

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, MARCH 24, 2020  
2:00 PM – SPRING LAKE PAVILION**

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**I. CALL TO ORDER:**

President Lois Wilkinson called the meeting to order at 2:10 PM.

**Present were:**

Lois Wilkinson  
Jon Heron  
Ann Schwab  
Jordan Berliner  
David Pollock  
Lori Schmidt  
Betsy Weppner

**Absent were:**

Jim Lucas  
Audrey King

**Staff Members:**

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

**II. ELECTION OF OFFICERS**

Vice President Lois Wilkinson congratulated the newly elected Board Members, David Pollock and Betsy Weppner, and re-elected Ann Schwab.

**Vice President Lois Wilkinson called for the Nomination of Officers.**

**President**

*Jon Heron nominated Lois Wilkinson for President; Ann Schwab seconded the motion. Lori Schmidt moved to close the nominations. The motion passed unanimously.*

**Vice President**

*Lois Wilkinson nominated Jon Heron for Vice President; Jordan Berliner seconded the motion. Ann Schwab moved to close the nominations. The motion passed unanimously.*

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**Treasurer**

*Ann Schwab nominated Jim Lucas for Treasurer; Lori Schmidt seconded the motion. Jordan Berliner moved to close the nominations. The motion passed unanimously.*

**Secretary**

*Lori Schmidt nominated Ann Schwab for Secretary; Jordan Berliner seconded the motion. Betsy Weppner moved to close the nominations. The motion passed unanimously.*

**III. PRESIDENT'S REMARKS**

**President Wilkinson:**

- Thanked the Board for having the confidence in her to serve as President and asked for their support for the 2020/21 year.
- Thanked the new Board Members for their willingness to serve the community.
- Selected Chairs for each committee as listed below:

1. ARB	Jordan Berliner
2. Communications Committee	Ann Schwab
3. Covenants Committee	Lori Schmidt
4. Finance Committee	Jim Lucas
5. Maintenance Committee	David Pollock
6. Nominating Committee	Jon Heron
7. Recreation Committee	Audrey King
8. Security and Safety Committee	Betsy Weppner

**IV. APPROVE BOARD MINUTES**

*Jordan Berliner made a motion to approve the February 25, 2020 Board Meeting Minutes as presented. Ann Schwab seconded, and the motion passed unanimously.*

**V. FINANCIAL REPORT**

Todd Lindstrom gave a brief presentation regarding the financial structure of the POA's financing system. We have collected the majority of the 2020 assessments. He noted that that the Capital Transfer fees are off to a great start.

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**VI. GENERAL MANAGER'S REPORT**

- Staff is busy 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

- The Capital Transfer fees collected in 2020 \$74,045.
- The 2019 Audit is posted on our website and hard copies are available at the POA Service Center.
- The Annual Meeting of the HHP Conservancy Foundation will be held on Tuesday, April 21, 2:30 PM at the POA Service Center.
- Assessments continue to come in for 2020.
- As of March 20, we have collected \$5,358,042 in assessments; they are coming in strong.
- It was noted that the Board is scheduled to update the Strategic Plan this year.
- The 2020 Audit has been emailed and posted to the POA's Website. Hard copies are in the process of being printed.
- We are preparing the Spring Lake Pool for an April 1, opening; however, the opening date may need to be modified in response to the Coronavirus. The pool deck and lounges are scheduled for power washing prior to opening day.
- On Friday, March 13, we offered a St. Patrick's Bingo Night at the Plantation House from 6:00-8:30 PM. The evening included 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 was \$25/person and included admission, dinner and soft drinks, and one bingo card for the first round. Some didn't stay for the bingo portion but picked up their dinner in to-go containers, which we made available.

