

**HILTON HEAD PLANTATION PROPERTY OWNERS
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, SEPTEMBER 26, 2023
9:00 AM – POA SERVICE CENTER**

I. CALL TO ORDER:

President Ed Schottland called the meeting to order at 9:00 AM.

Present were:

Ed Schottland
Carlton Dallas
Jon Heron
Lori Schmidt
Jordan Berliner
Rex Garniewicz
Mike Harris
Margie Lechowicz

Absent were:

Keith Schlegel

Staff Members:

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

Guest:

Communications Coordinator:	Leah Davis
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II. PRESIDENT'S REMARKS

President Schottland:

- Noted that this is going to be a long meeting.

III. UPDATE ON 2024 RESIDENT OPINION SURVEY

After discussion of the Resident Opinion Survey.

Margie Lechowicz made a motion to use the Yes/No option as appropriate, as well as using the 5-point scale when needed. Jordan Berliner seconded the motion passed unanimously.

APPROVE BOARD MINUTES

Lori Schmidt made a motion to approve the August 22, 2023, Board Meeting Minutes as presented. Rex Garniewicz seconded, and the motion passed unanimously.

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IV. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on August 2023 HHP Financials. He noted that is about \$400K to the good in revenue and expenses are slightly down as well as Franchise Fees. It was also noted that Advertising is trending up, and Commercial decals, Tennis, and ARB all continue to do well.

V. GENERAL MANAGER'S REPORT

- Staff has finalized a draft 2024 budget for the Board's consideration.
- Our advertising revenue for *Plantation Living*.

	<u>2022</u>	<u>2023</u>
January	\$15,190	\$12,150
February	\$13,915	\$12,440
March	\$14,425	\$14,010
April	\$15,590	\$14,720
May	\$14,545	\$15,235
June	\$13,465	\$15,135
July	\$12,315	\$15,735
August	\$12,640	\$14,055
September	\$12,530	\$15,750
October	\$11,600	\$14,900

- Thus far in 2023, we have collected approximately \$473,751 in Capital Transfer Fees.
- Our next Coffee is scheduled for 10:00 AM, Thursday, September 28, at the Plantation House. Hilton Head Island, Mayor Alan Perry and Town Manager Marc Orlando will be our special guests.
- The General Manager will be attending the Large-Scale Manager's Workshop from September 29 through October 9. Some of this time will include personal leave.

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- The Charles is completely settled. Waterway Gardens has two units under contract.
- September's Ad sales for *Plantation Living* were the highest for all of 2022 and all of 2023 thus far.
- We increased the size of *Plantation Living* by four (4) pages again for the month of September due to the demand for both advertising and information content.
- The Communication Committee continues its work on the preliminary question language to prepare for the 2024 Resident Opinion Survey. The committee is also working on plans for the POA's 50th Anniversary Celebration in conjunction with the opening of the Dolphin Head Recreation area, and the November 16, Coffee with Peter.
- Williette Lee and the Maintenance crews continue to work on renovating the RV/Boat Storage area clearing invasive tree growth, weeds, leveling the service roads, re-numbering and lining the spaces. Repair to the automated gate are also being scheduled.
- The members of the Maintenance Committee reviewed a request from Ribaut Island to install a speed bump at the entrance to their community.
- David is working on paving projects with JS Construction.
- The Tuscany trip scheduled for March 2024 has been extremely popular among the residents. So popular that we have secured a second bus for the trip. Collette Travel is working on finalizing details regarding flights, and hotel accommodations.
- We worked with OneBlood and the Big Red Bus to offer another Community Blood Drive at the Plantation House parking lot on Monday, September 11.
- The Fall Trash & Treasure Sale is scheduled for Saturday, October 14, from 11:00 AM to 2:00 PM at the Plantation House parking lot areas. The cost is \$30/space (required) and \$10/table (optional). The rain date is scheduled for the following Saturday, October 21. We currently have sold 51 spots and 27 tables so far. We have made arrangements with at least one non-profit organization – Habitat for Humanity – to pick up leftover items after the sale. And we've also secured one food truck so far – Time to Eat. Working on securing one more for each.

