



City of Boiling Spring Lakes

**9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461**

COMMUNITY APPEARANCE COMMISSION MEETING MINUTES

City Hall

October 19, 2015 at 7:00 P.M.

Attendance: Ann Hollingsworth, Chairman, Marie Smith, Carmen Berk,
Carmen Suits, Zelma Rygg, Anne Boyle, Shirley Tedesco

Commissioner Liaison: David Putnam

Staff: Pamela Bellina, Administrative Assistant

I. Call to Order

The regular monthly meeting of the Community Appearance Commission was called to order by Chairman Ann Hollingsworth at 6:58 p.m.

II. Approval of Agenda

The Appearance Commission approved the Agenda as written.

Vote: 7 - 0

III. Approval of Minutes

Ann noted an address error in the September minutes under Welcome Packages. It was listed as 1113 Summit and should be 1113 Twin Lakes. The Appearance Commission approved the September 21, 2015 Minutes with the above correction.

Vote: 7 - 0

IV. Public Comment ~ none.

V. Old Business

a. 2016 Calendar Sales

Ann Hollingsworth advised she had \$100 in calendar sales since the previous month's meeting.

b. Bags for Welcome Packages

Ann showed the Committee members the new Welcome Package tote bags which have the City's logo imprinted on the front. Ann has already started to use them for the Welcome Packages and has received many compliments. The bag holds all of the information for the Welcome Package perfectly. Marie Smith suggested each Commission member receive a bag to carry their meeting information in.

A Motion was made by Marie Smith and seconded by Carmen Berk for the Commission members to receive a Welcome Package tote bag.

Vote: 4 - 0

c. Candidates' Forum

Ann reviewed with the Commission members their duties for the Candidates' Forum: Carmen Suits will be the time warning cardholder working with Zee who will be manning the time clock. Shirley Tedesco, Anne Boyle, Marie Smith and Carmen Berk will work the floor welcoming residents and helping after the speeches. Ann will be the moderator. The flyers have been handed out. Ann asked the Commission members to be at the event no later than 6:00 PM. Mary Green will have the tables and chairs set up.

VI. New Business

a. Welcome New Member ~ Shirley Tedesco

The Commission members welcomed Shirley Tedesco to the committee. Shirley asked what the scope was of the Commission's duties. Ann explained that the Commission was asked to host the Candidates' Forum this year. The Commission creates a calendar every two years and are in the process of getting new photographers and photographs now but the project starts next year. Every month there are three property recognitions every month. The members put a sign on the nominated property, get a picture for the website and also get a Release that allows us to post a picture of the home on the city's website. At the end of the 12 months, the Commission chooses a Blue Ribbon winner and this year are contemplating the public's input on voting. The Commission also votes on Christmas Property Recognition and awards prizes for the top three homes.

b. Property Recognitions and 2015 Blue Ribbon Winners

The following properties were nominated for Property Recognition:

1421 Cottage Lane ~ 1125 Buchanan ~ 1051 South Shore

The members discussed the following properties to view for next month: 602 North Shore, 1039 Springdale and 87 Heron.

Carmen Suits purchased two easels for the Commission to use at events. She also purchased paper goods for use with the easels. Carmen provided the receipt for reimbursement from the calendar sales. Carmen suggested using the one easel, which was a table top easel, for use in displaying the Blue Ribbon winner. Carmen suggested involving the residents in helping to choose the Blue Ribbon winner, perhaps casting votes at events. The members agreed it was a good idea and also brought up possible voting on the City's website. Ann will find out from City Hall whether that is feasible.

Carmen Berk requested for the next meeting updated Christmas Property Recognition forms.

c. Welcome Packages and New Items for Welcome Packages

Welcome packages were given to the following new residents:

2331 Clinton ~ 2011 Pinehurst ~ 12 Pine Shore ~ 600 Barber ~ Tate Lake
149 Harper Lake ~ 32 Shelby ~ 973 Eden ~ 1102 N. Shore ~ 926 Trevino

Ann reviewed with the members the new items she had for the Welcome Packages: a flyer with Waste Industries recycling information, a new Welcome to Boiling Spring Lakes flyer which lists telephone numbers for the City and area businesses and services, important Ordinances and some other pertinent city information helpful for new residents. Ann also has the application for Code Red to go along with the flyer.

Zee Rygg researched pricing for the note cards the Commission was interested in including in the Welcome Packages discussed at the last meeting. She spoke with Cape Fear printers and got an approximate price of less than \$1.00 for the note card and envelope. Ann noted she spoke with a realtor who may be interested in having those note cards printed with their information on the back for the Commission to use in their welcome packages. Ann will get more information in the future.

VII. Announcements

Commissioner Putnam provided updated information on the landscaping of the business corridor. He spoke with Joe Chance who advised they are currently accepting contractor bids. He advised the planting season is from now until March and that our City is one of the first on the list to be completed.

Carmen Suits asked Commissioner Putnam for any updates on the shooting range and archery range discussed at the BOC meeting. Commissioner Putnam advised that the City has approved having a shooting range within City limits but there are no businesses currently looking to locate here. He said that an archery range will be great for the kids of the City which will give them something to do. He believed there will be a person coming to speak with a BOC meeting about having an archery range in the City.

Ann asked the Commission members to think about the next Certificate of Appreciation they will present in the near future and suggested consideration of the Police Department as a recipient. Ann recently had car trouble and was so appreciative of our Police Department coming to her aid. There was also a problem with a vehicle that was parked at Mr. Richardson's business and the police department helped Mr. Richardson locate the owner.

VIII. Adjournment

A Motion was made by Carmen Suits and seconded by Zee Rygg to adjourn the meeting at 7:34 PM.

Vote: 7 – 0

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Respectfully submitted,

Pamela Bellina, Administrative Assistant