

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, FEBRUARY 23, 2021
9:00 AM – SPRING LAKE PAVILION**

I. President Lois Wilkinson called the meeting to order at 8:59 AM.

Present were:

Lois Wilkinson
Jon Heron
Jim Lucas
Ann Schwab
Jordan Berliner
Audrey King
David Pollock
Lori Schmidt
Betsy Weppner

Staff Members:

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

II. PRESIDENT REMARKS

President Wilkinson:

- Noted that this will be her last official Board meeting. She thanked everyone for their hard work and support throughout the year.
- She noted that all Board Members are expected to attend the Annual Meeting.

III. APPROVE BOARD MINUTES

Lori Schmidt made a motion to approve the January 26, 2021 Meeting Minutes as presented. Betsy Weppner seconded, and the motion passed unanimously.

IV. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on the Audit and financials for 2021. He noted that HHP was in great shape. He also noted assessments are coming in strong. He hopes to have the Audit wrapped up by the end of next week.

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V. GENERAL MANAGER'S REPORT

- Staff is busy with assessment collections, the 2020 Audit, and preparations for the Annual Meeting.

- Our advertising revenue for *Plantation Living*:

	<u>2020</u>	<u>2021</u>
January	\$12,950	\$12,305
February	\$13,375	\$12,570++
March	\$14,575	\$12,240++

- Capital Transfer feed collected thus far in 2021 total \$94,260.
- The Annual Meeting has been finalized.
- Noted the 2020 Annual Audit will be available at the Annual Meeting, online, and at the POA Service Center.
- The new website is completed website up and ready for viewing this month.
- Our next Coffee is scheduled for 10:00 AM on Wednesday, February 24, at the Plantation House parking lot weather permitting. We will use this as an opportunity to introduce the candidates running for the Board.
- Jennifer Westerfeld who works for the Activities Department part in our Scheduling Office and for Special Events will be going full time on May 1, 2021. Margie Lechowicz who also currently works part time in the Scheduling Office will be retiring at the end of April 2021.
- As of February 13, 2021, over \$24,508 has been donated by property owners to the Hilton Head Plantation Conservancy Foundation. This compares with the \$22,921 that was collected in 2020.
- The Annual Report package is complete and should hit mailboxes around Saturday, February 20.
- Staff has completed the work on the outfall for the lagoon that borders Hickory Forest and Oyster Shell Lane along with the 7th fairway of the Oyster Reef Golf Course.

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- We had a major pipe break under the Plantation House on February 15. A two-inch main ruptured at a pipe joint. David Mills and his crew isolated the broken pipe and ascertain that the line was the responsibility of PSD. Repairs were affected. Work to back fill the area that was eroded due to the pipe beak is in progress.
- On Thursday, February 25, we will be hosting our first ever Food Truck Festival from 11:00 AM until 2:00 PM, in the Plantation House parking lot. Three food trucks will be participating, and those three include: The Thai Truck, Pizza Co. Food Truck, and Chef Donald's Southern Cuisine. Residents will not need to RSVP. They can just come out and order their lunch from whichever food truck they want.
- On Friday, March 12, we will be offering the Harry O'Heron's Irish Pub Friday Fish Fry where residents can enjoy a fun evening of Irish music performed by father-son duo, Tom & Chris Dorsel, as well as enjoy a delicious takeout dinner of fish & chips provided by Roy's Place Café & Catering. The takeout dinners must be pre-ordered and paid for by the deadline – Friday, March 5. Cost is \$20/meal. The admission is free to just come out and enjoy the music. Residents can BYOB if they wish, and they are encouraged to bring their own chair.
On January 15, we hosted our annual Kids Night Out party at the Plantation House from 6:00-9:00 PM. This event was open to all kids in grades K-5th, and the cost to attend was \$10. The festivities included a box dinner with a sub sandwich and chips, fun games, and concluded with the showing of the movie, "Trolls World Tour" (rated PG).
- On Our 2021 Cooking Live Program will kick off on Wednesday, March 17, at 11:00 AM at the Spring Lake Pavilion. This year we will hold the sessions on Wednesdays instead of Tuesdays. So far, we have four out of the six dates secured with local chefs including: March 24 – Nectar Farm Kitchen, March 31 – Poseidon, April 7 – Chez Georges Bistro & Bar, and April 21 – Driftwood Eatery. We are still working to fill the March 17 and May 5 dates. We will allow residents to sign up for three out of the six sessions, and the cost is \$5.00 per person per session. Sign-ups began February.
- In lieu of the annual Easter Egg Hunt & Brunch, we will once again be offering Easter Basket deliveries on Thursday, April 1 and Friday, April 2. The cost for each basket is \$12, and the Easter Bunny will be making the deliveries on the day requested by the resident. When signing up, residents are asked to leave their address and cell phone number so we can notify the family when the Easter Bunny is on his way. Orders with payment must be received by the deadline: Wednesday, March 24. Sign-ups began in February.

