

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 7, 2021
9:00 AM – POA SERVICE CENTER**

I. PRE-AUDIT MEETING – 8:30 AM

President Jon Heron called the meeting to order at 8:39 AM.

Present were:

Jon Heron
Lori Schmidt
Jim Lucas
David Pollock
Jordan Berliner
Rex Garniewicz
Ed Schottland
Betsy Weppner

Staff Members:

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

Finance Committee Members:

Jerry Cutrer
Jeff Heslop
Paul Lambdin
Keith Schlegel

Absent were:

Ann Schwab

Cynthia Taylor
Bob White
Keith 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 as the new lead Auditor who will be overseeing the HHP 2021 Audit.

It was noted that Mr. Tilton has over 13 years of public accounting experience in auditing and prior to joining WebsterRogers, LLP in 2004 he was a senior with a regional public accounting firm in Charlotte, North Carolina.

1. It was noted that the changes to the Revenue Recognition Policy is completed.
2. It was noted that the audit will need to be available for publication before the Annual Meeting.
3. Mr. Tilton noted that Jeff Carter will be one of the onsite auditors. He also noted that they will be both in the office, as well as doing zoom calls.
4. Mr. Tilton noted that the Audit Report will be the same, but with four (4) additional pages.
5. 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. PRESIDENT REMARKS

President Heron:

- Commented on the in Covid-19 Variant, noting mandates do not work. We need to adjust when needed.
- Passed on information regarding decals for someone who has a commercial/Realtor vehicle. How best to handle the situation?

IV. APPROVE BOARD MINUTES

David Pollock made a motion to approve the October 26, 2021, Board Meeting Minutes as corrected. Jordan Berliner seconded, and the motion passed unanimously.

V. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on the financials for September 2021. He noted that ARB fees, decals, and tennis lessons are up and remains strong. He also noted that on the Revenue side we will make budget, and on the Expense side we continue to do well. Todd stated that the report may not reflect the actual revenue or expenses to date.

VI. GENERAL MANAGER'S REPORT

- Staff is busy making preparations for winter activities including the Volunteer Appreciation Party.
- Our advertising revenue for *Plantation Living*:

| | <u>2020</u> | <u>2021</u> |
|-----------|-------------|-------------|
| January | \$12,950 | \$12,305 |
| February | \$13,375 | 10,800 |
| March | \$14,575 | \$12,675 |
| April | \$13,035 | \$12,710 |
| May | \$11,980 | \$12,050 |
| June | \$10,655 | \$14,640 |
| July | \$12005 | \$14,845 |
| August | \$11,600 | \$14,935 |
| September | \$12,520 | \$14,190 |
| October | \$13,375 | \$15,450 |
| November | \$14,520 | \$16,055 |
| December | \$13,460 | \$14,500++ |

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- The Capital Transfer fees collected thus far in 2021 total \$634,915.
- The Board will hold a joint meeting with the Finance Committee for a Pre-Audit meeting 8:30 AM on Tuesday, December 7, prior to the December Board meeting.
- *Plantation Living* advertising continues to rebound from last year's impact from COVID-19. We are presently at \$151,085 for 2021 as compared to \$140,590 for 2020 same timeframe.
- The General Manager will be on leave from December 16 through December 31.
- We held our last Coffee with Peter on November 18. Kyle Theodore with Wood+Partners will give a brief presentation on the Dolphin Head Recreation Area project.
- We started a major drainage project adjacent to the 13th fairway of Oyster Reef Golf course.
- The Spring Lake Pool is in the process of being winterized.
- The Pine Island beach took a beating during the unusually high tides over the weekend of November 6. We are watching certain sections of the beach to see if we need to accelerate our timetable for starting our renourishment to prevent a breach into the marsh.
- Winter flowers have been planted at appropriate entrance features.
- Our pool contractor has been authorized to make the needed repairs to the Spring Lake Pool Splash Pad.
- A directional bore has been installed at the Seabrook and Dolphin Head Wye. This will facilitate the installation of a spotlight at the intersection.
- An irrigation pipe failed between 19 and 21 Oyster Reef Drive. The pipe is a reclaimed irrigation line, which is owned by Oyster Reef Golf course. Oyster Reef Golf course is affecting repairs. A section of our roadbed was damaged by the leak and will be the responsibility of Oyster Reef Golf course.
- The Spring Lake Pavilion and the Plantation House has been decorated for the Holiday season. We had over twenty volunteers signed up to help on each day.

