CTA; not the Officers nor any one committee.
  - Additional discussion brought up that bylaw interpretations can vary from Board to Board. There was consensus that neither the CTA Officers nor the CTA Board are acting contrary to the bylaws and that the Board was not misled by the officers or any committee as alleged in the correspondence from SGPOA's alternate director. Several Board members expressed their opinion that SGPOA has been wasting the Board's time by rehashing issues that were previously addressed.
  - The President asked for suggestions on how to deal with issues like this if they arise again, but no suggestions were made.

## **CALENDAR**

- **CTA Board Meet and Greet** – December 17, 2-4 pm @ Sheldon residence
- **Next CTA Meeting** – January 2, 2024, via Zoom

**ADJOURNMENT** – Having no further business to discuss, there was a motion and second to adjourn. The meeting was adjourned by the President at 8:22 p.m.

Respectfully submitted,

Sharon Sheldon, Secretary  
Carolina Trace Association

## **REPORTS AND OTHER ATTACHMENTS**

- President's Remarks
- Financial Reports
- Communications Report
- Security & Safety Report
- Bradford/Callery Pear Ad Hoc Report
- Stonegate POA letter scans dated 1/19/23 and 11/29/23
- Stonegate POA email dated 12/15/23

## President's Remarks December 2023

1. 2023 has been an eventful year for the Carolina Trace Association. There has been much progress towards streamlining and improving communication that has resulted in a more informed community. I want to thank the Board of Directors for all of your hard work this year in representing your POAs, and in making decisions that improve the Carolina Trace community.
2. The holiday decorations at the gatehouse and bridges look wonderful. I want to send a huge thank you to Sharon Sheldon for organizing the decorating this year and all the volunteers who helped decorate and the volunteers who controlled traffic to keep everyone safe.
3. To help smooth the transition for new directors, the secretary is compiling on-boarding documents that outline the basic responsibilities of a CTA Director, a copy of pertinent CTA policies and by-laws, and a Roberts Rules cheat sheet to explain procedures. These documents should be finalized soon and available for all new Directors for 2024.
4. To that same end, we are also planning a meet and greet for both current Directors and incoming Directors. This will be held on December 17<sup>th</sup> from 2pm to 4pm. The Sheldons have graciously offered their home to host us. I encourage every Director to attend if they are able. I feel strongly that meeting your fellow Directors and those that are new to CTA politics getting to ask questions of those that are long serving, will go a long way towards fostering a more positive and effective working environment. Please RSVP if you are able to attend.

**Notes**

		Note	Comment
<b>Budget</b>	1	Matched Budget vs actual to approved 2023 CTA budget	
	2	<b>Must have \$200k at year startup for Q1 expenses</b>	Send Excess to reserves -- make an agreed procedure
<b>Reserves</b>	1	Reserves are made up of CDs and a money market Fund. The Money market fund is what is used in an emergency.	
		Reserve:	
	2	1) Current year Budget = \$36,800 to Reserve 2) Current year Budget = \$100k from Reserve for "Major Road & Bridge Maintenance"	
	3	<b>Recommendation:</b> Move all reserve assets to a brokerage like Fidelity. This will allow better control.	Issue: We might have to change the bylaws to allow it.
	4	<b>Recommendation:</b> Move \$50k back to Emergency Reserve at Year end. It is expected we will have a \$250k in main checking.	
	5	<b>Recommendation:</b> Determine the appropriate amount for the Reserve Fund. Put line items in the budget to reach this goal. Avoid "Special Assessments:.. My guess is at least \$1M.	Send Excess to reserves -- make an agreed procedure
<b>Administrative</b>	1	<b>Recommendation:</b> Document Bookkeeper role and hire. 10 hours/week \$25 per hour, remote	1) 1099 vendor paid \$1085/month. (\$13k/year) 2) Reports to Treasurer 3) Flexible hours/week. Remote working but must come to Carolina Trace for mail & meetings

**Balance Sheet (CASH basis) - YTD**

Reserve:	\$	510,226.95
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**This Year (YTD)**

**Carolina Trace Association  
Balance Sheet  
As of November 30, 2023**

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
First Horizon - Main Checking ****9106	247,713.11
First Horizon - POS Square Inc ****1504	10,630.66
First Horizon - Reserve Emergency ***6807	510,226.95
<b>Total Bank Accounts</b>	\$ 768,570.72
<b>Accounts Receivable</b>	
11000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	\$ 0.00
<b>Other Current Assets</b>	
12000 Undeposited Funds	0.00
<b>First Horizon - matured CDs</b>	
CD ***6296, 6-mo, 4-May-23 to 2-Nov-23	0.00
CD ***6881, 6-mo, 4-May-23 to 2-Nov-23	0.00
CD ***6954, 6-mo, 4-May-23 to 2-Nov-23	0.00
CD ***6962, 6-mo, 4-May-23 to 2-Nov-23	0.00
CD ***8171, 6-mo, 11-May-23 to 9-Nov-23	0.00
CD ***8198, 6-mo, 11-May-23 to 9-Nov-23	0.00
<b>Total First Horizon - matured CDs</b>	\$ 0.00
<b>Total Other Current Assets</b>	\$ 0.00
<b>Total Current Assets</b>	\$ 768,570.72
<b>TOTAL ASSETS</b>	\$ 768,570.72
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Ernie Violon(5180)	0.00
Kate Woods(2889)	297.98
Penny Turner(6741)	58.81
<b>Total Credit Cards</b>	\$ 356.79
<b>Total Current Liabilities</b>	\$ 356.79
<b>Total Liabilities</b>	\$ 356.79
<b>Equity</b>	
30000 Opening Balance Equity	0.00
Unrestricted Net Assets	632,144.33
<b>Net Income</b>	136,069.60
<b>Total Equity</b>	\$ 768,213.93
<b>TOTAL LIABILITIES AND EQUITY</b>	\$ 768,570.72

