



**Sea Pines Property Owners Association
Board of Directors Meeting**
Videoconference and YouTube Stream
Wednesday, February 28, 2024; 10:00 AM

Agenda

1. Call to Order Burns
2. Establishment of Quorum Wellinghoff
3. Ratify Approval:
 - a. Board of Directors Meeting Minutes, January 24, 2024 * Wellinghoff
4. Approve Board Appointment * Burns
 - Lee Stevens, remaining portion of Paula Scanlon's term
5. Financial Report Holdren
6. Management Report IMC
7. Sea Pines POA Work Group Reports
 - a. Integrated Member Management Application de Vallette
 - Contract Approval Resolution
 - b. Monitor Third Party Activities Stevens
 - c. Member Survey DeLong
 - d. Membership Renewal Update Allenbach
 - e. Communications Wellinghoff
 - f. Legal Burns
8. Unfinished Business
9. New Business
 - a. Record Date for Voting at Annual Meeting
10. Adjournment

Q & A Session – Questions from the Community

Reference Material Attachments

- Resolutions, February 28, 2024
- Board of Directors Meeting Minutes, January 24, 2024 *

*Denotes action item



**SEA PINES
PROPERTY OWNERS
ASSOCIATION**

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RESOLUTIONS

- Resolution for 3a. Resolved: That the minutes of the January 24, 2024 Board of Directors Meeting be approved as submitted.
- Resolution for 4a. Resolved: That Lee Stevens be appointed to fill the remaining portion of Paula Scanlon's term ending on December 31, 2024.
- Resolution for 7a-. Resolved: That the Board authorize an officer of Sea Pines POA to sign an Online Service Agreement with MemberLeap after completion of the remaining due diligence steps. The Board delegates to the Executive Committee the determination of due diligence completion.
- Resolution for 9a. Resolved: That the record date for Sea Pines POA members to be eligible to vote in the 2024 Annual Meeting shall be set at March 8, 2024



Board of Directors Meeting

Wednesday, January 24, 2024

A regular meeting of the Sea Pines POA was held Wednesday, January 24, 2023 via videoconference and in-person at Providence Presbyterian Church.

1. Call to Order

The meeting was called to order by Paula Scanlon at 10:01 a.m.

2. Establishment of Quorum

A quorum has been obtained.

Board Members Present

Paula Scanlon, Keith Burns, Kerry De Vallette, Lori Wellinghoff, Larry Holdren, Lauri Allenbach, Gary Glass, Ted Leavitt, Laura DeLong

IMC Resort Services Representative

Lisa Martin

3. Ratify Approval – Board Meeting Minutes, November 15, 2023

Keith Burns made a motion to ratify the email approval of the November 15, 2023 Board of Directors Meeting Minutes, as presented. The motion was seconded and unanimously carried.

“**RESOLVED**, Sea Pines Property Owners Association Board of Directors, approved the Board of Directors Meeting Minutes of November 15, 2023.

4. Approve 2024 Board Officers – Paula Scanlon

Paula stated she has been on the Sea Pines POA Board for five years, four as President. Due to personal issues, it is time to rotate off of the Board. The new Board is full of fresh ideas and are invigorating and full of energy. Paula announced the new Board Officer line-up is as follows: Keith Burns, President; Kerry de Vallette, Vice President; Lori Wellinghoff, Secretary; Larry Holdren, Treasurer.

Lori Wellinghoff made a motion to accept the new slate of officers, Keith Burns, President; Kerry de Vallette, Vice President; Lori Wellinghoff, Secretary; Larry Holdren, Treasurer. The motion was seconded and unanimously carried.

5. Approve Board Appointment

Keith Burns made a motion for Lauri Allenbach to assume the vacancy left by Ed Hughes expiring in 2025 and for Ted Leavitt to assume the vacancy left by Jonathan Suhre expiring in 2024. The motion was seconded and unanimously carried.

6. Financial Report – Larry Holdren

Larry reviewed the financial position as of December 31, 2023. Total income last year was \$175K and total expenses were \$132K, leaving a net income of \$43K for the year. Total current assets are \$422K.

Larry reviewed the proposed 2024 budget. Total expected income is \$171K; \$170K to come from membership dues, with \$155K anticipated expenses. Communications has been broken out into ten different categories for expense tracking purposes. At this time the POA membership is half-way there based on last year's count.

Larry Holdren made a motion to approve the 2024 budget, as presented. The motion was seconded and unanimously carried.

7. **Management Report** – IMC

IMC continues to work with Board on the 2024 dues renewal process. Should you have questions about your account or payment status please give a call to (843) 422-7648 or email info@seapinespoa.com.

8. **Sea Pines POA Updates**

A. **Visioning Session and Five Areas of Focus** – Keith Burns (*Attachment A*)

The Board will concentrate their efforts this year on the tasks outlined to positively enhance the quality of life for all residential property owners within Sea Pines. Communication and education, monitoring of third-party activities impacting Sea Pines, representation of residential property owner priorities and advocate outcomes, build relationships and partnerships as well as build a sense of community and engagement.

Work Group Descriptions – Keith Burns (*Attachment B*)

The POA by-laws reference Executive and Nominating committees only. Therefore, the Board has defined the following work group categories: Executive, Communications, Community Events and Management, Partnerships, Membership, Legal and Third-Party Oversight, Business Operations, Finance/Technology and Nominating. If anyone is interested in volunteering for any workshop group(s) please send an email to info@seapinespoa.com and specify your areas(s) of interest or visit <https://seapinespoa.com/volunteer/> and fill out the volunteer application.

B. **2024 Priority Projects**

Integrated Member Management Application (*Kerry de Vallette*)

Kerry is leading the effort to evaluate the current platform. An evaluation of other software applications with the sole purpose to enhance the way the POA communicates to its members are being investigated. The vendor will be narrowed down within the next 30-60 days. The current platform will be moved to the new application within six months. Kerry reminded members that they need to keep CSA informed of any address changes as this list is used by Sea Pines POA.

Obtain all Sea Pines Residential Property Owner Names/Addresses (*Keith Burns*)

The POA member list is gathered from the CSA owner list and has proven to be difficult to work with as no names or email addresses are provided by CSA.

Conduct Member and/or Community Wide Surveys (*Laura DeLong*)

There will be two surveys sent this year. One will be sent to POA members only and the other to the Sea Pines community as a whole.

Formalize processes to monitor third party activities impacting community (*Gary Glass*)

Third party activities that impact Sea Pines residential property owners will be monitored. The process remains to be finalized.

Membership Renewal Update (*Lauri Allenbach*)

The 2024 dues invoice was mailed in the beginning of January. If your payment has not been received by the 31st you will receive a reminder post card in the mail. If you are unsure that you have paid the 2024 dues invoice, please visit www.seapinespoa.com and try to login. If you can login, you are a paid member; if you cannot login, you have not yet paid your 2024 membership dues.

Communications (*Lori Wellinghoff*)

The next speaker series will feature Myla Lerner and Blake White. Myla is a Tony Award winning Broadway producer. The event will be held February 20th at the Providence Presbyterian Church (171 Cordillo Parkway) at 5:00 p.m.

Legal (*Keith Burns*)

Oral arguments in the appeals court will take place today.

9. **Unfinished Business** – Nothing to report at this time.

10. **New Business** – Nothing to report at this time.

11. **Adjournment** – With no further business to discuss, Keith Burns adjourned the meeting at 11:00 a.m.

DRAFT