WALNUT ISLAND PROPERTY OWNERS ASSOCIATION, INC.
109 Faris Drive, P. O. Box 273, Grandy, North Carolina 27939
Email: wipoa11@gmail.com Website: wipoagrandync.com

BOARD OF DIRECTORS MEETING MINUTES:

Date: July 11, 2026 @9:30 a.m.

Location: 109 Faris Drive, Grandy, NC 27939

Order of Business (per Exhibit A of the WIPOA By-laws)

1. President Barry Nelms: Call Meeting to Order 9:49 a.m.

2. Vice President Len Murray: Invocation & Pledge to the Flag

3. Vice President Len Murray: Benevolence. Len to send card to family of:
   Robert (Robby) Lee Malcom Jr. (Lori)
   1059 Schroeder Rd, Powhatan, VA 23139

4. President Barry Nelms: Role Call
   - Barry Nelms, Len Murray, Carol Ann Small, Fred Michael, Donna Nelms, Teresa Howard. Pat Watson (absent)

5. Secretary Carol Ann Small: Request approval of June 13, 2026 Meeting Minutes. All in favor, minutes approved. 1st T 2nd L

6. Treasurer: Treasurer’s Report June 2026. All in favor, report approved. 1st B 2nd T

7. Secretary Carol Ann Small: Reads Member Correspondence
   - (add to new business)
   - Len received an email from 107-109 Reef Camping Lots. Len will forward the email to wipoa11@gmail.com so the correspondence can be added to new business.
     UDO rules will apply.

8. President Barry Nelms: Review of Carried Unfinished/Deferred Business
   - request updates & resolution

9. Secretary Carol Ann Small: Old Business Carried from June 13, 2026 meeting

10. President Barry Nelms: Take Member and Board Comments - New Business

11. Benediction and Adjournment 11:50 am

Table of Contents:

President: Barry Nelms

Carried Unfinished/Deferred Business:

1. Bluefish Circle Concrete Work – Update

The WIPOA Treasurer requested documentation for the completed concrete work at Bluefish Circle in order to reconcile the bank account for the upcoming audit. The Secretary forwarded the paid invoice, the Secretary of State filing for Atlantic Coastal Construction, Inc., and the January 2025 email that was sent to all Board members on that date which included the original proposal.

-This item has been resolved and removed from future meeting agendas.

2. Audubon / Canal Dredging Dolphin Court Funds – Update

Property Owner proposed that any funds paid to Audubon for the proposed canal dredging project be refunded to WIPOA, as Audubon has experienced difficulties obtaining the necessary permits to proceed with the work. At this time, Audubon has not provided clear information regarding when, or if, the dredging project will move forward.

Update 6/13:
An update was requested for the July Board of Directors meeting, as the dredging work had not begun and a refund should be requested. Per Property Owner, the amount in question was stated to be $5,392.36.

The following related checks were identified:
Check #101, dated 12/2/24, in the amount of $2,960.00, has cleared for permitting work.
Check #102, dated 5/17/25, in the amount of $2,552.32, had a stop payment placed on 5/29/26.

Update 7/11:
Per Towne Bank's research, no check in the amount of $5,392.36 cleared the bank. WIPOA will keep the agreement in place for the 10 year period.

-This item has been resolved and removed from future meeting agendas.

3. Future Meetings via Teleconference - Update

On May 16, 2026, the Board of Directors discussed the possibility of offering future meetings via teleconference. It was decided that the Board would investigate available resources and associated costs.

It was decided that the cost outweighed the advantages. Board Members can use their hotspots at no charge,

-This item has been resolved and removed from future meeting agendas.

4. Property - Update

President Barry Nelms and Board Member/Director Donna Nelms have spoken with an owner regarding the condition of a property. Owner advised that the family is currently in the process of cleaning up the property.

The Board discussion - how WIPOA can assist the owners in bringing the property into compliance. Barry Nelms also spoke with County Senior Planner Jason Litteral and County Attorney Meagan Morgan regarding possible actions WIPOA may take if the property does not become compliant.

Update 7/11: Board of Directors open discussion.

