

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 1, 2020
9:00 AM – SPRING LAKE PAVILION**

I. PRE-AUDIT MEETING – 8:30 AM

President Lois Wilkinson called the meeting to order at 8:30 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 |

Finance Committee Members:

Jeff Heslop
Paul Lambdin
Bob White
Cynthia Taylor
Keith Schlegel

Auditor(s):

Ellen Atkins – Webster Rogers, LLP (*via zoom*)

II. PRE-AUDIT NOTES

1. Mrs. Atkins noted that because of COVID-19 the audit will be done virtually and electronically.
2. Mrs. Atkins of Webster Rogers, LLP noted the plan is to start the audit the first week of February.
3. Mrs. Atkins noted there may be changes in revenue recognition.
4. Mrs. Atkins noted that a third-party confirmation may be used.
5. The Board and members of the Finance Committee were given the opportunity to address the Auditors with any questions or concerns.

III. PRESIDENT REMARKS

President Wilkinson:

- Thanked everyone for their hard work.
- Announced she will be running for a second term.

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IV. APPROVE BOARD MINUTES

Audrey King made a motion to approve the October 27, 2020 Board Meeting Minutes as presented. Lori Schmidt seconded, and the motion passed unanimously.

V. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on the financials for November 2020. He noted that ARB fees, decals, and tennis remains strong. He noted that due the COVID-19 restrictions, the facility rentals, Kids Kamp was down just a little and we had some unanticipated expenses.

VI. GENERAL MANAGER'S REPORT

- Staff is busy making adaptations to winter events.
- Our advertising revenue for *Plantation Living*:

| | <u>2019</u> | <u>2020</u> |
|-----------|-------------|-------------|
| January | \$13,650 | \$12,950 |
| February | \$13,875 | \$13,415 |
| March | \$14,720 | \$14,575 |
| April | \$16,025 | \$14,655 |
| May | \$14,455 | \$11,980 |
| June | \$14,845 | \$10,980 |
| July | \$15,740 | \$12,005 |
| August | \$16,235 | \$11,600 |
| September | \$15,175 | \$12,520 |
| October | \$15,995 | \$12,375 |
| November | \$14,850 | \$14,520 |
| December | \$13,865 | \$10,595++ |

- Capital Transfer feed collected thus far in 2020 \$451,544.
- All Committees have finalizing their proposed questions for the 2021 Residents Survey, which is scheduled for April 2021.

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- Total advertising revenues for 2020 *Plantation Living* so far (not including December) - \$140,590.
- The Communications Department continues the process of redesigning the POA's Website. We hope to launch the new Website by mid-December 2020.
- Thus far in 2020, over 50 new tennis memberships have been taken.
- New home sales continue to be brisk, which continues to feed the Capital Transfer fee coffers.
- Our new dump truck has arrived the vehicle is now insured and on the road.
- Staff is looking to use the remaining funds from the Repair and Replacement Fund dedicated to a dump truck on the possible purchase of a Front-end Loader.
- The Deerfield Road project has been completed. This was a Town of Hilton Head Storm Water Management project.
- New doors for the Spring Lake Tennis Pro Shop have been installed.
- Spring Lake Pool closed for the season on October 31.
- Instead of our annual Fall Harvest Party, we offered a fun Trunk-or-Treat Party in the Plantation House parking lot from 1:00-3:00 PM, on Saturday October 24. Thankfully the weather cooperated, and we didn't have to utilize the rain date. The judges did a super job, and all the refreshments and cold drinks went. Overall, another very successfully event.
- The annual Halloween Pet Parade was held on Friday, October 30, 5:00-6:00 PM, at the Plantation House parking lot. Thankfully the weather cooperated, and we did not have to cancel the event. Again, another successful event!
- Something new this winter is the Gingerbread House competition, which is scheduled for Saturday, December 19. Families interested in participating are encouraged to create their Gingerbread House and drop off submissions to the Plantations House between 11:00 AM and 1:00 PM. Judging will take place later that same day during the Holiday Light Tour Pre-Party. Prizes will be awarded for different categories.
- New this winter is the Holiday Light Pre-Party, which is scheduled for Saturday, December 19. Families are encouraged to stop by the Plantation House between 6:00-8:00 PM to check out the Gingerbread House on display.

