

**HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, JANUARY 26, 2021  
9:00 AM – SPRING LAKE PAVILION**

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**I. PRE-AUDIT MEETING – 8:30 AM**

President Lois Wilkinson called the meeting to order at 8:30 AM.

**Present were:**

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

**Staff Members:**

General Manager:	Peter Kristian
Assistant General Manager:	Todd Lindstrom
Recording Secretary:	Sharon P. White
Communications Coordinator:	Leah Davis
Maintenance Director:	David Mills

**II. PRESIDENT REMARKS**

**President Wilkinson:**

- Thanked everyone for their hard work.
- Noted that after the Executive Meeting the Personnel Committee met with the General Manager regarding his Annual Review. He received an increase in pay and a contract for another two years.

**III. APPROVE BOARD MINUTES**

*Lori Schmidt made a motion to approve the December 1, 2020 Meeting Minutes, which included the Audit Meeting Notes as presented. Jon Heron seconded, and the motion passed unanimously.*

**IV. FINANCIAL REPORT**

Todd Lindstrom gave a brief presentation on the financials for December 2020. He noted that ARB and Decals and Gate Passes continue to be strong, Spring Lake Tennis and Advertising met budget. Todd noted that Capital Transfer Fees are at a record high \$527,000. He also noted that the auditors will be coming to get some of the materials needed to for the Audit, but most of the audit will be handled by portal.

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**V. GENERAL MANAGER'S REPORT**

- Staff is busy with assessment collections, the 2020 Audit, and preparations for the Annual Meeting.
- Our advertising revenue for *Plantation Living*:
 

	<u>2020</u>	<u>2021</u>
January	\$12,950	\$12,305
February	\$13,375	\$12,570++
- Capital Transfer feed collected in 2020 \$527,834. For 2019 our total was \$416,265.
- The Ballots/Proxies for the 2021 board Election and Annual Meeting are being finalized.
- Noted staff recommendations for the Community Service Awards. Please provide any suggestions to the General Manager.

**Community Service Awards Suggestions:**

- Women's Club for their food drives and fundraising efforts.
- The Wood Carvers for their work on the entrance sign to the Whooping Crane Conservancy. Ed Butchko, Kelly Byers, and Jan Gantzhorn.
- Noted a bottle of wine or box of chocolate was delivered to every HHPPOA volunteer by Staff.
- The new website is completed. We are currently waiting on Progressive Technology to give our web developer access to domain information. We are hoping to have the website up and ready for viewing this month.
- Our next Coffee is scheduled for 10:00 AM on Thursday, February 18, at the Plantation House parking lot weather permitting. We will use this as an opportunity to introduce the candidates running for the Board.
- We are working with vendors for the automated gate located at our Cypress entry to correct a problem with the bar code reader.

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- The Spring Lake pool has been winterized. The contract is up in April, so Chrissy is getting bids from contractors.

The Gingerbread House competition held on Saturday, December 19, was a huge success! We originally had 24 entries registered but ended up with only 19 Gingerbread Houses on display. For judging, we had created three categories that everyone could cast their votes for and the winners were: My Very Favorite - Katherine Beres (Christmas Train), Most Creative - Mary Howe (Hurricane Mary), and Best Theme – Leslie Lefer/Amy Yaniro (Santa’s Island Oasis).

- This winter we sponsored a Holiday Light Pre-Party, which was held on Saturday, December 19, as well. We ended up with 31 families registered even though we had many more residents that just stopped by without RSVP’ing. We offered a hot chocolate bar, gave out bags of goodies for kids/families to take on the road with them. The big hit was getting pictures taken with Santa who was inside the large inflatable snow-globe, and it was worth every penny.
- On Monday, January 11, we hosted another Community Blood Drive with the help of OneBlood and their Big Red Bus. Thirty-one (31) units of blood were donated putting HHP on the honor roll.
- On January 15, we hosted our annual Kids Night Out party at the Plantation House from 6:00-9:00 PM. This event was open to all kids in grades K-5<sup>th</sup>, and the cost to attend was \$10. The festivities included a box dinner with a sub sandwich and chips, fun games, and concluded with the showing of the movie, “Trolls World Tour” (rated PG).
- On Wednesday, February 17, we will be working with Liz Fair, MCHC, BSME, to offer a free seminar on “The Beauty of Sleep.” This seminar will be held at 10:00 AM at the Plantation House, and it will be limited to only 25 attendees. Liz will discuss the importance of sleep as well as the significant impact sleep deprivation has on our mental and physical health. Sign-ups began in January 2021.
- A memorial bench donated by Gretchen Spiridopoulos and family/friends in memory of Dick Rapp is scheduled to be installed on the Dolphin Head Golf Club r property. We also had another type of memorial bench ordered for the tennis courts. This one was ordered by Claire Bain in memory of her parents – Tanya and John Goff – who were long-time Spring Lake Tennis members. Both had moved away and have now passed since leaving HHP. Bill Dix helped with the order. This new type of bench will be made from recycled plastic and will be movable, so it won’t be in the way of resurfacing, etc.
- USTA team Tennis may begin in late February early March of 2021.

