



Sea Pines Property Owners Association
Board of Directors Meeting
Videoconference and YouTube Stream
Tuesday, September 26; 10:00 AM
Agenda

- | | |
|--|-------------|
| 1. <u>Call to Order</u> | Scanlon |
| 2. <u>Establishment of Quorum</u> | Burns |
| 3. <u>Ratify Approval:</u> | |
| a. Board of Directors Meeting Minutes, June 20, 2023 * | Burns |
| b. Board of Directors Special Meeting Minutes, April 7, 2023 * | |
| c. Board of Directors Special Meeting Minutes, July 20, 2023 * | |
| 4. <u>President Remarks</u> | Scanlon |
| 5. <u>Financial Report</u> | Suhre |
| 6. <u>Management Report</u> | Smith |
| 7. <u>Sea Pines POA Updates</u> | |
| a. Architectural Review Board (ARB) | Stevens |
| b. Communications | Wellinghoff |
| c. Website | de Vallette |
| d. Petition Drive Update | Burns |
| e. Legal | Scanlon |
| f. Community Standards Committee (Formerly LUM) | Thomson |
| g. Membership Committee | Allenbach |
| h. Nominating Committee | Burns |
| 8. <u>Unfinished Business</u> | |
| 9. <u>New Business</u> | |
| 10. <u>Adjournment</u> | |

Recess – Five Minute
Q & A Session – Questions from the Community

Reference Material Attachments

- Resolutions, September 26, 2023
- Board of Directors Meeting Minutes, June 20, 2023 *
- Board of Directors Special Meeting Minutes, April 7, 2023 *
- Board of Directors Special Meeting Minutes, July 20, 2023 *
- 2nd Quarter 2023 Financial Report
- ARB Density Report – August 31, 2023
- ARB Status Report – August 31, 2023

*Denotes action item



**SEA PINES
PROPERTY OWNERS
ASSOCIATION**

**Sea Pines Property Owners Association
Board of Directors Meeting
Videoconference and YouTube Stream
Tuesday, September 26; 10:00 AM**

RESOLUTIONS

- Resolution for 3a. Approval – Board Meeting Minutes, June 20, 2023:
“**RESOLVED**, Sea Pines Property Owners Association Board of Directors, ratifies approval of the Board of Directors Meeting Minutes, June 20, 2023, as presented”.
- Resolution for 3b. Approval – Special Board Meeting Minutes, April 7, 2023:
“**RESOLVED**, Sea Pines Property Owners Association Board of Directors, ratifies approval of the Special Board of Directors Meeting Minutes, April 7, 2023, as presented”.
- Resolution for 3c. Approval – Special Board Meeting Minutes, July 20, 2023:
“**RESOLVED**, Sea Pines Property Owners Association Board of Directors, ratifies approval of the Special Board of Directors Meeting Minutes, July 20, 2023, as presented”.



Board of Directors Meeting

Tuesday, June 20, 2023

A regular meeting of the Sea Pines POA was held Tuesday, June 20, 2023 via videoconference.

Call to Order

The meeting was called to order by Greg Thomson at 10:01 a.m.

Establishment of Quorum

A quorum has been obtained.

Board Members Present via Zoom

Gregory Thomson, Kerry De Vallette, Jonathan Suhre, Lauri Allenbach, Lee Stevens, Lori Wellinghoff, Larry Holdren, (Board Advisor)

Board Members Absent

Paula Scanlon, Edward Hughes, Keith Burns

IMC Resort Services Representatives

Kathleen Smith, Lisa Martin

Ratify Approval – Board of Directors Meeting Minutes, March 28, 2023

Jonathan Suhre made a motion to ratify the email approval of the March 28, 2023 Board of Directors Meeting Minutes. The motion was seconded and unanimously carried.

“RESOLVED, Sea Pines Property Owners Association Board of Directors, approved the Board of Directors Meeting Minutes, March 28, 2023”.

Vice President Remarks – Greg Thomson

Greg thanked everyone for joining the meeting and noted that in Paula’s absence, he would lead today’s meeting. The Board’s efforts to gather enough signatures to request the Resort to call a referendum to allow electronic voting and signatures on any future referendum or other CSA matter is well under way. The option to use paper ballots will still be available by request and there are no other changes to the covenants included or requested.