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- The HHP Big Band will be hosting another Christmas concert on December 5, from 2:00-4:00 PM. This year, however, we will host it outside in the Plantation parking lot. This is a free concert for HHP residents and in case of inclement weather, we will move the concert it to the following day – Sunday, December 6th.
- The Covenants Committee has completed its work on the proposed changes to the Rules and Regulations including small-motorized vehicles.
- The ARB continues to review request for exterior modification to home which is being driven by new homeowners and low mortgage rates.

Monthly Revenue ARB

- Administrative Approval Fees - \$1250
- Total ARB Fees collected - \$6,450
- Tree Mitigation collected - \$750
- Tree Permits collected - \$915

Monthly Revenue Covenants

- Covenants Fines issued - \$2,275
 - Covenants Fees collected - \$1,050
 - Covenants Fines issued YTD - \$25,925
 - Covenants Fees collected YTD - \$25,925
- The HHP Security Department performed and continues to perform with distinction during the pandemic.
 - The Dolphin Renovation Project has been turned over to Wood+Partners and Architect Tom Parker for preparation of bid documents.
 - The Pine Island Beach renourishment project is completed, some minor adjustments and clean up approximately 6,900 tons of sand were place on the Pine Island Beach. The total budget for the project was approximately \$225,000 with \$100,000 of the funding coming from the Town of Hilton Head Island.
 - We had the November 19, Coffee with Peter outdoors at the Plantation House Parking Lot.
 - The POA office remains open on reduced hours from 8:00 AM to Noon. Staff will continue to take phone calls and receive customers and residents by appointment.

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- The Hilton Head Island Convenience Center will require a decal/barcode beginning sometime in March 2021. Residents will also be limited to two visits to the Convenience Center on Dillon Road per week.
- Representatives of the Old Fort Pub property have submitted preliminary plans to the HHP's ARB for a 22-unit five story multi-family structure.

VII. ACCEPTANCE OF ACTION LIST

Lori Schmidt made a motion to accept the Action List as amended to include a bid from Maintenance for Road Repair and Resurfacing. Ann Schwab seconded, and the motion passed unanimously.

VIII. ACTION LIST

A. Bid Item(s):

- 1. Consider and approve the request from the Director of Maintenance to allocate money from the Repair and Replacement Fund to Repair and Resurface Deerfield Road.**

Jim Lucas made a motion to approve allocating an amount not to exceed \$50,000 from the Repair and Replacement fund to JS Construction to repair and resurface Deerfield road. Ann Schwab seconded, and the motion passed unanimously.

B. Decision Item(s):

- 1. Consider the proposed revisions to the ARB Guidelines.**

Jim Lucas made a motion to approve the revisions to the ARB Guidelines. Lori Schmidt seconded, and the motion passed unanimously.

- 2. Consider the recommendation from the Covenants Committee to update the Rules and Regulations.**

Jordan Berliner made a motion to approve the revisions to the Rules and Regulations. Betsy Weppner seconded, and the motion passed unanimously.

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C. Information Only Item(s):

1. Noted the draft 2022-2026 Strategic Plan.

Jon Heron asked that each member review the draft and send any changes to him next Wednesday, December 9th.

IX. UPDATE FROM NAME CHANGE HISTORIC COMMITTEE – JON HERON

Jon Heron noted that he reached out to a local expert, but they were not sure if maybe a conflict of interest. He also noted that he has three other names that they are discussing adding to the committee.

X. COMMITTEE REPORTS

The Committee Reports were accepted as presented.

XI. PROPOSED NEW BUSINESS ITEMS

There was no new business proposed.

XII. EXECUTIVE SESSION

Lori Schmidt made a motion to go into Executive Session to discuss legal and personnel matters, at 9:55 AM. Betsy Weppner seconded, and the Board went into Executive Session.

Jon Heron made a motion to come out of Executive Session at 10:15 AM. Ann Schwab seconded, and the Board came out of Executive Session.

XV. ADJOURNMENT

Audrey King made a motion to adjourn the Board meeting. Ann Schwab seconded, and the meeting adjourned at 10:15 AM.

Lois Wilkinson, President

Ann Schwab, Secretary