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- Kay Gill is offering an evening cooking class on Thursday, October 6, called Hungry for Healthy Inspiration. The menu includes roasted Mary chickpea snacks, maple mustard salmon en papillote, roasted Brussel sprouts, orange almond wild rice blend, and sheet pan lemon salmon with potatoes, artichokes, and fennel. The class will be held from 5:30-7:30 PM at the Spring Lake Pavilion, and the cost is \$40/participant. The class minimum is 15 participants, and the class maximum is 30 participants. Ginny Pettinichi will be assisting Mary Kay as she is a Registered Dietician/Nutritionist.
- We will be offering Holiday Photo Mini-Sessions this fall with the help of Stephanie Dunn and Be Still My Heart Photography. Stephanie will be offering opportunities for families to get their family portraits taken on Tuesday evenings this fall. Dates include Tuesdays, September 20 & 27 and October 4, 11, 18, & 25. In case of inclement weather, the photoshoot may be moved to the following Thursday. Dates for rain dates include Thursdays, September 22 & 29, and October 6, 13, 20, & 27. We will take reservations for up to 5 families per date starting approximately 6:00 PM. Each family will have a 10-minute window for pictures. Session cost is \$175/family, and families will be asked to meet at the Hickory Forest Boardwalk.
- Also scheduled for this fall is a series of photography classes for beginners. We will be working with professional photographer Michele Hutchison to offer a series of classes entitled "From Capturing Pictures to Creating Images" – Photography Classes for Beginning Photography Enthusiasts on Fridays from 2:00-4:00 PM at the Spring Lake Pavilion in October. Dates include October 7, 14, 21, & 28. Cost is \$139/person for the entire session. A minimum of 6 participants is needed to have this series of classes, and sign-ups began in September.
- The annual Halloween Pet Parade is scheduled for Thursday, October 27, at 5:00 PM at the Plantation House parking lot. Residents are encouraged to dress up their pet(s) in zany Halloween costumes and enter them in our pet parade. Prizes and ribbons will be awarded in various categories. We are asking everyone who would like to participate to please bring a canned food item to be distributed to a family in need at Christmas time.
- The Fall Bocce season is officially underway. The Bocce Club is also hosting a Happy Hour every Thursday at 4:00 PM in front of the Spring Lake Pavilion.
- The pool is scheduled to close for the season on Tuesday, October 31.

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- We will be partnering with Burke's Main Street Pharmacy to offer two Flu Shot Clinics at the Plantation House from 9:30 AM to 12:00 PM on Friday, October 13 and Thursday, October 19. Sign-ups will occur directly on the Burkes Pharmacy website at www.burkespharmacy.com, and for those without insurance, the cost for a regular dose flu shot is \$65 or high dose is \$106.
- The old plaques will be dropped off to HH Signs so they can clean them up and work on putting together a wall display for the new Dolphin Head Recreation Center. The total amount of donations that have been submitted so far (this includes the purchase of outdoor items PLUS general contributions) is \$48,540.
- Our Tennis Professional Trevor Scott has arranged for a Women's Varsity Tennis Match between Hilton Head Prep and Hilton Head High School to take place at our Spring Lake Tennis Facility.
- ARB – Received eleven submissions in August 2023. Eight were approved and three denied.
- **Monthly Revenue ARB and Covenant – August 2023**

New Construction:	0
YTD New Construction:	6
Building Permits Issued:	62
YTD Permits Issued:	509
Tree Permits Issued:	48
YTD Tree Permits Issued:	445

ARB – August 2023

Review Fees	\$5,350
YTD Fees	\$57,575
Tree Permit Fees	\$1,200
YTD Fees	\$8,375
Tree Mitigation Fees	\$1,661
YTD Fees	\$5,402

Covenants – August 2023

Covenant Fines	Residential	Commercial	Total
Fines Levied	\$875	\$1,825	\$2,700
Fines Collected	\$975	\$1,450	\$2,425
YTD Issued:	\$22,350		
YTD Collected:	\$24,175		