Thursday, Nov 30, 2023 06:44:33 AM GMT-8 - Cash Basis

Reserve: \$ 540,247.34

**31-Dec- Last Year**

**Carolina Trace Association  
Balance Sheet  
As of December 31, 2022**

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
First Horizon - Main Checking ****9106	87,496.02
First Horizon - POS Square Inc ****1504	4,400.97
First Horizon - Reserve Emergency ***6807	114,352.39
<b>Total Bank Accounts</b>	\$ 206,249.38
<b>Accounts Receivable</b>	
11000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	\$ 0.00
<b>Other Current Assets</b>	
12000 Undeposited Funds	0.00
<b>First Horizon - matured CDs</b>	
CD ***0255, 6-mo, 3-Nov-22 to 4-May-23 (deleted)	100,169.68
CD ***0379, 6-mo, 3-Nov-22 to 4-May-23 (deleted)	75,014.96
CD ***0409, 6-mo, 3-Nov-22 to 4-May-23 (deleted)	100,279.63
CD ***2075, 6-mo, 3-Nov-22 to 4-May-23 (deleted)	50,143.56
CD ***4516, 6-mo, 10-Nov-22 to 11-May-23 (deleted)	50,143.56
CD ***4524, 6-mo, 10-Nov-22 to 11-May-23 (deleted)	50,143.56
<b>Total First Horizon - matured CDs</b>	\$ 425,894.95
<b>Total Other Current Assets</b>	\$ 425,894.95
<b>Total Current Assets</b>	\$ 632,144.33
<b>TOTAL ASSETS</b>	\$ 632,144.33
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
30000 Opening Balance Equity	0.00
30100 Reserve Fund (deleted)	
30110 General Reserve (deleted)	485,311.89
30120 Traceway Upgrades (deleted)	125,000.00
<b>Total 30100 Reserve Fund (deleted)</b>	\$ 610,311.89
Unrestricted Net Assets	-96,874.72
<b>Net Income</b>	118,707.16
<b>Total Equity</b>	\$ 632,144.33
<b>TOTAL LIABILITIES AND EQUITY</b>	\$ 632,144.33

Thursday, Nov 30, 2023 06:56:01 AM GMT-8 - Cash Basis



**Profit and Loss - YTD**

**Carolina Trace Association  
Profit and Loss  
January - November, 2023**

	<b>Total</b>
<b>Income</b>	
Income	
Assessments POA	757,034.00
E- Sticker Taxable	
E-Sticker - Cont/Vendr	13,893.23
<b>Total E- Sticker Taxable</b>	<b>\$ 13,893.23</b>
E-Sticker - Residents Non Txbl	15,359.43
E-Sticker Deposit	720.00
<b>Total E-Sticker - Residents Non Txbl</b>	<b>\$ 16,079.43</b>
Insurance Proceeds POA	10,481.20
Interest Income	14,353.41
Other Income	1,500.00
<b>Total Income</b>	<b>\$ 813,341.27</b>
Unapplied Cash Payment Income	0.00
<b>Total Income</b>	<b>\$ 813,341.27</b>
<b>Gross Profit</b>	<b>\$ 813,341.27</b>
<b>Expenses</b>	
Operating Expenses	
General Admin Expenses	27.50
66910 Bank Service Charges	54.00
Accounting Fees	15,000.00
Boat Ramp	5,000.00
Computer and Software subscriptions	137.50
E-Sticker Deposit Return	100.00
Income Tax	59.90
Insurance	34,966.82
Miscellaneous Expenses	457.98
Printing/Postage	202.72
Trash/Waste Disposal Fees	250.00
Web Presence	237.60
<b>Total General Admin Expenses</b>	<b>\$ 56,494.02</b>
Long Range Planning	
Bridge(s) Inspection/Repairs	15,000.00
Gate(s) Maintenance and Repair	2,215.00
Large Truck Parking Pad	6,500.00
Major Road/Bridge Main/Repair	116,161.66
Sign Island Erosion Control	25,000.00
Traceway Road Expansion	20,000.00
<b>Total Long Range Planning</b>	<b>\$ 184,876.66</b>
Roads & Grounds	
Drainage Maintenance & Repair	14,088.88
Landscaping/Beautification	24,253.04
Mowing & Weed Control	29,336.00
Roadside Trash	300.00
RoutinRoad Maintenance & Repair	42,407.60
Sprinkler Maintenance	22.27
Storm Clean-up	525.00
Tree Trimming/Removal/Pruning	4,900.00
<b>Total Roads &amp; Grounds</b>	<b>\$ 115,832.79</b>
Safety & Security	
CERT Supplies	1,782.31
Computers	888.07
Contracted IT Support	10,126.29
E-Sticker Purchase	9,073.74
Gate / Gatehouse Maintenance	-755.45
Gate House Supplies	2,152.62
Security Camera/Recorder	15,180.98
Security Contract	258,759.76
Utilities	
Utilities - Not Internet& Video	
Electricity	1,127.32
Electricity 1621	4,141.67
Electricity 6357	632.10
Electricity 9609	321.58
Electricity 9633	1,192.21
Electricity 9837	7,772.06
Propane	112.08
Water & Sewer	2,334.89
<b>Total Utilities - Not Internet&amp; Video</b>	<b>\$ 17,633.91</b>
Utilities Internet & Video	15.99
Internet - MG	1,987.64
Internet - NG	1,364.73
Internet- SG	1,664.64
Telephone	210.00
<b>Total Utilities Internet &amp; Video</b>	<b>\$ 5,243.00</b>
<b>Total Utilities</b>	<b>\$ 22,876.91</b>
<b>Total Safety &amp; Security</b>	<b>\$ 320,085.23</b>
<b>Total Operating Expenses</b>	<b>\$ 677,288.70</b>
Unapplied Cash Bill Payment Expense	3.03
Uncategorized Expense	-20.06
<b>Total Expenses</b>	<b>\$ 677,271.67</b>
<b>Net Operating Income</b>	<b>\$ 136,069.60</b>
<b>Net Income</b>	<b>\$ 136,069.60</b>

