

**Association of Sea Pines Plantation Property Owners, Inc., and The Advisory Board
(ASPPPO)**

Board of Directors Meeting
Videoconference and YouTube Stream
Thursday, March 25, 2021, 9:00 a.m.

Agenda

- | | |
|--|-----------------|
| 1. <u>Call to Order</u> | Scanlon |
| 2. <u>Establishment of Quorum</u> | Thomson |
| 3. <u>Executive Session</u> | Scanlon |
| a. Approval – Board of Directors Call to Executive Session * | |
| b. Contracts, Legal | |
| 4. <u>Board Meeting Reconvenes</u> | Scanlon |
| 5. <u>Ratify Approval – Board of Directors Meeting Minutes, February 4, 2021 *</u> | Thomson |
| 6. <u>President Remarks</u> | Scanlon |
| 7. <u>Financial Update</u> | Todd |
| 8. <u>ASPPPO Updates</u> | |
| a. Communications/Website | Scanlon/Thomson |
| b. Membership Committee | Stevens |
| c. Leaf Blower Task Force | Todd |
| d. Covenant Reform Task Force | Scanlon |
| e. Joint CSA/ASPPPO Land Use Management Committee (LUMC) | Guazzo |
| f. CSA Short Term Rental Committee | Ellis |
| g. Architectural Review Board (ARB) | Stevens |
| 9. <u>Unfinished Business</u> | |
| 10. <u>New Business</u> | |
| a. Approval – Appointment, Nominating Committee, 2021 * | Scanlon |
| b. Annual Meeting Date and Proxy Mailing | Scanlon |
| 11. <u>Adjournment</u> | |

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

Reference Material Attachments

- Resolutions, March 25, 2021
- ASPPPO Board of Directors Meeting Minutes, February 4, 2021
- ARB Density Report, February 26, 2021
- ARB Status Report, YTD/February 2021
- LUMC Status Report, March 16, 2021

* Denotes Action Item

**Association of Sea Pines Plantation Property Owners, Inc. and The Advisory Board
(ASPPPO)**

Board of Directors Meeting
Videoconference and YouTube Stream
Thursday, March 25, 2021, 9:00 a.m.

Resolutions

- Resolution for 3a. **Approval – Board of Directors Call to Executive Session:**
“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and The Advisory Board, approves call to Executive Session”.
- Resolution for 5. **Ratify Approval – Board of Directors Meeting Minutes, February 4, 2021:**
“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and The Advisory Board, ratifies approval of the Board of Directors Meeting Minutes, February 4, 2021, as finalized by email”.
- Resolution for 10a. **Approval – Appointment, Nominating Committee, 2021:**
“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and The Advisory Board, approves the Nominating Committee, 2021, as presented”.

Association of Sea Pines Plantation Property Owners, Inc., and the Advisory Board

Board of Directors Meeting

February 4, 2021

A regular meeting of Association of Sea Pines Plantation Property Owners, Inc., and The Advisory Board (ASPPPO), Board of Directors, was held on Thursday, February 4, 2021, via videoconference.

Present from the Board of Directors, were: Paula Scanlon, President; David Ellis, Vice President; Greg Thomson, Secretary; Grover Todd, Treasurer; Barry Barth, Director; Paul Crunkleton, Director; Dana Guazzo, Director; Bill Johnson, Director and Lee Stevens, Director

Present from Community Services Associates, Inc., were: Sandra Archer, Executive Administrator; Stephanie Fera, Communications Coordinator; Amanda Sutcliffe-Jones, Director of Communications and Stephen Vinciguerra, Manager of Information Technology

Call to Order

The meeting was called to order by Paula Scanlon, President, at 9:00 a.m. Eastern time.

Establishment of Quorum

Quorum was met.

Executive Session

Approval – Board of Directors Call to Executive Session

A motion was made by Greg Thomson to support the resolution, “Approval – Board of Directors Call to Executive Session”. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and The Advisory Board, approved the Board of Directors call to Executive Session”.

Board Meeting Reconvenes

The Board of Directors reconvened at 9:20 a.m. There was no action taken.

