

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, FEBRUARY 25, 2020  
8:30 AM – POA SERVICE CENTER**

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**I. POST-AUDIT MEETING:**

President Toney Mathews called the meeting to order at 8:30 AM.

**Present were:**

Toney Mathews  
Lois Wilkinson  
Jim Lucas  
Audrey King  
Jordan Berliner  
Bob Clemens  
Jon Heron  
Lori Schmidt  
Ann Schwab

**Staff:**

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

**Guest(s):**

Finance Committee Members:	Armando Linde David Pollock Cynthia Taylor Bob White James Moore Sylvia Clasen
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**Auditor(s):**

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

**POST-AUDIT NOTES**

1. Ms. Atkins of Webster Rogers, LLP noted that there have been many changes to the Audit Guidelines.
2. It was noted that there were some minor changes that needed to be made in the draft copy of the 2019 Audit. On page 6, add a footnote regarding Capital Transfer Fund; and on page 9, Note 2 under Contract Liabilities insert the correct total \$619,695.
3. There was a brief questions and answer session. Todd noted that the Audit Report will be sent out by Email Blast, available at the Annual Meeting, and at the POA Service Center.

*After discussion;*

*Jim Lucas made a motion to accept the draft audit with corrections on Note 2 under Contract Liabilities for \$619,695 and to add a footnote to reference the Capital Transfer Fund. Ann Schwab seconded, and the motion passed unanimously.*

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**II. CALL TO ORDER:**

President Mathews called the Board meeting to order at 9:20 AM.

**III. PRESIDENT REMARKS**

**President Toney Mathews:**

- Thanked everyone for their hard work and comments during the Audit.
- Noted that this will be his last official Board meeting and he sincerely appreciates their support throughout the year.
- Noted that a Habitat for Humanity home will be built with one from an anonymous HHP owner.

**IV. APPROVE BOARD MINUTES**

*Lori Schmidt made a motion to approve the January 28, 2020 Board meeting minutes as presented. Bob Clemens seconded, and the motion passed unanimously.*

**V. FINANCIAL REPORT**

Todd gave a brief presentation of the 2019 Financials.

*Jim Lucas made a motion to accept the draft with corrections on note 2 under contract liabilities for \$619,695 and to add a footnote to reference the Capital Transfer Fund. Ann Schwab seconded, and the motion passed unanimously.*

**VI. GENERAL MANAGER'S REPORT**

- Staff is busy with assessment collections, the 2019 Audit, and preparations for the Annual Meeting.

- 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	\$14,100++

- The Capital Transfer fees collected in 2019 totaled \$416,300. We are on another record pace. Thus far Capital Transfer Fees 2020 - \$41,827.

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- The 2020 Annual Report was finalized and included in the Board Election Mailing.
- Noted staff recommendations for Community Service Awards. Please provide any suggestions to the General Manager.

**COMMUNITY SERVICE AWARD SUGGESTIONS**

- HHP Big Band – Complimentary Summer and Christmas Concerts
  - Erin Tollaksen - For her many hours of service assisting at the Kids Kamp Program (Drop-off, Pick-up and Arts & Crafts)
  - HHP Junior Shag Club – For providing shag dancing lessons to the Green & Red Groups throughout the summer.
  - Bob-Zinn – for his many additional hours of service to the ARB and the HHPPOA Staff
  - Palmetto Coastal – For winning the 2019 Entrance Feature Beautification Contest and for their prompt response to the aftermath of Hurricane Dorian
  - Gordan Fair – for providing 12 weeks of complimentary Tai Chi classes for HHP residents
- The 2019 Audit is almost complete. A Post Audit meeting is tentatively scheduled prior to the February 25, 2020 Board Meeting.
  - As of Wednesday, February 20, 2020, we have collected \$5,160,589 in assessments.
  - **2020 ASSESSMENTS** – Assessments came in strong. A second mailing went out to those property owners who did not responded to our initial billing.
  - A Coffee with Peter was held on Thursday, February 20, 10:00 AM, at the Plantation House. We used this opportunity to introduce the candidates running for the Board.
  - Noted the Board is scheduled to update the Strategic Plan this year.
  - The General Manager will be on leave February 27 through March 7.
  - Staff continues discussions with officials at DHEC regarding the removal of landscape debris on Pine Island that is limiting access during high tide, creating a path through the Pine Island vegetation and extending the boardwalk. We have received permission to remove this material and are in the process of planning the best way to safely access the area.