**2023 Budget vs Actual**

	Budget	Actual (Q1-3)	Expected (Q4)	Expected Actual (Year End)	Budget Variance
<b>INCOME</b>					
POA Assessments	\$693,500.00	\$625,514.25	\$131,519.75	\$757,034.00	\$63,534.00
Contractor Passes	\$12,420.00	\$12,758.45	\$2,700.00	\$15,458.45	\$3,038.45
E-Sticker Purchase	\$18,000.00	\$13,789.15	\$4,064.68	\$17,853.83	(\$146.17)
POA Property/Pool Insurance Payments	\$10,000.00	\$10,481.20	\$0.00	\$10,481.20	\$481.20
Interest Inc	\$1,000.00	\$4,807.71	\$9,580.87	\$14,388.58	\$13,388.58
Other Income	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
<b>TOTAL INCOME</b>	<b>\$734,920.00</b>	<b>\$668,850.76</b>	<b>\$147,865.30</b>	<b>\$816,716.06</b>	<b>\$81,796.06</b>
<b>EXPENDITURES</b>					
<b>General Admin. Expenses</b>					
Accounting Fees	\$6,500.00	\$15,000.00	\$0.00	\$15,000.00	(\$8,500.00)
Insurance	\$36,572.00	\$34,966.82	\$0.00	\$34,966.82	\$1,605.18
Board Training	\$500.00		\$0.00	\$0.00	\$500.00
Boat Ramp (annual)	\$5,000.00		\$5,000.00	\$5,000.00	\$0.00
Computer & Software Subscriptions	\$500.00	\$137.50	\$90.00	\$227.50	\$272.50
E-Sticker Deposit Return	\$500.00	\$100.00	\$150.00	\$250.00	\$250.00
Financial Charges	\$100.00	\$11,453.80	(\$11,393.80)	\$60.00	\$40.00
Miscellaneous Expenses	\$400.00	\$133.91	\$100.00	\$233.91	\$166.09
Printing/Postage/Shippng	\$100.00	\$202.72	\$0.00	\$202.72	(\$102.72)
Professional/Legal Fees	\$1,000.00		\$0.00	\$0.00	\$1,000.00
Taxes		\$59.90	\$0.00	\$59.90	(\$59.90)
Waste/Trash Disposal Fee	\$360.00	\$250.00	\$0.00	\$250.00	\$110.00
Web Presence	\$120.00	\$237.60	\$0.00	\$237.60	(\$117.60)
<b>Subtotal</b>	<b>\$51,652.00</b>	<b>\$62,542.25</b>	<b>(\$6,053.80)</b>	<b>\$56,488.45</b>	<b>(\$4,836.45)</b>
<b>Roads &amp; Maintenance</b>					
Drainage Maintenance & Repair	\$15,000.00	\$14,088.88	\$2,000.00	\$16,088.88	(\$1,088.88)
Landscaping/Beautification	\$15,630.00	\$14,634.04	\$6,631.62	\$21,265.66	(\$5,635.66)
Mowing and Weed Control	\$44,000.00	\$25,669.00	\$11,001.00	\$36,670.00	\$7,330.00
Routine Road Maintenance & Repair	\$22,000.00	\$28,099.25	\$10,854.16	\$38,953.41	(\$16,953.41)
Storm Clean-up	\$8,280.00	\$525.00	\$1,500.00	\$2,025.00	\$6,255.00
Tree trimming/removal/pruning	\$8,690.00	\$4,200.00	\$700.00	\$4,900.00	\$3,790.00
Roadside Trash	\$1,500.00	\$300.00	\$200.00	\$500.00	\$1,000.00
<b>Subtotal</b>	<b>\$115,100.00</b>	<b>\$87,516.17</b>	<b>\$32,886.78</b>	<b>\$120,402.95</b>	<b>(\$5,302.95)</b>
<b>Safety &amp; Security</b>					
Security Contract	\$340,300.00	\$201,214.63	\$80,538.40	\$281,753.03	\$58,546.97
CERT Supplies	\$2,500.00	\$1,481.55	\$359.19	\$1,840.74	\$659.26
Computers		\$888.07	\$0.00	\$888.07	(\$888.07)
E-Stickers Purchase	\$8,000.00	\$6,048.43	\$6,025.31	\$12,073.74	(\$4,073.74)
Gate Maintenance	\$10,000.00	\$1,127.37	\$0.00	\$1,127.37	\$8,872.63
Gatehouse Supplies	\$3,000.00	\$2,152.62	\$1,882.82	\$4,035.44	(\$1,035.44)
Security Cameras/Recorder	\$9,000.00	\$11,978.19	\$2,652.34	\$14,630.53	(\$5,630.53)
Contracted IT Support	\$3,200.00	\$6,854.04	\$4,678.40	\$11,532.44	(\$8,332.44)
Utilities/Non Internet	\$13,550.00	\$14,839.15	\$4,500.00	\$19,339.15	(\$5,789.15)
Utilities/Internet and Video	\$10,000.00	\$4,177.18	\$750.00	\$4,927.18	\$5,072.82
<b>Subtotal</b>	<b>\$399,550.00</b>	<b>\$250,761.23</b>	<b>\$101,386.46</b>	<b>\$352,147.69</b>	<b>\$47,402.31</b>

**Comments**

Quickbooks

Long Range Planning (Capital)					
Bridge(s) Inspection Repairs	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Gatehouse Maintenance	\$6,500.00	\$2,215.00	\$0.00		
Lake Trace Maintenance (annual)	\$5,000.00		\$0.00		
Traceway Road Widening (as required) - C	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00
Sign Island Erosion Control - C	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00
Major Road & Bridge Maintenance (Reserve)	\$100,000.00	\$116,161.66	\$0.00	\$116,161.66	(\$16,161.66)
Large Truck Parking Pad - C	\$5,000.00	\$6,500.00	\$0.00	\$6,500.00	(\$1,500.00)
<b>Subtotal</b>	<b>\$176,500.00</b>	<b>\$184,876.66</b>	<b>\$0.00</b>	<b>\$182,661.66</b>	<b>(\$17,661.66)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$742,802.00</b>	<b>\$585,696.31</b>	<b>\$128,219.44</b>	<b>\$711,700.75</b>	<b>\$19,601.25</b>
<b>GAIN/LOSS CTA OPERATIONS</b>	<b>(\$7,882.00)</b>	<b>\$83,154.45</b>	<b>\$19,645.86</b>	<b>\$105,015.31</b>	<b>\$112,897.31</b>

