



City of Boiling Spring Lakes

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Boiling Spring Lakes, NC 28461**

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COMMUNITY APPEARANCE COMMISSION MEETING MINUTES

City Hall

April 20, 2015

7:00 P.M.

Attendance ~ Ann Hollingsworth, Chairman, Marie Smith, Carmen Berk, Carmen Suits
Zelma Rygg, Frances Thomas, Anne Boyle

Absent ~ none.

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 6:52 p.m.

II. Approval of Agenda

The Commission presented no changes or additions to the Agenda.

III. Approval of Minutes

Frances Thomas read the March 16, 2015 minutes into the record. The Commission requested the following typographical corrections: on page 3, VI. Property Recognition ~ change 946 Greenville to 945 Greenville and X. Announcements ~ first paragraph, last sentence, the word They to The.

A Motion was made by Carmen Suits and seconded by Carmen Berk to approve the corrections to the March 16, 2015 minutes.

Vote: 7 - 0

IV. Old Business

a. 2016 Calendar

Ann Hollingsworth received a check from Three Rivers Realty as a sponsor for the 2016 calendar. Ann passed around a mock-up of the calendar and asked the Commission to review the calendar and let her know their comments and/or changes. Ann Boyle and Ann Hollingsworth will meet at City Hall tomorrow to proofread the calendar and get the sponsors listed. A picture of the Commission members will go on the front page with names of the members. Frances Thomas suggested the card with all of the City's telephone numbers on the back cover be enlarged and the names of the sponsors be made smaller to balance the page. The Commission members were all in agreement that the mock-up of the calendar looked great.

b. Certificate of Appreciation

Ann showed the Commission members the Certificate of Appreciation which will be presented to City Manager Jeff Repp in appreciation of the help given to the Community Appearance Commission by all of the Staff of City Hall, in all departments.

c. Spring Fling Event

Carmen Berk is preparing the large poster frame with all of the pictures of the nominated homes for the event. Ann would like for the Commission members to be present at the event to help pre-sell calendars to residents. The funds raised from selling the calendars will allow the Commission to purchase items such as picture frames and an easel to hold the poster frame for display at events.

V. New Business

a. Parks and Recreation Brochure

Ann presented the members with the new Parks and Recreation parks brochure which was created by Maggie Della Badia, administrative assistant at City Hall. Ann would like to add the brochure to the Welcome Package. The Commission members were in agreement with adding the brochure to the Welcome Package.

VI. Property Recognition

The following properties were nominated for Property Recognition for May 2015 ~

647 North Shore ~ 111 Burton ~ 981 Eden

Carmen Berk will obtain Releases to allow pictures of the above homes on the City's website.

Anne Boyle will pick up the signs at the end of the month from her nominated properties and Carmen Berk will place them at the May nominated homes. Anne Boyle advised that the homeowners of the nominated Grant Circle home have asked to have a picture taken after they have had time to work on their yard. Carmen Berk had the Release signed by the resident at 786 North Shore.

Frances provided pictures of the nominated homes for April. Ann chose the second picture of 1161 President to put on the website and asked Frances to get another picture of the house on Palmetto.

VII. Welcome Packages ~ Welcome packages were given to the following new residents:

1101 Twin Lakes ~ 456 Tate Lake ~ 20 Fayetteville
41 Turner ~ 760 Edgewood ~ 1082 North Shore

Anne Boyle spoke with her neighbor on 50 Lakes Road and she expressed the idea of providing something in the Welcome Packages which gave the meeting dates of the Board of Commissioners.

VIII. Items for Next Meeting Agenda

2016 Calendar ~ update
Spring Fling Event ~ update

IX. Public Comment

None.

X. Announcements

Commissioner Putnam announced that the Department of Transportation was currently working on the landscape architecture plans for the Welcome Signs which they anticipate to be ready by mid-summer. Planting will be in the fall. Commissioner Putnam also advised they were still looking into whether the Welcome Sign down by the school can be moved to be more visible.

XI. Adjournment

A motion was made by Carmen Suits and seconded by Carmen Berk to adjourn the meeting at 7:30 PM.

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Respectfully submitted,

Pamela Bellina, Administrative Assistant