Greg mentioned the required number of property owners’ signatures is nearing and it is interesting to note Sea Pines POA is making history. This is the first-time homeowners will petition the Resort to run a referendum on their behalf. Greg could not miss the opportunity to recognize the leadership of Keith Burns for verifying and tracking the petition signature process.

It is also important to recognize and acknowledge the support and volunteer help provided by the neighborhood POA’s. Margie Tomczak and her fellow POA presidents have supported this effort from the beginning and have been instrumental in collecting signatures. A huge thanks to all of you.

Sea Pines POA has had struggles this year with membership and dues, with many experiencing problems with dues billing and collection. Database management will be a top priority for the remainder of the year. Greg apologized for any inconvenience Members have faced.

Financial Report – Jonathan Suhre

Jonathan reviewed the financial position as March 31, 2023 and reminded Members that Sea Pines POA invests in high quality investments with short term maturity of 3-5 years. Total assets are \$443,172.44 with \$222,511.89 in bonds/fixed income, \$130,560.36 in cash and \$86,446.64 in the operating funds. Jon noted the goal is to continue to generate excess revenue to increase reserves to offset any unexpected costs. Total monthly income was \$27,000.00 and was \$4,000.00 under budget with excess revenue in the amount of \$62,405.00 this quarter.

Management Report – Kathleen Smith

There are currently 2,748 paid members. Since March, IMC has received 350 phone calls and 400 emails - mostly in regards to the Annual meeting, petition, dues and CSA related questions.

Sea Pines POA Updates

Architectural Review Board – Lee Stevens

There are 49 lots remaining and there is a significant increase in tear downs. Year-to-date there have been 337 minor/65 major additions & alterations with 79 in the month of May. The ARB committee meets once a week at 1:00 p.m. on Tuesdays.

Communications – Lori Wellinghoff

The Third Tuesday Speaker Series will start again in September with a great line-up in the works. The next edition of the Newsletter will be coming out shortly.

Website – Kerry De Vallette

The Board is working with the CSA to streamline the database process and get the two databases to sync. The current website to be potentially updated or replaced entirely. The Board is also working to identify the process of identifying multiple properties and voting email addresses.

Covenant Modernization – Lee Stevens on behalf of Keith Burns

This is the first time a petition has been brought forth to amend the covenants of Sea Pines. 29 separate petitions were returned resulting 501 validated sigs out of 535 that were gathered. Nearing 87% of the goal of 575 with a validation rate of 93%.

Lee Stevens made a motion to include a petition document created by Keith Burns included in today's Board meeting minutes. The motion was seconded and unanimously carried. See attachment A.

"RESOLVED, Sea Pines Property Owners Association Board of Directors, approved the petition document to be include it today's meeting Minutes".

Legal

No update at this time.

Community Standards Committee (formerly Land Use Management) – Greg Thomson

The Land Use Management is now be referred to as the Community Standards Committee. The rules are now called standards and have been in effect for two years. The CSA Board requested they be reviewed and modified where experience warrants a change and is expected to be completed by the end of the year. There are two full-time monitors plus one seasonal. There were 83 violations in May and there was a 30% increase over prior month mostly landscaping, meeting ARB standards, rubbish/debris and maintenance.

Membership Committee – Lauri Allenbach

In 2024 the Board would like to see more committee activity around membership to provide input on how to increase and retain membership. Members interested in volunteering for the organization should visit www.seapinespoa.com/volunteer to fill out a volunteer form.

Unfinished Business

Election Process – Greg Thomson

The election of new Board members is reviewed by the nominating committee; Keith Burns (Committee Chair), Jon Suhre and Greg Thomson. The slate of nominated candidates will be announced at the end of August. Nominations by petition are due by October 1st. The Meet the Candidates event will be held in late October. Ballots will be sent November 1st and are due by November 30th. Election results will be announced in December. Board applications can be found at www.seapinespoa.com/election. The deadline to submit an application is August 1st. Any questions can be emailed to info@seapinespoa.com.