**Cash**

CASH REPORT		Actual (Q1-3)	Expected (Q4)	Cash 12/31	Cash Variance
First Horizon - Main Checking (Beginning Balance)	\$87,496.02	\$87,496.02		\$87,496.02	\$0.00
Gain (Loss) From CTA Operations	(\$7,882.00)	\$83,154.45	\$19,645.86	\$102,800.31	\$110,682.31
Distribution to Emergency Reserve	(\$36,800.00)	\$0.00		\$0.00	
Additions from Emergency Reserve		\$50,000.00		\$50,000.00	\$50,000.00
Addition from POS Square Inc		\$5,093.77		\$5,093.77	
Balance Adjustment - Smaller amounts that were audited as valid spend on 1-Aug-2023.	\$0.00	(\$18,535.70)	\$0.00	(\$18,535.70)	(\$18,535.70)
<b>Ending Cash Balance</b>	<b>\$42,814.02</b>	<b>\$207,208.54</b>	<b>\$19,645.86</b>	<b>\$240,296.33</b>	<b>\$160,682.31</b>

CASH REPORT		Actual (Q1-3)	Expected (Q4)	Cash 12/31	Cash Variance
First Horizon - POS Square Inc (Beginning Balance)	\$4,400.97	\$4,400.97		\$4,400.97	\$0.00
E-Sticker sales (net)	\$0.00	\$14,867.60	\$4,955.87	\$19,823.47	\$19,823.47
Distribution to Emergency Reserve	\$0.00	(\$5,619.20)		(\$5,619.20)	
Distribution to Main Checking		(\$5,093.77)		(\$5,093.77)	
Earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Ending Cash Balance</b>	<b>\$4,400.97</b>	<b>\$8,555.60</b>	<b>\$4,955.87</b>	<b>\$13,511.47</b>	<b>\$19,823.47</b>

<b>Total Cash</b>	<b>\$47,214.99</b>			<b>\$253,807.80</b>	
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**Reserves**

EMERGENCY RESERVE REPORT	Reserve	Actual (Q1-3)	Expected (Q4)	Reserve 12/31	Reserve Variance
First Horizon - Emergency Reserve ***6807	\$114,352.39	\$114,352.39		\$114,352.39	\$0.00
Additions from Main Checking	\$36,800.00	\$0.00		\$0.00	(\$36,800.00)
Distributions to Main Checking	(\$100,000.00)	(\$50,000.00)		(\$50,000.00)	\$50,000.00
Additions to CD Reserve	\$0.00	\$0.00		\$0.00	\$0.00
Distributions from CD Reserve	\$0.00	\$0.00		\$0.00	\$0.00

Q4 average/month \* 3

Move 12/31 balance to main checking on 1-Jan-2024

Need \$200k in main checking on 1-Jan-2024 for Q1 expenses

Part of budget, not done

Additions from POS Square Inc	\$0.00	\$5,619.20		\$5,619.20	\$5,619.20
Earnings		\$394.66	\$150.00	\$544.66	\$544.66
Ending Balance	\$51,152.39	\$70,366.25	\$150.00	\$70,516.25	\$19,363.86

RESERVE REPORT (CDs)	Reserve	Actual (Q1-3)	Expected (Q4)	Reserve 12/31	Reserve Variance
First Horizon - CD(s)	\$425,894.95	\$425,894.95		\$425,894.95	\$0.00
Additions to CD Reserve	\$0.00	\$0.00		\$0.00	\$0.00
Distributions from CD Reserve	\$0.00	\$0.00		\$0.00	\$0.00
Earnings	\$0.00	\$4,420.05	\$9,500.87	\$13,920.92	\$13,920.92
Ending Balance	\$425,894.95	\$430,315.00	\$439,815.87	\$439,815.87	\$13,920.92

<b>Total Reserves</b>	\$477,047.34			\$510,332.12	
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Reserve Distributions			
Description	Actual	Approval Date	Payment Source
Major Road & Bridge Maintenance (Reserve, \$100k)	\$50,000.00	13-Mar-2023	Emergency Reserve

<b>Totals</b>	\$50,000.00
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Reserve Contribution			
Origin	Contribution	Date	Reserve Fund
First Horizon - POS Square Inc	\$2,619.20	23-Mar-2023	Emergency Reserve
First Horizon - POS Square Inc	\$3,000.00	11-May-2023	Emergency Reserve