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- We have been notified by our Marine Consultant that a Hearing will be scheduled by DHEC regarding the Navigation/Sand Scraping project for renourishing the Pine Island Isthmus. The Board will be encouraged to write letters of support for our project and well as seek letters from supportive property owners. OCRM is working on a location and time to conduct a Hearing.
- The Dolphin Head historical sign has been completed and has been sent to the sign company for fabrication.
- The Spring Lake Tennis Pro Shop interior has been painted which included the removal of the popcorn ceiling. The interior of the Security Building has also been painted.
- Rex Garniewicz has graciously volunteered to work on the verbiage for the kiosk display that will provide an account of the history of the site and give background on the artifacts discovered at the site. Rex has also donated a displace case to house the artifacts recovered during the excavation of the Picnic Shelter footings.
- US 278 Corridor Improvement Project. Noted a new traffic light is being installed at Windmill Harbor and US 278.
- Our new Lagoon and Lake Maintenance contractor starts on October 1, 2023.
- This year's Volunteer Appreciation Social is scheduled for Friday, December 1, at the Spring Lake Pavilion.
- As the Board is aware, we transferred responsibility for the management of the RV/Boat Storage Area from Assistant GM Todd Lindstrom to Community Relations Specialist Williette Lee. Todd's job responsibilities have grown to the point that the management of the RV/Boat Storage Area needed to be reassigned. Williette has taken on her new responsibilities with a passion, as the area has been subjected to extensive renovation and reorganization. Williette has instituted new protocols for accountability to keep individuals that do not have a bonified lease out of the area. We are dealing with about a dozen items that are either abandoned or no owner has been identified. We are working with our legal counsel on these items. Once we have all the Property Owners with signed leases back in the RV/Boat Storage area Williette will go through the wait list. I have asked Williette to perform a comparative market analysis on what others charge for similar storage space and we will raise the rates accordingly for 2024. This income will be reflected in the 2024 Budget.

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VI. ACCEPTANCE OF ACTION LIST

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

VII. ACTION LIST

A. Decision Item(s):

1. Consider the Minimum and Maximum assessment recommendation for 2024.

Jon Heron made a motion to correct the rate in the Private Recreation Property Minimum section and approve the 2024 Minimum and Maximum Schedule with the suggested increase of 3.7%. The Minimum assessment for an improved lot was set at \$1,278 and Maximum at \$2,549. The Minimum assessment for an unimproved lot was set at \$764 and Maximum at \$1,530. Lori Schmidt seconded, and the motion passed unanimously.

2. Consider the proposed draft 2024 Budget.

Carlton Dallas made a motion to approve the 2024 Budget as presented and set the 2024 assessment for an improved lot at \$1,291 and unimproved lot at \$775, if paid in cash or by check on or before January 31, 2024. For credit card payments the annual assessment for an improved lot will be \$1,317 and \$790 for an unimproved lot. Margie Lechowicz seconded, and the motion passed unanimously.

3. Consider and approve the recommended Policies for the Sports Court usage at the new Dolphin Head Recreation Center.

Carlton Dallas made a motion to approve the recommendation policies for the Sport Court usage at Dolphin Head Recreation Center. Rex Garniewicz seconded, and the motion passed unanimously.

VI. UPDATE ON DOLPHIN HEAD RECREATION RENOVATION PROJECT

The Dolphin Head Renovation Project continues. The kitchen countertops have been replaced with the proper selection. The siding has been installed on the exterior of the Recreation Building; however, it still needs to be painted. Inside trim work has been completed, and the painters are applying the finish interior coat. The screened porch is being framed. The flooring will also be installed within the next two weeks. The landscaping for the grounds, and the artificial turf has been installed on the event

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lawn. Lots of miscellaneous work is being completed as we head towards the finish line. Nix Construction asked for and has been granted a completion extension for October 14, 2023.

VIII. COMMITTEE REPORTS

Lori Schmidt made a motion to accept the Committee Reports as a group. Carlton Dallas seconded, and the motion passed unanimously.

IX. PROPOSED NEW BUSINESS ITEMS

No new business was presented.

X. EXECUTIVE SESSION

Lori Schmidt made a motion that the Board go into Executive Session. Carlton Dallas seconded, and the Board went into Executive Session to discuss legal and Personnel matters at 11:45 AM.

Margie Lechowicz made a motion that the Board come out of Executive Session. Lori Schmidt seconded, and the Board came out of Executive Session at 11:56 AM.

XI. ADJOURNMENT

Margie Lechowicz made a motion to adjourn the Board meeting. Lori Schmidt seconded, and the meeting adjourned at 11:57 AM.

Ed Schottland, President

Lori Schmidt, Secretary