Ratify Approval – Board of Directors/Special/Organizational Meeting Minutes, November 12, 2020, November 30, 2020, January 14, 2021

A motion was made by Greg Thomson, to support the resolution, “Ratify Approval – Board of Directors/Special/Organizational Meeting Minutes, November 12, 2020, November 30, 2020, January 14, 2021, respectively”. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc., Board of Directors and The Advisory Board, ratified approval of the Board of Directors/Special/Organizational Meeting Minutes, November 12, 2020, November 30, 2020, January 14, 2021, respectively, as finalized by email”.

President Remarks

President Scanlon provided an update:

- Following 2 prior attempts and 1 withdrawal, Referendum, 2020, Infrastructure Revenue Funding, proved successful;
- Task Force created to address Covenant reform, to focus on 75% threshold requirement;
- Outgoing Board Members, acknowledged: James Richardson, Rich Speer;
- Returning and incoming Board Members, welcomed: Bill Johnson, Lee Stevens, Greg Thomson, respectively;
- Organizational Meeting Officers, elected: President, Paula Scanlon; Vice President, David Ellis; Secretary, Greg Thomson; Treasurer, Grover Todd.

Financial Update

Mr. Todd provided an update:

- Financial Statements, Year-End/December 31, 2020, reviewed;
- Balance Sheet as of December 31, 2020, showed total liabilities and fund balances at \$421,231, as compared to \$398,737 in 2019;
- ASPPPO membership increased by 120 members over prior year. Goal is for all property owners to become members;
- Income Statement, YTD/December 31, 2020, showed actual revenues over expenses, (\$14,051), as compared to YTD/December 31, 2019 \$760, at a dollar variance of (\$14,811);
- As of December 31, 2020, investments remain laddered, over 6 years, with a balance of \$380,130;
- To rebuild reserves to a healthy level, yearly membership dues increased from \$35 to \$50, as of 2021.

Acceptance - Financial Statements, Year-End/December 31, 2020

A motion was made by Grover Todd to support the resolution, "Acceptance - Financial Statements, Year-End/December 31, 2020". The motion was seconded and unanimously carried:

"RESOLVED, Association of Sea Pines Plantation Property Owners, Inc., and the Advisory Board, accepted financial statements, Year-End/December, 2020, as presented and attached to the minutes of record".

ASPPPO Updates

Architectural Review Board (ARB)

Mr. Stevens provided an update:

- ARB work through 2020, provided in Density Report;
- Townhome colors in Harbour Town, indicative of Charles Fraser's vision for that area, referenced to Portofino.

Communications

Mr. Thomson provided an update:

- Annual billing sent, increase in people signing up;
- Only 1900 member email addresses on file, out of 3600 membership base;
- Newsletter to be circulated, shortly;
- Various surveys to be sent during year.

Website Updates

President Scanlon provided an update:

- Membership dues payable by credit card, on website, 294 transactions to date. Promotion to this effect, to continue to membership, through social media and newsletter;
- Capability to create petitions on line, via plug in, to be available, shortly.

Land Use Management Committee (LUMC)

Ms. Guazzo provided an update:

- Committee Member acknowledgment: Rich Speer, Co-Chair, Alex Cruden, Karen Gay, Susan Johnson, Chuck Kotler, Martha Mustard, Cathie Rasch, Lee Stevens, Jonathan Suhre, Peter Vairo, for extensive work on revision to Land Use Management, Rules and Regulations;
- Land Use Management issues have increased 55% over prior year, to 538;
- Following ASPPPO approval, Rules and Regulations to be forwarded to CSA for review, approval and enforcement.

Approval – Land Use Rules Vote

A motion was made by Dana Guazzo to support the resolution, “Approval – Land Use Rules Vote”. The motion was seconded. Voted in favor: President Scanlon, Dana Guazzo, Lee Stevens, Greg Thomson and Grover Todd. Abstained for further clarifications: Barry Barth, David Ellis and Bill Johnson. Majority voted in favor and motion carried.

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and The Advisory Board, approved the Land Use Management, Rules and Regulations, December 23, 2020, as revised and presented”.

Short Term Rental Committee

Mr. Ellis provided an update:

- Mr. Ellis to be appointed as Chair, CSA Short Term Rental Committee, 2021;
- First Committee Meeting, February 9, 2021.

Unfinished Business

Approval – Land Use Rules Vote

Refer to ASPPPO Updates, Land Use Management Committee (LUMC).