one time move

Amount from sale of e-Stickers  
Amount from sale of e-Stickers

2024 Carolina Trace Association, Inc. - Budget: Final (10-3-23)

Budget Vs Actual	2023 Budget (new)	LINE #		2023 Budget	YTD 2023	2024 Budget	Notes
<b>INCOME</b>			<b>INCOME</b>				
POA Assessments	\$693,500	1	POA Assessments (Non Capital)	\$517,000	\$565,042	\$503,712	
Contractor Passes	\$12,420	2	Contractor Passes	\$12,420	\$7,912	\$15,525	Raise price to \$25 (from
E-Sticker Purchase	\$18,000	3	E-Sticker Purchase	\$18,000	\$10,861	\$22,500	Raise price to \$25 (from
POA Property/Pool Insurance Payments	\$10,000	4	POA Property/Pool Insurance Payments	\$10,000	\$10,481	\$10,000	
Interest Inc	\$1,000	5	Interest Inc	\$1,000	\$133	\$1,000	
Other Income	\$0	6	Other Income	\$0	\$1,500	\$0	
		7	<b>Total Operating Income</b>	<b>\$558,420</b>	<b>\$595,929</b>	<b>\$552,737</b>	
Part of POA assessments		8	Major Road & Bridge Maintenance (Reserve)	\$100,000	\$100,000	\$0	
		9	Reserve Allocation	\$0	\$39,954	\$0	
		10	Capital Budget Improvements	\$76,500	\$73,346	\$287,846	
		11	<b>Total CTA Infrastructure Improvements</b>	<b>\$176,500</b>	<b>\$213,300</b>	<b>\$287,846</b>	
<b>TOTAL INCOME</b>	\$734,920	12	<b>TOTAL INCOME</b>	<b>\$734,920</b>	<b>\$809,229</b>	<b>\$840,583</b>	
<b>OPERATING EXPENSES</b>			<b>OPERATING EXPENSES</b>				
<b>General Admin. Expenses</b>			<b>General Admin. Expenses</b>				
Accounting Fees	\$6,500	13	Accounting Fees	\$6,500	\$0	\$6,500	
Insurance	\$36,572	14	Insurance	\$36,572	\$34,967	\$36,572	
Board Training	\$500	15	Board Training	\$500	\$0	\$500	
Boat Ramp (annual)	\$5,000	16	Boat Ramp (annual)	\$5,000	\$0	\$5,000	
Computer	\$500	17	Computer	\$500	\$0	\$500	
E-Sticker Deposit Return	\$500	18	E-Sticker Deposit Return	\$500	\$100	\$0	
Financial Charges	\$100	19	Financial Charges	\$100	\$25	\$100	
Miscellaneous Expenses	\$400	20	Miscellaneous Expenses	\$400	\$0	400	
Printing/Postage/Shippng	\$100	21	Printing/Postage/Shippng	\$100	\$0	\$100	
Professional/Legal Fees	\$1,000	22	Professional/Legal Fees	\$1,000	\$122	\$1,000	
Waste/Trash Disposal Fee	\$360	23	Waste/Trash Disposal Fee	\$360	\$315	\$360	
Web Presence	\$120	24	Web Presence	\$120	\$238	\$370	
<b>Subtotal</b>	<b>\$51,652</b>	<b>25</b>	<b>Total Admin Expenses</b>	<b>\$51,652</b>	<b>\$35,767</b>	<b>\$51,402</b>	
<b>Roads &amp; Maintenance</b>			<b>Roads &amp; Maintenance</b>				
Drainage Maintenance & Repair	\$15,000	26	Drainage Maintenance & Repair	\$15,000	\$13,700	\$15,000	
Landscaping/Beautification	\$15,630	27	Landscaping/Beautification	\$15,630	\$8,574	\$15,630	
Mowing and Weed Control	\$44,000	28	Mowing and Weed Control	\$44,000	\$18,335	\$44,000	
Routine Road Maintenance & Repair	\$22,000	29	Routine Road Maintenance & Repair	\$22,000	\$26,906	\$30,000	Truck Parking Pads: Refu
Storm Clean-up	\$8,280	30	Storm Clean-up	\$8,280	\$0	\$8,280	
Tree trimming/removal/pruning	\$8,690	31	Tree trimming/removal/pruning	\$8,690	\$1,300	\$16,190	Bradford Pear Tree Removal/Restoration
Roadside Trash	\$1,500	32	Roadside Trash	\$1,500	\$0	\$1,200	
<b>Subtotal</b>	<b>\$115,100</b>	<b>33</b>	<b>Total Roads &amp; Grounds</b>	<b>\$115,100</b>	<b>\$68,815</b>	<b>\$130,300</b>	
<b>Safety &amp; Security</b>			<b>Safety &amp; Security</b>				
Security Contract	\$340,300	34	Security Contract	\$340,300	\$148,403	\$305,000	
CERT Supplies	\$2,500	35	CERT Supplies	\$2,500	\$78	\$2,500	
E-Stickers Purchase	\$8,000	36	E-Stickers Purchase	\$8,000	\$3,051	\$9,000	
Gate Maintenance	\$10,000	37	Gate Maintenance	\$10,000	\$1,690	\$5,000	
Automated Gate Passes	N/A	38	Automated Gate Passes			\$0	\$800/month will begin 13th month, or Janua
Gatehouse Supplies	\$3,000	39	Gatehouse Supplies	\$3,000	\$2,065	\$3,000	

Security Cameras/Recorder	\$9,000	40	Security Cameras/Recorder	\$9,000	\$11,343	\$2,500	
Contracted IT Support	\$3,200	41	Contracted IT Support	\$3,200	\$0	\$3,200	
Utilities			Utilities				
Utilities/Non Internet	\$13,550	42	Utilities/Non Internet	\$13,550	\$9,948	\$13,550	
Utilities/Internet and Video	\$10,000	43	Utilities/Internet and Video	\$10,000	\$2,559	\$10,000	
		44	Total Utilities	\$23,550	\$12,507	\$23,550	
<b>Subtotal</b>	<b>\$399,550</b>	<b>45</b>	<b>Total Safety &amp; Security</b>	<b>\$399,550</b>	<b>\$191,644</b>	<b>\$353,750</b>	
Long Range Planning (Capital)			Long Range Planning (Capital)				
Bridge(s) Inspection Repairs	\$15,000	46 - 1	Bridge(s) Inspection Repairs	\$15,000	\$15,000	\$20,000	Complete North Bridge Footer
Crusher Stone Runs (along roads, where required)	N/A	47 - 2	Crusher Stone Runs (along roads, where required)			\$30,000	Eliminate steep drop off
Traceway Road (Asphalt Overlay)	N/A	48 - 3	Traceway Road (Asphalt Overlay)			\$150,000	~ 1 Mile coverage
Culvert Repair (Country Club Road/Entrance)	N/A	49 - 4	Culvert Repair (Country Club Road/Entrance)			\$0	1st Rev: Project pending Escalante developm
Gatehouse System Hardware (Computers - '23)	N/A	50 - 5	Gatehouse System Hardware (Computers - '23)		\$5,804	\$50,000	Automated Visitor Passe
Gatehouse Maintenance	\$6,500	51 - 6	Gatehouse Maintenance	\$6,500	\$1,042	\$22,846	NG Barrier gate & SG up
Lake Trace Maintenance (annual)	\$5,000	52 - 7	Lake Trace Maintenance (annual)	\$5,000	\$0	\$5,000	
Add General Contract Labor	N/A	53 - 8	Add General Contract Labor			\$10,000	Due to reduced voluntee
Traceway Road Widening (as required) - C	\$20,000	54	Traceway Road Widening (as required) - C	\$20,000	\$20,000		
Sign Island Erosion Control - C	\$25,000	55	Sign Island Erosion Control - C	\$25,000	\$25,000		
Major Road & Bridge Maintenance (Reserve)	\$100,000	56	Major Road & Bridge Maintenance (Reserve)	\$100,000	\$100,000	\$0	Itemized within Income
Large Truck Parking Pad - C	\$5,000	57	Large Truck Parking Pad - C	\$5,000	\$6,500		
	Move to reserves	58	Reserve Allocation	\$36,800	\$39,954	-\$285,447	Add to Reserves, from above-listed (approve
<b>Subtotal</b>	<b>\$176,500</b>	<b>59</b>	<b>Total Long Range Planning</b>	<b>\$213,300</b>	<b>\$213,300</b>	<b>\$2,399</b>	

