

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, OCTOBER 22, 2024
9:00 AM – POA Service Center**

I. CALL TO ORDER:

Board President Carlton Dallas called the meeting to order at 9:00 AM.

Present were:

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

Absent were:

Jordan Berliner (*with notice*)

Staff Members:

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

II. PRESIDENT REMARKS

President Carlton Dallas

- Welcomed everyone to the meeting and thanked everyone who continues to make contact with the various HHP Clubs.
- Encouraged Board members to solicit candidates for the Board.
- Thanked the Ad Hoc Committee Chairs for their collaborating efforts.
- Noted that we should appreciate the good and the great and learn from the bad.
- Noted that Motivation comes from failure.
- Noted that Innovation comes from the outliers.
- Thanked all member for their willingness to participate with candor and honesty.

III. APPROVE BOARD MINUTES

Ed Schottland, made a motion to approve the September 24, 2024, meeting minutes as corrected. Mike Harris seconded, and the motion passed unanimously.

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IV. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on the September Financials for 2024. He noted that Commercial Decals, RV/Boat Storage Fees, and Advertising are doing great. He also noted that Interest Income will balance itself out and Tennis Fees are running a little over budget but should also balance out. To date in 2024, we are \$364,000 to the good.

On the Expense side, he noted that Security is a little high due to new employees. Risk Management was added on the Investment Policy which is why HHP is over. To date in 2024, we have a \$367 positive variance.

He also noted that the Funds balance is just under 10 Million.

V. 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
June	\$15,135	\$13,265
July	\$14,695	\$15,290
August	\$14,055	\$14,945
September	\$15,705	\$18,782
October	\$16,720	\$16,496
November	\$16,495	\$17,120

- Thus far in 2024, we have collected approximately \$583,196 in Capital Transfer Fees.
- The Communications Committee continues to work on a new set of Note Cards to benefit the Conservancy Foundation.

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- The First call for Board candidates was published in the October 15, edition of *Plantation Living*.
- The next Coffee with Peter is scheduled for 10:00 AM, Thursday, November 21 at the Plantation House our special guest will be Beaufort County Superintendent of Schools Dr. Fran Rodriguez.
- 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.
- Staff is working on leisure path and patch roadway repairs.
- The Security Main Gate buildings have been prepped for painting.
- There are approximately 14 spaces available in the RV/Boat Storage area for lease.
- **Facility Statistics:**
 - Plantation House stats for September stayed steady with 0% change in attendance; however, the number of occasions decreased by 18%. Most events for the Plantation House were comprised of Club Events at 81%.
 - Spring Lake Pavilion stats for September indicate a major decrease in attendance by 49% as well as a slight decrease in the number of occasions by 11%. Most events for the Spring Lake Pavilion were comprised of Fitness Classes at 63%.
 - The Dolphin Head Rec Center stats for September indicate a significant increase of 350% in total attendance compared to September of 2021. We also experienced a 110% increase in the total number of events compared to September 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 64%.
 - For the Dolphin Head Picnic Shelter, we had an approximate total of 55 people in attendance for the five events that were held at the shelter in September. The majority of events held at the Dolphin Head Picnic Shelter were POA Events at 80% as this was the meeting point for the families interested in the Holiday Photo Mini-Sessions with Stephanie.
 - The Spring Lake Pool stats for September decreased by 30% versus September of last year. The peak attendance increased, however, by 37% with 173 people attending the pool at one time.

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- The annual Halloween Pet Parade is scheduled for Friday, October 25, from 5:00-6:00 PM in the Plantation House parking lot. Residents are encouraged to bring their pets in costume for the parade, and we will hand out ribbons in various categories. Raffle prizes will also be given out at the end along with prizes for best tricks. Admission is one canned good item to be given to a family in need at Christmas time. Refreshments will also be served.
- This year we will be hosting the Trunk-or-Treat Tailgate Party from 4:00-6:00 PM on Saturday, October 26, in the Plantation House parking areas. In case of inclement weather, we will move the event to the next day – Sunday, October 27 (same time). We are asking residents to sign up for a parking spot so they can hand out candy to the kids from the trunks of their cars. Prizes will be awarded in various categories to the best decorated trunks. We will also have two inflatables for the kids to enjoy from Firehouse Nutz Extreme Events, and a deejay to play music throughout the event. This is a free event for families. Sign-ups for trunks began in September.
- Balances for the Ireland trip will be due in early December. Emails will be sent to all the passengers signed up. A pre-departure meeting is scheduled for 11:00 AM on Wednesday, February 12, 2025, at the Plantation House. At this meeting, a Collette representative will review the itinerary as well as the travel documents that each passenger will receive prior to departure.
- On Friday, November 1, we will be hosting our 18th Annual Veterans Day Observance Ceremony at the Plantation House at 4:30 PM. The Hilton Head Island High School NJROTC Unit has agreed to help host this year's ceremony, and our keynote speaker will be Navy veteran and HHP resident Sebastian DeAngelis. We will also have musical performances by the Star-Spangled Singers led by Beth Curtis as well as bugle calls performed by HHP resident Billy Howe and guest Anthony Lacivita. Refreshments will be served immediately following the ceremony
- **The Bocce Ball & Shuffleboard Courts**
 - The Bocce Club's fall season is underway and will continue through Saturday, October 26 with play-offs kicking off in early November.
 - The Fall Awards Banquet will be held on Saturday, November 16.
- The Spring Lake Pool will close for the season on October 31.