Name Change

President Scanlon provided an update:

- Amendment to Articles of Incorporation required to initiate name change;

- Under South Carolina Not for Profit Corporation Act, vote of membership required for official name change, if silent under Charter and Bylaws;
- Membership vote, facilitated by mail, to incur expenses;
- Name change tabled.

New Business

Announcement – Date of Record, Annual Meeting, 2021

President Scanlon announced the Date of Record to be March 8, 2021, for the Annual Meeting, May 3, 2021.

Membership Committee/Email List Drive/Surveys

President Scanlon provided an update:

- Membership Committee established and Charter created. Mr. Stevens, appointed Chair.
- Purpose of committee to increase membership, expand member email address list and facilitate surveys.

Approval – Membership Committee Charter

A motion was made by Lee Stevens to support the resolution, “Approval – Membership Committee Charter”. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and The Advisory Board, approved the Membership Committee Charter, as presented”.

Administrative Business Model Task Force

President Scanlon provided an update:

- ASPPPO service agreement with CSA, to expire 2021;
- Task Force created to review most effective way to conduct ASPPPO, administratively: President Scanlon, Mr. Thomson, Mr. Todd

Legal Support Task Force/Name Change

President Scanlon provided an update:

- ASPPPO name change, to be re-evaluated.

Covenant Change Task Force

President Scanlon provided an update:

- Task Force to review Covenant amendment to lower voting threshold.

Neighbors Helping Neighbors Foundation

President Scanlon provided an update:

- Idea originated from LUMC, to be spearheaded by Mrs. Guazzo;
- Foundation to consist of groups of people/neighbors, to help those as needed, with varying issues, i.e., poor health, loss of family and to connect to groups who could assist;
- Foundation to be set up and administered under State of South Carolina, 501 C3.

Adjournment

A motion was made by Greg Thomson, to adjourn the meeting. The motion was seconded and unanimously carried.

With no further business to come before the Board, President Scanlon adjourned the meeting at 10:20 a.m. The next regularly scheduled meeting of the ASPPPO Board of Directors, is Thursday, March 25, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,

Greg Thomson
Secretary

DRAFT

SEA PINES PLANTATION DWELLING UNITS (DENSITY) REPORT

Class A Units - Single Family Dwelling Units
 Total Lots Remaining 68
 Total Homes 3770
 Total Class "A" 3838

Class B - Multi-Family Dwelling Units 1989

Uncommitted Dwelling Units 64*
 *64 units assigned to Sea Pines Resort

Lot D4 Density assigned to Sea Pines Resort
 Lot 13 Club Course I assigned to Sea Pines Resort
 Lot 82 Club Course II assigned to 3R Fairway Blk 5-3
 Lot 70 Carolina Place assigned to 5 Royal Tern

Total Dwelling Units allowed by Covenant 5890

January 1, 2015

Class "B" DUs permitted 1989

Class A DUs Under Construction/Permitted 3766

January Permits - 2
 February Permits - 2
 March Permits - 0
 April Permits - 0
 May Permits - 0
 June Permits - 0
 July Permits - 0
 August Permits - 0
 September Permits - 0
 October Permits - 0
 November Permits - 0
 December Permits - 0
 Total Permitted 3770

Improved or under construction 3770

February 26, 2021

**ARB APPLICATIONS FOR 2021
JANUARY THRU FEBRUARY**

NEW SFR (INCLUDED NEW LOTS)	10
ADDITIONS/ALTERATIONS - MAJOR	18
SMALL	158
POOLS	10
COMMERCIAL	8
NEW LOTS IMPROVED	4
DEMO	2

Land Use Management Report through 3/16/2021

1. Total Violations – 641
2. Active – 203
3. Committee - 9
4. Resolved – 438
5. Thank You Notifications – 228

(Thank you Emails/Letters are sent out when a homeowner has shown outstanding care to their home and property)(Thank you Notifications are not included in total violations)

Types of Violations – General list of most common violations in Sea Pines.

1. Landscaping (mowing/weeding/trimming/ground cover, etc.) - 206
2. Maintenance (Damaged driveways, wood rot, power washing, etc.) - 114
3. ARB Violations (working without approval, permit not posted, dumpster without a permit, etc.) – 178
4. Mailboxes (mailbox repair/replacement due to damage/rust/knocked down) – 77
5. Misc. (trailers, flags/signs, trash/recycling, miscellaneous items, etc.) – 66