

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 3, 2024
9:00 AM – POA Service Center**

I. PRE-AUDIT MEETING – 8:30 AM

President Carlton Dallas called the meeting to order at 8:30 AM.

Present were:

Carlton Dallas
Margie Lechowicz
Lori Schmidt
Ed Schottland
David Barnum
Jordan Berliner
Rex Garniewicz
Mike Harris
Keith Schlegel

Staff Members:

General Manager:	Peter Kristian
Assistant General Manager:	Todd Lindstrom
Recording Secretary:	Sharon P. White

Finance Committee Members:

Jerry Cutrer	John Zmarzly
Daniel Clare	William Zurrilla
Susan Fishel	
Jeff Heslop	
Paul Lambdin	
Doug Larkin	

Auditor(s):

Robert Tilton, Director of Assurance Services Group
WebsterRogers, LLP
James Cialfi, WebsterRogers, LLP

II. PRE-AUDIT NOTES

Assistant General Manager, Todd Lindstrom introduced Mr. Robert Tilton of WebsterRogers, LLP. Robert Tilton noted that James Cialfi will be working Todd on the 2025 Audit. Mr. Tilton gave a brief overview of the Audit industry changes.

1. It was noted that there were no significant changes with the Revenue Recognition and leasing.
2. It was noted that the audit will need to be available for publication before the Annual Meeting.
3. It was noted that the HHP Accounting Software will be changing to Enumerate.
4. He noted that the Audit is scheduled to begin on 1st or 2nd week in February 2025.
5. The Board and members of the Finance Committee were given the opportunity to address the Auditors with any questions or concerns.

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III. PRESIDENT REMARKS

President Carlton Dallas

- Noted that he was proud of the achievements made with Chairs and Staff collaborations.
- Noted that he attended the Turkey Trot and at least 1700-1800 hundred people was in attendance. It was great.
- The Board has made an effort to continue to attend HHP Club functions.
- Noted that the Adhoc Committees did a great job.
- Thanked all Board members for everything they continue to do for the community.
- Thank everyone in attendance for the Board Social and noted that the Avid Gardeners did an excellent job at decorating the Dolphin Head Rec Area.

VI. APPROVE BOARD MINUTES

David Barnum made a motion to approve the October 22, 2024, meeting minutes as presented. Lori Schmidt seconded, and the motion passed unanimously.

V. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on the October Financials for 2024. He noted that Commercial Decals, RV/Boat Storage Fees are doing great, and Advertising had a great month. He also noted that Facility Usage Fees are up. To date in 2024, we are \$445,000 to the good on the Revenue side. He noted that we should finish the year with a positive variance

VI. GENERAL MANAGER'S REPORT

- Staff is already planning and implementing fall programs and activities and working on winter activities and special events.
- Our advertising revenue for *Plantation Living*:

	<u>2023</u>	<u>2024</u>
January	\$12,150	\$15,605
February	\$12,440	\$14,285
March	\$14,110	\$14,760
April	\$14,720	\$15,285
May	\$15,235	\$13,790

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June	\$15,135	\$13,265
July	\$14,695	\$15,290
August	\$14,055	\$14,945
September	\$15,705	\$18,782
October	\$16,720	\$16,201
November	\$16,495	\$18,649

- Thus far in 2024, we have collected approximately \$627,612 in Capital Transfer Fees.
- The new Note Card photos have been selected. Staff is in the process of securing pricing for the new note cards.
- The Recreation Committee has forwarded their recommendation that the Plantation House be considered for the POA's next Capital Project. The Recreation Committee is also recommending that the Board authorize staff to secure a land planner, engineering and architectural services to determine if the Plantation House should be renovated or rebuilt. The Committee also provided a list of needs to be conveyed to their professionals.
- The next Coffee with Peter is scheduled for 10:00 AM, Thursday, February 20 at the Plantation House. This will include a Candidates Forum.
- Noted the Board President Carlton Dallas will be hosting the Board and Past Board President's Holiday Social from 6:00-8:00 PM on Tuesday, December 3, at the Dolphin Head Rec Center.
- Noted that advertising in *Plantation Living* continues to be very strong. December's Ad sales look to be approximately \$18,869.
- Staff continues to work on the leisure paths and patch roadway repairs.
- Staff is stenciling leisure path markings.
- There are approximately nine (9) spaces available in the RV/Boat Storage area for lease.