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- The annual Easter Sunrise Service is scheduled for Sunday, April 4, at 7:00 AM at the Dolphin Head Rec Area. Brian Parker, Youth Pastor for First Baptist Church Hilton Head Island, will conduct the service, and the music will be led by the Mills brothers. Attendees should be prepared to bring their own chair and practice social distancing and, unfortunately, this year we will not be serving refreshments afterwards, but residents are encouraged to bring their own coffee and join us for the Easter service. In case of inclement weather, the service will be canceled.
- Contact was made with 2020 staff regarding who is interested in coming back for the 2021 season. So far, we have seven (7) Kids Kamp Staff, five (5) Lifeguards, and eight (8) Pool Attendants returning in some capacity.
- **ARB** – January submissions were as follows – twenty-three (23) submissions were reviewed, and twenty-two (22) administrative approvals were rendered.

Monthly Revenue ARB and Covenant – January 2021

Building Permits Issued:	52
YTD Permits Issued:	52
Review Fees Collected:	\$14,750

ARB January

New Construction:	4
YTD New Construction:	4
Tree Permits Issued:	50
YTD Tree Permits:	50

Covenants January

Covenant Fines	Residential	Commercial	Total
Fines Levied	\$2,450	\$650	\$3,100
Fines Collected	\$1,975	\$775	\$2750

- We believe we have narrow down the barcode problems to a defective batch of barcodes. We are advising property owners who have been having issues with their bar code to go to the POA Office to it checked to see if it's damaged; if it's not damaged then the barcode will be replaced at no charge.
- The Security Department will be exploring new lighter weight uniform shirts.

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- We continue to work with Wood+Partners the Dolphin Head Recreation Area Renovation Project. Survey work has been completed and Staff has met with the Town of Hilton Head Island's Tree mitigation personnel.
- Work to resurface six of the Spring Lake tennis courts has been completed. Membership revenue for Spring Lake Tennis memberships has already exceeded budget.
- David Mills and Palmetto Coastal Mechanic Henry Jenkins traveled to Florida on Thursday, February 11, to test several Frond-End Loaders that will be going on auction. David and Henry found a few that closely met our specifications. The POA Maintenance Department purchased a Front-End loader from the live auction on Tuesday, February 16 for \$37,000.
- The 2021 Resident Opinion Survey has been approved by the Board of Directors and will be inserted into the April issue of *Plantation Living*. It will also be made available digitally on the website and emailed to all residents.
- The Communications Department will begin working with the ARB Department on a revision to the HHP maps. We hope to have new community maps available by the fall.

VI. ACCEPTANCE OF ACTION LIST

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

VII. ACTION LIST

A. Bid Item(s):

- 1. Consider and approve the recommendation from the Activities Director to accept the proposed Spring Lake Pool Service Contract Agreement from Coastal Pool Management.**

Jim Lucas made a motion to approve the recommendation of the Activities Director to accept the bid of \$32,795 for pool maintenance services for the 2021 season. Jordan Berliner seconded, and the motion passed unanimously.

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B. Decision Item(s):

1. Consider adopting a policy on Revenue Recognition.

Jim Lucas made a motion to adopt the Revenue Recognition Policy as submitted. Betsy Weppner seconded, and the motion passed 8:1 (Jon Heron opposed).

VIII. COMMITTEE REPORTS

The Committee Reports were accepted as a group.

IX. PROPOSED NEW BUSINESS ITEMS

There was no new business proposed.

X. EXECUTIVE SESSION

Jordan Berliner made a motion to go into Executive Session to discuss legal and personnel matters, at 9:48 AM. Lori Schmidt seconded, and the Board went into Executive Session.

Jon Heron made a motion to come out of Executive Session at 10:17 AM. Jordan Berliner seconded, and the Board came out of Executive Session.

XV. ADJOURNMENT

Audrey King made a motion to adjourn the Board meeting. Betsy Weppner seconded, and the meeting adjourned at 10:17 AM.

Lois Wilkinson, President

Ann Schwab, Secretary