The Community Improvement Committee:

Fred: WIPOA will make it standard operating procedure to file the complaints directly with the county.

Barry: Encourages members to make anonymous complaints directly to the Currituck County online.

-This item has been resolved and removed from future meeting agendas.

Secretary: Carol Ann Small

June 13th Meeting Unfinished Business:

1. Standard Operating Procedure — Meeting Frequency

There was discussion among the Board of Directors and attending members in good standing regarding the frequency of meetings for WIPOA Members in Good Standing.
-The Board of Directors will continue to meet on a monthly basis in closed Board meetings.
-Meetings open to Members in Good Standing will be held quarterly as open member meetings.

Action Requested:
At the July meeting, there will be a call for a motion and Board of Directors vote on the proposed Standard Operating Procedure: Meeting Frequency.

Len made the position that the wording should be clarified better in the quarterly meetings that votes can be cast at the Annual May meeting. The procedure was updated.

1st B 2nd L all in favor.

-This item has been resolved and removed from future meeting agendas.

2. Tree Removal Offer

President, Barry Nelms has offered to remove several trees at no cost to the membership.
Update 7/11: the trees were on Mote street and have been removed. Thank you goes out to Barry.

-This item has been resolved and removed from future meeting agendas.

3. Road Damage at Inlet

A member submitted a request to repair holes in the road at Inlet Ln. It needs to be determined which trash company is causing additional damage so the company can be contacted. The scope of work and cost involved in repairing the road damage also need to be determined.

Update: President Barry Nelms has identified Bay Disposal as the company involved and has spoken with the driver. The disturbed area of the road measures approximately 4' x 10".

Update 7/11: This issue was directed to Fred Michael and Donna Nelms, and an update is needed from the Community Improvement Committee at the July Board of Directors meeting.

Barry contacted 2 contractors that did nothing.

**The Community Improvement Committee will follow up at the next meeting with a status and a list of volunteers. Thank you goes to Fred for his efforts getting the repair work coordinated.

4. Standard Operating Procedure - Yard of the Month Program

There was a request by VP Len Murray to bring back the Yard of the Month Program, with a gift card awarded to the winner. This program was directed to Chairperson of the Membership Committee, Carol Ann Small.

Action Requested:
At the October meeting, there will be a call for a motion and Board of Directors vote on the proposed Standard Operating Procedure: Yard of the Month Program.

****Hold for October meeting.**

5. Directors and Officers Bond Coverage Policy

There were questions regarding Article VII. Section 1. Director Nominations of the By-Laws: All nominees to the Board of Directors must be eligible for surety bond coverage.

**Carol Ann has scheduled a telephone conference for the Financial Review Committee to hear a presentation by Insurance (current agent) August 5th @ 9:30am Clubhouse.

6. Standard Operating Procedure - Bank Account Authorization Resolution

There are no known Standard Operating Procedures for removing past members from the bank accounts and adding newly elected Principal Officers.

Update July 11:

Newly elected Principal Officers were added to the bank account by using the Walnut Island Property Owners Association Bank Account Authorization Resolution with the corporate seal.
Expenditure limits for Principal Officers.

Action Requested:
At the July meeting, there will be a call for a motion and Board of Directors vote on the proposed Standard Operating Procedure: Bank Account Authorization Resolution.

1st B 2nd L all in favor

-This item has been resolved and removed from future meeting agendas.

7. Financial Review Committee: Standard Operating Procedure - Expenditure and Investment Policy

Action Requested:
At the July meeting, there will be a call for a motion and Board of Directors vote on the proposed Expenditure and Investment policy. Only two accounts are required: general checking account and reserve checking account/money market with Atlantic Union Bank.

- Recommend moving bank accounts to Atlantic Union Bank.
- No fees $100 or less.
- 3.7% interest CD 4, 7, or 12 month.
- 50% of the funds will be invested.

Motion approved to close the accounts at Towne Bank and open new accounts with Atlantic Union. Updated Bank Account Authorization Resolution required.

Motion by Teresa, 1st B 2nd D all in favor

-This item has been resolved and removed from future meeting agendas.