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- Tennis - The Oktoberfest Social was a huge success. Over sixty-two people participated. The Tri-Level USTA League is winding down for the season. Trevor presently has fourteen youngsters participating in the Youth Tennis Clinics.
- On Friday, October 29, we hosted our annual Halloween Pet Parade, 5:00 PM at the Plantation House parking lot. Residents were encouraged to bring their pets in costume to the parade. Admission to participate in the parade was a canned good item to be distributed to a family in need at Christmas time. We awarded ribbons in various categories and gave out some great raffle prizes. We ended up with 40 dogs registered for the parade. It was very well-attended, and the participants had a wonderful time!
- On Monday, November 1, we partnered with Tom Stevens of Sharper Edges to offer a knife-sharpening event at the Plantation House. This was limited to the first twenty-five appointments, and residents were asked to drop off their knives (max of 5) to the Plantation House between 8:30-11:00 AM and then Tom texted them when they were done and ready for pick-up. We ended up filling up all twenty-five slots, so we are offering a second date on Monday, November 15, to accommodate those on the wait list. And, so far, we have sixteen reservations for the second date.
- On Wednesday, November 3, we worked with Mary Ann Zanotta and Sue Conlin to offer a free presentation on "Therapeutic Touch" at 10:00 AM at the Plantation House. Therapeutic Touch is a holistic, evidence-based practice that incorporates the intentional and compassionate use of universal energy to promote balance and well-being. We ended up with twenty participants in attendance.
- We hosted our 15th Annual HHP Veterans Day Observance Ceremony with the help of the HHI High School NJROTC Unit on Monday, November 8, at the Plantation House. We secured both the Hilton Head Shore Notes "Around Town Quartet" to sing for the ceremony as well as Billy Howe to play his trumpet. We were honored to have Major Warren K. Gaither be our keynote speaker. Major Gaither served twenty-two years in the United States Marine Corps before retiring as Gunnery Sergeant with the Military Police.
- The HHP Garage Band Club played in concert on November 9, from 5:00-7:00 PM to a very appreciative audience.
- On Saturday, December 4, we will be offering an outdoor Christmas Concert with the HHP Big Band from 2:00-4:00 PM at the Plantation House parking lot. This will be a free concert and in case of inclement weather, the event will be moved to Monday, December 6, from 4:00-6:00 PM.

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- The Holiday Hayrides have been scheduled for Saturday, December 11, at 6:00 PM, 7:15 PM, and 8:30 PM. We started advertising this event in October, and all the hayrides have already sold out. The hayrides will begin at the Plantation House, and the cost is \$7/person. The Train Club has offered to run the trains for us while we are having this event. The route will include the following streets: Dolphin Head Drive, High Bluff Road, Myrtle Bank Road, Pineland Road, Field Sparrow Road, Deerfield Road, Bear Creek Drive, and others. In case of inclement weather, we will move the date to Sunday, December 12.
- The Kids Holiday Party is scheduled for 1:30 PM, Sunday, December 12. There will be yummy goodies, Christmas crafts, music with Beth Green – the Music Lady, and a visit from Santa Claus. Parents are asked to register their child/children in advance by bringing in a gift for each child to be dropped off ahead of time and then given to the child during the party. The deadline to sign-up is Thursday, December 9. Admission to attend is a non-perishable food item.
- We will be hosting our 2nd Annual Gingerbread House Competition this December. Submissions can be dropped off at the Plantation House between 4:00-6:00 PM on Sunday, December 12. Staff will organize the gingerbread house submissions and have them ready for display Monday through Wednesday, December 13 through 15, during business hours (8:30 AM to 4:30 PM). Residents are encouraged to stop by and cast their vote for their favorites. This year we will have two separate categories – one for Adults/Families and one for JUST KIDS. Once the voting period is over, submissions can be picked up on Wednesday, December 15, from 4:30-5:00 PM or Thursday, December 16, from 8:30-10:00 AM.
- **ARB** – The Parking Lot for Fort Mitchell has been completed. Eighteen (18) new homes have been approved for construction YTD.

Monthly ARB – October & November 2021

| | |
|--------------------------|-----|
| Building Permits Issued: | 113 |
| YTD Permits Issued: | 756 |

There are presently nine new homes under construction.