**TOTAL EXPENDITURES** **\$742,802.00**

**GAIN/LOSS CTA OPERATIONS** **(\$7,882.00)**

Reserve Allocation	\$36,800		Total "additions to Emergency Reserve"				Move to "Additions to emergency reserve"
<b>Subtotal</b>	<b>\$36,800</b>						

<b>Balance</b>	<b>\$779,602.00</b>		Total Operating Expense	\$566,302	\$566,302	\$535,452
			Long Range Planning (Capital)	\$0	\$213,300	\$0
			Total CTA Budget	\$566,302	\$779,602	\$535,452

**Assessed Lots**

Lot Assessment Type	2023 Budget 2022 Census Data			2024 Budget 2023 Census Data		
	Unimproved	Improved	Total	Unimproved	Improved	Total
Number of Assessed Lots	776	1,594	2,370	780	1,619	2,399
Assessment for Operations (6:1)	\$50.00	\$300.00	\$517,000	\$48.00	\$288.00	\$503,712
Assessment Long Range Planning (1:1)	\$90.00	\$90.00	\$213,300	\$120.00	\$120.00	\$287,880

**Total Assessment**  
**Assessment Increase for 2023**

**\$140.00    \$390.00    \$730,300**

**\$168.00    \$408.00    \$791,592**

20%    5%  
 Assessment Updated

<b>Reserve Funds</b>		<b>Exp'd 12/25</b>	<b>Exp'd 12/24</b>	<b>Exp'd 12/23</b>	<b>Exp'd 12/22</b>	<b>Exp'd 12/21</b>
	Beginning (est)		\$814,558	\$638,640	\$508,000	
30110 - General Reserve (Roads, Bridges, etc.)	Reserve Allocation		\$0	\$100,000	\$100,000	
	Surplus Reserve (Income - Budget)		\$305,131	\$168,618	\$13,540	
Bradford Pear Tree Project: Board-Approved Funds				-\$25,800		
	Bridge Repair Reserves Usage - '23			-\$66,900		
	<b>Total Reserves</b>	<b>\$0</b>	<b>\$1,119,689</b>	<b>\$814,558</b>	<b>\$638,640</b>	<b>\$508,000</b>

## CTA Communications/Secretary Report - December 2023

**New/Deleted Resident Reports:** The November 2023 reports were distributed via email to CTA Directors, Alternates, POA Secretaries and Social/Communications Chairs on December 4. Please report any errors or provide feedback to Burt Witaschek (ctavicep@gmail.com).

**Updating of master communications list for 2024:** The PDF form fill in to collect updated POA information for 2024 leadership and other changes was sent to all POA Secretaries on November 28. This should be returned to Sharon at ctasectr@gmail.com by no later than December 15. This document is also in the December meeting folder.

### Website updates:

- Board Minutes have been organized and posted to the CTA website for years 2016-2021, now joining years 2022 and current date (2023)
- CTA volunteer job bank will be added to the website in the coming weeks

**Onboarding/Orientation for Board members:** working with the executive committee to create onboarding/orientation resources in addition to the December 2023 Board "Meet n Greet."

**2023 Annual Report:** Communications will be working with the Executive Committee and Committee Chairs on the CTA Annual Report after the first of the year, with an expected release in late winter. This is a CTA bylaw requirement that serves as a useful tool for both current and prospective residents. CTA Director input is greatly appreciated. Contact ctasectr@gmail.com for ways in which you can help.

## Secretary's Summary, 2023

This year has been one of reorganization and catch up. Quick turnovers in the secretary role throughout 2022 created gaps in CTA history that were researched and completed in 2023. Organization of older files will continue in 2024.

**CTA's New Website:** created by the secretary on the HOA Express website platform. The theory behind using this platform was to use something that other POA volunteers also used so it will be easy to find additional volunteers in the future.

**POA Websites:** Most POAs have websites, but CTA had offered POAs who did not have a web presence a place a static page off of the CTA website. We are pleased to report as we close out 2023, 15 of 18 POAs have a web presence for their residents and potential residents and realtors. We will continue to work with Eagles Nest, Lakewood and Stonegate to come on-line in early 2024.

**CTA Street Map Update:** It was discovered that the CTA street map was out of date; a thorough review of all streets in CT was made. The secretary appreciates the cooperation of the POA treasurers who confirmed the research.

**Meeting Document Organization:** Use of a google drive for meeting documents was implemented in 2023, which cut down on piece-mil emails to CTA Directors while ensuring that everyone has access to all meeting documents and reports in one place.



**Rollout of CTA News!:** This news brief is sent in the day or so following each CTA meeting, and has been met with enthusiasm by many of the POA leaders and their residents. This has cut down on the spread of misinformation on social media platforms.

## **Pending for early 2024:**

**Poll for POA Leadership:** Working on a poll that CTA can send to POA leadership as a way of identifying topics of interest that may benefit specific officers or the POA boards. More to follow. (Secretary's note: this was tabled in late summer but is on the list for 2024.)

**Board Documents:** Organization of Board Resolutions and other CTA documents, including work with the Bylaw committee to review and clarify document retention policies.

### **CTA Holiday Decorating *Ad Hoc* Committee Report - December 2023**

This tradition had apparently been organized in the past by the CT Gardening Clubs; beginning in 2024, we will work to get those groups to take organizational responsibility moving forward, with CTA/CTCC support. Sharon stepped in to organize volunteers when no one volunteered for that task.