New Business

Increase Communication with Neighborhood POAs – Greg Thomson

Support was received in gathering signatures which proves that Sea Pines POA and Homeowners are working together. Sea Pines POA is looking forward to a partnership with neighboring POAs.

Adjournment

With no further business to discuss, Greg Thomson adjourned the meeting at 10:35 p.m.

DRAFT

RESIDENTIAL PROPERTY OWNERS REFERENDUM PETITION FOR SEA PINES COVENANT AMENDMENT

Petition No. _____

STATEMENT OF INTENT

Wherever the Sea Pines Covenants require or permit that some act be done in writing or delivered through mail, including but not limited to any portion of the referendum process, the use of electronic mail, electronic transmissions, and/or electronic signatures shall be deemed the equivalent of a written document or delivery by mail.

If desired, please see legal language attached to this petition document.

#/#/2023	Name (Print)	Signature	SP Street #/Name	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Attachment A



Board of Directors Meeting **Friday, April 7, 2023**

On March 30, 2023, with more than three days' notice, a special meeting of the Sea Pines POA was called and scheduled for Friday, April 7, 2023 at 1:00 p.m.

The sole purpose of the meeting was to review and vote on the first step of the Board's 2023 Covenant Modernization efforts.

Call to Order

The meeting was called to order by Paula Scanlon at 2:00 p.m.

Establishment of Quorum

A quorum has been obtained.

Board Members Present via Zoom

Paula Scanlon, Gregory Thomson, Edward Hughes, Keith Burns, Lauri Allenbach, Kerry de Vallette, Lee Stevens, Lori Wellinghoff, Larry Holdren, (Board Advisor)

Board Members Absent

Jonathan Suhre

IMC Resort Services Representatives

Kathleen Smith, Lisa Martin

Resolutions

Keith Burns made a motion to approve the statement of intent and circulation of petitions to the property owners of Sea Pines. Lee Stevens seconded the motion. The motion passed unanimously.

RESOLVED, the Sea Pines POA approves the petition statement of intent, "Wherever the Sea Pines Covenants require or permit that some act be done in writing or delivered through mail, including but not limited to any portion of the referendum process, the use of electronic mail, electronic transmissions, and/or electronic signatures shall be deemed the equivalent of a written document or delivery by mail."

RESOLVED, the Sea Pines POA approves the circulation of petitions for the purpose of collecting signatures of at least 10% of the Participating Property Owners of Sea Pines.

Adjournment

With no further business to discuss, Paula Scanlon adjourned the meeting at 2:25 p.m.



Board of Directors Meeting

Thursday, July 20, 2023

On July 20, 2023, with more than three days' notice, a special meeting of the Sea Pines POA was called and scheduled for Thursday, July 20, 2023 at 2:00 p.m.

The sole purpose of the meeting was to review and vote on the Board's 2023 Covenant Modernization efforts.

Call to Order

The meeting was called to order by Paula Scanlon at 2:00 p.m.

Establishment of Quorum

A quorum has been obtained.

Board Members Present in Person – Paula Scanlon

Board Members Present via Zoom

Gregory Thomson, Keith Burns, Lauri Allenbach, Kerry de Vallette, Jonathan Suhre, Lee Stevens, Lori Wellinghoff, Larry Holdren (Board Advisor)

Board Members Absent

Edward Hughes

IMC Resort Services Representatives

Kathleen Smith, Lisa Martin

Executive Session

A motion was made by Greg Thomson to enter into Executive Session at 2:02 p.m. Lauri Allenbach seconded the motion. The motion passed unanimously.

A motion was made by Lee Stevens to adjourn Executive Session at 2:13 p.m. and return to the open Board meeting. Keith Burns seconded the motion. The motion passed unanimously.

Opening Remarks

Paula Scanlon stated the special meeting was called today to share the results of the Sea Pines POA drive to register over 600 property owners to petition the Resort to hold a referendum to amend the 1974 covenants. Covenant modernization is a priority for this year's Board with the strong need to bring them into the 21st Century. Per the 1974 covenants a referendum must be called by the Resort. The second option is 10% of participating Sea Pines property owners may petition the Resort to call a referendum.