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- Staff has built and installed an "Authorized Vehicles" Only sign at Spring Lake Tennis overflow parking area.
- The 2020 Kids Kamp t-shirts have arrived. The mint green shirt looks more like a light lime green color, but the design looks good, so we'll be ready to start Kamp.
- Poseidon kicked-off our Cooking Live Series 11:00 AM, on Tuesday, March 10. Sous Chef Alan Ford and Executive Chef Chris Carge were there to whip up two amazing entrees for attendees. The remaining Cooking Live dates will be 3/17 (Michael Anthony's), 3/31 (MidiCi Italian Kitchen), 4/21 (to be determined), and 4/28 (Sigler's Rotisserie). We limit this even to 35 participants per session.
- On Saturday, April 11, we will be holding our Easter Egg Hunt, 9:00 AM at the Surrey Lane Ball Fields. In case of inclement weather, we will move the egg hunt over to the Spring Lake Pavilion. Registration will continue through Thursday, April 9. If interested residents can sign up with Jen or Margie at the Scheduling office. So far, we have 17 signed up for the brunch (12 adults/5 kids). The Country Club of Hilton Head canceled the Brunch portion of this activity.
- On Sunday, April 12, we will be hosting our Annual Easter Sunrise Service at the Dolphin Head Recreation Building at 7:00 AM. In case of inclement weather, we will move the event indoors to the Plantation House. Reverend Jim Murphy will conduct the service, and the music will be led by the Mills brothers. Refreshments will be offered afterwards.
- A mass mailing for Kids Kamp Pre-registration was sent out mid-February advertising the March discounted rates. Pre-registration is underway, we currently have 56 kids enrolled.
- Many of the clubs have cancelled their club events, and several programs have been cancelled by the presenters over concerns regarding the Coronavirus. **Our April events are scheduled but may be cancelled due to the Coronavirus concerns.**
- Crime continues to be very low.
- An abbreviated 2020 Annual Meeting will be held 10:00 AM, Saturday, March 21, at the Plantation House.

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- ARB – Issued 54 Building Permits in February with a total of 103 YTD.
  - Monthly Revenue ARB
    - Administrative Approval Fees: \$700
    - Total ARB Fees collected - \$6,350
    - ARB Fines collected - \$100
    - Tree Mitigation collected - \$1,762
    - Tree Permits collected - \$1,150
  - Monthly Revenue Covenants
    - Covenant Fines issued - \$3,150
    - Covenant Fees collected - \$2,750
- Staff is working on bids for 2020 road and leisure path projects.
- Maintenance staff continues to work on a variety of small drainage projects throughout the Plantation.
- An abbreviated 2020 Annual Meeting will be held 10:00 AM, Saturday, March 21, at the Plantation House.
- Noted staff continues to track an amendment to the HOA ACT to prohibit Community Associations from using foreclosures to collect past due assessments. A meeting with Representative Wes Newton was scheduled to discuss this legislation but has been postponed due to Coronavirus concerns.
- We continue to work 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 presentation to the HHP community scheduled for April 23, 10:00 AM, at the Plantation House by Wood+ Partners and Architect Tom Parker.
- The presentation and ceremonial parts of the 2020 Annual Meeting are scheduled for Thursday, May 28, 2020, at the Plantation House.

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**VII. ACCEPTANCE OF ACTION LIST**

*Jordan Berliner made a motion to accept the Action List as presented. Ann Schwab seconded, and the motion passed unanimously.*

**VIII. ACTION LIST**

**A. Decision Items:**

**1. Consider the adoption of the 2020/21 Corporate Calendar.**

*Lori Schmidt made a motion to approve the 2020/21 Corporate Calendar as presented. Betsy Weppner seconded, and the motion passed unanimously.*

**2. Consider funding plan for the Dolphin Head Renovation project.**

Todd gave a brief presentation on how the Dolphin Head Project can be funded. Peter and Chrissy met with representatives from Carolina Parks and Play regarding the project. It was noted that money could be saved by using a General Contractor.

**IX. COMMITTEE REPORTS**

*Lori Schmidt made a motion the accept the Committee Reports as presented. Ann Schwab seconded, and the motion passed unanimously.*

**X. PROPOSED NEW BUSINESS ITEMS**

There was no new business to propose.

**XI. EXECUTIVE SESSION**

*Jim Lucas made a motion to go into Executive Session at 2:48 PM, Jon Heron seconded, and the Board went into Executive Session. Jordan Berliner made a motion to come out of Executive Session at 3:05 PM, Audrey King seconded, and the Board came out of Executive Session.*

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**XII. ADJOURNMENT**

*Lori Schmidt made a motion to adjourn the Board meeting. Ann Schwab seconded, and the meeting adjourned at 3:01 PM.*

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Lois Wilkinson, President

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Ann Schwab, Secretary