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- ARB – Received Ten (10) submissions in September 2024. One (1) submission was denied, eight (8) were approved and one (1) was tabled.

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

New Construction:	1
YTD New Construction:	3
Building Permits Issued:	49
YTD Permits Issued:	571
Tree Permits Issued:	48
YTD Tree Permits Issued:	450

- **ARB – September 2024**

Review Fees	\$3,150
YTD Fees	\$46,660
Tree Permit Fees	\$950
YTD Fees	\$4,957
Tree Mitigation Fees	\$0
YTD Fees	\$8,275

- **Covenants – September 2024**

Covenant Fines	Residential	Commercial	Total
Fines Levied	\$1,650	\$1,825	\$3,475
Fines Collected	\$350	\$1,375	\$1,725
YTD Issued:	\$19,050		
YTD Collected:	\$12,775		

- **RV/Boat Storage**

YTD	\$151,146.60
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- Noted our painting schedule was affected by weather delays.
- Adjustments to the manhole covers on Dolphin Head Drive are almost complete.
- 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 have been ordered.
- US 278 Corridor Improvement Project.

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- The Recreation Committee will be looking at capital projects at their next meeting. Representatives from Wood+Partners will be attending this meeting to assist with the timeline and needed steps to plan a successful capital project.
- The final Board meeting of 2024 will be held on Tuesday, December 3.

VI. ACCEPTANCE OF ACTION LIST

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

VII. ACTION LIST

A. Bid Item(s):

- 1. Reaffirm the email vote of the Board to authorize the General Manager to purchase a 2022 Chevrolet Van as specified from Butler of Beaufort for a price not to exceed \$34,429 to be funded from the Repair and Replacement Fund.**

Ed Schottland made a motion to reaffirm the email vote of the Board authorizing the General Manager to purchase the 2022 Chevrolet Van in an amount not to exceed \$34,429. Mike Harris seconded, and the motion passed unanimously.

- 2. Reaffirm the email vote of the Board to authorize the General Manager to contract for a License, software, and hardware agreement with XenTergra for the new Gate Entry Camera System having the first of five payments of \$13,099 funded from the Repair and Replacement Fund.**

Keith Schlegel made a motion to reaffirm the email vote authorizing the General Manager to contract the License, software, and hardware for the new Gate Entry Camera System in five payment installments of \$13,099 to be funded from the Repair and Replacement Fund. Lori Schmidt seconded, and the motion passed unanimously.

VIII. UPDATE ON PLANTATION HOUSE PROJECT – Ed Schottland

The Recreation Committee met at the Plantation House to discuss plans for the building. They will meet again to discuss how they envision the new Plantation House. Mr. Schottland noted that a wish list will be put together to use as a guideline for the property.

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IX. UPDATE ON NOMINATING COMMITTEE PROCESS – Margie Lechowicz

The Nominating Committee met on October 21, to discuss specific dates and times that the majority of the committee would be available to interview candidates. The Nominating Committee will interview potential Board candidates on December 10th and 11th. It was noted that the last update of the Nominating Committee Guidelines was in 2012. She also noted that once the slate of candidates are completed, the committee will work on revising the Nominating Committee Guidelines. It was noted that the documents that will be sent to potential candidates will be updated and they will also receive a copy of the Board Code of Conduct Letter.

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

In the Covenants Committee Minutes – There were six (6) Low Speed Vehicles grandfathered-in. If the owner moves the new owner cannot purchase a Low Speed Vehicle. Also, if the owner sells the old vehicle they will not be allowed a new decal.

Keith Schlegel made a motion to accept the Committee Reports as revised. Lori Schmidt seconded, and the motion passed unanimously.

XI. PROPOSED NEW BUSINESS ITEMS

There was no new business.

XII. EXECUTIVE SESSION

Keith Schlegel made a motion to go into Executive Session to discuss legal and personnel matters. David Barnum seconded, and the Board went into Executive Session.

Lori Schmidt made a motion to come out of Executive Session. David Barnum seconded, and the Board came out of Executive Session.

XIII. ADJOURNMENT

Lori Schmidt made a motion to adjourn the Board meeting. Margie Lechowicz seconded, and the meeting adjourned at 10:38 AM.

Carlton Dallas, President

Ed Schottland, Secretary