

HVCA Minutes

JANUARY 2019

Annual Meeting and Community Dinner at Civic Center this month.

Guest speaker, Commissioner Danny Couch.

HVCA Minutes

13 February 2019

Members in attendance: *Karla Jarvis, KP Scott, Christina Hicks, Bill Ballance, Alana Harrison, Jordan Tomberlin, Erin Trant, Dan Oden*

- Meeting called to order
- Public comment from Jon Kelmer regarding civic center parking lot--got quote from Rankin and Cape Dredging for 29 spots. KP made the motion for Jon to move forward with drawings and plans, Bill seconded; motion passed unanimously
- **Financial Report (tax district)**
 - Carol reported that we're a little ahead of where we need to be for tax revenues, down for rental income
 - So far the only things that have come in this month are insurance policies for Civic Center
 - Paid fee to the gentleman who did the sidewalks (that's what's in acquisitions)
- **Buildings and grounds**
 - Community Building: need to get one more price for one of the original doors (the one by the playground)
 - Eagle Pass Project: Carol questioned whether they have moved forward with lights, and no one was sure, Ricki was working on that
 - Other discussion centered on walking the property soon and checking the pickets, as well as getting sand hauled in for flood prone areas
 - Library: there is a leak that someone is going to need to look at

- **Rentals**
 - There has been an uptick in 2-day rentals for events, which is alleviating the problem of people coming in early and not wanting to leave (preventing staff from cleaning and preparing in a timely fashion). There is a problem with some things disappearing from the kitchen, but Bill plans to speak to the building manager about the issue.
- **Civic Association Financial Report**
 - There has been some money coming in for the waterfowl festival
 - Two scholarships have been paid out (Tayler and Hannah), Emery's request has been submitted; Jasmine's has not, but Karla plans to get in touch with her
- **Minutes from last week:**
 - None to approve, since last month's meeting was the annual meeting
 - Minutes from December are on the website
 - Issues for review: The leak at the library, purchase of navy linens for the Civic Center
 - Board will review minutes and we will discuss further at the next meeting
- **Civic Association Committees:**
 - HVOO
 - a few sponsors have committed already; many events the same as last year
 - Adding a new category for largest Marlin, raised entry fee for released billfish; total entry fee for all categories is now going to be \$7,500
 - Next committee meeting is set for Monday, 25 February 2019 at Oden's Dock; all are welcome to attend
 - Recreation/Education
 - Starry Nights: This weekend!
 - Alana discussed the new Friday Night Space Party, at the library
 - Morehead Planetarium will do shows on Friday and Saturday (mobile planetarium)
 - Concern that the Park Service may not be able to participate, pending news of a potential government shutdown on Friday
 - Alana planning to contact Jeremy Hicks (fire chief) to confirm that we have the firehouse booked for those nights (for children's shows, mobile planetarium)
 - Moving forward--would like to work with the group who

- Waterfowl Festival: 22-24 February (next weekend)
 - All participants are confirmed except the dog guy; he'll have space if he wants to come
 - Vendors and artists, etc, will be at the civic center
 - Community building will be bird collectors and carvers
 - Volunteers are most needed from 5:00 - 6:00 on Friday to break down tables and set up for the next day
 - Gold ticket sales cut-off THIS Saturday (16th) so food can be ordered for the dinner; however, a few tickets will be set aside for door sales, just in case
 - Saturday events: ticket sales start at 8 am; events are open from 9:00-5:00
- Scholarship
 - Committee meeting planned for Sunday the 17th
- **Surf Fishing Tournament:**
 - Sam Midgett has agreed to take over as head judge
- **Rentals:**
 - Henry planning to complete the work at the post office
- **Elections of Officers:**
 - KP made the motion to keep all current officers the same as last year:
 - Bill Ballance, Vice Chair, Karla Jarvis, Chair, Jordan Tomberlin, Secretary
- **Committee Selection:**
 - Karla has requested that we wait until next month to complete committee selections

Dan oden made motion to adjourn, Erin Trant seconded; meeting adjourned at 7:51 pm