Immediately following the Financial Review Committee meeting: The Treasurer stated that she would not be attending the Board of Director's meeting today and that she was stepping down from her position. We wish The Treasurer all the best and thank her for her years of service.

Article VIII. Board of Directors Section 2. Vacancies

The Treasurer's position became vacant. The position was filled by a majority vote of the remaining directors to fill the unexpired term of Treasurer. All in favor of Teresa Howard, Teresa accepted to fill the unexpired term. Petra Watson's (Treasurer) term is scheduled to end the May meeting year 2027.

-This item has been resolved and removed from future meeting agendas.

8. Financial Review Committee: Request to obtain quotes for new Independent Auditor

Action Requested:
At the July meeting, there will be a call for a motion and Board of Directors vote to obtain quotes for an Independent Auditor.

**1st B 2nd T all in favor.

**Update required at the next meeting.

9. Standard Operating Procedure - Voting and Absentee Ballot Deadlines, Dates, and Tasks

- Submitted for BOD review 6/13. Request for Motion to Approve

Action Requested:
At the July meeting, there will be a call for a motion and Board of Directors vote on the proposed Standard Operating Procedure: Voting and Absentee Ballot Deadlines, Dates, and Tasks.

1st B 2nd T all in favor.

-This item has been resolved and removed from future meeting agendas.

10-12. Committees and Volunteers

<u>Update 7/11:</u>
Board of Directors Committees
Member in Good Standing Volunteer Sheet
Member in Good Standing Volunteer Committee Appointment

13-15. Information Security, Technology Security, and Building & Property Security

At this time, we have successfully removed all of the unauthorized users and logins to protect all association confidential and sensitive information.

We have located 3 laptops.

The Post Office box lock was changed on June 29, 2026.
The President, Barry Nelms, has made a request that **all WIPOA documents and files be stored on-site at the Club House under lock and key in the office and that all WIPOA work by officials be completed on the association laptops.**

Documents, materials, records, and work product created by an official in the association in the course and scope of volunteering are the property of the association, unless otherwise agreed in writing.

Action Requested:
At the July meeting, there will be a call for a motion and Board of Directors vote on the proposed Security Policy, Authorized Access Sheet, and Post Office Key Record.

1st B 2nd F all in favor.

-This item has been resolved and removed from future meeting agendas.

NEW BUSINESS:

Due to the sensitivity of the information, Fred has offered to change locks and the code. Carol Ann has sent Fred a key and code log. Once he completes the changes to locks and codes he will return the log to the Secretary for scanning.

**Update required at the next meeting.

<u>President: Barry Nelms</u>

<u>July 11th Meeting Discussions New Business:</u>

<u>Community Improvement Committee: Donna Nelms, Fred Michael, Clayton Small</u>

- Member correspondence: Inlet Ln
- Member correspondence - Inlet Ln
- Member correspondence - Shell Drive

Barry tried to contact C&L Asphalt - they stated that his message was received but they did not call him back. Tried Chesapeake Asphalt. There are large mobilization fees.

Refer to item 3. Fred has done some research on Cold Asphalt Patch at Home Depot.

The drain pipe on Shell Drive is on personal property.

**This item requires follow up at the next meeting and can be combined with item #3.

<u>President Barry Nelms</u>

- Member correspondence - Mallard Street
  Reviewed letter, is Property Owner on Mallard Street in good standing?

**this item requires follow up at the next meeting pending payment records from Teresa Howard

<u>Secretary Carol Ann Small</u>

- Club House Office Clean Up and Security: Secretary and Assistant Treasurer are reconciling records under the North Carolina Nonprofit Corporation Act (Chapter 55A). Club House Clean Up day was Thursday, July 2nd. We would like volunteers to clean out the shed and help with the club house yard and trees (on a cooler weather day - October?). Can we make a request to the community?

** Follow up at next meeting

Board Member Contact: wipoa11@gmail.com

-Next Meeting Board of Directors: “Closed Board Meeting”. Board Members Only. July 22, 2026 @9:30am 109 Faris Drive, Grandy NC 27939

-Next Meeting Property Owners: August 8th @9:30am 109 Faris Drive, Grandy NC 27939

Meeting adjourned: 11:50am

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