ARB October

| | |
|--------------------------|-----------|
| Tree Permits Issued: | 119 |
| YTD Tree Permits: | 640 |
| YTD Fees: | \$12,162 |
| Tree Mitigation Fees YTD | \$14,744 |
| ARB-Review Fees YTD | \$114,625 |

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- **Covenants October & November 2021**

| Covenant Fines | Residential | Commercial | Total |
|-----------------|-------------|------------|---------|
| Fines Levied | \$1,675 | \$2,875 | \$4,550 |
| Fines Collected | \$1,200 | \$1,050 | \$2,250 |
| YTD Issued | \$38,575 | | |
| YTD Collected | \$28,975 | | |

- Crime continues to be low.
- Security removed several posters depicting Darrell Brooks who is accused of killing many individuals and injuring scores of others in a Christmas Parade. The poster displayed an affiliation with National-Justice.com, which is reported to be a White Supremacy and anti-Semitic group. BSCO was notified of the incident.
- Chrissy Kristian has obtained a storage location for the newly acquired playground equipment.
- David Mills is working to schedule the re-sealing of the Spring Lake parking lot, which would include parking strips and directional arrows.
- We attempted to contact donor families that donated some of the older benches/tables down at Dolphin Head that are in bad shape and have severely deteriorated. Unfortunately, only a few were reachable. And, so far, only one family has expressed an interest in replacing their bench with either another one in the new playground area or another item overlooking the water.
- Noted the second call for Board candidates was published in the November edition of *Plantation Living*.
- New carpet for the downstairs level at the Spring Lake Pavilion has been installed.
- Construction on "The Charles" and the Town Homes at Water Way Place are underway.
- We held a very well attended Volunteer Appreciation Party on Friday, December 3, 2021 at the Spring Lake Pavilion.
- Leah Davis our Communication Coordinator put together a very helpful list of those residents participating in Trick or Treating activities

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VII. ACCEPTANCE OF ACTION LIST

Jim Lucas made a motion to accept the Action List as amended to include a bid from Maintenance for Road Repair and Resurfacing. Betsy Weppner seconded, and the motion passed unanimously.

VIII. ACTION LIST

A. Bid Item(s):

1. Consider the bid for seal coating and striping the Spring Lake Pavilion parking lot area.

Jim Lucas made a motion to approve allocating an amount not to exceed \$25,000 from the Repair and Replacement fund to Bennett Paving Inc. for the repairs to the Spring Lake Pavilion parking lot. Betsy Weppner seconded, and the motion passed unanimously.

IX. UPDATE ON BOARD OF DIRECTORS NOMINATION APPLICATIONS – JON HERON

Jon Heron stated that twelve property owners had submitted applications for the Board of Directors. He noted that the committee has interviewed ten applicants and will be interviewing the remaining two on December 7. He also pointed out that some applicants are already involved in the community, and he's confident that the committee will have an incredible slate of candidates.

X. DOLPHIN HEAD RENOVATION PROJECT

Wood+Partners and the inspectors have received the soil testing results. The Dolphin Head Recreation playground equipment is in a storage area in Spanish Wells. We are hoping that the Town will move forward quickly.

XI. HWY 278 CORRIDOR PROJECT

Peter noted that he has emailed Shawn Colin with the Town hoping to get some clarification after their meeting with Beaufort County.

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XII. REQUEST FROM PEDAL HILTON HEAD ISLAND

The Security Committee received a request from Pedal Hilton Head Island to open Hilton Head Plantation for a cycling fundraising event in the Spring of 2022. The Security Committee voted against the proposal. It was referred to the Board for consideration.

After discussion of the Board, Betsy Weppner made a motion to vote against the request from Pedal Hilton Head Island. Rex Garniewicz seconded, and the motion passed unanimously.

XIII. COMMITTEE REPORTS

The Committee Reports were accepted as presented.

XIV. PROPOSED NEW BUSINESS ITEMS

There was no new business proposed.

XV. EXECUTIVE SESSION

Jordan Berliner made a motion to go into Executive Session to discuss legal and personnel matters, at 10:11 AM. Dave Pollock seconded, and the Board went into Executive Session.

Lori Schmidt made a motion to come out of Executive Session at 10:41 AM. Dave Pollock seconded, and the Board came out of Executive Session.

After coming out of Executive Session:

Jim Lucas motioned to adopt a Resolution that will cap the Capital Improvement Fee at the maximum of \$10,203, effective as of January 1, 2022. This new rate will only apply to the listing not under contract. Be it further resolved that the Board would review and adjust the cap according to Section 11:C1 of the Amended Declaration; to be reviewed annually by the Board. Jordan Berliner seconded, and the motion passed unanimously.

Todd will bring prepare the Resolution for the January 25th Board meeting.

XVI. ADJOURNMENT

Jordan Berliner made a motion to adjourn the Board meeting. Dave Pollock seconded, and the meeting adjourned at 10:44 AM.

Jon Heron, President

David Pollock, Secretary