HVCA Minutes

13 March 2019

Members in attendance: *Karla Jarvis, Cameron Whitaker, Christina Hicks, Bill Ballance, Alana Harrison, Jordan Tomberlin, Erin Trant, Dan Oden, Sam Midgett*

- Meeting called to order
- Bill motioned to accept minutes; Dan seconded, motion passed

Old Business:

- Kelmer resigned as chair of Day at the Docks
- Parking Lot project update: assumption Jon will also not continue to pursue this so project reassigned to Sam
- Scholarship Committee:
 - Confusion about requirements
 - Bill got list of all potential recipients, plans to send letter to let them know about the new requirements

New Business:

- RedLeg: Rural Economic Development Grant
- Susan Flythe at CHEC contacted Karla
- \$300,000 grant, paid back over 10 years at 0% interest; once paid back, money is recycled back into community
 - Could be used for sidewalks/pathways project
 - Tax District to pursue this and other grants for sidewalks

Committees:

- Email correspondence regarding restructuring the committees
- Document: [Proposed Committee Revamp](#)
- Current Civic Association Committees:
 - Nominating Committee
 - Parade/Dance
 - Day at the Docks
 - Recreation Education
 - Scholarship
 - Surf Fishing Tournament:
 - Website
 - Correspondence Committee:

○ Rentals

HVCA Committees

Tax District Committees:

Current

Buildings and Grounds:

Community Building

Building Improvements:

Eagle Pass Road Project:

Playground:

Library:

Rentals:

Do we need all these? Can we just have **Buildings and Grounds** as the general one and then add ad hoc committees as they become necessary? All of these seem to be either "Buildings and Grounds" or ad hoc...

Community Building:

Building Improvements:

Eagle Pass Road Project:

Playground:

Library:

Rentals:

Discussion:

Can we get a motion to condense this into one and add ad hoc committees as necessary?

Civic Association Committees:

Current

Nominating Committee:

Parade/Dance:

Day at the Docks:

Recreation/Education:

Scholarship:

Surf Fishing Tournament:

Website: Not sure we need a committee for this. We just send stuff to Buddy.

Correspondence Committee: What even is this?

Rentals: Do we even need this as the building are covered in Tax District committee?

I propose a revamp, chronologically:

Recreation/Education (general and spread out):

- 5K Glow Run: Erin
- July 4th/Golf Cart Parade:
- Halloween:
- Community Gatherings (Game nights, Swap Meets, Community Yard Sales, etc):
- Starry Nights:

Waterfowl Festival:

Scholarship:

HVOO:

Other Tournament: **Where are we on this? Happening, not happening?**

Surf Fishing Tournament:

Day at the Docks: Christina, Bill

Parade/Dance:

Nominating Committee:

Discussion:

Can we get a motion to revamp?

On to assignments!

- Bill made a motion to accept committee revamp, Erin seconded, motion passed
- New committee assignments:
 - Tax District:
 - Building and Grounds: Bill, Karla, Sam
 - Civic Association:
 - Recreation and Education: Karla, Jordan (subcommittees will be assigned as needed)
 - 5K Glow Run; Erin, Cameron
 - July 4th/Golf Cart Parade:
 - Halloween:
 - Community Gatherings:
 - Starry Nights: Alana
 - Waterfowl Festival: Karla, Jordan, Sam, Dan (Kate Sutherland, Dee Callahan)*
 - Scholarship: Bill, Christina, Jordan, KP
 - HVOO: Erin, Dan (Laura Young)*
 - Surf Fishing Tournament: Karla, Erin, Sam, Jordan (April Webster)*
 - Day at the Docks: Christina, Bill
 - Parade/Dance: Alana (Dennis)*
 - Nominating Committee: Cameron, Christina, Karla
 - Up Next: Dan, KP, Sam
 - *Indicates non-board member committee members

Concerns to address moving forward:

- Christina relayed that there are concerns about the website information
 - Need current tax board members
 - Updated budget
 - Press releases about events

At 7:35 pm, Bill made a motion to adjourn this portion, Erin seconded, the motion passed unanimously.