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- The Spring Lake Pool is scheduled to open April 1, weather permitting.
- Paving continues to be delayed due to poor weather conditions.
- Our Annual Meeting will be held on Saturday, March 21, 10:00 AM, at the Plantation House.
- On Friday, March 13, we will be offering a St. Patrick's Bingo Night at the Plantation House from 6:00-8:30 PM. The evening will include a fun night of bingo plus a delicious corned beef and cabbage dinner catered by Roy's Place Café & Catering to celebrate St. Patrick's Day. The cost is \$25/person and includes admission, dinner, soft drinks, and one bingo card for the first round. Additional bingo cards are available for \$1 donation per bingo card per round. Deadline to sign-up is Friday, March 6, and we currently have 50 residents signed up to attend.
- On Wednesday, March 25, we will once again be working with Susan Litherland (local AARP instructor) to offer a free seminar 11:00 AM at the Spring Lake Pavilion called Smart DriverTEK Workshop. Smart DriverTEK is a brand-new, 90-minute workshop offering an interactive way to stay up to date with the latest safety technology in your current or future car. Residents will learn all about blind-spot detection systems, front-collision warning systems and more. Sign-ups began in February.
- New pool furniture and a new starfish is on the Repair and Replacement list to be ordered this year. The starfish has already been ordered, and Staff is currently putting together bids for the new pool furniture.
- Cooking Live is scheduled to kick off Tuesday, March 10, at 11:00 AM. The Cooking Live will be held on Tuesdays beginning 3/10, 3/17, 3/31, 4/21, and 4/28. We have started to reach out to local restaurants and chefs about participating; more details to come. Cost will be \$5/person, and residents will be permitted to sign up for four out of the five dates. Sign-ups began in February. **This program sold out in one day!**
- We will be teaming up with Dr. Frederick Weniger, MD, FACS 10:00 AM, at the Plantation House on Thursday, March 12, for a free Hair Restoration Seminar. Dr. Weniger will be discussing the new hair restoration procedure, NeoGraft, as well as introduce PRP as a newly proven, non-surgical treatment for some hair loss patients. Light refreshments will be provided. Sign-ups began in January.

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- Spring USTA Spring League is in full swing. Twenty-six teams will participate in the Spring League, which began in February. Keith is very optimistic that our 70 and over teams have an excellent chance to compete well in the upcoming State Championships in their division.
- ARB - December's submissions were as follows: Fourteen (14) submissions were reviewed.

- January 2020- ARB Activity

Building Permits Issued:	49
Y.T.D Permits Issued:	49

**January 2020**

New Construction:	3
Y.T. D. New Construction:	3
Tree Permits Issued:	38
Admin Tree Permit Approval	2
Y.T.D. Tree Permits:	40

- A subcommittee of the Covenants Committee continues to review the present Rules and Regulations regarding mopeds and scooters with engines of 50 cc's or less for a possible revision recommendation to the Board.
- Noted status of Hilton Head Island Corridor Review project.
- Noted the Town of Hilton Head Island's Quality of Life Referendum has been postponed to November 2021.

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- We are working with Wood+Partners on creating a conceptual design for the Dolphin Head Recreation Area Renovation Project. The Dolphin Head Recreation Renovation Project is moving along with a second presentation to the Board by Wood+ Partners and Architect Tom Parker. Once the Board has signed off on a preliminary plan, we will hold a community meeting for feedback.
- Staff will be installing post and chain fencing along a section of Whooping Crane that abuts with the south end of Seabrook Drive.
- Bocce resurfacing has been completed and the "Wall of Champions" plaques have been ordered.
- Noted a new plaque will be installed on a piece of revetment that was moved to the upper area of the Bluff by Hurricane Matthew.

**VII. ACCEPTANCE OF ACTION LIST**

*Lois Wilkinson made a motion to accept the Action List as presented. Lori Schmidt seconded, and the motion passed unanimously.*

**VIII. ACTION LIST**

**A. Presentation:**

**1. Consider the presentation and provide feedback for the renovation of the Dolphin Head Recreation Area. (*enclosure*)**

Todd Theodore and Tom Parker presented the Board with the requested design changes for the new Dolphin Head Recreation Area. The Board provided additional feedback on their presentation. The general cost estimates were also provided and discussed. The Finance Committee will look at how best to fund the project. There will be a community meeting held on Thursday, April 23, 2020 for review and input. The project will then be sent to the ARB for consideration.

**IX. COMMITTEE REPORTS**

*Audrey King made a motion to accept the committee reports as a group. Ann Schwab seconded, and the motion passed unanimously.*

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**X. PROPOSED NEW BUSINESS ITEMS**

There was no new business proposed.

**XI. EXECUTIVE SESSION**

*Ann Schwab made a motion to go into Executive Session at 10:51 AM. Lori Schmidt seconded, and the Board went into Executive Session.*

*Audrey King made a motion to come out of Executive Session at 11:06 AM. Lori Schmidt seconded, and the Board came out of Executive Session.*

**XII. ADJOURNMENT**

Everyone thanked President Mathews and Bob Clemens for service and hard work and wished them well.

*Lori Schmidt made a motion to adjourn the Board meeting. Audrey King seconded, and the meeting adjourned at 11:07 AM.*

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Toney Mathews, President

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Audrey King, Secretary