

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, SEPTEMBER 24, 2024  
9:00 AM – POA Service Center**

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**I. CALL TO ORDER:**

Board President Carlton Dallas called the meeting to order at 9:00 AM.

**Present were:**

Carlton Dallas  
Margie Lechowicz  
Lori Schmidt  
Ed Schottland  
David Barnum  
Jordan Berliner  
Mike Harris  
Keith Schlegel

**Absent were:**

Rex Garniewicz *(with notice)*

**Staff Members:**

General Manager:	Peter Kristian
Assistant General Manager:	Todd Lindstrom
Recording Secretary:	Todd Lindstrom

**II. PRESIDENT REMARKS**

**President Carlton Dallas**

- Welcomed everyone to the meeting and thanked everyone who continues to make contact with the various HHP Clubs.
- Noted that there is a lot of energy with the ongoing effort to modernize HHP, which would make it easier for employees, residents and Business Partners.
- Noted that he wanted the community to know how well the organization is run.
- Reiterated to the Board members that when the Board goes into Executive Session the conversations must not be discussed outside of the meeting.
- Noted that the Ad Hoc Committees should be coming forth with their final presentations.

**III. APPROVE BOARD MINUTES**

*Keith Schlegel, made a motion to approve the August 27, 2024, meeting minutes as corrected. Jordan Berliner seconded, and the motion passed unanimously.*

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**IV. FINANCIAL REPORT**

Todd Lindstrom gave a brief presentation on the August Financials for 2024.

**V. GENERAL MANAGER'S REPORT**

- Staff is already planning and implementing fall programs and activities and working on winter activities and special events.
- Our advertising revenue for *Plantation Living*:

	<u>2023</u>	<u>2024</u>
January	\$12,150	\$15,605
February	\$12,440	\$14,285
March	\$14,110	\$14,760
April	\$14,720	\$15,285
May	\$15,235	\$13,790
June	\$15,135	\$13,265
July	\$14,695	\$15,290
August	\$14,055	\$14,945
September	\$15,705	\$18,782
October	\$16,720	\$16,496

- Thus far in 2024, we have collected approximately \$525,707 in Capital Transfer Fees.
- The Communications Committee is working on a new set of Note Cards to benefit the Conservancy Foundation.
- The League of Women Voters declined our offer to provide them with space for a Ward 6 Candidates Forum citing that the event was not open to the general public. It should be noted that HHP has hosted numerous Candidates Forums in the past sponsored by the League of Women Voters.
- The next Coffee with Peter is scheduled for 10:00 AM, Thursday, September 26 at the Plantation House. The Town of Hilton Head Mayor Alan Perry and Town Manager Marc Orlando will be the special guests.

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- Staff is working on the implementation of Engage, which is a Registration Software that interfaces with Enumerate. Key Staff have already attended a training session on this new software.
- Staff is working on leisure path and patch roadway repairs.
- The Security Main Gate buildings have been prepped for painting.
- RV/Boat Storage Leases are due on or before September 30, 2024.
- **Facility Statistics:**
  - Plantation House stats for August indicate a slight decrease in attendance by 2%; however, the number of occasions stayed steady with 0% change. Most events for the Plantation House were comprised of Club Events at 88%.
  - Spring Lake Pavilion stats for August indicate a slight increase in attendance by 9%; however, the number of occasions experienced a decreased of 16%. Most events for the Spring Lake Pavilion were comprised of Fitness Classes at 70%.
  - Dolphin Head Recreation Center stats for August indicate a significant increase of 204% in total attendance compared to August of 2021. We also experience an 86% increase in the total number of events compared to August of 2021. The building was closed June 2022 through October 2023 for construction. Most events for the Dolphin Head Recreation Center were comprised of Club Events at 62%.
  - For the Dolphin Head Picnic Shelter, we had an approximate total of 100 people in attendance for the two events that were held at the Shelter in August. The two events at the Dolphin Head Picnic Shelter were both Private Events.
  - Spring Lake Pool stats for August decreased by 24% versus August of last year. The peak attendance also decreased by 22% with 146 people in attending the pool at one time. Two factors that may have impacted the decrease in attendance include the kids who attend public schools had to return to school earlier than usual, and we also had a couple of days in early August when the pool was closed due to Tropical Storm Debby.

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- Because of high demand, we have secured a second bus for the Ireland trip that will be leaving a week earlier than the original group. The original dates are March 8-17, 2025. That bus has 42 people signed up. A second bus will be leave earlier and be on tour from March 1-10, 2025. That bus currently has 19 people signed up. We have 2 spots open on the original dates, and 11 spots open on the earlier dates. Also available is an optional 3-night London Pre-Tour Extension as well as an optional 3-night Edinburgh Post-Tour Extension. Deposits are due by September 2.
- The Fall Trash & Treasure Sale is scheduled for Saturday, October 5, from 11:00 AM to 2:00 PM in the Plantation House parking areas. In case of inclement weather, the rain date has been set for the following Saturday, October 12 (same time). Each parking space is \$30 and if someone wants to rent a 3' x 6' table, they can for an additional \$10. The deadline to sign up is Monday, September 30. We will have two food trucks onsite to sell concessions – Time to Eat and Jahmerican Jerk. We are still working on finding non-profit organizations to come and pick up items after the sale.
- On Wednesday, October 9, we will be offering a second flu shot clinic at the Plantation House from 10:00 AM to 12:30 PM with the help of Burke's Main Street Pharmacy. Residents can go directly on the Burke's Pharmacy website to book an appointment. For those without insurance or Medicare, the cost is \$52.35 for a low dose flu shot or \$113.49 for a high dose flu shot.
- The annual Halloween Pet Parade will be held on Friday, October 25, from 5:00-6:00 PM in the Plantation House parking lot. Residents are encouraged to bring their pets in costume for the parade, and we will hand out ribbons in various categories. Raffle prizes will also be given out at the end along with prizes for best tricks. Admission is one canned good item to be given to a family in need at Christmas time. Refreshments will also be served.
- This year we will be hosting the Trunk-or-Treat Tailgate Party on Saturday, October 26, from 4:00-6:00 PM in the Plantation House parking areas. In case of inclement weather, we will move the event to the next day – Sunday, October 27 (same time). We are asking residents to sign up for a parking spot so they can hand out candy to the kids from the trunks of their cars. Prizes will be awarded in various categories to the best decorated trunks. We will also have two inflatables for the kids to enjoy from Firehouse Nutz Extreme Events, and a deejay to play music throughout the event. This is a free event for families. Sign-ups for trunks began in September.