HVCA/Tax Board Joint Meeting Minutes

13 March 2019

Buildings and Grounds:

- Bill discussed the fact that we need to fix the Civic Center exterior so that it matches; currently ½ is blue and ½ in gray cedar shakes
 - Plan is to remove them all and replace with all natural shakes so that the building matches

Tax District Budget: Line descriptions and proposed amounts

Acquisitions:

- Line item amounts reflect rough estimates; very difficult to anticipate; however, not necessary to be exact
- Discussion to potentially raise to \$325,000, in case something comes up; basically, permission to spend money without needing a budget amendment down the road

Administrative:

- Advertising:
 - \$75 in case we need to advertise something; hasn't been necessary in a while, but seems prudent
- \$300 in bank charges, again, just in case
- Contract services: what Carol gets paid
- Licenses: \$100, mostly for ABC licenses, but the Tax District doesn't do any events that would require this license
- Management:
 - What the Tax District pays the civic association for managing the properties
- Office Supplies:
 - haven't bought anything in a while
- Professional Fees:
 - paid last year for the audit; Ranking for consultation on parking lot
 - Proposed to raise because we will almost certainly need several new surveys for the parking lot project
- Telephone:
 - seems high, but that's because we've maintained WiFi at the buildings; good for events; also required by DMV
- Insurance:
 - Flood insurance at the maximum for both buildings
- Landscaping:
 - What we pay Dunville

- Payroll:
 - Jan: \$250/mo. (managing phone calls about building rentals)
 - Rosa Alice: \$320/week (managing the buildings)
 - Submits additional hours for the year in December; last year it was roughly \$2,000
 - Todd Ballance: \$300/week (maintenance on the buildings)
- Repairs:
 - Currently at \$40,000
 - Suggested that this be raised to \$65,000
 - Leak at the library will need to be fixed
 - Cedar Shakes at the Civic Center
 - New generator switch that automatically turns on the emergency power generator when the power goes out (part of our contract with the Post Office is that we will provide emergency power)
- Supplies:
 - Paper goods, generally for cleaning

George Banks congratulated the Civic Association on the success of the Waterfowl Festival.

At 8:18 pm, Bill made a motion to adjourn this joint session, Erin seconded, the motion passed unanimously.

HVCA Minutes

10 April 2019

Members in attendance: *Karla Jarvis, KP Scott, Christina Hicks, Bill Ballance, Alana Harrison, Jordan Tomberlin, Erin Trant, Dan Oden*

- Meeting called to order
- **Financial Report (tax district)**
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- **Buildings and grounds**
 - Something wrong with the surveillance and security system at the library, and a few days ago, someone was in the building when Rosa Alice came in--snuck out the back door
 - Assuming it's someone who has keys, but Bill will be getting an estimate for a new door
- **Minutes from last month:**
 - Corrections to the date on the first page, two names corrected
 - Erin motioned to approve, seconded by Christina, motion passed
- **Civic Association Committees:**
 - HVOO
 - Sponsorships should be in by the 19th, everything seems to moving right along
 - Roughly \$40,000 in pledged sponsorships (not received everything yet)
 - People have been booking slips, and there has been quite a bit of interest
 - Recreation/Education
 - **Glow Run**
 - Had been proposed for January (NYE), but concerns were raised that it might be too cold for a night run
 - Surf Fishing Tournament
 - Likely in need of a head judge, so on the prowl for one of those
 - Would like to get the participation back up to 70 teams; there have been four new teams that have entered so far

- Scholarship
 - All the scholarship applications are in, and the committee is planning to meet tonight after the board meeting
- Day at the Docks
 - Got information from Jon, and things are getting organized
 - There is a meeting at 10:00 am this Saturday, at the post office building, if anyone wants to come
- **Old/New Business:**
 - Still need to update the information on the website (names of tax board members and budget)
 - There is no civic association budget, and the Tax district budget is available on the Dare County Website

Dan made a motion to adjourn, Bill seconded; motion passed, meeting adjourned at 7:35

HVCA Minutes

8 May 2019

Members in attendance: *Karla Jarvis, Christina Hicks, Bill Ballance, Jordan Tomberlin, Erin Trant*

- Meeting was not called to order as it was determined a quorum was not present.