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- **Facility Statistics:**

- Plantation House stats for October indicate a slight decrease in attendance by 7% as well as a decrease in the number of occasions by 12%. Most events for the Plantation House were comprised of Club Events at 77%.
- Spring Lake Pavilion stats for October indicate a minor decrease in attendance by 5% as well as a decrease in the number of occasions by 17%. Most events for the Spring Lake Pavilion were comprised of Fitness Classes at 61%.
- The Dolphin Head Rec Center stats for October indicate a significant increase of 135% in total attendance compared to October of 2021. We also experienced a 76% increase in the total number of events compared to October of 2021. The building was closed June 2022 through October 2023 for construction. Most events for the Dolphin Head Rec Center were comprised of Club Events at 72%.
- For the Dolphin Head Picnic Shelter, we had an approximate total of 140 people in attendance for the three events that were held at the shelter in October. All three events held at the Dolphin Head Picnic Shelter were Private Events at 100%.
- The Spring Lake Pool stats for October increased by 23% versus October of last year. The peak attendance decreased, however, by 6% with 48 people attending the pool at one time.
- On Saturday, December 14, we will once again be offering the Holiday Hayrides at 6:00 PM, 7:15 PM, and 8:30 PM. The cost is \$7/person, and the route this year will start at the Plantation House and include the following streets: Christo Drive, Santa Maria Drive, Gaspee Court, Anna Court, Margarita Court, Old Fort Drive, Skull Creek Drive, Palm View Drive, and Seabrook Drive. We currently have 26 residents signed up for the 6:00 PM hayride, 6 for the 7:15 PM, and 12 for the 8:30 PM hayride. In case of inclement weather, the hayrides will be moved to the following day – Sunday, December 15 – same times. This event was sold out.
- The Children's Holiday Party will be held at 1:30 PM on Sunday, December 15, at the Plantation House. Festivities include a puppet show by Mr. Puppet, music with Beth Green the Music Lady, a variety of Christmas crafts, yummy goodies, and a visit from Santa. Parents are asked to sign up their child/children in advance by dropping off a gift for each child (not to exceed \$20) labeled with their child's first and last name. The deadline to drop off a gift is Thursday, December 12. We are asking families to bring in a non-perishable food item, which will be given to families in need this holiday season.

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- The Hilton Head Big Band Christmas Concert is scheduled for Saturday, December 7, from 2:00-4:00 PM in the Plantation House parking lot. In case of inclement weather, the concert will be moved to the following day – Sunday, December 8 – same time. This is a free concert, and residents are encouraged to bring a lawn chair, blankets, as well as their own picnic snacks and drinks.
- The POA Volunteer Christmas Party is scheduled for 4:00-6:00 PM on Friday, December 6, at the Spring Lake Pavilion. Frankie Bones will once again be catering for this event, and high-top tables and glassware have been rented from Amazing Event Rentals. Sharon has already started working on finalizing her volunteer list so she can mail out the invitations within the next week.
- The Spring Lake Pool is officially closed for the season. The Spring Lake Pool will reopen April 1, 2025 (weather permitting). We will work with the Maintenance Department to winterize the pool area and stack the furniture for the off-season.
- ARB – Received Five (5) submissions in October 2024. One (1) submission was denied, Four (4) were approved.

- **Monthly Revenue ARB and Covenant – October 2024**

New Construction:	1
YTD New Construction:	3
Building Permits Issued:	70
YTD Permits Issued:	641
Tree Permits Issued:	66
YTD Tree Permits Issued:	516

ARB – October 2024

Review Fees	\$300
YTD Fees	\$48,960
Tree Permit Fees	\$255
YTD Fees	\$5,212
Tree Mitigation Fees	\$225
YTD Fees	\$9,000

Covenants – October 2024

Covenant Fines	Residential	Commercial	Total
Fines Levied	\$1,150	\$725	\$1,875
Fines Collected	\$450	\$1,025	\$1,475
YTD Issued:	\$20,500		
YTD Collected:	\$14,250		

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RV/Boat Storage

Total for 2023 - \$123,130

YTD 2024 - \$157,884

- The next Board Meeting will be held on Tuesday, January 28, 2025.
- Repairs to the RV/Boat Storage Gate have been completed.
- The Board usually holds its Pre-Audit meeting ahead of the December Board Meeting at 8:30 AM on Tuesday, December 3, 2024.
- The new Camera System for both the Cypress and Main Gates are in the process of being installed.
- The Volunteer Appreciation Party is scheduled for Friday, December 6, from 4:00 to 6:00 PM at the Spring Lake Pavilion.
- US 278 Corridor Improvement Project.
- We have ordered additional acoustical panels for the Dolphin Head Recreation building.
- Staff is working to implement several new conveniences and upgrades to our online systems. We will be making a switch to a new software package for our homeowner information, this will be integrated with new Reservation Software that will allow users to register for classes and programs online and also pay for their sessions online. This leap will be a tad challenging as we integrate all these moving parts. Inevitably glitches will pop up so your patience is requested as these new elements are phased in during the early part of 2025.
- Noted lawsuit settlement between the Grandview, Waterway Gardens, and the Mt. Calvary Baptist Church (Talbird Cemetery).
- With the concurrence of the General Manager and the Recreation Committee Tennis Professional Trevor Scott has been given the go ahead apply for a Grant from the USTA to install LED Lighting for three (3) Spring Lake Tennis Courts.
- Tennis Staff is installing tablets for check-in at the Spring Lake Courts. This system will be activated on January 1, 2025.

