

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 5, 2023
9:00 AM – POA SERVICE CENTER**

I. PRE-AUDIT MEETING – 8:30 AM

President Ed Schottland called the meeting to order at 8:30 AM.

Present were:

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

Staff Members:

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

Finance Committee Members:

Jerry Cutrer
Daniel Clare
Susan Fishel
Jeff Heslop
Paul Lambdin
Doug Larkin
William Zurilla

Auditor(s):

Robert Tilton, Director of Assurance Services Group
WebsterRogers, LLP

II. PRE-AUDIT NOTES

Assistant General Manager, Todd Lindstrom introduced Mr. Robert Tilton of WebsterRogers, LLP. Robert Tilton noted that he will be working both in the office and virtually on the 2023 Audit. Mr. Tilton gave a brief overview of the Audit industry changes.

1. It was noted that nothing has changed with Revenue Recognition and leasing.
2. It was noted that the audit will need to be available for publication before the Annual Meeting.
3. Noted that there is not a lot of guidance to unfunded obligation relative to long term maintenance. Current guidelines are not reflecting as they should.
4. The Corporate Transparency Act (laundering money) won't be an Audit issue more of a Tax issue.
5. He noted that the Audit is scheduled to begin on January 29, 2024. It will look like it did last year (2023).
6. 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. CALL BOARD MEETING TO ORDER:

President Ed Schottland called the Board Meeting to order at 8:50 AM.

IV. PRESIDENT REMARKS

President Schottland:

- Thank Margie Lechowicz and Leah Davis for their work on the HHP 50th Anniversary.
- Thanked Peter, Staff, Chrissy, and Jen for the great work on the Volunteer Party.
- Reminded everyone about the Board Holiday Social to be held at his home on 303 Seabrook Drive from 6:00-8:00 PM.
- He noted several homes where they could park their vehicles.

V. APPROVE BOARD MINUTES

Lori Schmidt made a motion to approve the October 24, 2023, Board Meeting Minutes as presented. Carlton Dallas seconded, and the motion passed unanimously.

VI. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on financials. He noted that Commercial Decals, Interest Income, Tennis Fees, Advertising continues to be strong. Franchise Fees are down slightly, and ARB fees are steady. He noted that on the Revenue side we are a little over \$554K to the good and on the Expense side we are slightly under for the month, but the gap may get a little closer.

VII. GENERAL MANAGER'S REPORT

- Staff is working on the Volunteer Party and staging winter activities.
- Thus far in 2023, we have collected approximately \$554,157 in Capital Transfer Fees.
- We held a very successful and well received 50th Anniversary Celebration on Thursday, November 16. Leah Davis and Margie Lechowicz did an outstanding job orchestrating this event.
- The Board will hold its pre-audit meeting ahead of the December Board meeting at 8:30 AM on Tuesday, December 5. The members of the Finance Committee were invited to attend this meeting.

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- 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	\$16,720
November	\$11,195	\$16,495
December	\$11,215	\$15,135++

- The Charles is completely settled. Waterway Gardens has two units under contract.
- October's Ad sales for *Plantation Living* were the highest thus far for monthly Ad sales at \$16,720.
- Election Committee Chair status.
- The Communications Committee has finalized their input for the 2024 Resident Opinion Survey.
- Four additional pages were added to the November edition of *Plantation Living* and plans are to add four pages to the December edition as well to accommodate additions and Ad sales.
- Willette Lee and the Maintenance crew continue to work on the RV/Boat Storage area. The installation of the new Gate System is scheduled for January 9, 2024. We have worked with our attorney on the proper way to dispose of the abandoned and unclaimed items left in the storage area.