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- **Pool / Kids Kamp**
  - The Kids Kamp Staff and Lifeguard Staff will receive their end-of-summer bonuses this month. Each employee was evaluated by their supervisor and based on that evaluation, he or she will receive a bonus (up to 5% of total summer earnings).
  - The end-of-summer Kids Kamp questionnaires were mailed out yesterday to all the families who were enrolled in Kids Kamp this summer. This year we included a QR code in case anyone preferred to fill it out online. We also included a flyer about the fall programs available for kids at the Spring Lake Racquet Club.
  - The pool will continue to stay open (weather-permitting) until the end of October.
  - Pool attendants will also continue to staff the pool until the end of October.
  - New pool noodles and beach balls have been delivered to the pool.
  - Year-Round Pool staff also swapped out the padlock on the pool storage equipment enclosure because the old padlock wasn't working properly. We now have a new combination padlock.
- ARB – Received seven (5) submissions in August 2024. Three were denied and two were approved.

**Monthly Revenue ARB and Covenant – August 2024**

New Construction:	0
YTD New Construction:	2
Building Permits Issued:	39
YTD Permits Issued:	522
Tree Permits Issued:	49
YTD Tree Permits Issued:	402

**ARB – August 2024**

Review Fees	\$2,900
YTD Fees	\$41,560
Tree Permit Fees	\$1,250
YTD Fees	\$4,695
Tree Mitigation Fees	\$1,250
YTD Fees	\$5,945

**Covenants – August 2024**

<b>Covenant Fines</b>	<b>Residential</b>	<b>Commercial</b>	<b>Total</b>
Fines Levied	\$425	\$1075	\$1,500
Fines Collected	\$325	\$600	\$925
YTD Issued:	\$15,250		
YTD Collected:	\$11,050		

**RV/Boat Storage**

YTD \$105,000

- Our final Coffee of the year will be held on Thursday, November 21, 10:00 AM at the Plantation House. Superintendent of Beaufort County Public Schools Dr. Frank Rodriguez will be our special guest.

**VI. ACCEPTANCE OF ACTION LIST**

*Loris Schmidt made a motion to accept the Action List as presented. Margie Lechowicz seconded, and the motion passed unanimously.*

**VII. ACTION LIST**

**A. Decision Item(s):**

**A. Bid Item(s):**

**1. Consider the purchase of a new Director of Security vehicle in the amount not to exceed \$41,154.**

*Margie Lechowicz made a motion to approve the purchase of a new Director of Security vehicle in an amount not to exceed \$41,154. Keith Schlegel seconded, and the motion passed unanimously.*

**2. Consider approval of the striping and reflections for this year’s paving projects.**

*Lori Schmidt made a motion to approve the expenditure of \$56,024 from Department 42, which is Roads and Leisure Paths.*

**B. Decision Item(s):**

**1. Consider the Minimum and Maximum assessment recommendation of the 2025.**

*Keith Schlegel made a motion to approve the 2025 Minimum and Maximum Schedule with the suggested increase of 2.87%. The Minimum assessment for an improved lot was set at \$1,310 and Maximum at \$2,613. The Minimum assessment for an unimproved lot was set at \$797 and Maximum at \$1,568. David Barnum seconded, and the motion passed unanimously.*

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**2. Consider the proposed 2025 draft Budget. (enclosure)**

*Margie Lechowicz made a motion to approve the 2025 Budget as presented and set the 2025 assessment for an improved lot at \$1,328 and unimproved lot at \$797, if paid in cash or by check on or before January 31, 2025. For credit card payments the annual assessment for an improved lot will be \$1,355 and \$813 for an unimproved lot. Ed Schottland seconded, and the motion passed unanimously.*

**VIII. UPDATE ON PLANTATION HOUSE PROJECT**

The Recreation Committee is meeting with Wood+Partners at the Plantation House on October 2, to go over the process.

**IX. COMMITTEE REPORTS (Accepted as a Group)**

*Lori Schmidt made a motion to accept the review of the Committee Reports. Jordan Berliner seconded, and the motion passed unanimously.*

**X. PROPOSED NEW BUSINESS ITEMS**

There was no new business.

**XI. EXECUTIVE SESSION**

*Margie Lechowicz made a motion to go into Executive Session to discuss legal and personnel matters. Lori Schmidt seconded, and the Board went into Executive Session.*

*Keith Schlegel made a motion to come out of Executive Session. Mike Harris seconded, and the Board came out of Executive Session.*

**XV. ADJOURNMENT**

*Lori Schmidt made a motion to adjourn the Board meeting. Jordan Berliner seconded, and the meeting adjourned at 10:30 AM.*

Carlton Dallas, President

Ed Schottland, Secretary