HVCA Minutes

12 June 2019

Members in attendance: *Karla Jarvis, Christina Hicks, Bill Ballance, Sam Midgett, Erin Trant, Dan Oden*

- Meeting called to order at 7:05
- **Buildings and grounds**
 - Karla spoke with Hatteras Island Vinyl Graphics who will look into what to do about sign at Civic Center, possibly update what is there. Sam will be meeting with a sign company next week for ideas and possible quotes.
 - Karla reported that Rankin has filed parking lot plans to the Frisco office. Sam presented the board with options for permeable paving for the parking lot expansion. After discussion, including the parking on the side of the road being a huge safety issues, Bill made a motion to approve the quote for the permeable concrete option and Dan seconded it. The motion passed 6-0.
 - Sam reported that the rims and nets at the basketball courts need replacing and will take care of that.
 - After receiving reports that pieces of the playground covering had been cut out and that the aging covering was cracking anyway, Karla contacted a playground equipment company about options. She sent photos and measurements and we are awaiting a quote.
- **Minutes from April (no meeting in May):**
 - Bill motioned to approve, seconded by Dan, motion passed
- **Civic Association Committees:**
 - Recreation/Education
 - Erin reported that the committee has decided to make the glow run into a powder run and have it for St. Patrick's Day, Leprechaun 5K and Canine Crawl. This is still in the beginning planning stages.
 - Karla reported that in addition to the Golf Cart Parade this year, there will also be a community cookout and free concert in the village center. Plans are being made for a virtual fireworks display but the logistics are not quite clear yet.
 - Surf Fishing Tournament
 - Registration forms have gone out, things are rolling
 - Would like to get the participation back up to 70 teams; there have been nine new teams so far
 - Scholarship
 - Christina requested that the photo of the scholarship winners be posted on our social media.

- HVOO
 - It's a wrap! Erin reported that everything went very smoothly and she expects the income to be above what it was last year.
 - Dan said that there are videos forthcoming, one of which will be a boost for the village as far as marketing since it involves interviews with some local villagers.
- Day at the Docks
 - Christina reported that tents have been reserved and the pieces are falling into place.
 - There was discussion about the t-shirts and it was decided that since the event was cancelled last year, to reuse that same design.
 - There was discussion about what to do with the old shirts that are housed at Oden's Dock. A suggestion was made to give them away at the 4th of July celebration as a way of advertising the upcoming event.
- **Old/New Business:**
 - Man is coming tomorrow to look at the very old generator in the community building. The tank has to be removed from the ground and several other issues need to be addressed, possibly replacing the generator. Bill will report back next week.

Dan made a motion to adjourn, Erin seconded; motion passed, the meeting adjourned at 7:55

HVCA Minutes

10 July 2019

Members in attendance: *Karla Jarvis, Christina Hicks, Bill Ballance, Sam Midgett, Erin Trant*

- Meeting was not called to order as it was determined a quorum was not present.

HVCA Minutes

14 August 2019

Members in attendance: *Karla Jarvis, Christina Hicks, Bill Ballance, Jordan Tomberlin, Sam Midgett, Cameron Whitaker*

Meeting called to order

TAX DISTRICT

- **Financial Report**
 - Carol O'Neal unable to attend; no financial reports

- **Tax District Committees**
 - **Buildings and Grounds**
 - Two meetings ago, voted to use Hatchell Concrete to complete the parking lot project; however, the Tax Trustees are asking us to hold off before moving forward to prioritize the pathways project
 - Looks like we are going to receive the **red leg** loan; still waiting to hear, though
 - New generator cost about \$85,000
 - **Rentals**
 - Civic Center, post office both need to be painted (post office is almost done, though)
 - New door installed at the community building

- **Old/New Business**
 - Ocean Center interns finished putting up the new placards on the Sea Breeze Trail
 - Butterfly and bat garden project (at civic center gazebo) did not get done before they left in August.