Thanks to fairly good weather, we had a good turnout in response to our pleas – volunteers represented six of our 18 POAs. In addition to decorations at the gatehouse and bridges completed on Saturday, wreaths will be placed at the North and South gates the week of December 4. We thank the following residents who lent their time to decorate the main entrance:

<b>Name</b>	<b>POA</b>	<b>Name</b>	<b>POA</b>		<b>POA</b>
Janet and Al Alecia	NS	Janet and Jack Huffman	GW	Jeanne Solomon	NS
Debbie and Keith Betts	GW	Karen Kennedy	WT	Riley Sullivan	EN
Charlotte and Michael Bohn	NS	Samantha Lehman Phelps	HL	Jeff Wennberg	LW
Joanna and Dave Chidester	NS	Sharon and Jeff Sheldon	NS	Billie Zulich	NS

Sharon Sheldon  
Secretary, CTA  
CTA Communications Chair

# Carolina Trace Association

Hello, POA Leadership:

Fall brings about most of the POA elections and possible changes in leadership. CTA keeps an updated spreadsheet of the individual POA leadership as well as some additional information (see below).

The form below is a form-fill PDF, so you can open it in your PDF reader, type in the information and save it to your hard drive. Once saved, send that document to me at [ctasectr@gmail.com](mailto:ctasectr@gmail.com). You can also print it out, complete it and leave it in the CTA mailbox; however, it will be more timely to send it via electronic means (email attachment).

**This completed form should be returned to CTA by no later than December 15, 2023**, so I can get all records updated in time for the 2024 communications to begin (in late December 2023).

Thanks!

Sharon Sheldon  
CTA Secretary

POA Leadership Communications List - 2024			
POA Name:			
Leadership Roster Effective Date:		POA Election Month:	
	Name	Email Address	Phone #
President			
Vice President			
Secretary			
Treasurer			
CTA Director			
Alternate CTA Director			
Alternate CTA Director			
Communications			
Social			
Architectural Review			
Roads and Drainage			
POA Website Address:			
2024 Assessments:			
	Improved Lots	\$	
	Unimproved Lots	\$	
Date of POA CCRs:			
Name & Title of Person Completing This Form:			
Email Address:			

Please complete and return to the CTA secretary ([ctasectr@gmail.com](mailto:ctasectr@gmail.com)) by Dec. 15, 2023.

## December Safety & Security Report

The North Gate barrier arm gate has been replaced and is operating as it should. To date, the north gate barrier arm gate has been damaged once and destroyed once. The south gate swing gate has been seriously damaged once and repaired. CTA has been successful in recovering approximately \$10,200 in damages to the back gates of close to \$11,400 in damages from insurance companies from the drivers that did the damage. This is due in large part to the security cameras located at the back gates.

For the period of time that the north gate barrier arm gate was in-operative, the swing gate was used full time. During that time, the gate began staying in the open position. After many re-sets from CTA volunteers, the cause of this malfunction was investigated when the gate contractor was on site to install the new barrier arm gate. It was determined that the 3 loop systems in the swing gate system were prematurely failing due to wiring failures. These wire loops that tell the gate computer when a car is in the operational zone of the gate, were installed by our original gate contractor when the gates were moved last year. Unfortunately, due to the many variables of the roadbed where loops are installed, gate contractors do not guarantee the in-ground loop wiring. In order to protect the swing gate on the north entry, the loops will be replaced. The replacement will necessitate one lane in and one lane out for 1 to 2 days and will cost approximately \$2700. This work is scheduled to be done during the school break so as not to disrupt the picking up of school children from the bus stop. The tentative date (depending on weather) is Wednesday, December 27<sup>th</sup>. CTA S&S asks for your patience and if possible, please use the main gate for entry and exit.

The license plate camera on the south side has also been hit twice this year. A new camera and a protective bollard will be installed. This cost will be approximately \$2600.00. CTA S&S respectfully asks residents picking up and dropping off their children from the south side bus stop to be mindful of the new camera and bollard. This installation should take place sometime before Christmas and should not cause any traffic issues. Meanwhile, the LPR camera is functioning.

There will be an extra guard at the gatehouse to cover the anticipated traffic Christmas day. This guard will either work 9-5 or 8-4 (tbd) to cover both day and afternoon shift.

CTA S&S will be studying how other gated communities handle their new and deleted residents lists in an effort to remove this responsibility from the SPA security team. We have had 3 complete turnovers in staffing this year and training has become a tedious task at best. The new / deleted residents lists have become a source of frustration not only for the gatehouse staff, who's contractual job is to control access, but also the POA's that may have been receiving incomplete or misinformation regarding their property owners and renters.

As we wrap this year, I am grateful to the CTA community for having given me the opportunity to serve in this capacity. I have been the beneficiary of the cooperation of this CTA BOD, and for that I am truly grateful. I am also thankful for the best committee of volunteers anyone could possibly hope for, especially in this day of busyness and folks working so hard that they barely have time for their families and lives.

I would like to recognize the following S&S volunteers for their efforts that made my job so much easier:

Penny Turner, Charles Holder, Jody Jackett, Tim Bloedorn, Jeff Sheldon, Greg Burke, & Michael Bohn. I would also like to give a huge shout out to Ernie Violon, David Smoak & Dave Thomas who are always available to help with the heavy work as well as troubleshooting gate systems.

It has been a pleasure working with this executive committee as well. We have become friends and family and I have received so much support from them.

My plans for next year are to continue on with the S&S committee in an advisory position as well as project management for items such as the new gate pass system that should be online in the first quarter next year.



Sharon Sheldon &lt;ctasectr@gmail.com&gt;

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## Bradford Pear Committee Report

1 message

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**rloss@netzero.net** <rloss@netzero.net>

Tue, Dec 5, 2023 at 3:38 PM

To: ctasectr@gmail.com

Cc: tramcommittee@gmail.com, efpatterson@gmail.com, ctaprestr@gmail.com

The first 28 Bradford Pear trees that were deceased have been removed along with the stumps and debris.

The area will be sprayed with a herbicide this month before planting.

The following trees will be planted as their replacement. No trees will be planted in the medium closer than 50 feet to Lakeview Drive to allow for better vision of oncoming vehicles.

