

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

Board of Directors Meeting

June 5, 2020

A regular meeting of Association of Sea Pines Plantation Property Owners, Inc. and the Advisory Board (ASPPPO), Board of Directors, was held on Friday, June 5, 2020, via videoconference.

Present from the Board of Directors, were: Paula Scanlon, President; David Ellis, Secretary; Rich Speer, Treasurer; Paul Crunkleton, Director; Dana Guazzo, Director; Bill Johnson, Director; James Richardson, Director and Grover Todd, Director

Absent from the Board of Directors, was: Barry Barth, Vice President

Present from Community Services Associates, Inc., were: Sam Bennett, President; Victoria Shanahan, Director of Finance and Administration; Amanda Sutcliffe-Jones, Director of Communications and Sandra Archer, Executive Administrator

Call to Order

The meeting was called to order by Paula Scanlon, President, at 9:05 a.m. Eastern time.

Establishment of Quorum

Quorum was met.

Ratify Approval – Board of Directors Meeting Minutes, January 23, 2020

A motion was made by David Ellis, to support the resolution, “Ratify Approval – Board of Directors Meeting Minutes, January 23, 2020. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and the Advisory Board, Board of Directors, ratified approval of the Board of Directors Meeting Minutes, January 23, 2020, as finalized by email”.

President Remarks

President Scanlon provided an update. Action taken:

- Board to focus on budget, business model and Service Agreement with CSA;
- Critical projects, to include stormwater and infrastructure, to be addressed by CSA following approval of \$2.5M, short term funding;
- Postcard mailer, to request email addresses, to be sent to increase membership;
- Board Meeting Packet, in addition to Agenda, to be available on website;
- Low decibel leaf blower options, to be reviewed by Task Force.

Financial Update

Mr. Speer provided an update. Action taken:

- Financial Statements, YTD – December 31, 2019, March 31, 2020, reviewed;

- Membership, 2020, decreased 228 members, or 4.5%, to a base of 3,580 or 70%;
- Variance in budget due to drop in membership fees;
- Investment portfolio to be maintained, ability to defend community. All investments with highly rated companies, laddered, always maturing;
- Major effort to build communication platform, to continue;
- Current actions, addressed in budget.

Approval – Acceptance, Financial Statements, YE/December 31, 2019

A motion was made by Rich Speer, to support the resolution, “Approval – Acceptance, Financial Statements, YE/December 31, 2019”. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and the Advisory Board, Board of Directors, approved acceptance of the financial statements, YE/December 31, 2019, as presented and attached to the minutes of record”.

Approval – Acceptance, Financial Statements, YTD/March 31, 2020

A motion was made by Rich Speer, to support the resolution, “Approval – Acceptance, Financial Statements, YTD/March 31, 2020”. The motion was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and the Advisory Board, Board of Directors, approved acceptance of the financial statements, YTD/March 31, 2020, as presented and attached to the minutes of record”.

ASPPPO Update

Architectural Review Board

Mr. Richardson provided an update. Action taken:

- Status report given, more activity as compared to last year;
- Working on plan to transition through staff retirement.

Communications

Mr. Ellis provided an update. Action taken:

- Website, email membership list build, in progress;
- Board meeting packet to be available in advance of meeting, online.

Land Use Management Committee (LUMC)

Ms. Guazzo provided an update. Action taken:

- Meetings, conducted at least monthly, via Zoom platform;
- LUM inspection report, reviewed. Mid-March to mid-May, 55 property violation notices sent, 49 violations resolved, 7 additional properties in violation. Violation notices to increase, with SmartWeb availability. Thank you letters, approximately 15 per month, sent to those keeping property up to date;
- Summons and Complaint, for violation property, filed with Beaufort County, Owners served;

- Rules and Regulations, letters, violations, under review by legal counsel, to be revised and presented to Board, as available.

Approval – LUM Committee Charter, 2020

A motion was made by Rich Speer, to support the resolution, “Approval – LUM Committee Charter, 2020”. The motion, amended by James Richardson, further amended by Grover Todd, was seconded and unanimously carried:

“**RESOLVED**, Association of Sea Pines Plantation Property Owners, Inc. and the Advisory Board, Board of Directors, approved acceptance of the Land Use Management Committee Charter, 2020, as amended”.

Short Term Rental Committee

Mr. McPhilipps provided an update. Action taken:

- Short term rental properties have increased in number to approximately 2,100, 36% of Sea Pines properties;
- Beach parking solutions during Covid-19, in absence of Beach Trolley service, presented challenges. Sea Pines Resort temporarily permitted overflow parking at Plantation Club, as available. Overflow parking established with Hilton Head Preparatory School, as necessary;
- Beach trolley (2), service to begin from lot 8, once operationally able. Trolleys to be retrofitted with plexiglass shield to protect driver, riders to wear masks, trolley occupancy limited to 50%, hand sanitizers to be available, informational signage on trolleys and stops;
- CSA in regular communication with short term rental agencies, individual renters as well as community, to disseminate information. Bi-yearly meeting with all rental companies, virtually, allowing participation by all renters to receive pertinent data.

Unfinished Business

Announcement – ASPPPO Designee, CSA Short Term Rental Committee

President Scanlon announced Tom McPhillips, as the ASPPPO Designee, CSA Short Term Rental Committee, 2020.

Approval – LUM Committee Charter, 2020

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

New Business

Website

President Scanlon provided an update. Action taken:

- Website, ASPPPO.net, to launch June, 2020;
- Website to include: About Us, Governance, BOD Affairs, Archives, links to CSA, ARB, etc.;
- Homepage to include “Click Here to Share Email”, button.

Email List Build

President Scanlon provided an update. Action taken:

- Postcard mailing to be sent to members who have not provided email address;
- Members to be directed to ASPPPO's new website, ASPPPO.net, to submit email address.

Leaf Blower Task Force

Mr. Todd provided an update. Action taken:

- Task Force created to study lowering noise levels in Sea Pines residential areas. Task Force Co-Chaired by Mr. Todd and Mr. Johnson;
- Noise decibels, efficiency, specs of battery versus gas powered leaf blowers, to be researched;
- Major landscape companies in Sea Pines, to be consulted;
- Recommendation to be brought to Board for approval, then to CSA Board/Sea Pines Resort.

Approval – Nominating Committee, 2020

A motion was made by Bill Johnson, to support the resolution, "Approval – Nominating Committee, 2020". The motion was seconded and unanimously carried:

“RESOLVED, Association of Sea Pines Plantation Property Owners, Inc. and the Advisory Board, Board of Directors, approves appointment of the Nominating Committee, 2020: Paula Scanlon, Chair; Barry Barth and David Ellis, Members, as presented”.

Adjournment

With no further business to come before the Board, President Scanlon adjourned the meeting at 10:30 a.m. The next regularly scheduled meeting, of the ASPPPO Board of Directors, is Thursday, September 24, 2020, 9:00 a.m., via videoconference.

Respectfully Submitted,



David Ellis
Secretary