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- The major paving projects have been completed by JS Construction. Maintenance Staff is working on the list for the 2025 paving projects.
- On Saturday, October 28, we hosted the Fall Harvest Party from 3:00-6:00 PM at the Plantation House. We ended up with 215 residents in attendance. All three hayrides were sold out, and everyone had a great time!
- 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.
- Our annual Veterans Day Observance Ceremony was held on Monday, November 6, at 4:30 PM in front of the Plantation House. This year's keynote speaker was Dr. Andrew R. Buzzelli, O.D., M.S. Dr. Buzzelli is a retired Colonel in the United States Air Force. Also participating in this year's ceremony was the Hilton Head Island High School NJROTC Unit as well as musical guests – Beth Curtis and Tommy Ballard and trumpet players – Billy Howe and Roger Decelles. It was a beautiful weather day, and we had over 100 people in attendance.
- On Saturday, December 2, the Hilton Head Big Band will be performing their annual Christmas Concert in the Plantation House parking lot from 2:00-4:00 PM. In case of inclement weather, this concert will be moved to the following day – Sunday, December 3. This is a free event, and residents are encouraged to bring their own picnic snacks and drinks and enjoy the holiday music.
- The total amount of donations that have been submitted so far (this includes the purchase of outdoor items PLUS general contributions) is just over \$50,000. Chrissy Kristian deserves recognition for this task.
- The annual Holiday Hayride is scheduled for Saturday, December 16. We will offer three hayride times – 6:00 PM, 7:15 PM, and 8:30 PM. The cost to attend is \$7/person, and reservations began in November. In case of inclement weather, the event will be moved to Sunday, December 17. Palmetto Coastal staff will help with driving the hayrides through the planned route which will include Myrtle Bank Road, Pineland Road, Deerfield Road, and Bear Creek Drive – just to name a few. HHP Security staff will also escort the wagons during the routes. Light refreshments will be offered, and the HHP Train Club will run the trains during the event.

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- ARB – Received three submissions in October 2023. two were approved and one was a concept review.

Monthly Revenue ARB and Covenant – October 2023

New Construction:	0
YTD New Construction:	6
Building Permits Issued:	64
YTD Permits Issued:	633
Tree Permits Issued:	62
YTD Tree Permits Issued:	565

ARB – October 2023

Review Fees	\$200
YTD Fees	\$68,075
Tree Permit Fees	\$1,475
YTD Fees	\$10,250
Tree Mitigation Fees	\$600
YTD Fees	\$6,003

Covenants – October 2023

Covenant Fines	Residential	Commercial	Total
Fines Levied	\$450	\$950	\$1,400
Fines Collected	\$200	\$800	\$1,000
YTD Issued:	\$35,550		
YTD Collected:	\$28,250		

- The Security Department is still down one officer.
- Thus far 2023 has been one of the lowest years for criminal activity.
- The Security Department is now issuing State of South Carolina Uniform Traffic citations.
- There are 20 spaces open in the RV/Boat Storage area all for smaller items. We do have a small waitlist for the larger RVs. Leasing income presently stands at \$120,000 for 2023. We are considering building a kayak rack and renting spaces on the rack to interested property owners.
- The Dolphin Head historical sign has been completed and has been sent to the sign company for fabrication.

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- The next Board Meeting will be held on Tuesday, January 23, 2024.
- 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 has been installed at Windmill Harbor and US 278. A new Petition has been started by the folks that do not want any improvements to the Bridge and Corridor Project.
- This year's Volunteer Appreciation gathering is scheduled for Friday, December 1, at the Spring Lake Pavilion was a great success.
- Noted Board President Ed Schottland will be hosting the Board and Past Board President's Holiday Social at his home located on 303 Seabrook Drive on Tuesday, December 5 from 6:00 - 8:00 PM.
- Noted we have officially received 8 applications to be considered by the Nominating Committee. We have also learned that the Pickle ball club has designated their own candidate via petition from the ranks of the pickle ball membership.
- A new portable Speed Board has arrived and is in the process of being deployed.

VII. ACCEPTANCE OF ACTION LIST

Jon Heron 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 for resurfacing six Spring Lake Tennis Courts.

Keith Schlegel made a motion to approve the bid from Welch Tennis Courts in the amount of \$18,900 to be funded from the Repair and Replacement Fund. Margie Lechowicz seconded, and the motion passed unanimously.

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IX. DOLPHIN HEAD RENOVATION PROJECT

The Dolphin Head Renovation Project has been completed. We hosted an Open House to showcase that project on Thursday afternoon, November 16. We received a lot of positive feedback on the project. We still have a few outstanding punch-list items that Nix is taking care of with their subcontractors.

X. COMMITTEE REPORTS

Rex Garniewicz made a motion to accept the Committee minutes as presented. Lori Schmidt seconded. Keith Schlegel noted that Security Officer Howard saved a resident. The committee minutes were accepted as a group.

XI. PROPOSED NEW BUSINESS ITEMS

There was no new business proposed.

XII. EXECUTIVE SESSION

Keith Schlegel made a motion to go into Executive Session at 10:38 AM. Carlton Dallas seconded, and the Board went into Executive Session.

Carlton Dallas made a motion to come out of Executive Session at 10:40 AM. Jon Heron seconded, and the Board came out of Executive Session.

XVI. ADJOURNMENT

Jordan Berliner made a motion to adjourn the Board meeting. Carlton Dallas seconded, and the meeting adjourned at 10:41 AM.

Ed Schottland, President

Lori Schmidt, Secretary