

**HILTON HEAD PLANTATION PROPERTY OWNERS
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, OCTOBER 24, 2023
9:00 AM – POA SERVICE CENTER**

I. CALL TO ORDER:

President Ed Schottland called the meeting to order at 9:00 AM.

Present were:

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

Absent were:

None

Staff Members:

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

II. PRESIDENT'S REMARKS

President Schottland:

- Thanked the Succession Planning Committee for their hard work on revising the Succession Plan.

III. APPROVE BOARD MINUTES

Jon Heron made a motion to approve the September 26, 2023, Board Meeting Minutes as corrected. Carlton Dallas seconded, and the motion passed unanimously.

IV. FINANCIAL REPORT

Todd Lindstrom gave a brief presentation on HHP September Financials and an update on the Dolphin Head Project expenditures. He noted that Commercial Decals, Interest Income, Tennis Fees, and Advertising are all doing very well. Franchise Fees and Instructional Programs are down. It was also noted that Special Events are running over budget. A spreadsheet was passed out with the updated information for the new Dolphin Head Recreation Area expenditures and insurance information.

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V. GENERAL MANAGER'S REPORT

- Staff is working Fall and Holiday activities and Events.
- 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	\$14,900+++

- Thus far in 2023, we have collected approximately \$498,003 in Capital Transfer Fees.
- Our last Coffee of the year is scheduled for 10:00 AM, Thursday, November 16, at the Plantation House. This will be dedicated to HHPPOA's 50th Anniversary.
- The Board usually holds its pre-audit meeting ahead of the December Board meeting at 8:30 a.m. on Tuesday, December 5. The Members of the Finance Committee are invited to attend this meeting.
- October's Ad sales for *Plantation Living* were the highest thus far for monthly Ad sales at \$16,720.
- We increased the size of *Plantation Living* by four (4) pages again for the month of October due to the demand for both advertising and information content.

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- The Communication Committee has finalized their input for the 2024 Resident Opinion Survey. The committee is also finalizing plans for the POA's 50th Anniversary Celebration in conjunction with the opening of the Dolphin Head Recreation area, and the November 16, Coffee with Peter.
- The adoption of the 2024 Budget has been noted in the October edition of *Plantation Living*.
- Williette Lee and Maintenance crew have completed the renovations to the RV/Boat Storage area, clearing invasive tree growth, weeds, leveling the service roads, re-numbering and lining the spaces. Replacement of the automated gate will be on the Boards Agenda for consideration.
- The major paving projects have been completed by JS Construction.
- The railing and pickets along a section of the bluff adjacent to the new Dolphin Head Recreation area is almost completed.
- Two declining trees have been removed from the POA Service Center Parking Lot.
- 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.
- On Monday, October 30, we will be offering another Flu Shot Clinic but this one will be hosted by CVS Pharmacy. Appointments can be made by calling Jen at the Scheduling Office, and so far, we have 34 appointments made. The shots will be offered from 9:00 AM to 2:00 PM at the Plantation House. The cost for the low dose shot is \$63, and the cost for the high dose is \$103. Most insurances are accepted; however, not all insurance plans cover flu vaccines. Attendees should bring their insurance cards with them and/or their Medicare Part B card as well as any supplement cards.
- The total amount of donations that have been submitted so far (this includes the purchase of outdoor items PLUS general contributions) is \$49,240.
- A very successful Trash and Treasurer sale was held on Saturday, October 14, at the Plantation House Parking Lot.

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- Our annual Veterans Day Observance Ceremony is scheduled for Monday, November 6, at 4:30 PM in front of the Plantation House. This year’s keynote speaker will be 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 is the Hilton Head Island High School NJROTC Unit as well as musical guests – Beth Curtis and Tommy Ballard and trumpet player – Billy Howe. In case of inclement weather, the event will be moved indoors to the Plantation House. Refreshments will be served immediately following the ceremony.
- The pool is scheduled to close for the season on Tuesday, October 31.
- A new bearing for the lazy river motor needs to be replaced. David has the part and will wait until after we close the pool for the season to make the repair.
- The Security Department is down one officer.
- Crime continues to be low.
- ARB – Received eight submissions in September 2023. Five were approved and three denied.