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- We will begin to reach out to last year's summer employees to find out who is planning to return for the 2021 pool season.
- Work has begun on this year's Kids Kamp brochures and applications as we start advertising for this summer's program in the February newsletter.
- The Covenants Committee has completed its work on the proposed changes to the Rules and Regulations including small-motorized vehicles.
- The ARB continues to review request for exterior modification to home which is being driven by new homeowners and low mortgage rates.

- **Monthly Revenue ARB and Covenant – December 2020**

Building Permits Issued:	47
YTD Permits Issued:	640

**ARB December**

New Construction:	1
YTD New Construction:	13
Tree Permits Issued:	39
YTD Tree Permits:	554

**Covenants December**

Covenant Fines	Residential	Commercial	Total
Fines Levied	\$100	\$475	\$575
Fines Collected	\$400	\$350	\$750
YTD Issued:	\$27,725		
YTD Collected:	\$27,300		

- We had several B&E Autos in the Crooked Pond area the evening of January 17<sup>th</sup>. Security staff is responding accordingly.
- We continue to work with Wood+Partners on the Dolphin Head Recreation Renovation Project. Survey work is in progress at this location.
- The POA 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.

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- The Deerfield Road Drainage project has been completed. Billing for the culvert pipes that were installed under the property owners' driveways are in process.

**VI. ACCEPTANCE OF ACTION LIST**

*Jon Heron 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 recommendation from the Maintenance Department to purchase a backhoe loader.**

*Jim Lucas made a motion to approve allocating an amount not to exceed \$117,313 from the Repair and Replacement fund to Blanchard Cat to purchase a backhoe loader as specified. Jordan Berliner seconded, and the motion passed unanimously.*

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

- 1. Consider changing the Annual Meeting Date to March 27, 2021.**

*Jon Heron made a motion to approve changing the Annual Meeting date to March 27, 2021. Jim Lucas seconded, and the motion passed unanimously.*

- 2. Consider and approve the appointment of the 2021/2022 Election Committee members.**

*Lori Schmidt made a motion to approve and appoint Carlton Dallas, as Chairman, and Mary Alderman, Jan Cale, John Pastore, Cyndy Stanford as members of the Election Committee. Betsy Weppner seconded, and the motion passed unanimously.*

- 3. Consider and approve the appointment of the 2021/2022 Nominating Committee members.**

*Jordan Berliner made a motion to approve and appoint Jim Collett, Terry Conway, Toney Mathews, Harry Meyers, Jim Ogden, Dick Sell, Doug Skelly, Werner Sicvol, Lois Wilkinson as members of the Nominating Committee. The Board Vice President will be the Chairman. Betsy Weppner seconded, and the motion passed unanimously.*

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**4. Consider and adopt the 2022-2026 Strategic Plan.**

*Jon Heron made a motion to approve and adopt the 2022-2026 Strategic Plan. Betsy Weppner seconded, and the motion passed unanimously.*

**5. Consider and approve the 2021 Resident Opinion Survey.**

*Audrey King made a motion to approve 2021 Resident Opinion Survey. Jordan Berliner seconded, and the motion passed unanimously.*

**6. Consider adopting the Revenue Recognition Policy.**

*Jim Lucas made a motion to table the adoption of the Recognition Policy until the Board receives more information from the auditors. Betsy Weppner seconded, and the motion passed unanimously.*

**C. Information Item(s):**

1. Noted the slate of candidates by the Nominating Committee for the 2021 Board election.

It was noted that five candidates were selected to run for the Board, Jon Heron, Edward Schottland, Rex Garniewicz, James Tiley, and George Haley.

**VIII. COMMITTEE REPORTS**

The Committee Reports were accepted as presented with corrections to ARB minutes.

**IX. PROPOSED NEW BUSINESS ITEMS**

There was no new business proposed.

**X. EXECUTIVE SESSION**

*Jim Lucas made a motion to go into Executive Session to discuss legal and personnel matters, at 9:54 AM. Lori Schmidt seconded, and the Board went into Executive Session.*

*Jon Heron made a motion to come out of Executive Session at 10:07 AM. Audrey King seconded, and the Board came out of Executive Session.*

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**XV. ADJOURNMENT**

*Audrey King made a motion to adjourn the Board meeting. Ann Schwab seconded, and the meeting adjourned at 10:07 AM.*

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Lois Wilkinson, President

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Ann Schwab, Secretary