Currently, any time a referendum is called it must be executed by mail. A special meeting was called in April where the Sea Pines POA Board voted unanimously to sponsor a petition drive for a referendum to update the 1974 covenants. Paula noted the Board is delighted to announce success in achieving the goal of 10% of participating property owner signatures.

Petition Status Update (Attachments A and B)

Keith Burns presented the petition data points and Declaration of Covenants. Over a three-month period, the Board, along with community volunteers, collected 665 total signatures, of which 608 were validated as Sea Pines Participating Property Owners as defined by the 1974 Covenants, exceeding the 527 calculated required signatures by 81. The Board has reviewed the statistics and are prepared to introduce a resolution to notify the Sea Pines Resort to conduct a referendum vote.

A motion was made by Keith Burns to introduce a resolution for notification to the Sea Pines Resort to conduct a referendum vote. Lee Stevens seconded the motion. The motion passed unanimously.

RESOLVED, the Sea Pines POA approves the introduction of a resolution for notification to the Sea Pines Resort to conduct a referendum vote.

Adjournment

With no further business to discuss, Paula Scanlon adjourned the meeting at 2:31 p.m.

DRAFT



Summary Data Points from Referendum Petition Drive

Total residential properties listed on April 18 th CSA file	5,826
Calculated number of Participating Property Owners	5,270
Estimated 10% threshold of PPO's on April 18 th	527
Number of referendum petitions issued	36
Number of referendum petitions returned	35
Number of petition signatures gathered	665
Number of petition signatures validated to April 18 th CSA list	608
Petition signature validation rate	91.4%
Number of validated signatures in excess of estimated threshold	81
Percentage of excess validated signatures to threshold	15.3%

Attachment B

WHEREAS, Article I, section J of the 1974 Declaration of Covenants and Restrictions by Sea Pines Plantation Company, Inc. (the "1974 Covenants") allows a referendum to amend the 1974 Covenants to be called by Sea Pines Resort, LLC (the "Resort") upon petition of at least 10% of Participating Property Owners;

WHEREAS, on April 7, 2023 the Board of Directors (the "Board") of Association of Sea Pines Plantation Property Owners and The Advisory Board (the "Association" d/b/a Sea Pines POA) unanimously approved a process for gathering signatures for a referendum petition to amend the 1974 Covenants for the purpose of allowing the use of electronic voting, communication and signatures with equal status to paper or manual votes, communications and signatures;

WHEREAS, the Board has initiated the approved process and has collected 665 signatures, of which 608 of these have been verified through matching Participating Property Owner information from the Community Services Associates property owner listing dated April 18, 2023, and

WHEREAS, such 608 verified signatures exceeds the 10% of Participating Property Owners threshold required under Article I, section J of the 1974 Covenants to petition the Resort to call such a referendum vote,

THEREFORE BE IT RESOLVED that the Board of the Association has reviewed and accepted the results of the referendum signature gathering process and hereby approves the notification of the Resort that the Board is certifying that the 10% Participating Property Owner threshold under the 1974 Covenants has been met and to request the Resort to initiate a referendum to amend the 1974 Covenants to allow for electronic voting, communications and signatures in the operation of the 1974 Covenants.

Sea Pines POA

Balance Sheet

Posted 06/30/2023

Assets

Bank

10100	Operating Checking - AAB	20.30
10102	Operating Checking - Coastal	92,938.79
10200	Replacement Reserve - AAB	1,105.56
10201	Morgan Stanley Investments	220,653.93
10202	Morgan Stanley Cash/Cash Equiv.	134,153.74

<u>Total Bank</u>		448,872.32
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Prepaid Other

12300	Investment Interest Receivable	2,334.21
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<u>Total Prepaid Other</u>		2,334.21
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<i>Total Assets</i>		451,206.53
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Liabilities & Equity

Liabilities

20201	Advance Payments	10,705.50
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<u>Total Liabilities</u>		10,705.50
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Equity

30100	Retained Earnings	376,723.29
30101	Unrealized Gain/(Loss) M. Stanley Investment	(11,441.72)
	Current Year Earnings	75,219.46