- **Monthly Revenue ARB and Covenant – August 2023**

New Construction:	0
YTD New Construction:	6
Building Permits Issued:	64
YTD Permits Issued:	573
Tree Permits Issued:	59
YTD Tree Permits Issued:	503

- **ARB – August 2023**

Review Fees	\$1,800
YTD Fees	\$64,775
Tree Permit Fees	\$400
YTD Fees	\$8,775
Tree Mitigation Fees	\$0
YTD Fees	\$5,402

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Covenants – August 2023

Covenant Fines	Residential	Commercial	Total
Fines Levied	\$300	\$1,500	\$1,800
Fines Collected	\$300	\$1,250	\$1,550
YTD Issued:	\$34,150		
YTD Collected:	\$27,250		

- A Hearing was held by DHEC on Wednesday, October 18, regarding the Navigation/Sand Scraping project for renourishing the Pine Island Isthmus.
- The Dolphin Head historical sign has been completed and has been sent to the sign company for fabrication.
- The final Board Meeting of the year will be Tuesday, December 5.
- 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.
- Our new Lagoon and Lake Maintenance contract started on October 1, 2023.
- This year's Volunteer Appreciation Party is scheduled for Friday, December 1, at the Spring Lake Pavilion.
- Noted Board President Ed Schottland will be hosting the Board and Past Board President's Holiday Social on Tuesday, December 5 from 6:00 - 8:00 PM.

VI. ACCEPTANCE OF ACTION LIST

Rex Garniewicz made a motion to accept the Action List as presented. Lori Schmidt seconded, and the motion passed unanimously.

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VII. ACTION LIST

A. Decision Item(s):

- 1. Consider the recommendation from the Security Department to purchase a new Patrol Vehicle.**

Margie Lechowicz made a motion to approve the Staff's and Security Committees recommendation to purchase of a Patrol Vehicle from Stokes Toyota of Hilton Head which will be a nonpolice interceptor and equipped with lights, sirens, communication console, radar package, and striped to be funded from the Repair and Replacement Fund in an amount not to exceed \$31,538.32. Carlton Dallas seconded, and the motion passed unanimously.

- 2. Consider the proposal to replace the automated gate for the RV/Boat Storage Area.**

Carlton Dallas made a motion to approve the bid from Palmetto Security to replace the RV/Boat Storage gate in an amount not to exceed \$30,000. Rex Garniewicz seconded, and the motion passed unanimously.

VI. UPDATE ON DOLPHIN HEAD RECREATION RENOVATION PROJECT

The Dolphin Head Renovation Project continues. The finishing touches on the screened porch area are being completed. The indoor and outdoor painting has been completed. Work is currently being performed on the sound system, Display Monitors and other IT equipment. David has assembled the five benches around the playground and the six picnic tables for the park. The six Adirondack chairs have been placed around the fire pit. The two small grills still need to be installed. The four trash receptacles are being shipped by our supplier this week so they should arrive next week. The bathroom partitions have been installed, and the cleaning crew is working on the inside and outside of the building today. Nix Construction is still trying to wrap up this project by October 20. A walk-through of the property was held on October 12 – at 1:00 PM with Kyle Theodore from Wood + Partners plus Nix Construction as well as POA staff and several Board members.

The Fence is slated to be removed the week of October 23. We have bound the area and appropriate structures with our insurance carriers. David will be working on additional mulch and moving furniture and the refrigerator to the site.

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VIII. COMMITTEE REPORTS

Lori Schmidt made a motion to accept the Committee Reports as a group. Carlton Dallas seconded, and the motion passed unanimously.

IX. PROPOSED NEW BUSINESS ITEMS

No new business was presented.

X. EXECUTIVE SESSION

Lori Schmidt made a motion that the Board go into Executive Session. Keith Schlegel seconded, and the Board went into Executive Session to discuss legal matters at 10:13 AM.

Rex Garniewicz made a motion that the Board come out of Executive Session. Jordan Berliner seconded, and the Board came out of Executive Session at 10:29 AM.

XI. ADJOURNMENT

Rex Garniewicz made a motion to adjourn the Board meeting. Jordan Berliner seconded, and the meeting adjourned at 10:29 AM.

Ed Schottland, President

Lori Schmidt