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VII. ACCEPTANCE OF ACTION LIST

Margie Lechowicz made a motion to accept the Action List as presented. Jordan Berliner seconded, and the motion passed unanimously.

VIII. ACTION LIST

A. Bid Item(s):

- 1. Consider the bid to resurface six (6) clay courts at the POA's Spring Lake Tennis facility.**

Jordan Berliner made a motion to award the bid to Welch Tennis Courts, Inc. to resurface the six (6) clay courts at a cost not to exceed \$18,000 to be funded from the Repair and Replacement Fund. Ed Schottland seconded, and the motion passed unanimously.

- 2. Consider the recommendation from the Security Department to purchase a new Patrol Vehicle to be funded from the Major Repair and Replacement Fund.**

Margie Lechowicz made a motion to approve the expenditure of \$32,103.68 from the Repair and Replacement Fund to purchase a 2025 Toyota Rav4 from Stokes Toyota, which includes installation of equipment and striping the vehicles. Keith Schlegel seconded, and the motion passed unanimously.

B. Decision Item(s):

- 1. Consider the recommendation from the Finance Committee to update several HHP Finance Policies.**

a. Investment Policy – Margie Lechowicz made a motion to approve the revisions to the policy as corrected. Mike Harris seconded, and the motion passed unanimously.

b. Procurement Policy – Jordan Berliner mad a motion to approve the policy as presented. Keith Schlegel seconded, and the motion passed unanimously.

c. Authorization to Sign Checks – Margie Lechowicz made a motion to approve the revisions as amended. Keith Schlegel seconded, and the motion passed unanimously.

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- d. Corporate Credit Card Use Policy** – Margie Lechowicz made a motion to approve the revisions to the Corporate Credit Card Use Policy as corrected. Keith Schlegel seconded, and the motion passed unanimously.
- e. Check Signer User Policy** – Margie Lechowicz made a motion to Sunset the Check Signer User Policy. Jordan Berliner seconded, and the motion passed unanimously.
- f. Refund Policy** – Keith Schlegel made a motion to Sunset the Refund Policy. David Barnum seconded. After discussion; Keith Schlegel revoked his motion to Sunset the Refund Policy. Rex Garneiwicz seconded. Keith Schlegel made a motion to Sunset the current Refund Policy and authorize the General Manager to create a Refund Guideline Policy for the Staff.

2. Consider the recommendation from the Finance Committee regarding revisions to the Finance Committee Guidelines.

Jordan Berliner made a motion to approve the revisions to the Finance Committee Guidelines as amended. David Barnum seconded, and the motion passed unanimously.

3. Consider the recommendation from the Covenants Committee regarding the suggested modifications to the Rules and Regulations.

Rex Garniewicz made a motion to approve the revisions to the Rules and Regulations as amended. Ed Schottland seconded, and the motion passed unanimously.

4. Consider the recommendations from ARB regarding the recommended changes to the ARB Guidelines.

Keith Schlegel made a motion to approve the revisions to the ARB Guideline. Lori Schmidt seconded, and the motion passed unanimously.

5. Consider the recommendation of the Recreation Committee regarding the Plantation House.

David Barnum made a motion to consider the Plantation House for the next Capital Improvement Project for planning purposes and budgeting to include allowing the General Manager to hire a land planner and engaging with an architect and engineer to determine if the project is a renovation or complete replacement. Jordan Berliner seconded, and the motion passed unanimously.

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C. Information Only Item(s):

1. HHP Employee Holiday Schedule.

IX. NOMINATING COMMITTEE REPORT – Margie Lechowicz

Margie Lechowicz noted that the Committee received 14 Board Interest Applications. The Nominating Committee will interview potential Board candidates on December 10th and 11th. She noted that at this point no write-ins or Petitions have been received.

X. COMMITTEE REPORTS (*Accepted as a Group*)

The Board President asked that the General Manager, Security Department, and Maintenance Department get together and discuss the best way to handle the Security Gatehouse issues.

XI. PROPOSED NEW BUSINESS ITEMS

It was noted that a resident has requested that the screen porch at the Dolphin Head Facility be accessible to residents when it's not in use.

XII. EXECUTIVE SESSION

Margie Lechowicz made a motion to go into Executive Session to discuss legal and personnel matters. Ed Schottland seconded, and the Board went into Executive Session.

Rex Garniewicz made a motion to come out of Executive Session. Jordan Berliner seconded, and the Board came out of Executive Session.

XIII. ADJOURNMENT

Lori Schmidt made a motion to adjourn the Board meeting. Jordan Berliner seconded, and the meeting adjourned at 12:41 PM.

Carlton Dallas, President

Ed Schottland, Secretary