<u>Total Equity</u>		440,501.03
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<i>Total Liabilities & Equity</i>		451,206.53
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Sea Pines POA Budget Variance

Posted 4/1/2023 To 6/30/2023 11:59:00 PM

	Current Period Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Income</u>							
50100 Membership Dues	52,200.00	42,500.00	9,700.00	139,550.00	85,000.00	54,550.00	170,000.00
50700 Bank Interest	253.22	0.00	253.22	253.63	0.00	253.63	0.00
50900 Other Income	280.00	249.00	31.00	700.00	498.00	202.00	1,000.00
TOTAL Income	52,733.22	42,749.00	9,984.22	140,503.63	85,498.00	55,005.63	171,000.00
<u>Reserve Income</u>							
50701 Investment Interest	3,593.38	0.00	3,593.38	6,506.19	0.00	6,506.19	0.00
50702 Accrued Interest	2,728.51	0.00	2,728.51	2,334.21	0.00	2,334.21	0.00
TOTAL Reserve Income	6,321.89	0.00	6,321.89	8,840.40	0.00	8,840.40	0.00
TOTAL Income	59,055.11	42,749.00	16,306.11	149,344.03	85,498.00	63,846.03	171,000.00
Expense							
<u>Administrative</u>							
60103 Management Fees	9,000.00	9,000.00	0.00	18,000.00	18,000.00	0.00	36,000.00
60104 Legal Fees	3,799.08	3,750.00	(49.08)	3,799.08	7,500.00	3,700.92	15,000.00
60106 Bank Service Charges	1,073.88	624.00	(449.88)	3,506.82	1,248.00	(2,258.82)	2,500.00
60111 Website	23.17	1,875.00	1,851.83	855.85	3,750.00	2,894.15	7,500.00
60114 Communication Services	30,973.33	5,499.00	(25,474.33)	38,532.09	10,998.00	(27,534.09)	22,000.00
60115 Election Expense	0.00	1,374.00	1,374.00	0.00	2,748.00	2,748.00	5,500.00
60118 New Member Recruitment	911.00	1,251.00	340.00	911.00	2,502.00	1,591.00	5,000.00
60130 Accounting Services	0.00	624.00	624.00	0.00	1,248.00	1,248.00	2,500.00
60132 Other Expenses	210.50	1,251.00	1,040.50	452.73	2,502.00	2,049.27	5,000.00
TOTAL Administrative	45,990.96	25,248.00	(20,742.96)	66,057.57	50,496.00	(15,561.57)	101,000.00
<u>Insurance</u>							
60201 Property & Liability Insurance	0.00	6,249.00	6,249.00	8,067.00	12,498.00	4,431.00	25,000.00
TOTAL Insurance	0.00	6,249.00	6,249.00	8,067.00	12,498.00	4,431.00	25,000.00
TOTAL Expense	45,990.96	31,497.00	(14,493.96)	74,124.57	62,994.00	(11,130.57)	126,000.00
Excess Revenue / Expense	13,064.15	11,252.00	1,812.15	75,219.46	22,504.00	52,715.46	45,000.00

SEA PINES PLANTATION DWELLING UNITS (DENSITY) REPORT

Class A Units - Single Family Dwelling Units

Total Lots Remaining	47
Total Homes	3790
Total Class "A"	<u>3837</u>

Class B - Multi-Family Dwelling Units 1974

Uncommitted Dwelling Units 79 *

*79 units assigned to Sea Pines Resort

Total Dwelling Units allowed by Covenant 5890

Class "B" DUs permitted 1974

Class A DUs Under Construction/Permitted 3785

January Permits -	1
February Permits -	0
March Permits-	1
April Permits -	0
May Permits -	1
June Permits -	0
July Permits -	2
August Permits -	0
September Permits -	0
October Permits -	0
November Permits -	0
December Permits -	0
Total Permitted	<u>3790</u>

Improved or under construction 3790

August 31, 2023

ARB Applications for 2023

August

			Year to Date
New SFR (Including New Lots)		3	11
	New Lots	2	3
	Demo	1	8
Additions / Alterations	Major	12	98
	Minor	59	483
Pools		1	15
Commercial		0	6