

**HILTON HEAD PLANTATION PROPERTY OWNERS
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, OCTOBER 27, 2020
9:00 AM – SPRING LAKE PAVILION**

I. CALL TO ORDER:

President Lois Wilkinson called the meeting to order at 9:00 AM.

Present were:

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

Absent: (*with notice*)

Ann Schwab

Staff Members:

General Manager:	Peter Kristian
Assistant General Manager:	Todd Lindstrom
Recording Secretary:	Sharon P. White
Activities Director:	Chrissy Kristian
Maintenance Director:	David Mills
ARB Administrator:	Michele Chisolm

Guest(s):

Todd Theodore - Wood+Partners
Mark Baker - Wood+Partners
Tom Parker - Parker Design Group

II. PRESIDENT'S REMARKS

President Lois Wilkinson:

- Noted that Ann Schwab had surgery and she is home recovering.

III. APPROVE BOARD MINUTES

Jordan Berliner made a motion to approve both the September 22, 2020 Board Meeting Minutes as presented, and the October Special Board Meeting as corrected. Audrey King seconded, and the motion passed unanimously.

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IV. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on the September Financials. He noted that the Capital Transfer fees are doing well. He noted that Decals and Daily Passes and ARB fees are doing good and Tennis Membership is up. He also noted that Revenue side we are positive \$42,000 to the good and on the Expense side we are \$136,000 under budget. He noted that this may change by years end.

V. GENERAL MANAGER'S REPORT

- Introduced Deputy Director of Security Warren Gaither and Lt. Vanessa Green to the Board. He also announced that the Deputy Director of Security Gaither Warren was promoted to Major and the Director of Security.

- Staff is adjusting to a new "normal" with the Coronavirus.

- 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	\$14,545	\$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	\$13,375
November	\$14,850	\$12,600+

- Capital Transfer Fees collected thus far in 2020 is \$396,300.
- Advertising continues to be a bit slower. Year-to-date advertising revenue stands at approximately \$139,445, which includes November projections. Our 2020 Budget for advertising is \$150,000.

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- The staff continues the process of redesigning the POA's Website. Leah Davis has received hundreds of photos from residents for possible use on the POA new Website.
- Over 40 new Tennis Membership have been taken since April 2020.
- **2020 ASSESSMENTS** – We have collected and posted \$5,590,900 in assessments.
- The Town of Hilton Head Island's Deerfield Road Drainage project is almost complete.
- The Dolphin Head Drive roadside is being edged in preparation for restriping later this fall.
- The road shoulders of Whooping Crane Way and Seabrook Drive between the Cypress Gate and the Dolphin Head Wye have been over seeded with winter rye grass.
- Started pulling aerators for season service.
- **Bocce Ball and Shuffleboard Courts** - online registration for the Bocce fall season is going on now. Matches began the second week of September.
- This year our Annual Trash & Treasure Sale was held on Saturday, October 3, from 11:00 AM to 2:00 PM. Thankfully, the weather held out and we didn't have to utilize the rain date. Once again, Chris Mangelly was there to provide musical entertainment with his accordion, and we had St. Francis Community Thrift store come after the sale to pick up leftover goodies that the residents didn't want to cart home. We ended up selling 39 spots, and 25 tables. We also ended up selling concessions during the concert, but residents will be permitted to bring their own picnic dinner and drinks.
- Instead of our annual Fall Harvest Party, we will be offering a fun Trunk-or-Treat Party at the Plantation House parking lot from 1:00 - 3:00 PM, on Saturday, October 24. In case of inclement weather, the rain date has been scheduled for Saturday, October 31. There is no cost to attend, but families interested in participating with their cars/trucks/SUVs, need to reserve a parking spot with Jen or Margie at the Scheduling Office. They also must provide their own candy to pass out. We will also have deejay Don Scott playing music throughout the event, and we will plan to set up our own "pumpkin patch" in the mulched area behind the basketball parking lot.

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- The annual Halloween Pet Parade is scheduled for Friday, October 30, from 5:00-6:00 PM, at the Plantation House parking lot. In case of inclement weather, this event may be canceled. We will NOT be able to move this event indoors. Residents are encouraged to dress up their pet and enter them into the Halloween contest. Entry fee is one canned food item, which will be given to a family in need at Christmas time. Alan Palchak is currently available to help us emcee this event. Ribbons will be awarded to the pets in various categories, and raffle prizes will be given away.
- On Thursday, November 5, we will be hosting another outdoor concert at Dolphin Head Rec Area showcasing Tony Smithson, HHP resident and founding member of the HHP Garage Band. This is a free concert for resident and will be held from 5:00-7:00 PM (weather permitting). In case of inclement weather, we will move the concert to the following Thursday, November 12. Same time/place. We will not be selling concessions during the concert, but resident will be permitted to bring their own picnic dinner and drinks.
- On Friday, November 13, we will be partnering with Chris & CJ Tassone, Licensed Sales Representatives for UnitedHealthcare, to offer multiple presentations on "What's New Medicare 2021." The in-person presentations will be offered 10:00 AM and 12:00 PM, at the Plantation House. For those not comfortable attending in-person presentations, they will be able to sign up for a 5:00 PM Zoom presentation. We will limit each in-person presentation to 25 participants. We currently have 8 signed up for the first presentation, but no one for the second presentation.
- We will be asking for volunteers to help us with decorating for the holidays on Monday and Tuesday, November 30 and December 1, from 10:00 AM to 3:00 PM. We will plan to decorate the Spring Lake Pavilion on Monday and the Plantation House on Tuesday. We will offer light refreshments both days.
- The HHP Big Band will be hosting another Christmas Concert on Saturday, December 5, from 2:00-4:00 PM. This year, however, we will host it outside in the Plantation House parking lot. This is a free concert for HHP residents and in case of inclement weather, we will move it to the following day – Sunday, December 6. Same time/place. Again, concessions will not be sold; however, residents can bring their own picnic snacks and drinks.
- Sixteen new homes are presently under construction