CIVIC ASSOCIATION

- **Financial Report**
 - Carol O'Neal unable to attend; no financial reports

- **Minutes from last week:**
 - None

- **Civic Association Committees:**

- Recreation/Education

- July 4th golf cart parade had roughly 50+ carts
- Provided food and drinks for about 250-300 people at the community building
 - Notes for next year: don't use the slow cooker
- For next year, discussed the idea of a laser light show (in lieu of fireworks), found a company that does them using fog machines
 - Need to further investigate the logistics and scout out potential locations; get a cost estimate

- Surf Fishing Tournament

- Will need help setting up and breaking down the event; Sept. 3rd and 8th respectively
- Board members were asked to help collect door prize packages
 - Trying to get together some "nicer" prizes to compile 5 packages, award them in a way that provides more entertainment

- Day at the Docks

- Coming together nicely; still need to source a few things:
 - Someone to ferry people to Durant's Point for the marsh tours
 - Survival suits and fishing rods for the races/concrete marlin tournament
 - Someone to head-up the Mullet Toss contest
 - Someone to deliver the opening address; it was suggested that we ask Lynne or Ernie Foster, since it's the 15th anniversary of their original event
- Questions were raised about insurance, and whether or not marine events are covered under our policy and if not, how we would need to proceed to get coverage (perhaps with a special use rider?).
- For next year: would like to explore sponsorships in order to turn DATD into a self-sustaining event
 - Potentially contacting Smith Sunglasses

- **Old/New Business:**

- None

Bill made a motion to adjourn, Bill seconded; motion passed, meeting adjourned at 7:53

HVCA Minutes

18 SEPTEMBER 2019

Members in attendance: *Karla Jarvis, Christina Hicks, Bill Ballance, Erin Trant*

Meeting not called to order due to a quorum not being present.

Hatteras Village Civic Association

Board of Directors Meeting

10 October 2019

Meeting started at 7:05

Members in attendance: *Karla Jarvis, Bill Balance, Alana Harrison, Erin Trant, KP Scott, Christinia Hicks, Sam Midgett, Dan Oden*

Tax District:

- Collections are down as are rentals.
- In good position to finish replacing generator and moving forward with sidewalk project.
 - Inquired about a sidewalk update/progression?

Buildings and Grounds:

- Still need electrician to get outlets hooked up at the trail.

Civic Center:

- Hurricane Dorian Update: There were a couple of inches of water in the civic center.
 - Repairs to be made by Bruce. (Tiles and wall bowings)
- Suggestion was made to place sandbags at doors for the next storm.

Old/New Business

- Discussion on purchasing floor cleaner and building a place to store it.

Financial Report—Civic Association

- Grants for both the Offshore Open and the Waterfowl festival have both been approved.

Review of Minutes from 8/14/19

- Dan made a motion to accept minutes as written. Bill seconded that motion.

Civic Association Committees

Hatteras Village Offshore Open:

- Grant has been approved from the Visitors Bureau
- Committee is meeting 10/30

Waterfowl Festival:

- Grant has been approved from the Visitors Bureau
- Committee is meeting week of 10/14

Parade/Dance:

- Hatteras Village Christmas Parade will take place on December 14th.
- Dance is a possibility. Need conformation.

Day at the Docks:

- Grant funds to roll over for 2020 Day at the Docks
- Working on securing more sponsors for next year.

Recreation/Education:

- Trunk or Treat to take place on the 31st.
- Haunted Trail Saturday the 26th

Starry Nights

- Update from Alana regarding this years events. Still on the fence about a couples night out for Valentine's Day.
- Event confirmed for February 15th

Surf Fishing Tournament

- Rolling over gifts/booklets from this years cancelled tournament
- Hoping to be able to use the same shirts as only the fronts were printed.

Civic Association Old/New Business:

Bill made a motion to adjourn. Christinia seconded.

Meeting adjourned at 7:36 PM