The trees that will be planted will come from the following selection:

Chionanthus virginicus, White Fringe tree

Redbud

Cercis canadensis

tulip magnolias

Amelanchier arborea, Service berry.

Tree planting will start in either January or February 2024, depending on the selection that is available.

January 19, 2023

cc Larry Stiepler  
CTA Inc Treasurer

To: Stonegate POA Members

SUBJECT: 11-30-22 TRAM REQUEST OF \$57,466.80 FOR TRACEWAY PAVING (North Shore sign to Country Club Entrance)

REPORT: By Joe Dunne, SPOA President

The subject request was presented by TRAM at the CTA-BOD (Board of Directors) Meeting on 12-6-22.

Stonegate POA has several concerns regarding this project as it relates to the CTA BY-LAWS (2020) and the Capital Expenditures and Capitalization Threshold Policy of CTA, INC. approved by the CTA-BOD on March 7, 2016. Also with the time delay from 7-12-22 until the 12-6-22 CTA-BOD Meeting.

Our Concerns follow:

1. The NC Asphalt Restoration Corp. Proposal dated 7-12-2022 is for \$57,466.80 and valid only through 8-12-2022.
2. It was received well before the start of the CTA 2023 Budget process. It should have been in the initial proposed 2023 Budget.
3. This project, if approved, would raise the CTA 2023 Assessment an additional \$24.00 per lot for CY 2023. (To \$34/Lot)
4. On September 22, 2022 at 11:51 AM an E-Mail to all the POA BOARDS attached the FINALIZED CTA BUDGET FOR 2023 and noted there is a \$10 increase (per lot) in the 2023 Assessment. IMPROVED LOTS \$390, UNIMPROVED LOTS \$140. There is no mention of the \$24/Lot assessment from the TRAM request.
5. There is no record in the Minutes of the CTA-BOD Meeting on Dec. 6, 2022 that a Motion was made and seconded by any CTA Director for this project.
6. There is also no record of a Vote Tally or any related CTA-BOD decision on this matter taken at the 12-6-22 BOD Meeting.

Recommendation: Vote Against it until it complies with the CTA (2020) By-Laws and the CTA CAPITAL PROJECT POLICY (3-7-16)

I was advised the Project Voting was placed on hold, pending further bids and information at the 1-3-23 CTA-BOD Meeting.

At the Carrs Creek overflow location the new flow patterns have been a problem because the increased ground water run-off overflows the designed containment system. Hopefully, this project will consider where the increased ground water run-off will go if the project is approved.

11/29/23

CTA, Inc. Board of Directors  
CTA, Inc.  
51 Traceway South  
Sanford, NC 27332

cc *Jerry Stiegler*  
*CTA Inc Treasurer*

TO ALL CTA, INC. DIRECTORS: FOR ACTION AT THE DECEMBER 5, 2023 BOARD MEETING

SUBJECT: STONEGATE POA RESOLUTION SUBMITTED FOR NOVEMBER 7, 2023 CTA BOARD MEETING

On November 8, 2023, the CTA, Inc. Secretary advised Stongate POA that CTA, Inc. does not have any Executive or TRAM Committee records to support the assertions both committees are making to the CTA Board that the NC Asphalt Proposal dated 7/12/22 was approved earlier in 2023 by the CTA Board. The only records that exist are those in the 2023 CTA, Inc. Board approved Minutes.

Stonegate POA did a review of these CTA Board Minutes from December 6, 2022 through October, 2023. These CTA Minutes confirm that the CTA Board of Directors never took Valid Action to approve the NC Asphalt Project nor the \$57,466.80 funding early in 2023. They also show the CTA Executive and TRAM Committees were aware of this fact well before they made the decision to divert the \$57,466.80 to the North Exit Overlay Project at the May 2, 2023 Board meeting. But they did it anyway by misrepresenting the facts to the CTA Board of Directors.

There appears to be an enabling motion (No Details) approved at the January 3, 2023 Board Meeting. However, this was never followed-up with the TWO TIER VOTE (on 2/7/23 & 3/7/23) as required by CTA BY-LAWS ART. 4, SEC. 6 for such Capital or Operating Expenditures over \$18,258 for 2023.

This issue now causes current and future consequences for the CTA Board related to how the Executive & TRAM Committee mishandled these Capital Projects including the unsupported, misleading assertions that both Committees made to the CTA Board to influence the CTA Board support.

Resolving this issue in-house will require the professional resources and experience of all CTA Directors in full and open communications. I would recommend the CTA Directors meet in person for several Regular Monthly CTA Board Meetings or Special Meetings to resolve the matter in the best interest of the Carolina Trace Community.

Please call me if you want to discuss this matter.

*Joe Dunne*  
Joe Dunne, SPOA/CTA Alt.  
919-498-5034  
Email: jd30dunne@gmail.com

cc: CTA President  
2023 Audit File  
SPOA File

----- Forwarded message -----

From: **Joe Dunne** <[jd30dunne@gmail.com](mailto:jd30dunne@gmail.com)>

Date: Tue, Dec 5, 2023 at 6:23 PM

Subject: Re: CTA Board - Additional Document for Tonight's Meeting from Stonegate POA

To: Sharon Sheldon <[ctasectr@gmail.com](mailto:ctasectr@gmail.com)>

Hi Sharon.

I need to point out the following regarding this matter.

This 11/29/23 letter is a statement of FACTS on a very serious issue related to how the CTA. Executive and TRAM committees diverted funds that were never approved earlier in 2023 to the North Exit Overlay project at the 5/2/23 CTA Board Meeting.

It is now up to the CTA Board of Directors to decide how they want to handle this in the best interest of the CTA Community and to advise the community of what actions they took to resolve it and protect their assessments moving forward.

Stonegate POA made no Motion or request to discuss it again.

Based on my professional experience in dealing with Organization Development issues, I did recommend a successful strategy the CTA Board can use to quickly resolve the matter. But it is their decision. If I can be of further help to the CTA Board They can let me know. Stonegate POA will do our best to support their efforts  
Joe Dunne SPOA/CTA alt.Delegate