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- **Monthly Revenue ARB**

- Administrative Approval Fees - \$450
- Total ARB Fees collected - \$7,400
- Tree Mitigation collected - \$1,168
- Tree Permits collected - \$800

- **Monthly Revenue Covenants**

- Covenants Fines issued - \$2,000
 - Covenants Fees collected - \$1,750
 - Covenants Fines issued YTD - \$22,950
 - Covenants Fees collected YTD - \$21,225
- Sergeant Tomika Busby has been promoted to the rank of Lieutenant and will assume the position of First Shift Supervisor.
 - The Dolphin Renovation Project is on the Board's October Agenda.
 - The Pine Island Beach renourishment project is slated to commence on or about October 26.
 - We will have the November 19, Coffee with Peter outdoors weather permitting at the Plantation House Parking Lot.
 - The 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.
 - The stairs at the end of the Pine Island boardwalk have been moved to the marsh side of the boardwalk to allow for access to higher ground during higher tides.
 - Alternative plan for the 2020 Volunteer Recognition party is in motion.
 - Noted the Town of Hilton Head Island has provided a new Stormwater Management Agreements for HHP's consideration. This item has been referred to the Maintenance Committee and is being reviewed by our attorney.

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VI. ACCEPTANCE OF ACTION LIST

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

VII. ACTION LIST

A. Bid Item(s):

1. Consider the bids for resurfacing six Spring Lake Tennis courts.

Jim Lucas made a motion to approve the bid submitted by Evergreen Tennis Service for tennis court resurfacing in 2021 in an amount not to exceed \$13,250 to be paid from the Major Repair and Replacement Fund. Betsy Weppner seconded, and the motion passed unanimously.

2. Consider the bids for Dump Truck replacement.

Jim Lucas made a motion to approve allocating \$30,000 from the Repair and Replacement Fund to Baskin Truck Sales, LLC for the purchase of a 2012 Ford F-650 Dump Truck. Dave Pollock seconded, and the motion passed unanimously.

B. Decision Item(s):

1. Consider the proposed revisions to the ARB Guidelines.

After discussion;

It was the consensus of the Board to table the proposed revisions of the ARB Guidelines until the December meeting.

2. Consider the recommendation from the Security Department to purchase security radios two months in advance from Mobile Communications of America. (*formerly Savannah Communications*).

Jim Lucas made a motion to increase the 2020 Repair and Replacement budget by adding \$14,500 and approve of the bid submitted by Mobile Communications America for the radio system replacements in an amount not to exceed \$14,500 and the corresponding deletion of the radio equipment security line item in the 2021 Repair and Replacement budget in the amount of \$17,691. Betsy Weppner seconded and then motion passed unanimously.

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C. Discussion Items:

1. Consider the presentation by Wood+Partners and Architect Tom Parker of Parker Design Group.

Todd Theodore and Mark Baker of Wood+Partners and Tom Parker of Parker Design Group presented their proposed design for the Dolphin Head Recreation Area.

After the presentation;

Jim Lucas made a motion to authorize the Board President Lois Wilkinson to put together a committee to work with Wood+Partners to put together a bidding package for the Dolphin Head Project. Jordan Berliner seconded, and the motion passed unanimously.

VIII. UPDATE FROM COMMITTEE ON POSSIBLE NAME CHANGE – Jon Heron

Jon Heron noted that he met with Carlton Dallas and Bob Clemens and noted that he contacted Theresa who works with the Town Historic Administration to add to the committee.

IX. COMMITTEE REPORTS

The Committee Reports were accepted as a group.

X. PROPOSED NEW BUSINESS ITEMS

XI. EXECUTIVE SESSION

Lori Schmidt made a motion that the Board go into Executive Session and Jordan Berliner seconded and the Board went into Executive Session to discuss legal matters at 10:43 AM.

Lori Schmidt made a motion that the Board come out of Executive Session and Audrey King seconded and the Board came out of Executive Session at 10:47 AM.

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XII. ADJOURNMENT

Jordan Berliner made a motion to adjourn the Board meeting. Audrey King seconded, and the meeting adjourned at 10:48 AM.

Lois Wilkinson

Ann Schwab